# KEPNOCK IPAD TUTORIALS Student Handbook

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Version 1

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### Adding a Passcode to your iPad

### **Problem or Question**

How do I add a passcode to my iPad to ensure that it is secure when it is locked?

### Solution

1. On your home screen, select the **Settings** button displayed below.



2. In the left pane, scroll down and select **Touch ID & Passcode**, then select **Turn Passcode On.** 

| iPad 🗢     |                      | 2:01 pm                   | 🕫 ⊁ 39% 🔳 ,   |
|------------|----------------------|---------------------------|---------------|
|            | Settings             | Touch ID & Passcode       |               |
| ≁          | Aeroplane Mode       |                           |               |
| <b>?</b>   | Wi-Fi idet           | \$0,10,10,10 <sup>+</sup> |               |
| *          | Bluetooth On         | USE TOUCH ID FOR:         |               |
|            |                      | iPad Unlock               | $\bigcirc$    |
|            | Notifications        | Apple Pay                 | $\bigcirc$    |
|            | Control Centre       | iTunes & App Store        | $\bigcirc$    |
| C          | Do Not Disturb       | FINGERPRINTS              |               |
|            |                      | Add a Fingerprint         |               |
| $\bigcirc$ | General              |                           |               |
| AA         | Display & Brightness | Turn Passcode On          |               |
|            | Wallpaper            | Change Passcode           |               |
| <b>(()</b> | Sounds               |                           |               |
|            | Siri & Search        | Require Passcode          | Immediately > |
|            | Touch ID & Passcode  | ALLOW ACCESS WHEN LOCKED: |               |
|            | Battery              | Today View                |               |
|            | Drivoov              | Pacant Notifications      |               |

3. You will be asked to input a passcode twice. Please choose something that you will remember easily but will be difficult for others to guess.

| D |                                       | Set Passcode  | Cancel                       | iPad 🤤                                      | Settings  |    |                            | 2:03 pm                          | Touch                        | n ID & Passcode | 1 🖇 39% 🔳 🖓   |
|---|---------------------------------------|---|------------------------------|---|---|----|----------------------------|----------------------------------|------------------------------|-----------------|---------------|
|   | Er                                    | nter a passcode   | 3                            | <ul> <li>→</li> <li>→</li> </ul>            | Aeroplane Mode<br>Wi-Fi                               | iD |                            | Set Passcod                      | e Cancel                     | 6               |               |
|   | This<br>E<br>Your pass<br>this iPad a | Passcode Can<br>asily Guessed.<br>code will be used to<br>nd to protect acces<br>personal data. | Be<br>o unlock<br>is to your |   | Bluetooth Notifications Control Centre Do Not Disturb |    | Verif                      | y your new pa                    | sscode                       |                 | 000           |
|   | Ch                                    | Use Anyway<br>oose New Cod  | e                            | ()<br>• • • • • • • • • • • • • • • • • • • | General<br>Display & Brightness<br>Wallpaper          |    | 1<br>4<br>сні<br>7<br>ракs | 2<br>ABC<br>5<br>JKL<br>8<br>TUV | 3<br>def<br>MNO<br>9<br>wxyz |                 |               |
|   | 4<br><sub>бні</sub>                   | 5   | 6<br>MNO                     | <b>1</b> 0                                  | Sounds<br>Siri & Search                               |    | Rec                        | 0<br>Juire Passcode              | $\otimes$                    |                 | Immediately > |
|   | 7<br>PQRS                             | 8<br>TUV  | 9<br>wxyz                    |   | Touch ID & Passcode Battery Drivesy                   |    | ALLO                       | ow access whe<br>lay View        | N LOCKED:                    |                 |               |

4. You have successfully created a passcode and your device is now secure. Next time you unlock your device, you will be presented with the screen below.



# Adding a Fingerprint to your iPad

### **Problem or Question**

How do I add a fingerprint to my iPad to ensure that it is secure when it is locked?

#### Solution

1. On your home screen, select the **Settings** button displayed below.



2. In the left pane, scroll down and select **Touch ID & Passcode**, enter your passcode (if prompted) and then select **Add a Fingerprint...** (you can add multiple fingerprints by repeating this process)

| iPad 🗢    |                      | 2:40 pm                   | A 🖇 36% 🔳 ,   |
|-----------|----------------------|---------------------------|---------------|
|           | Settings             | Touch ID & Passcode       |               |
|           |                      |                           |               |
| ≁         | Aeroplane Mode       |                           |               |
| <b>?</b>  | Wi-Fi idet           | USE TOUCH ID FOR:         |               |
| *         | Bluetooth On         | iPad Unlock               | $\bigcirc$    |
|           |                      | Apple Pay                 | $\bigcirc$    |
|           | Notifications        | iTunes & App Store        | $\bigcirc$    |
|           | Control Centre       |                           |               |
| C         | Do Not Disturb       | FINGERPRINTS              |               |
|           |                      | Add a Fingerprint         |               |
| $\oslash$ | General              |                           |               |
| AA        | Display & Brightness | Turn Passcode Off         |               |
| ***       | Wallpaper            | Change Passcode           |               |
|           | Sounds               |                           |               |
|           |                      | Require Passcode          | Immediately > |
|           | Siri & Search        |                           |               |
|           | Touch ID & Passcode  | ALLOW ACCESS WHEN LOCKED: |               |
|           | Battery              | Decent Natifications      |               |
|           |                      |                           |               |

3. You will be given a series of onscreen instructions to help you to add your fingerprint.



Optional. You can edit the name or delete a fingerprint by selecting it from the list under **Settings - Touch ID & Passcode – Fingerprints** 



If you are having issues with this process, the following steps may help you: Google the specific problem for a solution, call Apple on 1300 321 456 for any Apple-related issues, or book a time to access in-house help with your issue.

### **Understanding the Dock Controls**

### **Problem or Question**

What can my dock controls do?

### Solution

1. From your home screen, double click the **home button** (located at the bottom middle of your device).



2. You will be presented with the below dock display. To learn more about clearing the apps on the left of the dock, please find the How To Clear Apps Explanation document.

| Safari                      | Photos  |                  |
|-----------------------------|---|------------------|
| €                           |   | <b>? *</b>       |
| 6                           |   | Music            |
|                             |   | 44 🕨 bb          |
|                             |   |                  |
| A App Store                 | Settings  | . 🔅 🕫            |
|                             |   | Screen Mirroring |
| Carrer Connect In Age Store | C Annual | e .              |
|                             | E Vilane<br>17 Herberge<br>28 Herberge  |                  |
|                             | Para de debase     Para de debase     Para      |                  |
|                             |   |                  |
|                             |   |                  |

- ? Music **(**)) Screen Mirroring 🖸 🧭 🎵 🖂 (
- 3. On the next page you will find an explanation of each dock control.

4. To change the options which display on your dock control (adding and removing items, please go to **Settings, Control Centre, Customise Controls**, (select the items which you would like to add or remove from the dock). For example, the Screen Recording (14) control has been added to this tutorial device.

| 1  | Airplane Mode              | When on, this turns WiFi, Bluetooth and other data off.   |
|----|----------------------------|---|
| 2  | AirDrop                    | It's advised that you set your AirDrop to Everyone. This allows you to send and receive items to other Apple products.  |
| 3  | WiFi                       | Turns WiFi on or off, disconnecting or connecting to wireless internet.   |
| 4  | Bluetooth                  | This allows your device to communicate with other<br>devices. This must be on for AirDrop, screen mirroring<br>and the classroom app to work.   |
| 5  | Music Control              | Allows control of music and gives music details if you have music on your device.   |
| 6  | Screen Brightness          | Allows you to increase or decrease the brightness of your screen.   |
| 7  | Volume Adjustment          | Allows you to increase or decrease the volume of your device.   |
| 8  | Screen Mirroring           | This links to devices such as Apple TV, where you may<br>mirror your screen onto the screens of other devices (e.g.<br>for projection in class).  |
| 9  | Lock/Unlock<br>Orientation | When you turn your device, your screen will turn to level<br>itself. You can lock the orientation to portrait or<br>landscape by selecting this option when the screen is at<br>its desired position. |
| 10 | Silent Mode                | Mutes the noise on your iPad so that it becomes silent.<br>Perfect for meetings, etc.   |
| 11 | Do Not Disturb             | Your device will remain silent and with its screen off, despite any incoming notifications.   |
| 12 | Timer                      | Quick access to the timer application.  |
| 13 | Camera                     | Quick access to the camera application.   |
| 14 | Screen Recording           | Once pressed, this will count down from 3 and begin<br>recording your screen. To turn it off, you will need to<br>access the dock again. Your screen recording will be<br>saved in your camera roll.  |

# Saving Safari Log-In Information and Allowing Pop-Ups

### **Problem or Question**

How can I allow auto-fill of usernames and passwords on Safari (internet) pages so that I don't need to constantly input them? This will also allow pop-ups in Safari (internet).

#### Solution

1. On your home screen, select the **Settings** button displayed below.



2. In the left pane, scroll down and select Safari.



3. In the right pane, switch the **Block Pop-ups** option to the off position (displayed below). This will now allow pop-ups.



4. Navigate to the AutoFill section and select to enter the sub-menu (displayed below).

|          | Settings             | < | Safari   | AutoFill   |                  |
|----------|----------------------|---|--|--|------------------|
| allitha. | Iouch ID & Passcode  |   |  |  |                  |
|          | Battery              |   | Automatically fill out we<br>names and passwords o | b forms using your contac<br>r credit card info. | t info, previous |
|          | Privacy              |   |  |  |                  |
|          |                      |   | Use Contact Info                                   |  | $\bigcirc$       |
| Å        | iTunes & App Store   |   | My Info  |  | None >           |
|          | Wallet & Apple Pay   |   |  |  |                  |
|          |                      |   | Names and Passwo                                   | ords   | (                |
| P        | Accounts & Passwords |   | View and edit password                             | s in Accounts & Passwords                        | s settings.      |
|          | Mail                 |   | Credit Cards                                       |  | $\bigcirc$       |
|          | Contacts             |   | Saved Credit Cards                                 | 3  | >                |
|          | Calendar             |   |  |  |                  |
|          | Notes                |   |  |  |                  |
|          | Reminders            |   |  |  |                  |
|          | Messages             |   |  |  |                  |
|          | FaceTime             |   |  |  |                  |
| 6        | Maps                 |   |  |  |                  |
| 0        | Safari               |   |  |  |                  |

5. Switch the **Names and Passwords** option to the on position (displayed below). This will now remember your names and passwords.



# **Using AirDrop**

### **Problem or Question**

How can I use the AirDrop tool to send and receive items between devices?

### Solution

N.B. Before starting, ensure that your AirDrop is switched on and set to Everyone. This can be completed via the dock controls (please see the How To Dock Explained document if you are unsure of how to do this).

N.B. You will also need to ensure that your device is named appropriately. You can access this through **Settings**, **General**, **About**, **Name** and editing the name. The test device is named Spare-08, but we suggest that you name your device with your teacher code or last name.

|                                     | Û             |                   |
|-------------------------------------|---------------|-------------------|
| iPad 🗢                              | 2:35 pm       | A 🕇 94% 🔳         |
|                                     | General       | About             |
| Settings                            |               |                   |
| J                                   | Name          | Spare-08 >        |
| This iPad is supervised and managed |               |                   |
| about device supervision            | Songs         | 0                 |
| Sign into your iPad                 | Videos        | 1                 |
| Set up iCloud, the App Store and    | Photos        | 52                |
|                                     | Applications  | 1                 |
| Aeroplane Mode                      | Capacity      | 32 GB             |
| S Wi-Fi idet                        | Available     | 27.42 GB          |
| Bluetooth   On                      | Version       | 11.2.5 (15D60)    |
|                                     | Model         | MNV22X/A          |
|                                     | Serial Number | DMQSQFEBHG5D      |
|                                     | Wi-Fi Address | A0:99:9B:DC:04:AA |
| Do Not Disturb                      | Bluetooth     | A0:99:9B:DC:04:AB |
| General                             | SEID          | >                 |
| A Display & Brightness              |               |                   |

1. In most applications, you will find the **Share** button, where you can choose how you want to share items from your device. If the share button is not visible, please see step 4.



2. Once you have selected the Share button, you will be provided with a number of options for sharing. **Share With AirDrop** will appear, from here you simply find and tap the device which you would like to send the item to. In the photo below, the Spare-08 device is the only device available to receive (devices need to be unlocked to receive an AirDrop).

| ck Kyrgios press co<br>Istralian Open 2017<br>ps://m.youtube.com | onference (1R)  <br>- YouTube<br>watch | 0            |                       |                     |      | 0             |           |
|--|--|--------------|-----------------------|---------------------|------|---------------|-----------|
|  |  |              | Tap to share w        | vith AirDrop        |      |               |           |
| Spare-08   |  |              |                       |                     |      |               |           |
|  |  | _            |                       |                     |      |               |           |
|  |  |              |                       | •••                 |      |               |           |
| Mail   | iCloud Photo<br>Sharing                | Add to Notes | Save PDF<br>to iBooks | More                |      |               |           |
|  |  |              |                       |                     |      |               |           |
|  |  |              | -                     |                     | //   |               | Ŧ         |
| Сору   | Slideshow                              | AirPlay      | Add to Album          | Use as<br>Wallpaper | Hide | Save to Files | Duplicate |

3. Once you have tapped on the device/s which you would like to send the item to, the icon will inform you that it is waiting for the other device to accept or decline the item.

Below is the **Waiting** icon.



Below is the display screen which the <u>receiving device</u> will show.

The owner of the device can choose to either **Decline** or **Accept** the item.



If the receiver selects **Accept**, you will see the **Sent** icon shown below.



If the receiver selects **Decline**, you will see the **Declined** icon shown below.



Û

4. If the **Share** option is not visible, you may need to select the ... button, which then displays sharing options. This is shown in the Keynote app below.



### Setting up my Email Account

### **Problem or Question**

How do I set up my email account on my iPad?

### Solution

The native email app should be used for your email as other apps such as Outlook and OWA are not supported by the department.

- 1. Click on the mail  $\square$  app icon.
- 2. Choose **Exchange** from the following screen



3. Type your department email address (e.g. dreyn20@eq.edu.au).



NB the description will populate with the word "**Exchange**", you **may** type a different description.

4. Choose **Configure Manually** on the next screen.



5. Type your **Password**.

|             | lCloud                     |      |
|-------------|----------------------------|------|
| _           | E Exchange                 |      |
| Cancel      |                            | Next |
|             |                            |      |
| Email       | dreyn20@eq.edu.au          | _    |
| Password    | Required                   |      |
| Description | Exchange                   |      |
|             | Evaluation Device ID       |      |
|             | E4D9KFKAM53CRBSHR04N08D180 |      |
|             |                            |      |
|             |                            | - 1  |
|             |                            | - 1  |

6. Select Server and type outlook.office365.com

| Cancel   | - Kernange        | Next |
|----------|-------------------|------|
| Email    | dreyn20@eq.edu.au |      |
| Server   | Optional          |      |
| Domain   | Optional          |      |
| Username | Required          |      |
| Password | •••••             |      |
|          |                   |      |

7. Leave Domain blank. Select Username and type your department email address.

| Cancel      | Account               |  |
|-------------|-----------------------|--|
| Email       | dreyn20@eq.edu.au     |  |
| Server      | outlook.office365.com |  |
| Domain      | Optional              |  |
| Username    | Required              |  |
| Password    | •••••                 |  |
| Description | Exchange              |  |
| Advanced S  | ettings               |  |
|             |                       |  |

8. Turn off the **Reminders & Notes.** 

| iPad 🕈    | 10:26 am<br>Welcome to Mail | <b>∀ 3</b> 100% <b>■</b> |   |           |            |
|-----------|-----------------------------|--------------------------|---|-----------|------------|
|           | <ul> <li>iCloud</li> </ul>  |                          |   |           |            |
| Cancel    | Exchange                    | Save                     |   |           |            |
| 🖂 Mail    |                             |                          |   |           |            |
| Contacts  |                             |                          |   |           |            |
| Reminders |                             |                          |   |           |            |
| Notes     |                             | õ                        |   |           |            |
|           |                             |                          |   |           |            |
|           |                             |                          |   | Mail      |            |
|           |                             | $\mathbf{N}$             |   | Contacts  |            |
|           |                             |                          |   | Calendars |            |
|           |                             |                          | 1 | Reminders | $\bigcirc$ |
|           |                             |                          | - | Notes     | 0          |
|           |                             |                          |   |           |            |

9. Tap Save and you mail will open and start to download

To set your school email signature as a default, please follow the following steps:

1. In your **Mail** app, select the **Sent** folder.



- 2. Navigate to any email which you have sent from a device that has your signature set up (you can tell this because your signature will show at the bottom of the email).
- 3. Select the body of text that you would like to set as your email signature (this usually starts with your sign-off, e.g. Regards, and ends after the Department of Education policy text. Once selected, choose **Copy**.

| ÷   | 12:48 pm   |   |   |  | 78   | 12% |
|---|--|---|---|--|--|-----|
| Sent 🔨 🗸  |  | P   |   | Ŵ  | \$   | [   |
| From: Recipients Undisclos  | sed >  |   |   |  | DI   |     |
| To: Recipients Undisclosed >  |  |   |   | Hic  | de   |     |
| 12 Mon  |  |   |   |  |  |     |
| Yesterday at 11:04 am   |  |   |   |  |  |     |
| Сору  | Select All Look Up   | Speak S   | hare  |  |  |     |
| Pagarda   |  |   |   |  |  |     |
| negalus   |  |   |   |  |  |     |
| Kelsie  |  |   |   |  |  |     |
| Kelsie Havers I English Teache  | er I iLearning Coach   |   |   |  |  |     |
| Kepnock State High School 143   | Kepnock Rd I Bundaberg   | QLD 4670  |   |  |  |     |
| T 4131 1888   F 4131 1800   F   | n DC 4670<br>khave0@eg.edu.au IW ht  | tn://kennockshs   | ea edu au   |  |  |     |
| A creative, confident and resi  | lient community of lear  | ners prepared f   | or the futu   | ire  |  |     |
| An Independent Public Schoo   |  |   |   |  |  |     |
| Please consider the environment   | nt before printing this ema  | ail   |   |  |  |     |
| This message (including attachment<br>privileged and/or subject to copyrigh<br>permission of the author. If you are n<br>or otherwise use or take any action i<br>attached to this message is not waiv<br>have received this message in error<br>attributed, the opinions expressed in<br>State of Queensland or the Queensla | s) is intended for the address<br>t. If you wish to forward this n<br>tot the addressee named abo<br>n reliance on this message. Y<br>ed, lost or destroyed because<br>please notify the sender and<br>this message do not necess<br>and Department of Education | ee named above. I<br>nessage to others,<br>ve, you must not d<br>'ou understand that<br>a you have received<br>delete from any co<br>arily represent the of<br>. Whilst all care ha | t may also b<br>you must firs<br>sseminate,<br>any privileg<br>this messa<br>mputer. Unle<br>official positions<br>been taker | e confide<br>st obtain t<br>copy, con<br>e or conf<br>ge in erro<br>ess explic<br>on or opir<br>n, the Dep | ntial,<br>the<br>nmunicate<br>identiality<br>or. If you<br>sitly<br>nions of the<br>partment o | e   |

- 4. Exit the **Mail** app by clicking the home screen button.
- 5. Open the **Settings** app and scroll in the left pane until you find **Mail**. Select this.



6. In the right pane, scroll down to the bottom option, **Signature**. Click on this option.

| COMPOSING            |                  |
|----------------------|------------------|
| Always Bcc Myself    | $\bigcirc$       |
| Mark Addresses       | Off >            |
| Increase Quote Level | On >             |
| Signature            | Sent from iPad > |
|                      |                  |

7. Delete the text within the box (this usually reads "Sent from my iPad").

| iPad 🗢               | 12:50 pm       |           | 7 🖇 12% 🚺 |
|----------------------|----------------|-----------|-----------|
| Settings             | 🗙 Mail         | Signature |           |
|                      |                |           |           |
|                      |                |           |           |
| iTunes & App Store   | Sent from IPad |           |           |
|                      |                |           |           |
| Accounts & Passwords |                |           |           |
| 🖂 Mail               |                |           |           |
|                      |                |           |           |

8. Hold your finger on the blank box and release. Then select **Paste.** Your copied signature should appear in the box.

| iPad 🗢         |  | 12:51 pi                 | m                                     |  | ୶∦12%                  |
|----------------|--|--------------------------|---------------------------------------|--|------------------------|
|                | Settings                                 | 🗙 Mail                   |                                       | Signature  |                        |
|                |  |                          |                                       |  |                        |
| iTunes &       | App Store                                | Regard                   | ls                                    |  |                        |
|                |  | Kelsie                   |                                       |  |                        |
| Account        | s & Passwords                            | Kelsie<br>Kepnoo         | Havers   Eng                          | jlish Teacher   iLearning<br>School  43 Kepnock Rd       | Coach                  |
| 🖂 Mail         |  | Bundak<br>PO Box         | berg QLD 467<br>( 4310   Bunda        | '0<br>aberg South DC 4670                                |                        |
| Contacts       | \$                                       | T <u>4131</u><br> W http | 1888   F 413<br>://kepnocksh          | 11800   E <u>khave0@eq.e</u><br>s.eq.edu.au              | <u>ədu.au</u>          |
| Calenda        | r  | A crea<br>learne         | tive, confide<br>rs prepared t        | nt and resilient comm<br>for the future                  | nunity of              |
| Notes          |  | An Ind<br>Please         | lependent Pu<br>consider the e        | ublic School<br>environment before prin                  | ting this              |
| Reminde        | rs                                       | email                    |                                       | ·  | Ū                      |
| D Message      | es e | This me<br>the add       | essage (incluc<br>dressee name        | ling attachments) is inte<br>d above. It may also be     | ended for              |
| <b>FaceTim</b> | e  | confide<br>you wis       | ential, privilege<br>sh to forward t  | ed and/or subject to cop<br>his message to others, y     | yright. lf<br>you must |
| Maps           |  | first obt<br>the add     | tain the permi<br>dressee name        | ssion of the author. If yo<br>d above, you must not      | u are not              |
| 💋 Safari       |  | dissem<br>take an        | iinate, copy, co<br>iy action in reli | ommunicate or otherwis<br>ance on this message. \        | e use or<br>You        |
| News           |  | unders<br>attache        | tand that any<br>ed to this mess      | privilege or confidentiali<br>sage is not waived, lost ( | ity<br>or              |
|                |  | destroy                  | /ed because y                         | ou have received this m                                  | iessage in             |

9. Click out of this section to complete the process.

| iPad 🗢 |          | 12:51 pm      |           | ⋪ 🖇 12% 💽 |
|--------|----------|---------------|-----------|-----------|
|        | Settings | <b>K</b> Mail | Signature |           |

10. Your email will now automatically create this signature on your iPad.

# Adding Daymap to your iPad

### **Problem or Question**

How do I add Daymap to my iPad so that it can be easily and quickly accessed?

### Solution

1. On your home screen, select the **Safari** icon.



2. In the web address bar, type in the following web address: kepnockshs.eq.daymap.net



3. You will then arrive at the Daymap login page displayed below. Please enter your Daymap login (remember, this uses a different password).



| iPad 🗢                      | 11:38 am             |         |   | 78 | 22% 🔳 ' |
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5. Please navigate to your preferred home screen via the tabs at the top. For this tutorial, the selected navigation is **Day Plan** and **Feed View**.

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6. Once at the Daymap homescreen of your choice, click on the share icon at the top right of the screen. The following options will display. Please scroll across in the lower section until **Add to Home Screen** is visible. Please select this.

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7. Once you have selected this option, you will be presented with the opportunity to name this Home Screen shortcut. You may edit this to suit your preferences. The

name that you give this shortcut will appear under it's icon on your home screen, so please be mindful of this when naming. Click **Add** when finished.



8. You will now find a OneSchool option on your home screen. Please note that the image in the icon may change or go blank. Despite this, the icon will still work.



### Adding OneSchool to your iPad

### **Problem or Question**

How do I add OneSchool to my iPad so that it can be easily and quickly accessed?

#### Solution

1. On your home screen, select the **Safari** icon.



2. In the web address bar, type in the following web address: oslp.eq.edu.au



3. You will be taken to the page shown below, please enter your school login details.



4. Once at the OneSchool homescreen, click on the share icon at the top right of the screen. The following options will display. Please scroll across in the lower section until **Add to Home Screen** is visible. Please select this.



5. Once you have selected this option, you will be presented with the opportunity to name this Home Screen shortcut. You may edit this to suit your preferences. The name that you give this shortcut will appear under it's icon on your home screen, so please be mindful of this when naming. Click **Add** when finished.



6. You will now find a OneSchool option on your home screen. Please note that the image in the icon may change or go blank. Despite this, the icon will still work.



If you are having issues with this process, the following steps may help you: Google the specific problem for a solution, call Apple on 1300 321 456 for any Apple-related issues, or book a time to access in-house help with your issue.

# **Creating an Apple ID**

### **Problem or Question**

How do I create an Apple ID on my iPad without using my credit card?

### Solution

NB: This process can't be completed on a State Schooling Wi-Fi network, so this process can only be completed on a private/home.



- 1. Open the App Store app.
- 2. Choose *any* free app, song, video, or book.
- 3. Tap +GET next to the item and tap again.

- 4. When asked to sign in with an Apple ID, tap **Create New Apple ID**.
- 5. Enter your details on the following screen Apple ID should be your EQ email address.

| Cancel        | Create Apple ID  | Next               |
|---------------|------------------|--------------------|
| Email         | name@example.com |                    |
| Password      | Required         |                    |
| Verify        | Confirm password |                    |
| Australia     |                  | >                  |
| Agree to Term | s and Conditions | Services Terms and |
| Conditions.   |                  |                    |
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6. Continue filling in the details.

| Back           | Create Apple ID | Next |
|----------------|-----------------|------|
| PERSONAL INFOR | MATION          |      |
| Title          | Select          |      |
| First Name     | Required        |      |
| Last Name      | Required        |      |
| Date of Birth  | DD / MM / YYYY  |      |
| SECURITY QUEST | ONS             |      |
| Question 1     | Choose          | >    |
| Answer         | Required        |      |
| Question 2     | Choose          | >    |
| Answer         | Required        |      |
| Question 3     | Choose          | >    |
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7. When prompted choose **None** and complete Billing information (this is still required).

| Back                                  | Create Apple ID                   | Next |
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| First Name                            | Damien                            |      |
| Last Name                             | Reynolds                          |      |
| BILLING ADDRESS                       |                                   |      |
|                                       |                                   |      |

8. After you have set up a new Apple ID, you must verify it via email. Verification is required before you can use your Apple ID.

- Check your email
- Enter verification code



# **Downloading Apps**

### **Problem or Question**

How do I use the App Store so that I can download apps to use on my device?

### Solution

1. On your device, locate the App Store icon and select this.



 You will be presented with the App Store home page, from here you can see the banner at the bottom of the screen with the following options: Today, Games, Apps, Updates, Search. To browse from a selection of apps, you can scroll through the Today, Games and Apps sections of the App Store.



- 3. To search for a specific app, select **Search**. Some **Trending** suggestions will appear or you can type in a specific name or category of app which you would like to download.
- 4. Once you have searched, a number of apps will appear. To download an app, simply press **Get** and the app will begin downloading to your device. If the app has a price in the **Get** section, this means that the app is not free and by selecting it you are choosing to pay for the app.



5. You will be presented with a confirmation screen from the app store, where you will be asked to enter your account password, or use touch ID to install if you have approved this in your settings.

| ſumble             | town Mathleti | ics  | Mathletics Baby - Shapes<br>Education |
|--------------------|---------------|--|---------------------------------------|
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|                    |               | TVOKIDS TUMBLETOWN MATHLETICS<br>TVO APPS<br>APP | (6-11)                                |
|                    | RATING        | 4+   |                                       |
|                    | ACCOUNT       | Kelenningeogeenneeneeen                          |                                       |
|                    |               | Touch ID to Install                              |                                       |
| s Math<br>for youn | & Phonic Gar  | nes GET  | Multiplication Table For Kids         |

6. Your app will now begin to install. Once it has installed, you will be able to open the app and use it.

Below is the app before it has begun installing, it is labelled "Waiting". This may take a minute.



Below is the app during installation, it is labelled "Loading". You can see that it is almost halfway done.



Below is the app once it has finished installing, it is now labelled by its app name.



Troubleshooting – if you select **Get** and the icon continuously circles with no progress, please restart your device by holding both main buttons. Then repeat steps from step 1, once your device has successfully restarted.



You may notice that the **App Store** icon in the example image has a red 6 on it. This means that there are 6 available app updates. App updates are improvements on the app. These don't take long to download and can be done individually or as a whole.

### Moving and Deleting Apps

### &

# **Creating App Folders**

### **Problem or Question**

How can I remove, move and organise my applications into folders and then name these folders?

### Solution

1. Navigate to the home screen where you can see the apps you would like to work with. Place your finger on any of the apps and don't remove your finger.



2. After a few seconds, the apps should start to wriggle and have a close icon at the top left corner of each app. This is displayed below. (At this point, you can select the close icon <u>if you would like to delete</u> any of the apps from your device.)



3. Once the apps begin to wriggle, they can be easily moved around the iPad screen. Simply hold and slide the apps into the location of your choice. The other apps will shuffle around and make way. The more you experiment with this feature, the easier it will become.

**To place apps into folders**, select an app and drag it over the top of another app. You will find a folder is created, you can then add other apps. If you make a mistake, simply move the app by selecting it from the folder and dragging it out of the folder.



The iPad will generate a name for your folder based upon the apps you have placed in it.



4. To rename a folder, make sure you are still in the wriggle app screen, then click into the folder. The name will appear at the top of the folder, as shown below.



5. You can edit the name in the top of the folder. For example, the *Bookmarks* folder above has been changed to *Management* below.



6. To finish editing app locations, simply click your home button and they will cease to wriggle. Please note, this screen will also cease after inactivity, so you may need to re-enter the editing stage (Step 1) if this occurs before you are finished.



# **Clearing App History**

### **Problem or Question**

How do I clear/close my apps from my iPad until I need them again? N.B. Closing apps can conserve battery life and improve overall iPad processing speed. Closing an app will not delete its contents.

### Solution

1. From your home screen, double click the **home button** (located at the bottom middle of your device).



2. You will be presented with the below dock display. To learn more about the functions of the dock, please find the How To Dock Explanation document.

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|             |  |          |

3. Your current opened apps will be displayed in the four panes. To clear these apps, place your finger on the app of choice and swipe it up towards the top of your screen.



4. Continue to clear all apps until your list is clear, this is shown below.



5. Click the main button to return to the home screen. You may reopen any apps from this screen.

### Understanding Keynote, Numbers and Pages

### **Problem or Question**

What are the Keynote, Numbers and Pages apps on my iPad? How do they compare to Microsoft PowerPoint, Excel and Word?

### Solution

- These apps are simply the Apple version of the Microsoft products of PowerPoint, Excel and Word. Your iPad will automatically convert Microsoft documents to the Apple version if you choose to open them in these apps. Not much will change sometimes the font is slightly different.
- You can download the Microsoft apps of PowerPoint, Excel and Word, so if the Apple versions are worrying you, just use the Microsoft apps.
- However, please be mindful that apps such as Keynote can utilise the Keynote remote control a useful tool in your classroom environment. Please see the How To Keynote Remote document to learn more about this.
- Please remember: You do not need to recreate documents, these will translate across on your device.





Microsoft PowerPoint translates to Apple Keynote





Microsoft Word translates to Apple Pages





Microsoft Excel translates to Apple Numbers

# Using the Adobe Acrobat PDF App

### **Problem or Question**

Is there an application which allows you to read, edit and share PDF documents in an organised and user-friendly manner?

#### Solution

1. Before beginning, please download the Adobe Acrobat application.



As a default, your iPad will have iBooks as an application that allows you to save and read PDF documents. However, the Adobe Acrobat application can be used far more effectively.

2. You may share a PDF document with yourself or other iPad users in a number of ways (please see relevant How To guide for AirDrop or Email). You can also create PDFs through the Reader View option on most websites. Please see the How To guide for Reader View. When you open a PDF that has been shared with you, you will be prompted with a screen of options. Please choose **Open with Adobe Acrobat**.



3. The document will open in Adobe. To view the list of documents in your Adobe app, click Back.





4. You will be presented with your Adobe screen, which shows individual documents and folders (if you have created them). In the image below there are two folders of documents and one individual document, the one which has been received for this task. Click the circled tick to see options for this screen.

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5. Select the item that you would like to work with.

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6. You can duplicate or move your selected document.



### 7. You can rename the selected document.

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9. You can also create and rename folders by selecting the folder icon.

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|        | Who's That Boy - Boy Actorspdf |         |   |             |

10. You have a number of options within the individual document. These are shown in steps 11-14 and all stem from the below tab.

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|--------------------|--|---|------------------------|------------------------------|--|--|--|--|
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| Yes.ima<br>≎Ң Cont | Yes. imagine Ladv Macbeth with a hint of a moustache or Desdemona with a lower voice, and male theatre regulations of the time prevented women from ted with theatre work in any other way. In fact, if some |   |                        |                              |  |  |  |  |
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12. Mark/edit in a number of ways. Please refer to the legend below the image for a brief explanation of each. We strongly urge you to play with these features on your own device.

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- A. Select an area of the document and create a sticky note of text.
- B. Highlights the selected text. Use one finger and drag to select desired text.
- C. Strikes through the selected text. Use one finger and drag to select desired text.
- D. Underlines the selected text. Use one finger and drag to select desired text.
- E. Adds text to the document. Tap on the document where you desire this.
- F. Allows pen-style drawing on the document.
- G. Create and place a signature on the document.

Please note: By selecting the item once you have created it you may edit the location, size, colour, etc. of it by tapping on it. A small menu will appear.

13. Search the document for a specific word. The app will find each instance of this word within the document. Use the arrows at the bottom of the document to navigate to each instance of the searched text.



14. Share the document in a number of ways. Click on **Share File** to be presented with your sharing options. Please note: We are currently working on the possibility of printing.

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15. You may undo any action by selecting the Undo button at the top right of the screen.

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# Using Reader View with Webpages

### **Problem or Question**

How do I easily view a webpage without any of the annoying advertisements or extras? How can I save this document as a PDF to my iPad to share and use in future?

### Solution

1. In the safari app, type your desired topic in and navigate to a relevant web page. For example, burger recipes has been googled for this tutorial.



2. Please note that Reader View is not available for all pages, you will only be able to use this if the selected webpage displays Reader View Available with the Reader View icon, once loaded. In the images below, allrecipes.com does not have reader view available, whilst geniuskitchen.com does.



3. On the webpage, select the Reader View icon to enable reader view for the text. This will remove all irrelevant features of the webpage display.



4. Once Reader View has been selected, your webpage will convert to a different layout.

| Pad 🗢 🕅 | (e | 1:39 pm   |  |   | 7 * 1 | 100% 🔳 |
|---------|----|---|--|---|-------|--------|
| <       |    | geniuskitchen.com   | ٨A   | Û | +     | $\Box$ |
|         |    |   |  |   |       |        |
|         |    |   |  |   |       |        |
|         |    | The Perfect Burger  |  |   |       |        |
|         |    | 4.64 (132) Recipe by CountryLady  |  |   |       |        |
|         |    | Recipe by CountryLady   |  |   |       |        |
|         |    | "Here are the ingredients & the instructions to make the perfect bu<br>Although it may More   | rger!  |   |       |        |
|         |    | 144   |  |   |       |        |
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|         |    | stinsniper  |  |   |       |        |
|         |    | I have no idea why the first review said they couldn't get this to stic<br>the grill. Be gentle with the meat and leave it alone while it is on the<br>pat, poke, or flip it more than once. I did this recipe as stated with n<br>ins. The result was simply burger heaven. This was the first time I al<br>prepare my own patties More<br>See all reviews | k together on<br>grill. Don't<br>no extra add<br>ttempted to |   |       |        |

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|                   | Top Review by  | Times New Romar  | 1   |        |       |
|                   | stinsniper   |  |     |        |       |
|                   | I have no idea why the first review said they couldn't get this to s<br>the grill. Be gentle with the meat and leave it alone while it is on<br>pat, poke, or flip it more than once. I did this recipe as stated wit<br>ins. The result was simply burger heaven. This was the first time<br>prepare my own patties | stick together on<br>the grill. Don't<br>th no extra add<br>I attempted to |     |        |       |
|                   | See all reviews  |  |     |        |       |

6. From this view, you can select the share button (displayed below) and choose from a number of options for this document. Scrolling across the bottom of these options will allow you to choose **Create PDF**. Select this if you would like to create a PDF of this document.



7. This will create a PDF document of your webpage. You can choose to save this document to iBooks or Adobe Acrobat (if you have this app). The document will save under the title of the time and date. You can edit this in Adobe Acrobat. There are also a number of other capabilities for editing PDF documents within Adobe Acrobat. Please see the relevant tutorial for Adobe Acrobat if you would like to learn more.



### Using Class Notebooks on iPads

### **Problem or Question**

Once your teacher has a Class Notebook, how can you open this on your iPad for quick access?

### Solution

1. On your iPad, open the OneNote app. You will need to sign in if this is the first time using OneNote on your device. Please use your departmental log in details.



2. In the left pane, you will need to scroll to the bottom and select **More Notebooks** (please don't select + **Notebook** as we advise that you only create a Class Notebook through the steps outlined earlier in this tutorial.

| 8:49 am Wed 21 Nov    |                     | Separal School 2018 - Synci                 |   |                           | ÷ 🗢   | o 97% 🔲                    |
|-----------------------|---------------------|---|---|---------------------------|---|----------------------------|
| $Q \leftrightarrow c$ | Home Inse           | ert Draw View                               | Class Notebook  |                           | Dz 🔗  | © ۲ <sup>۲</sup>           |
| Calibri 11            | B I U abe           | A 🖉 🗄 🗄                                     |   | A Styles                  |   | ? <i>Q</i>                 |
| HAVERS, Kelsie (kh    | General S           | School 2018                                 | Edit  | Term 4 Weel               | k 7   |                            |
| C Recent Notes        | Diary               | Term 3 Week 7                               | S   | aturday, 25 August 2018 8 | :35 pm  |                            |
| 📑 Kelsie @ Departme   | NPDL                | Term 3 Week 8                               |   | Period                    | Monday<br>/ <del>9/</del> 4 1/6~                          | Tuesd<br>20 <del>1</del> 4 |
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| iPad Development      | Phone List          | No additional text                          |   | 11:50 - 12:50             | Due Note.<br>Tiantable explain (                          | puncil)                    |
| 📑 English             | Students            | Term 4 Week 2<br>No additional text         |   | 4<br>12:50 - 1:40         | B Mart Zac<br>B Mart Josh<br>B Mark Josh<br>B Mark Alysia | Zowel a                    |
| Psychology Senior     | Parent Email List   | Term 4 Week 3                               |   | SR                        | 1st half bball  | DAnit A                    |
|                       | Jacqui Hens         |   |   | 5<br>2:20 - 3:10          |   | in laster                  |
| + Notebook            | + Section           | + Page                                      |   |                           | Block the.  | Cooking<br>United          |

3. Once you have selected **More Notebooks**, a list will appear. If you can't find the notebook you need, you may need to select **Open more from OneDrive**. Once you have found your desired Notebook in the list, click on it to open it.



4. After a brief loading screen, your Notebook will appear in the left pane. If your Notebook is large, it may take some time to sync for the first time. You can speed this along by opening individual sections and waiting for them to load.

