



# KEPNOCK IPAD TUTORIALS

## STUDENT HANDBOOK

K. HAVERS AND D. REYNOLDS

Version 1

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## Adding a Passcode to your iPad

### Problem or Question

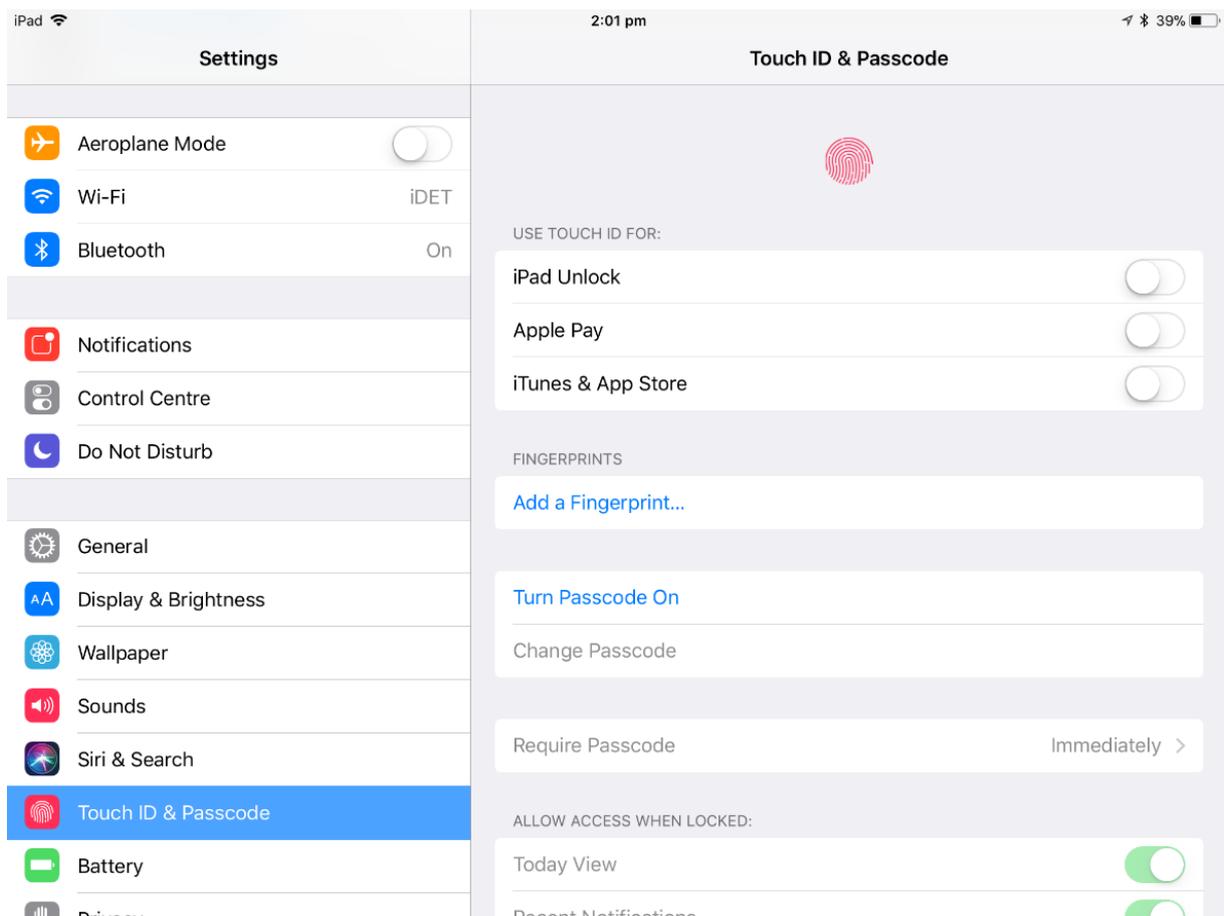
How do I add a passcode to my iPad to ensure that it is secure when it is locked?

### Solution

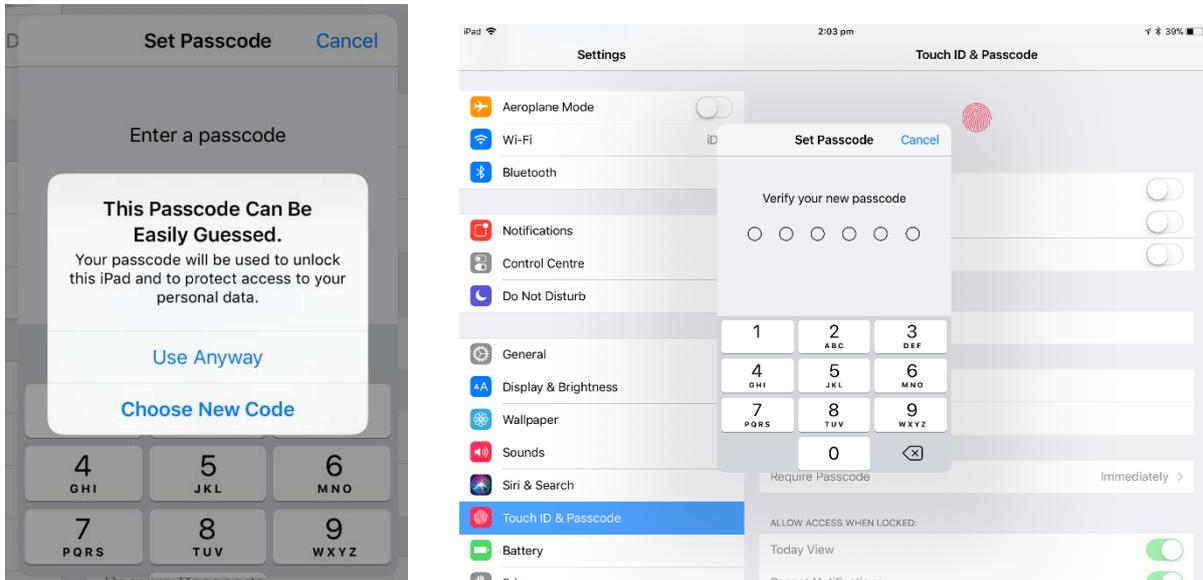
1. On your home screen, select the **Settings** button displayed below.



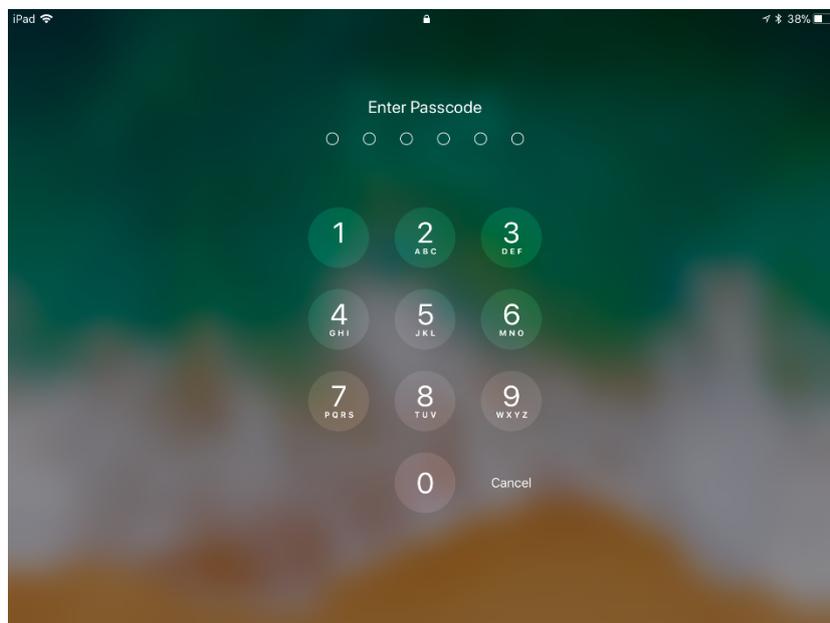
2. In the left pane, scroll down and select **Touch ID & Passcode**, then select **Turn Passcode On**.



- 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.



- 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.



*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.*

# Adding a Fingerprint to your iPad

## Problem or Question

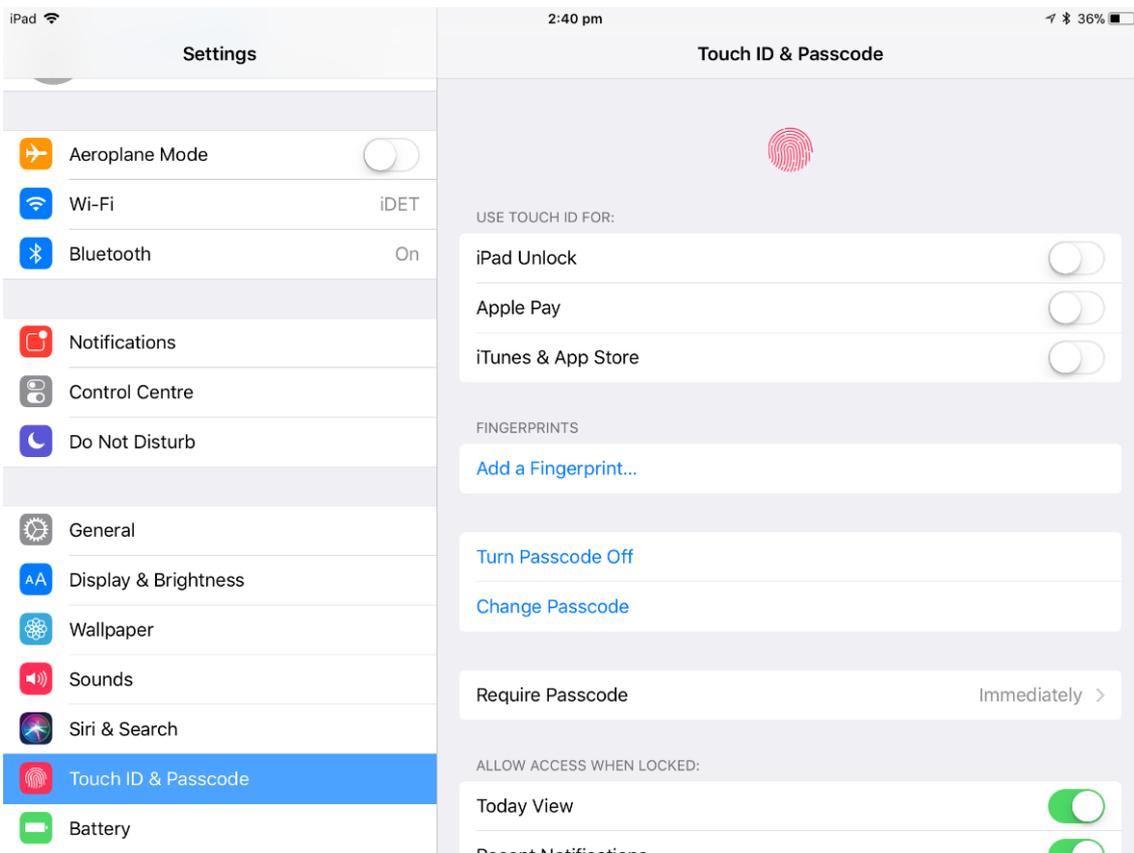
How do I add a fingerprint to my iPad to ensure that it is secure when it is locked?

## Solution

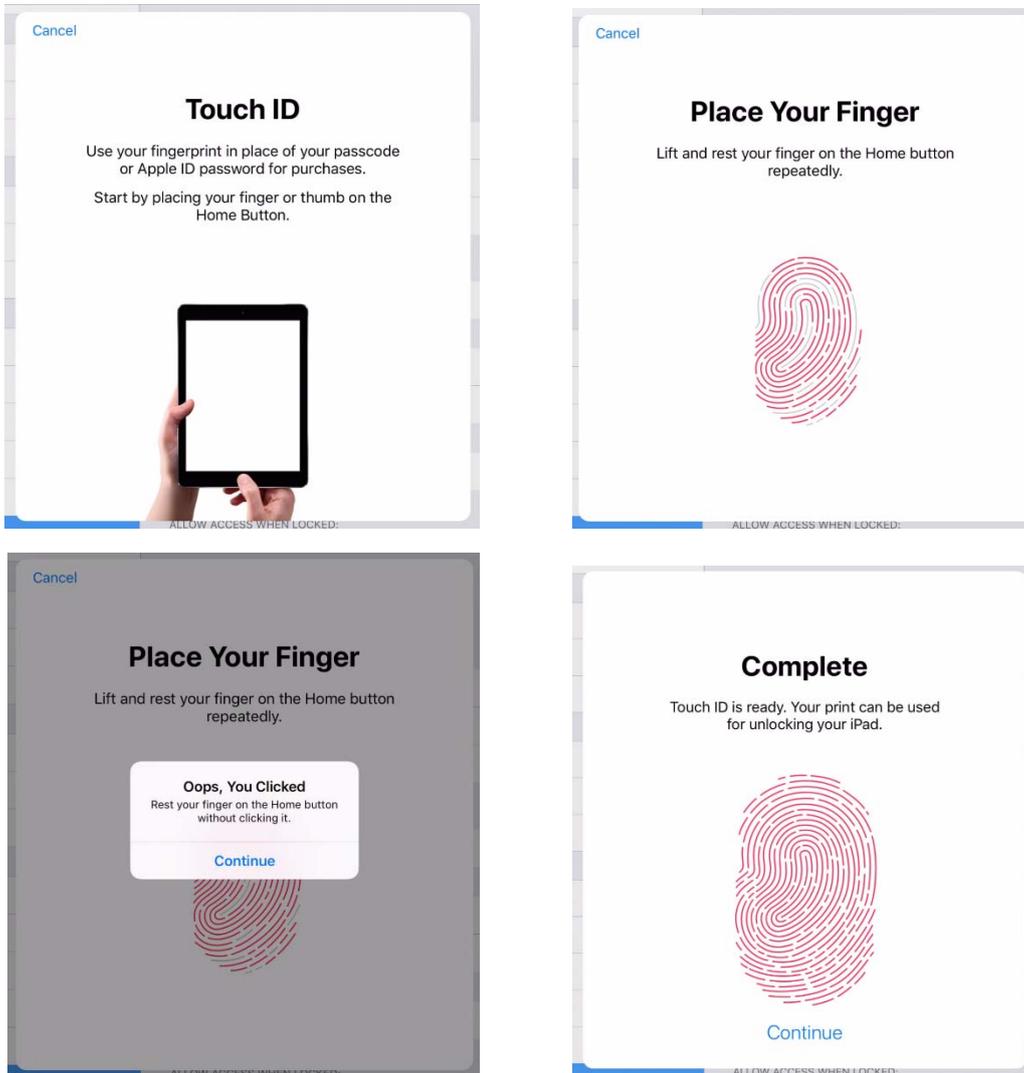
1. On your home screen, select the **Settings** button displayed below.



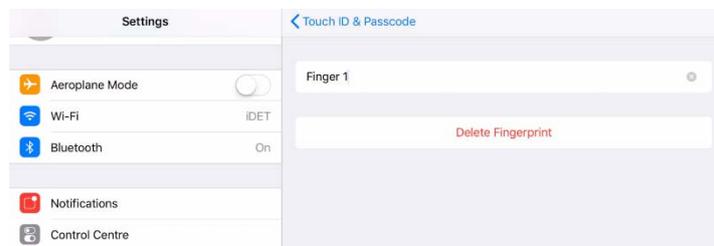
2. In the left pane, scroll down and select **Touch ID & Passcode**, enter your passcode (if prompted) and then select **Add a Fingerprint...** (you can add multiple fingerprints by repeating this process)



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

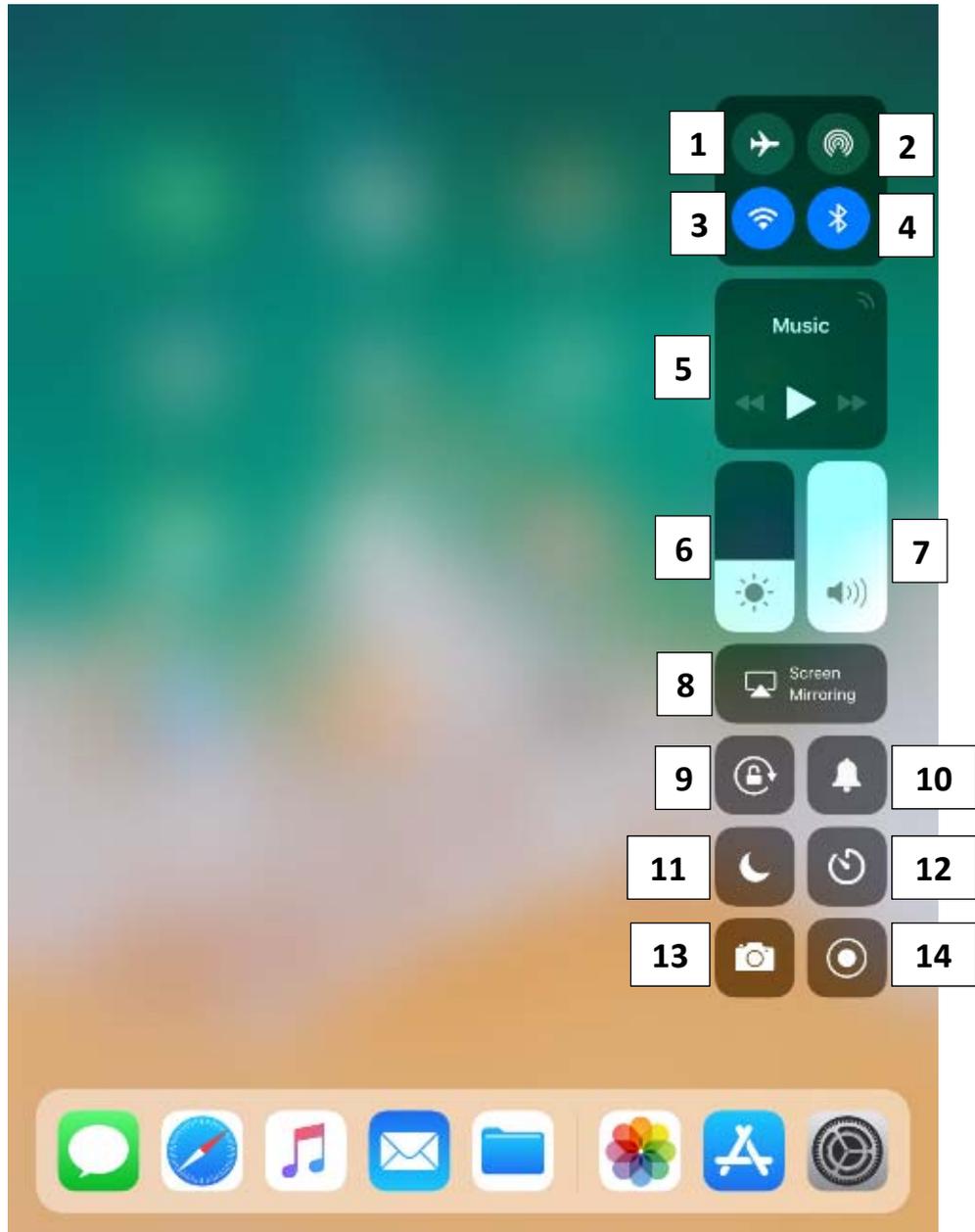
1. From your home screen, double click the **home button** (located at the bottom middle of your device).



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.



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 devices. This must be on for AirDrop, screen mirroring 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 mirror your screen onto the screens of other devices (e.g. for projection in class).
9	Lock/Unlock Orientation	When you turn your device, your screen will turn to level itself. You can lock the orientation to portrait or landscape by selecting this option when the screen is at its desired position.
10	Silent Mode	Mutes the noise on your iPad so that it becomes silent. 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 recording your screen. To turn it off, you will need to access the dock again. Your screen recording will be saved in your camera roll.

*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.*

# 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**.



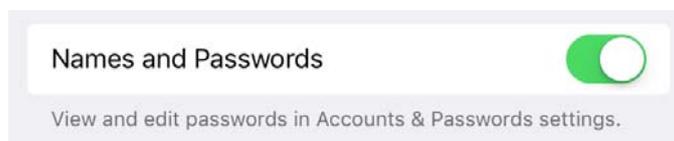
- In the right pane, switch the **Block Pop-ups** option to the off position (displayed below). This will now allow pop-ups.



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



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



*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.*

## Using AirDrop

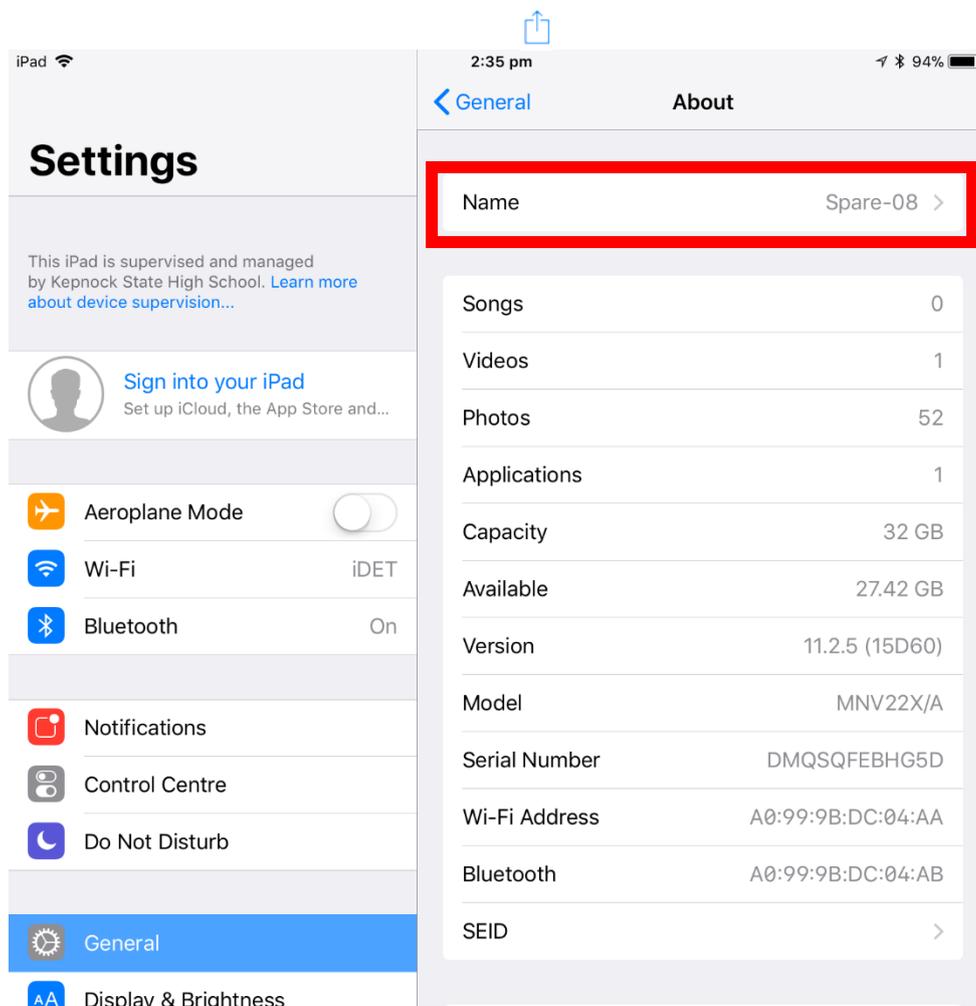
### Problem or Question

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

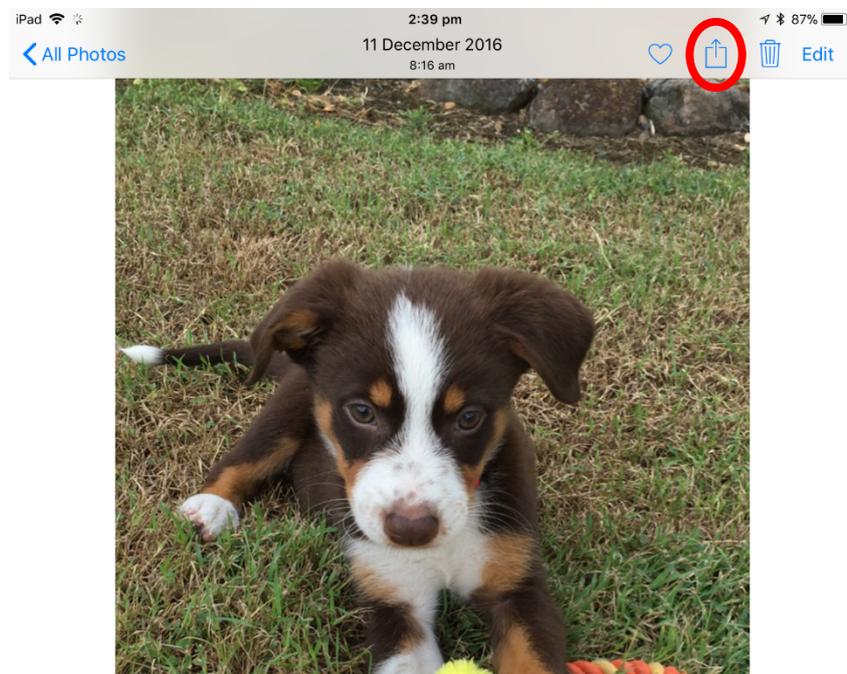
### Solution

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).

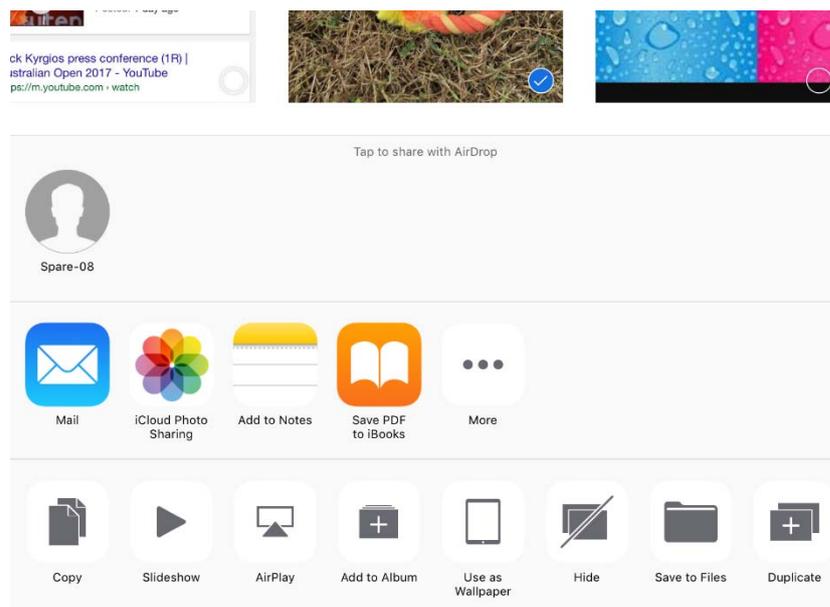
N.B. You will also need to ensure that your device is named appropriately. You can access this through **Settings, General, About, Name** and editing the name. The test device is named Spare-08, but we suggest that you name your device with your teacher code or last name.



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.

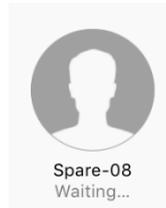


2. Once you have selected the Share button, you will be provided with a number of options for sharing. **Share With AirDrop** will appear, from here you simply find and tap the device which you would like to send the item to. In the photo below, the Spare-08 device is the only device available to receive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



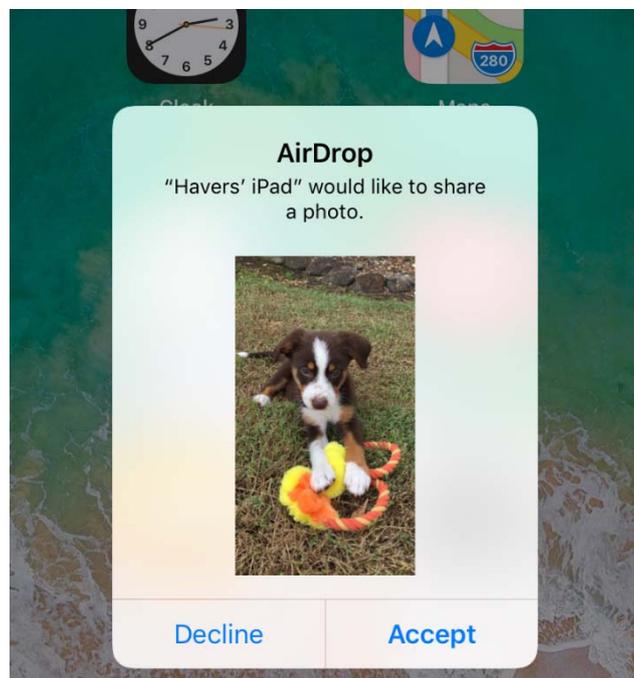
- Once you have tapped on the device/s which you would like to send the item to, the icon will inform you that it is waiting for the other device to accept or decline the item.

Below is the **Waiting** icon.

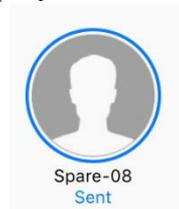


Below is the display screen which the receiving device will show.

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



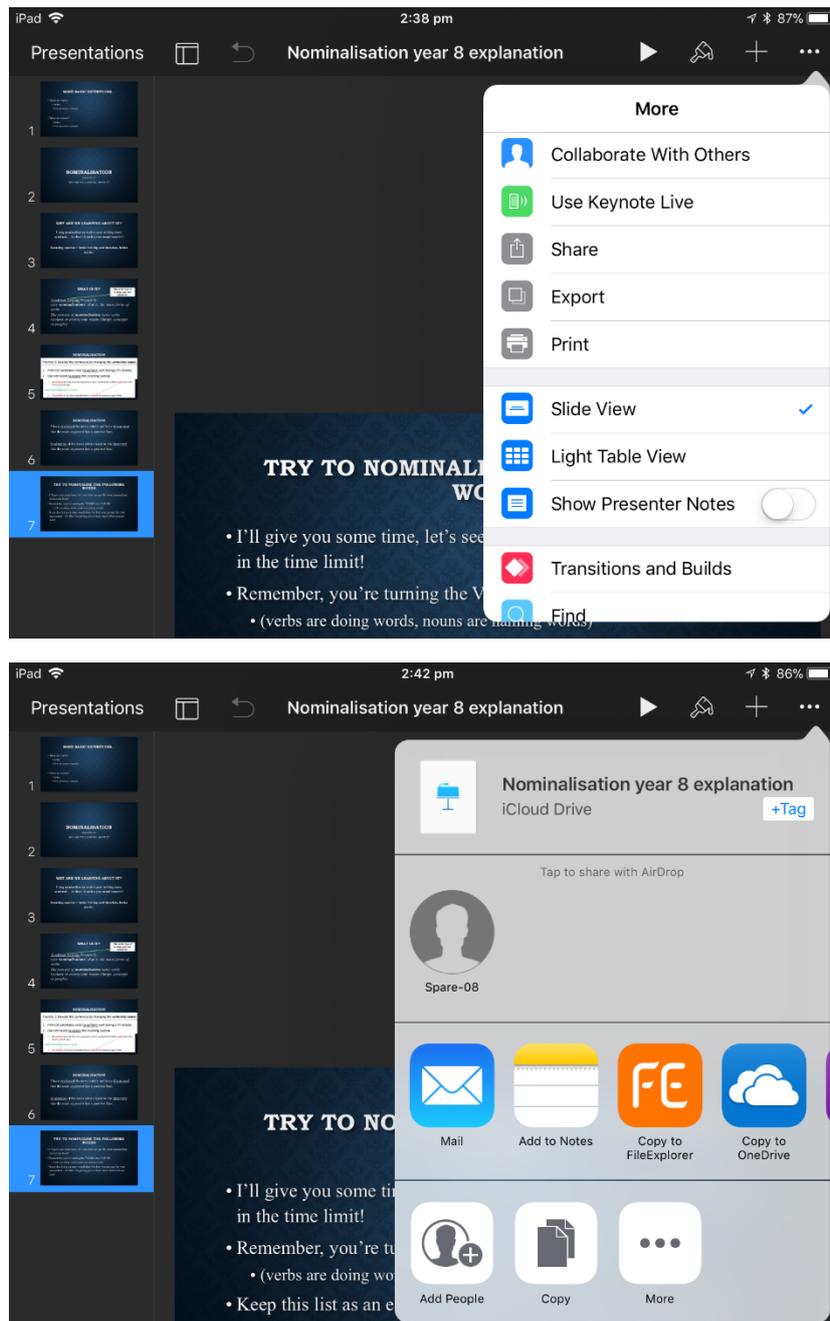
If the receiver selects **Accept**, you will see the **Sent** icon shown below.



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



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.



*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.*

## Setting up my Email Account

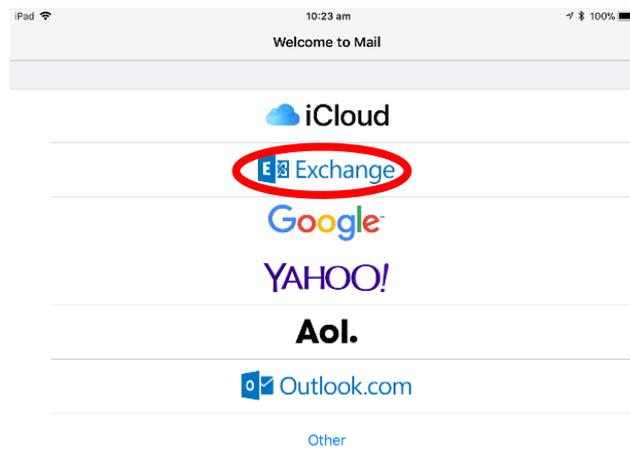
### Problem or Question

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

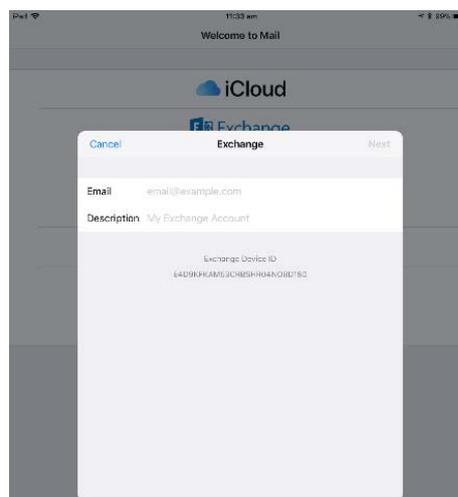
### Solution

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  app icon.
2. Choose **Exchange** from the following screen

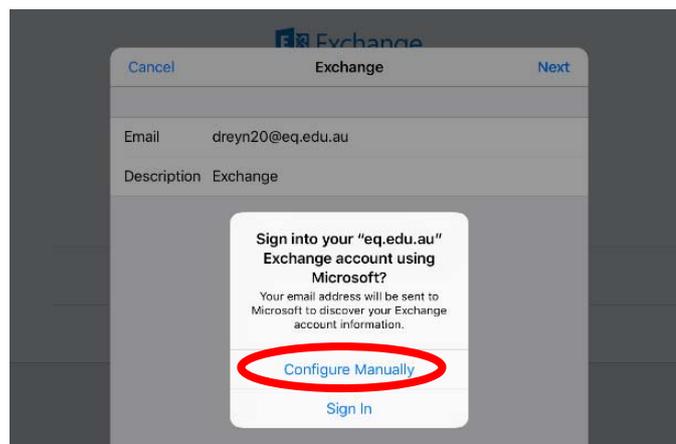


3. Type your department email address (e.g. dreyn20@eq.edu.au).

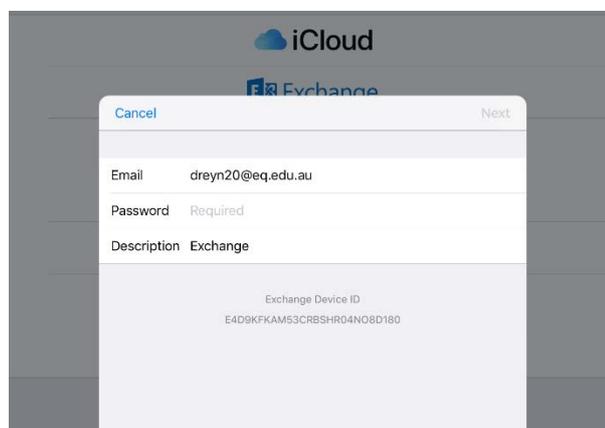


NB the description will populate with the word “**Exchange**”, you **may** type a different description.

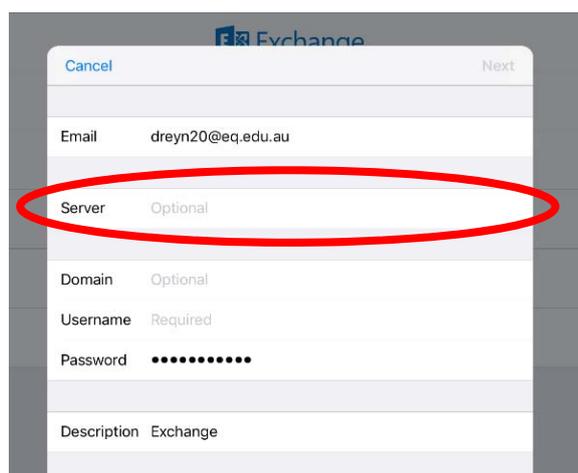
4. Choose **Configure Manually** on the next screen.



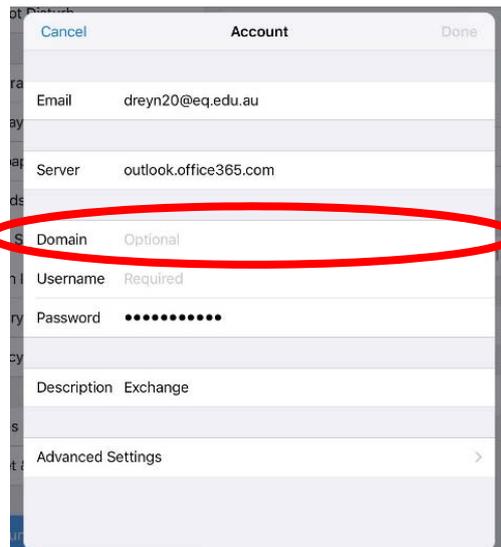
5. Type your **Password**.



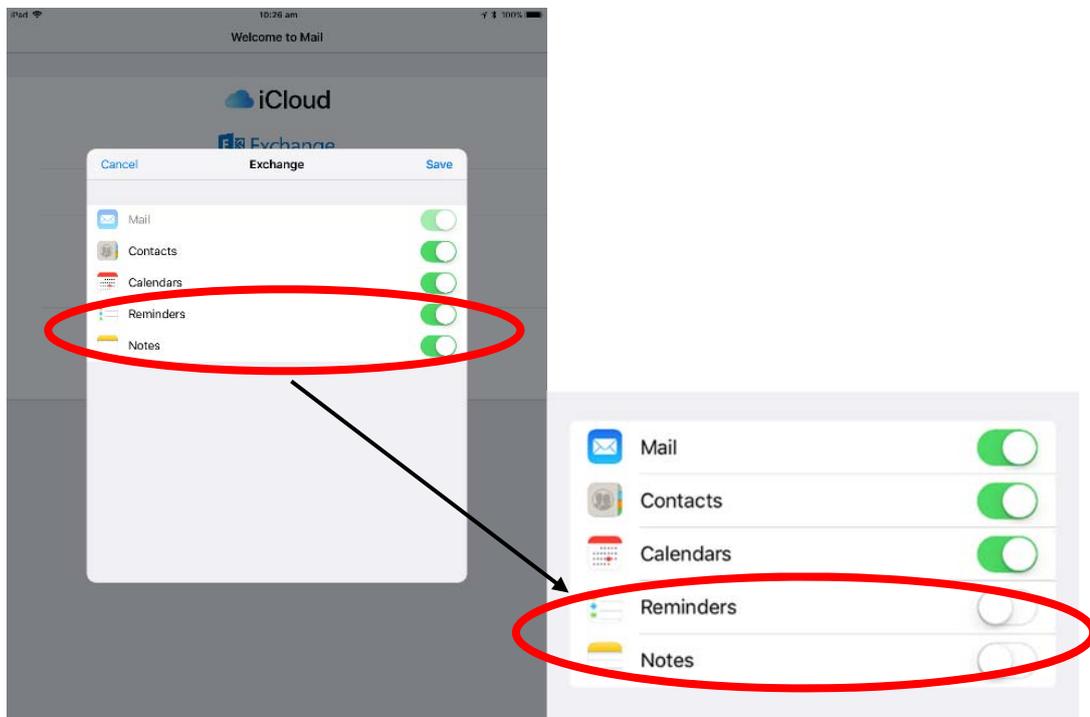
6. Select **Server** and type **outlook.office365.com**



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



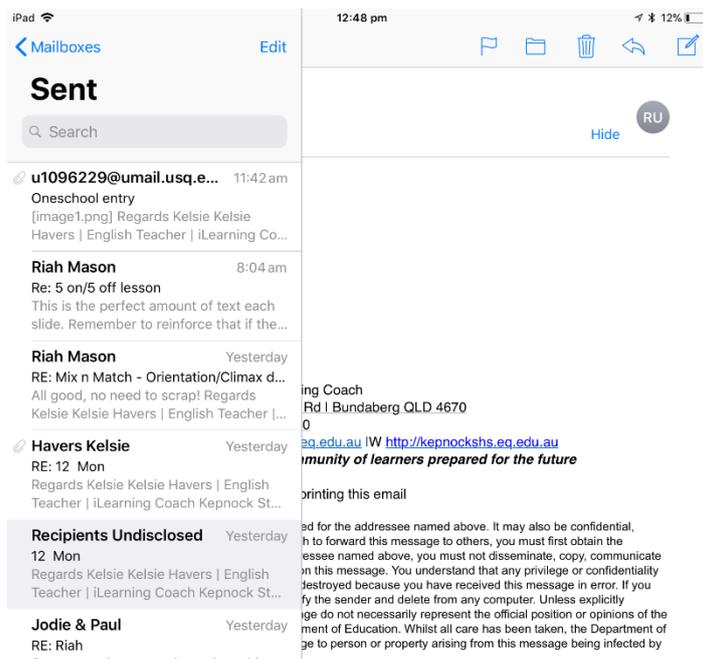
8. Turn off the **Reminders & Notes**.



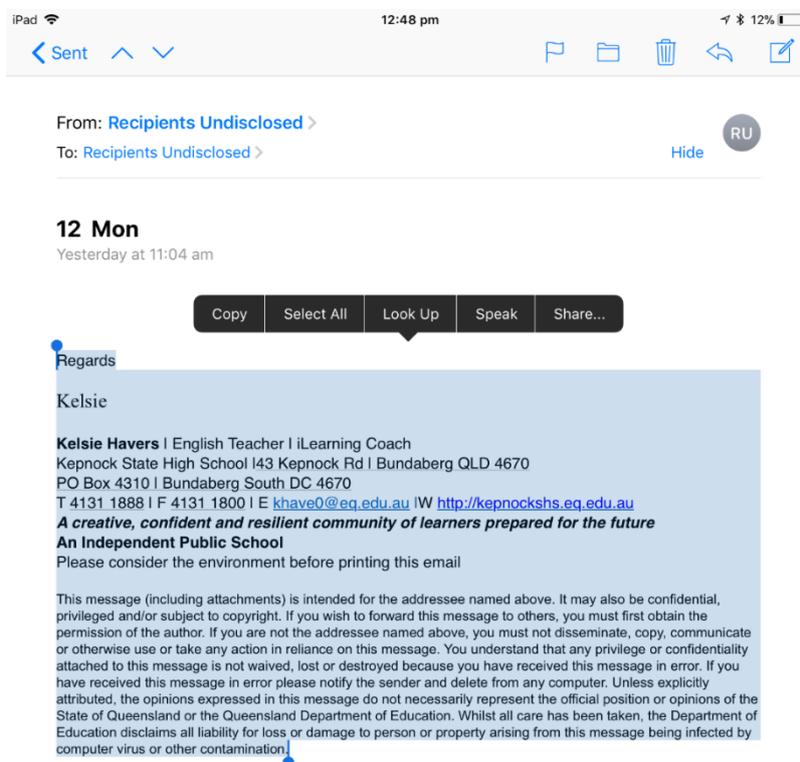
9. Tap **Save** and you mail will open and start to download

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

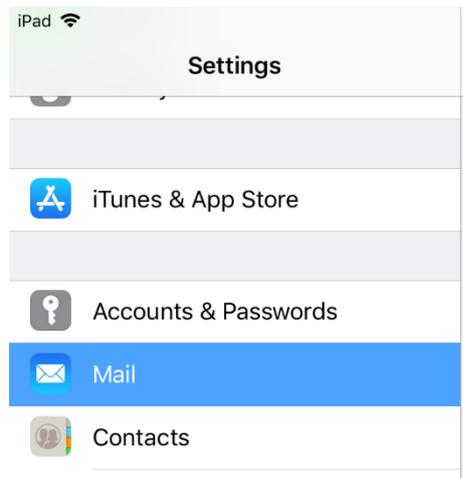
1. In your **Mail** app, select the **Sent** folder.



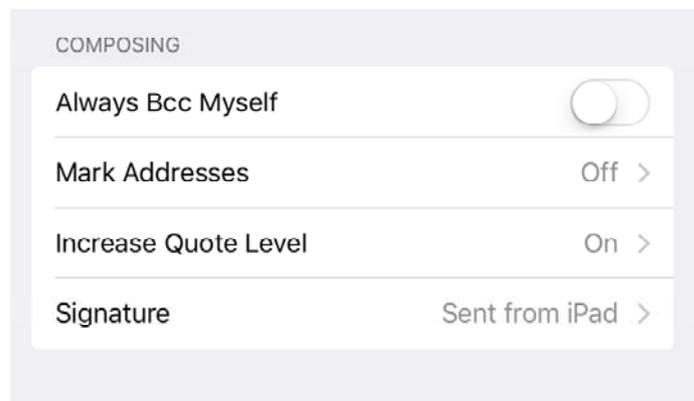
- Navigate to any email which you have sent from a device that has your signature set up (you can tell this because your signature will show at the bottom of the email).
- Select the body of text that you would like to set as your email signature (this usually starts with your sign-off, e.g. Regards,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



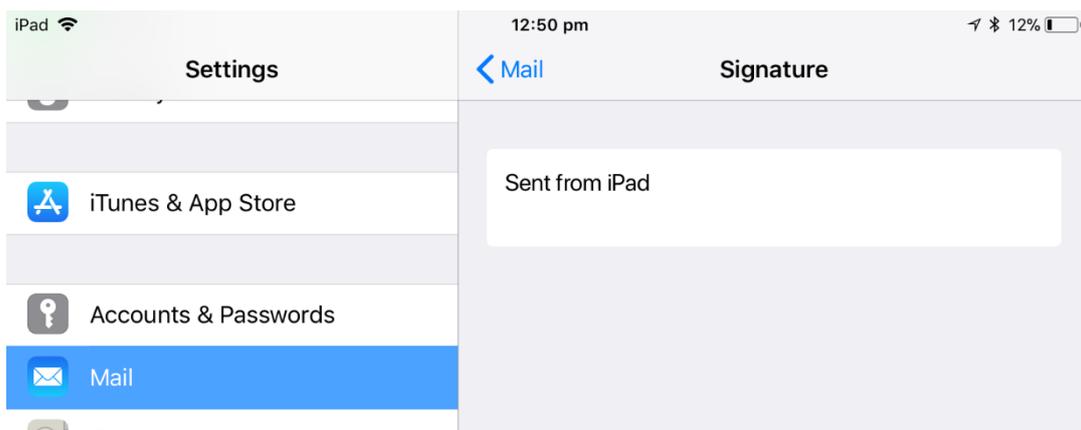
- Exit the **Mail** app by clicking the home screen button.
- Open the **Settings** app and scroll in the left pane until you find **Mail**. Select this.



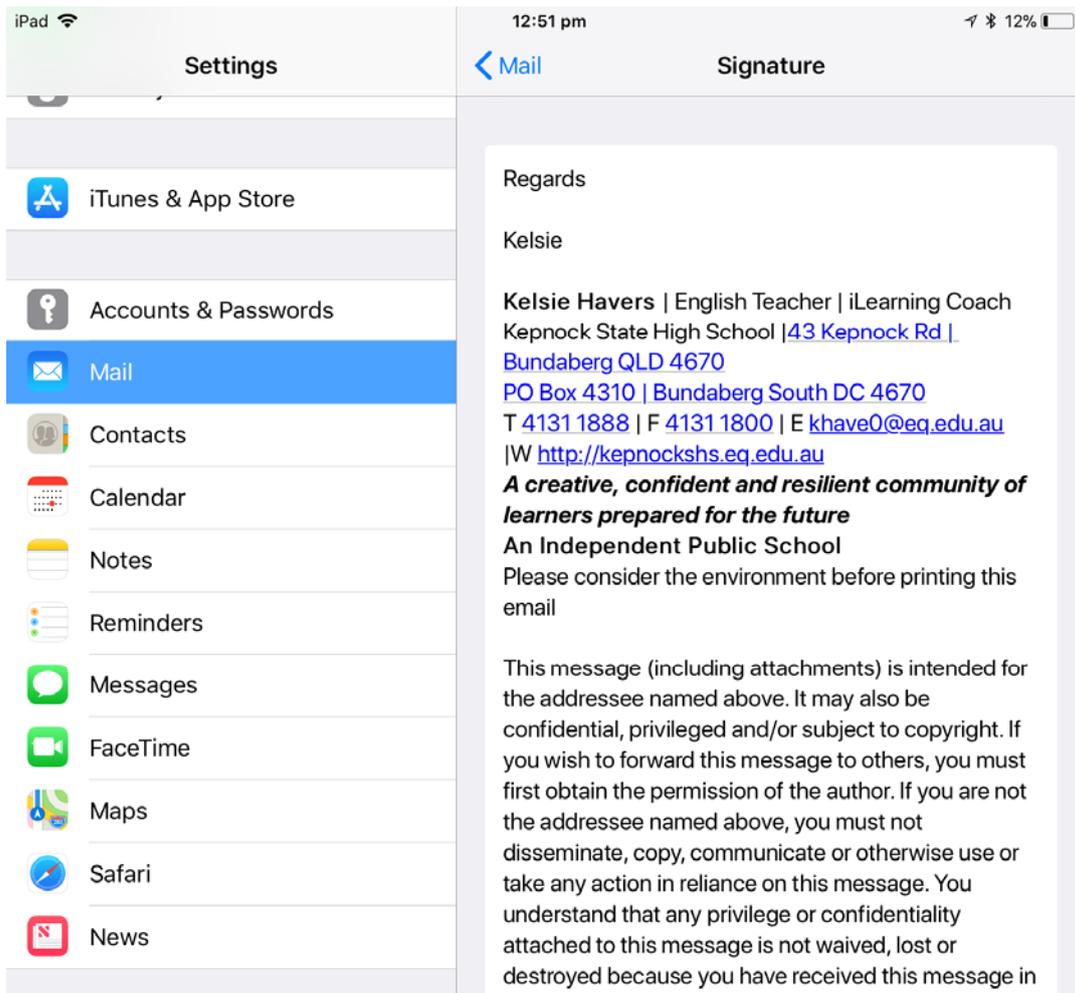
6. In the right pane, scroll down to the bottom option, **Signature**. Click on this option.



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



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



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



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

*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.*

## Adding Daymap to your iPad

### Problem or Question

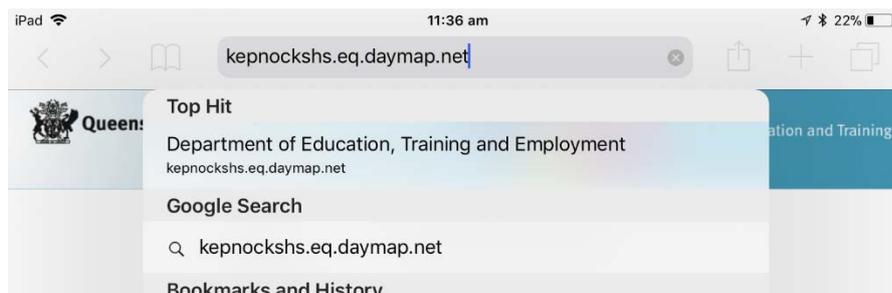
How do I add Daymap to my iPad so that it can be easily and quickly accessed?

### Solution

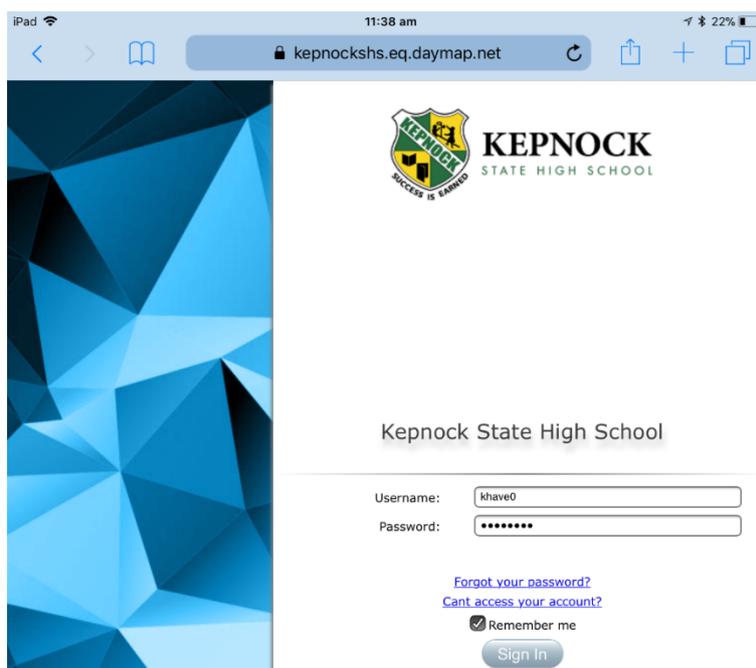
1. On your home screen, select the **Safari** icon.



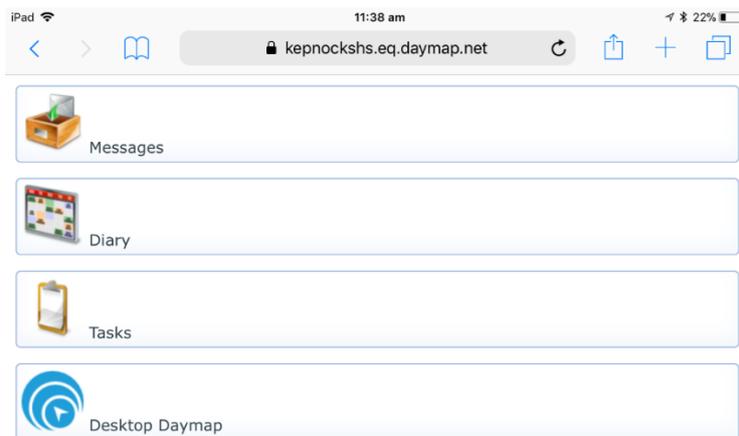
2. In the web address bar, type in the following web address:  
kepnockshs.eq.daymap.net



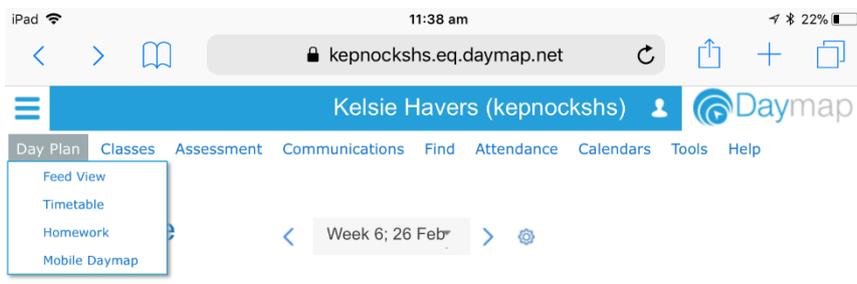
3. You will then arrive at the Daymap login page displayed below. Please enter your Daymap login (remember, this uses a different password).



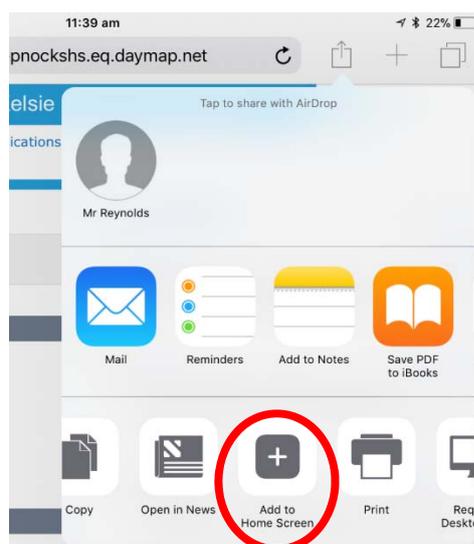
4. You will then be shown the below screen, please select **Desktop Site**.



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**.

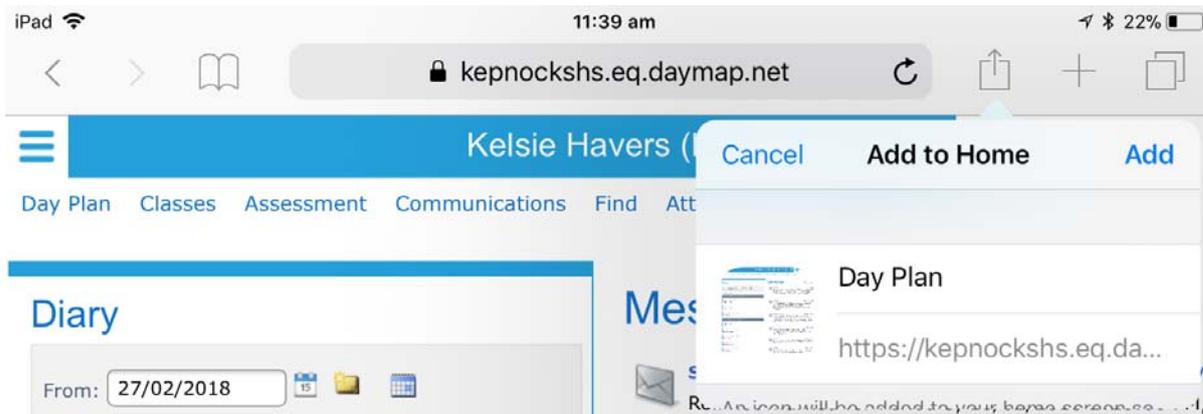


6. Once at the Daymap homescreen of your choice, click on the share icon at the top right of the screen. The following options will display. Please scroll across in the lower section until **Add to Home Screen** is visible. Please select this.



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.



- 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.*

## Adding OneSchool to your iPad

### Problem or Question

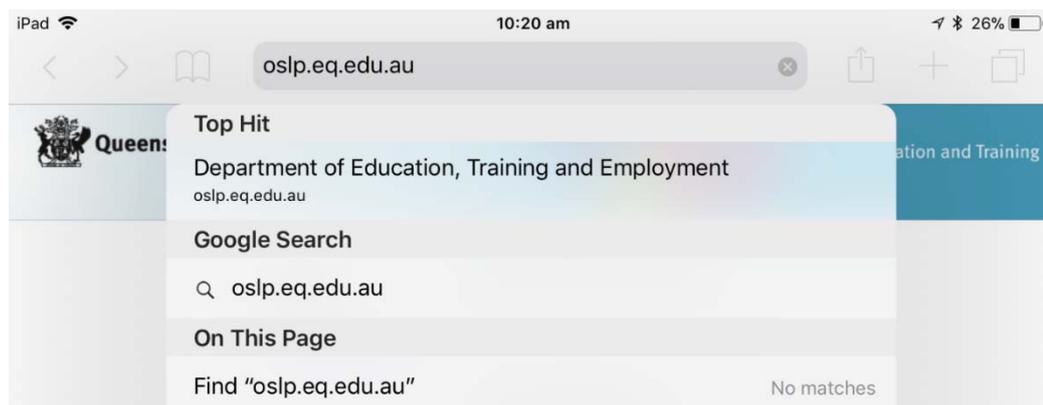
How do I add OneSchool to my iPad so that it can be easily and quickly accessed?

### Solution

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

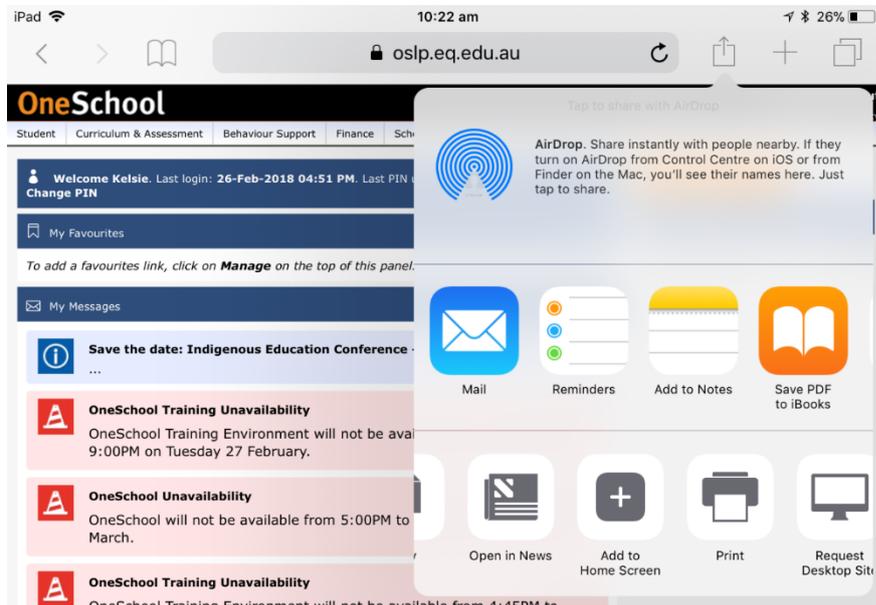


2. In the web address bar, type in the following web address: `oslp.eq.edu.au`

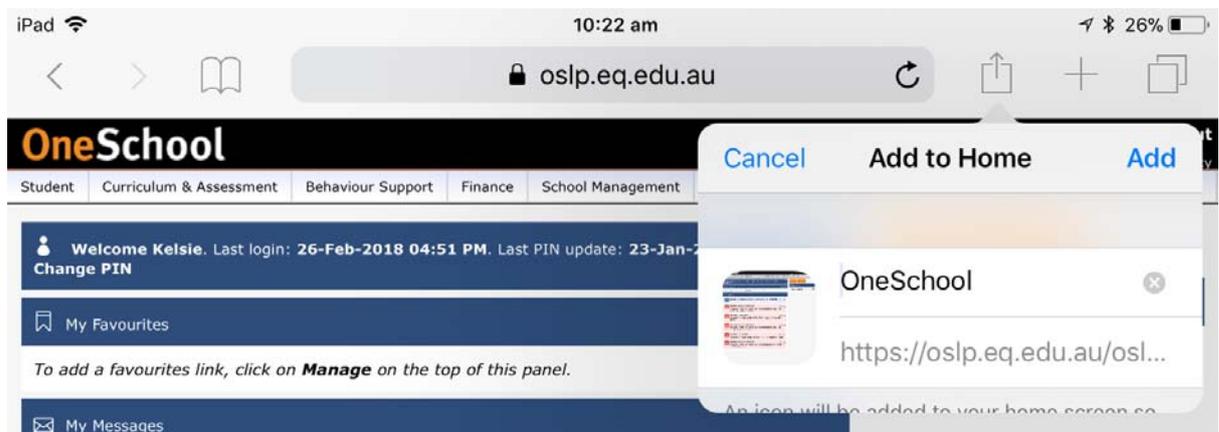


3. You will be taken to the page shown below, please enter your school login details.

- 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.



- 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 its icon on your home screen, so please be mindful of this when naming. Click **Add** when finished.



- 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?

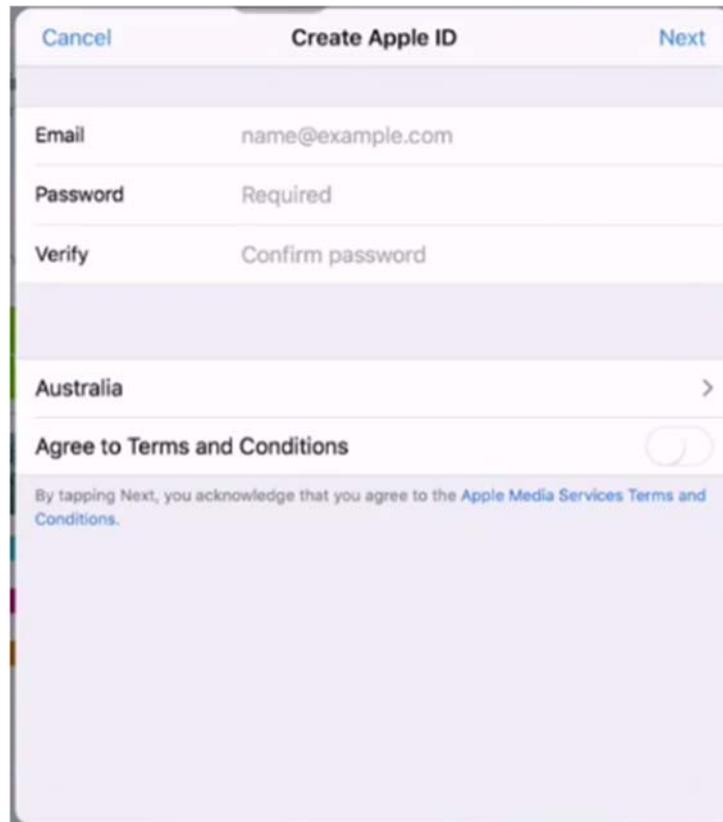
### Solution

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.



6. Continue filling in the details.

The screenshot shows the 'Create Apple ID' form with the following sections:

- PERSONAL INFORMATION**
  - Title: Select
  - First Name: Required
  - Last Name: Required
  - Date of Birth: DD / MM / YYYY
- SECURITY QUESTIONS**
  - Question 1: Choose >
  - Answer: Required
  - Question 2: Choose >
  - Answer: Required
  - Question 3: Choose >
  - Answer: Required

7. When prompted choose **None** and complete Billing information (this is still required).

The screenshot shows the 'Create Apple ID' form with the following sections:

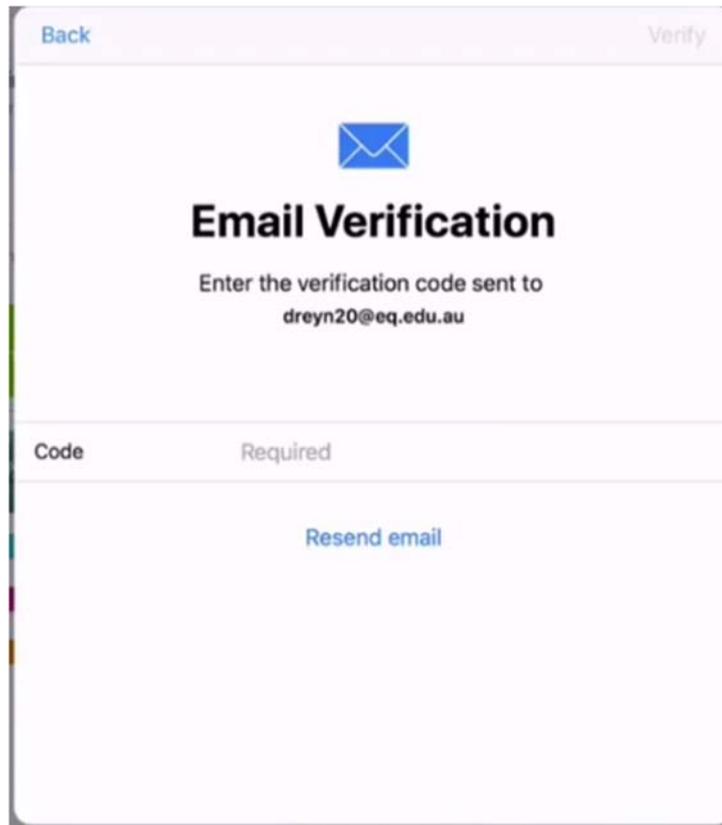
- PAYMENT METHOD**

You won't be charged until you make a purchase.

  - Credit/Debit Card
  - PayPal
  - None** (highlighted with a red circle)
- Number**: Required
- Expires**: MM / YYYY
- CVV**: Security Code
- BILLING NAME**
  - 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



*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.*

## Downloading Apps

### Problem or Question

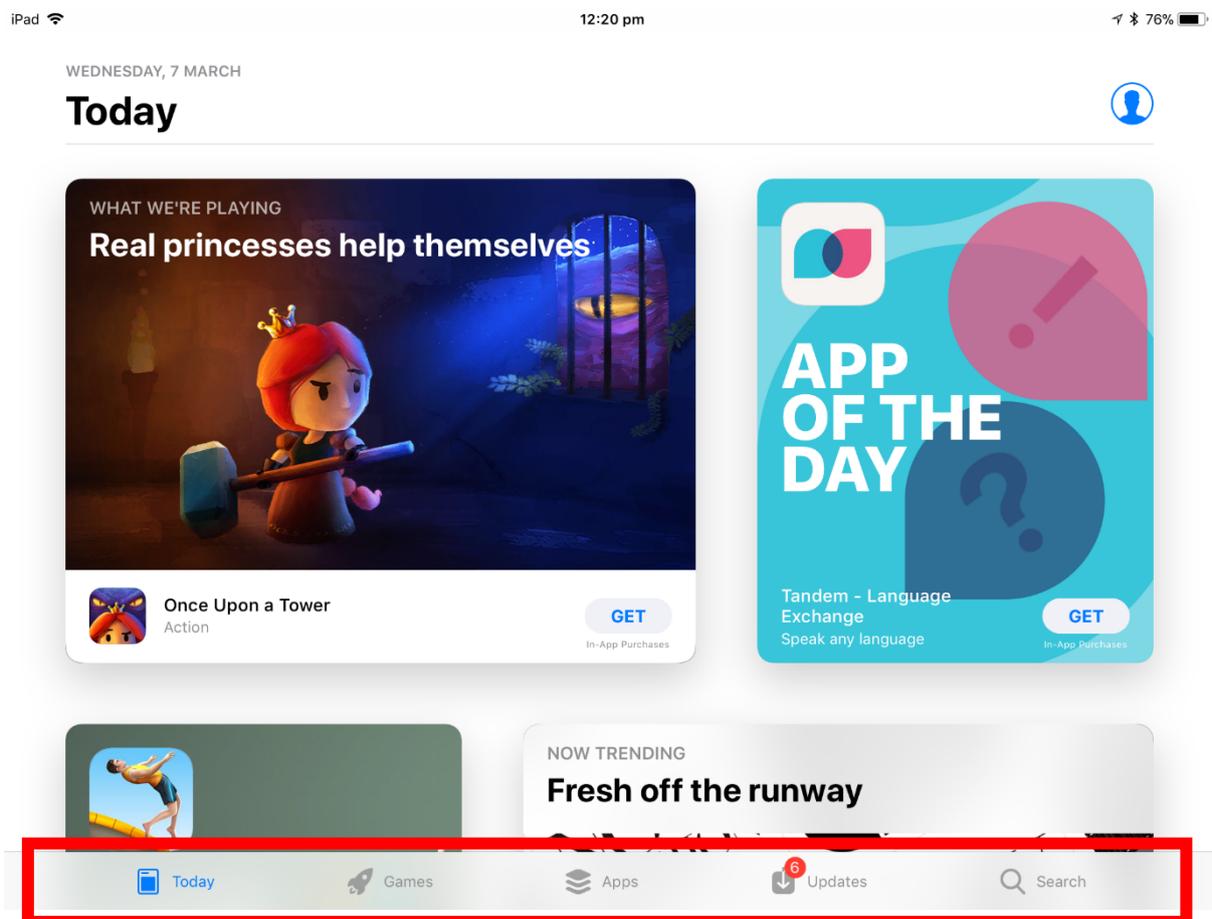
How do I use the App Store so that I can download apps to use on my device?

### Solution

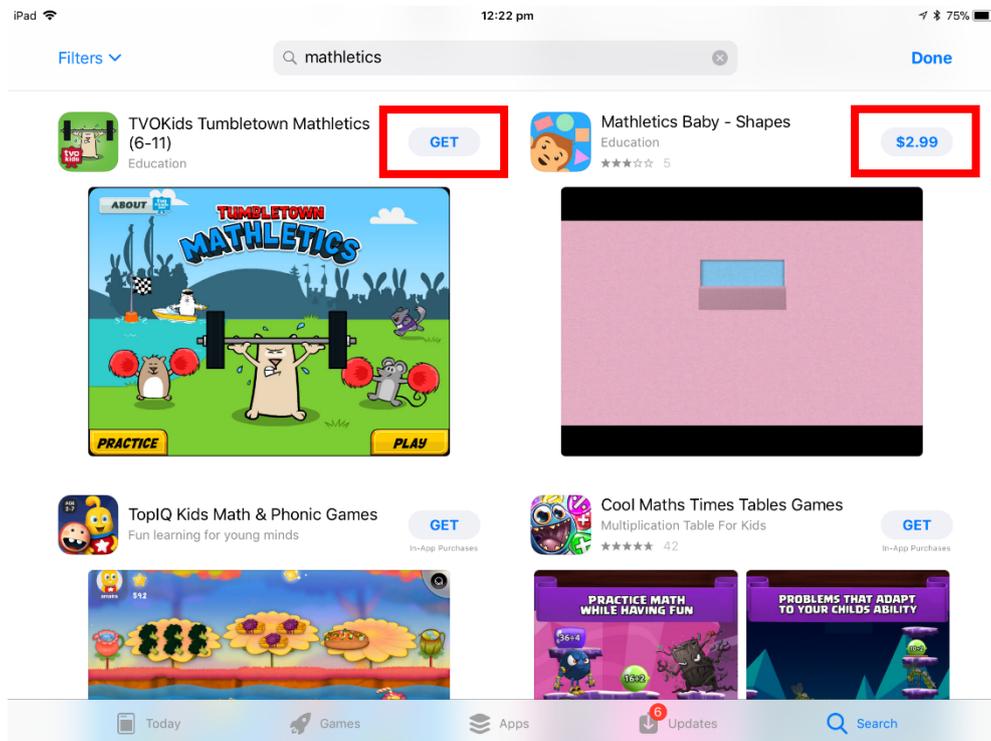
1. On your device, locate the **App Store** icon and select this.



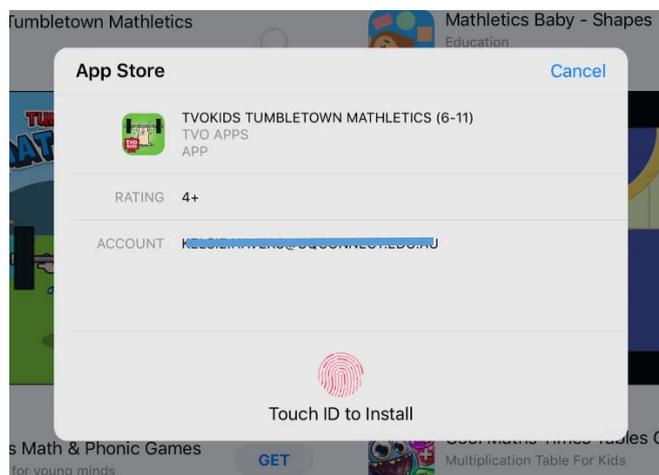
2. You will be presented with the App Store home page, from here you can see the banner at the bottom of the screen with the following options: **Today, Games, Apps, Updates, Search**. To browse from a selection of apps, you can scroll through the **Today, Games** and **Apps** sections of the App Store.



- 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.
- 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.

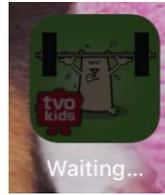


- You will be presented with a confirmation screen from the app store, where you will be asked to enter your account password, or use touch ID to install if you have approved this in your settings.



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.

*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.*

# Moving and Deleting Apps & Creating App Folders

## Problem or Question

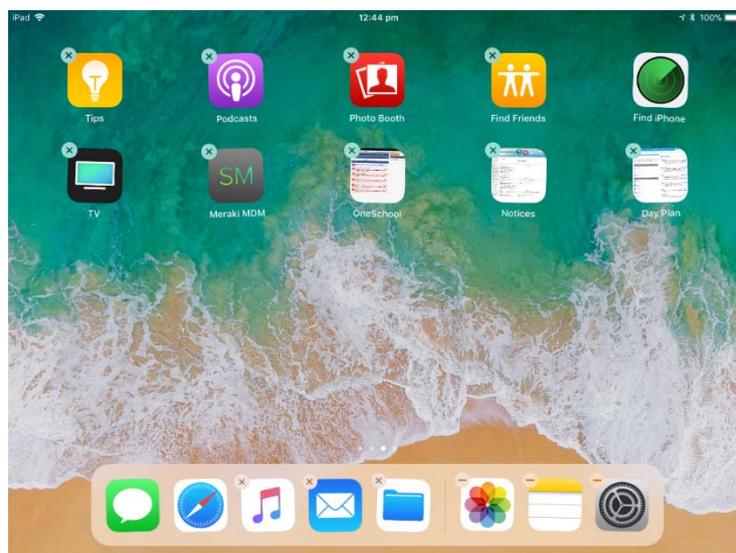
How can I remove, move and organise my applications into folders and then name these folders?

## 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.

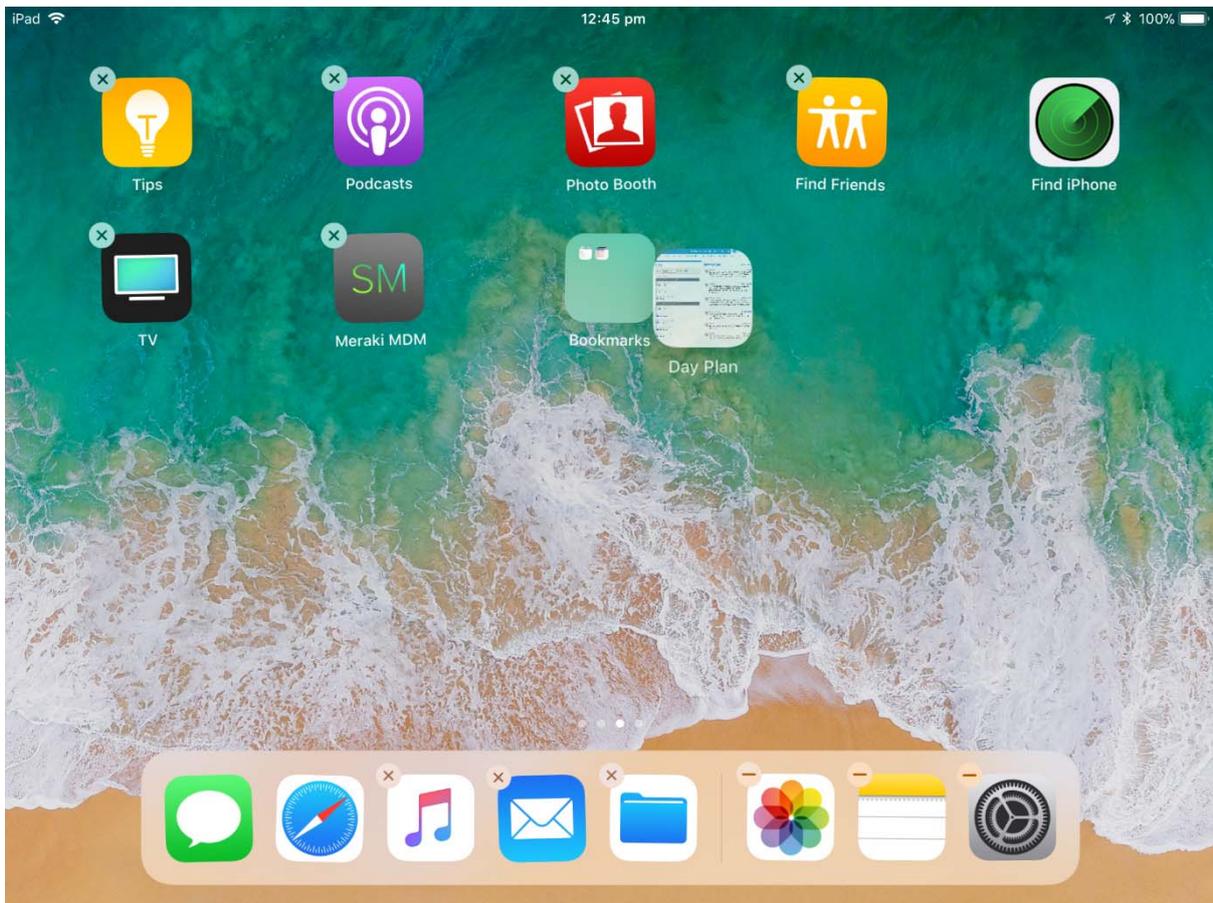


2. After a few seconds, the apps should start to wriggle and have a close icon at the top left corner of each app. This is displayed below. (At this point, you can select the close icon if you would like to delete any of the apps from your device.)

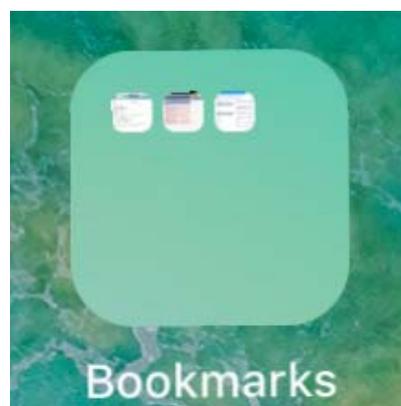


- Once the apps begin to wriggle, they can be easily moved around the iPad screen. Simply hold and slide the apps into the location of your choice. The other apps will shuffle around and make way. The more you experiment with this feature, the easier it will become.

**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.



- 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.



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



- 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.



*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.*

## 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

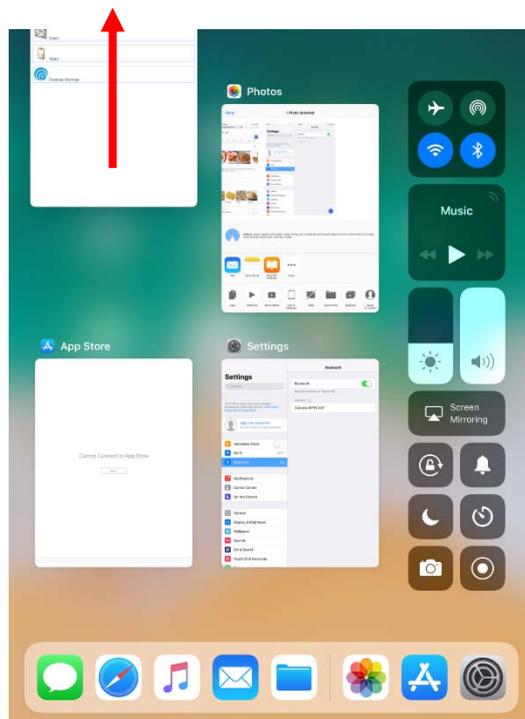
1. From your home screen, double click the **home button** (located at the bottom middle of your device).



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.



- 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.



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



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

*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 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



*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.*

## 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?

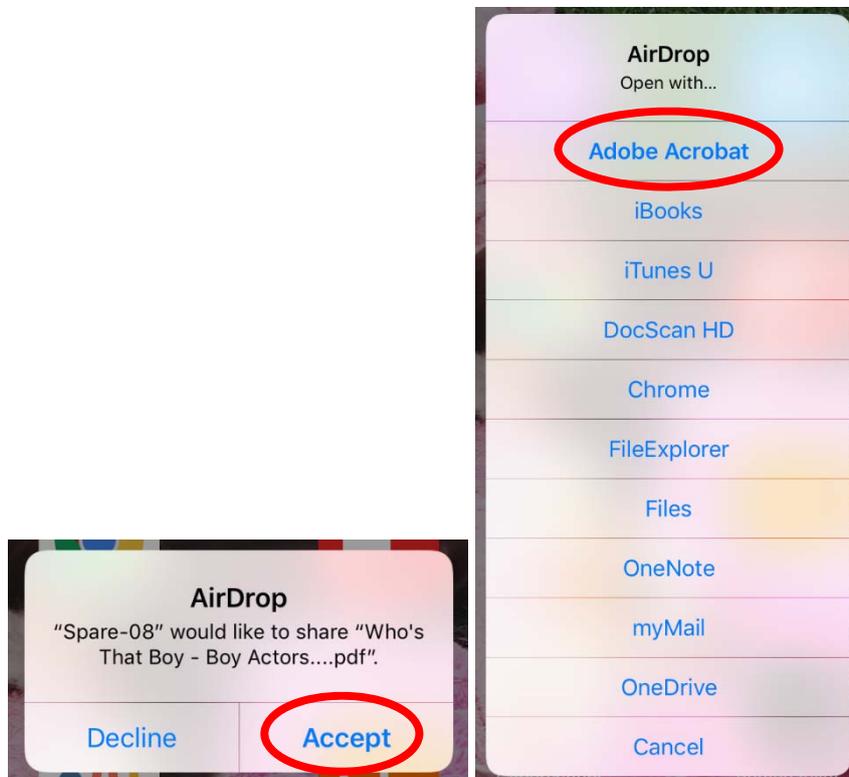
### Solution

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.*

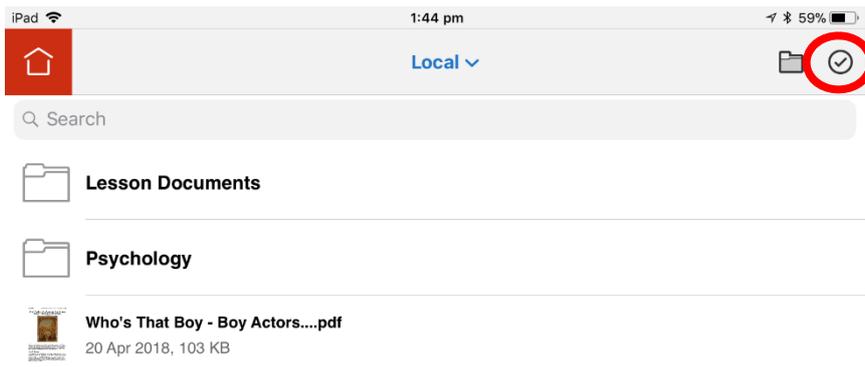
2. You may share a PDF document with yourself or other iPad users in a number of ways (please see relevant How To guide for AirDrop or Email). You can also create PDFs through the Reader View option on most websites. Please see the How To guide for Reader View. When you open a PDF that has been shared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



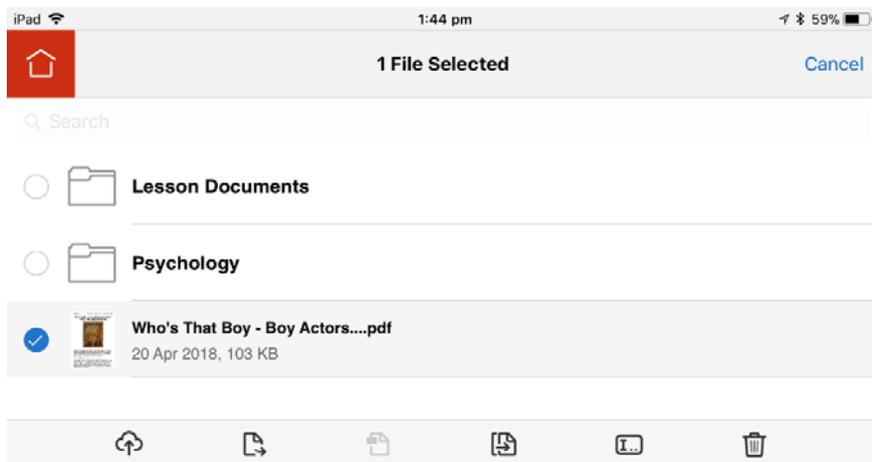
3. The document will open in Adobe. To view the list of documents in your Adobe app, click Back.



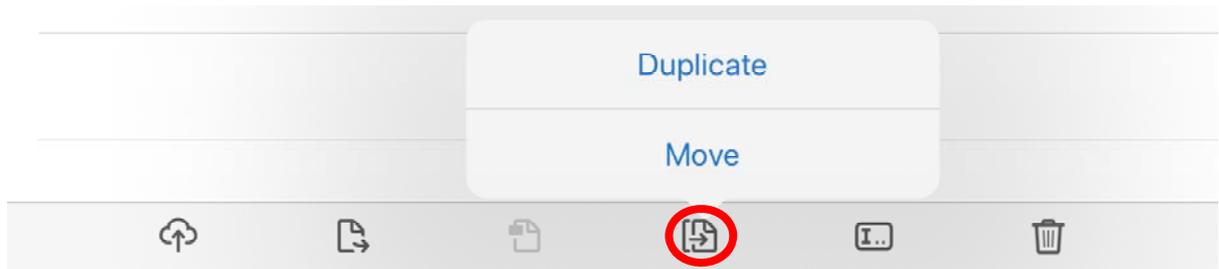
4. You will be presented with your Adobe screen, which shows individual documents and folders (if you have created them). In the image below there are two folders of documents and one individual document, the one which has been received for this task. Click the circled tick to see options for this screen.



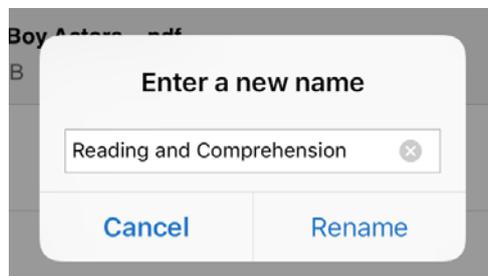
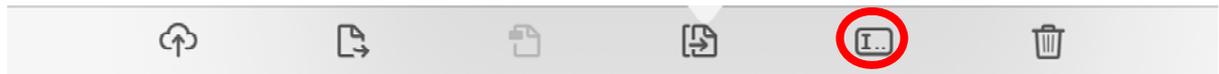
5. Select the item that you would like to work with.



6. You can duplicate or move your selected document.



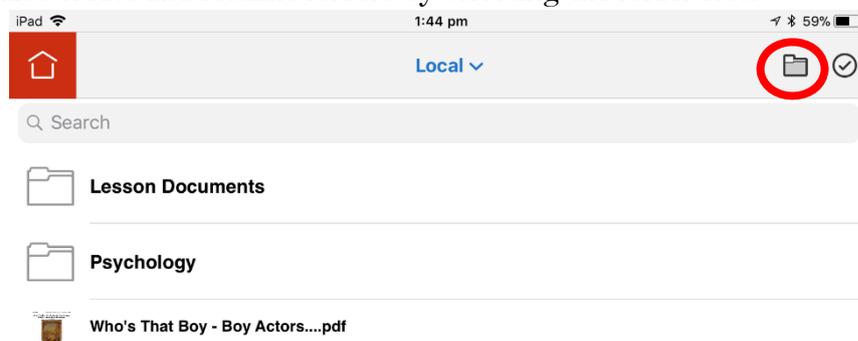
7. You can rename the selected document.



8. You can delete the selected document.



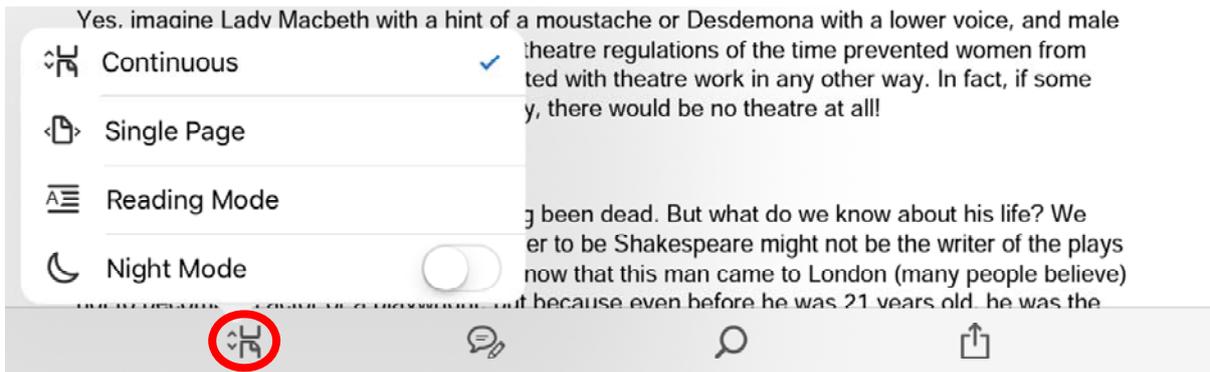
9. You can also create and rename folders by selecting the folder icon.



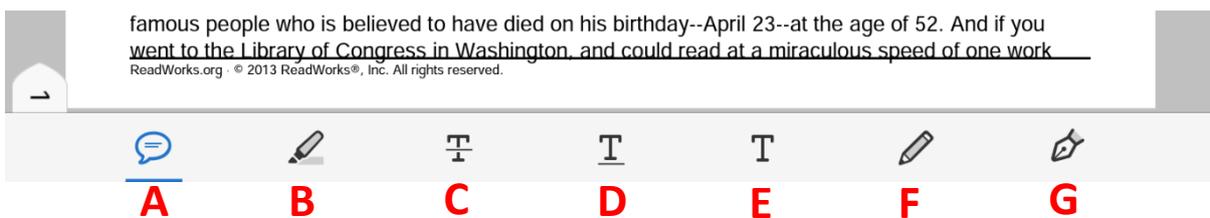
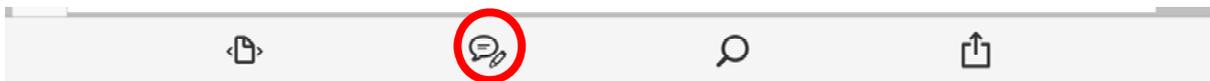
10. You have a number of options within the individual document. These are shown in steps 11-14 and all stem from the below tab.



11. You can change the reading view of the document. Please play with these options to further investigate them.



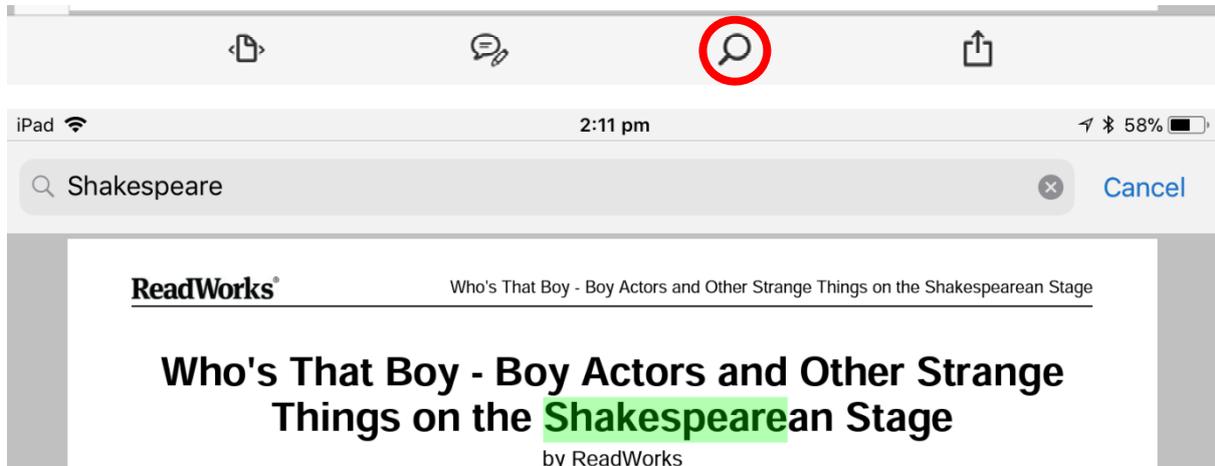
12. Mark/edit in a number of ways. Please refer to the legend below the image for a brief explanation of each. We strongly urge you to play with these features on your own device.



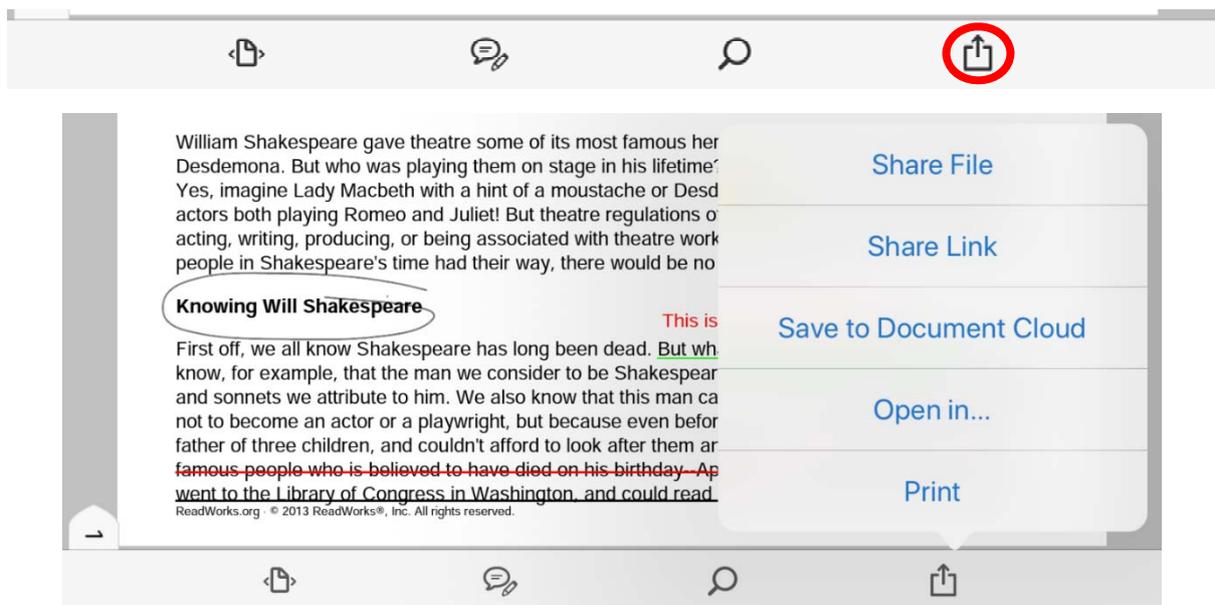
- A. Select an area of the document and create a sticky note of text.
- B. Highlights the selected text. Use one finger and drag to select desired text.
- C. Strikes through the selected text. Use one finger and drag to select desired text.
- D. Underlines the selected text. Use one finger and drag to 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.

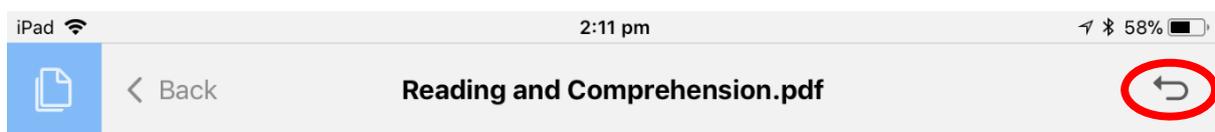
13. Search the document for a specific word. The app will find each instance of this word within the document. Use the arrows at the bottom of the document to navigate to each instance of the searched text.



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.



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



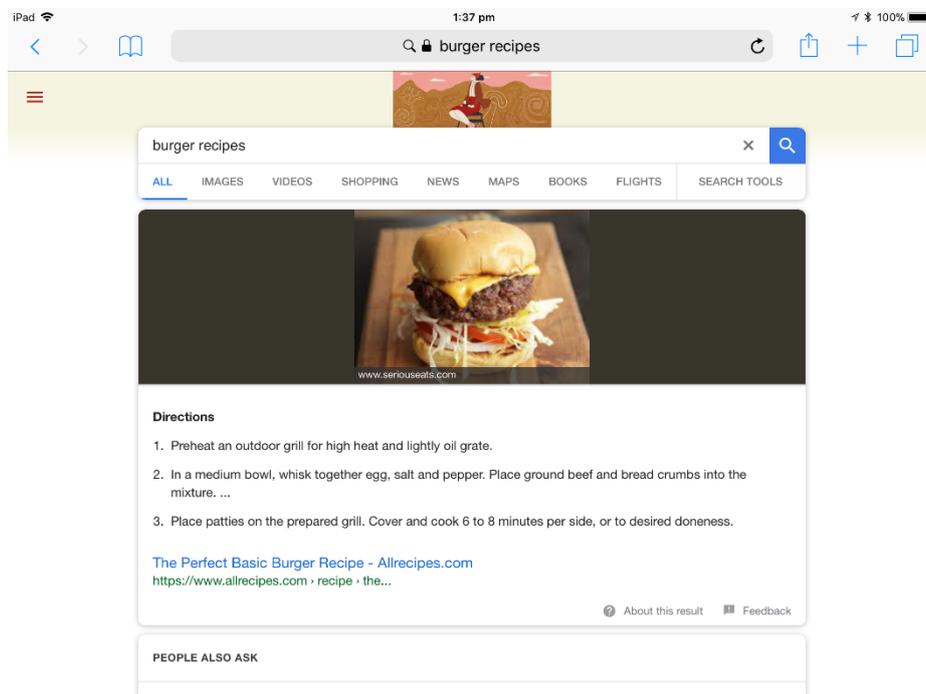
## Using Reader View with Webpages

### 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

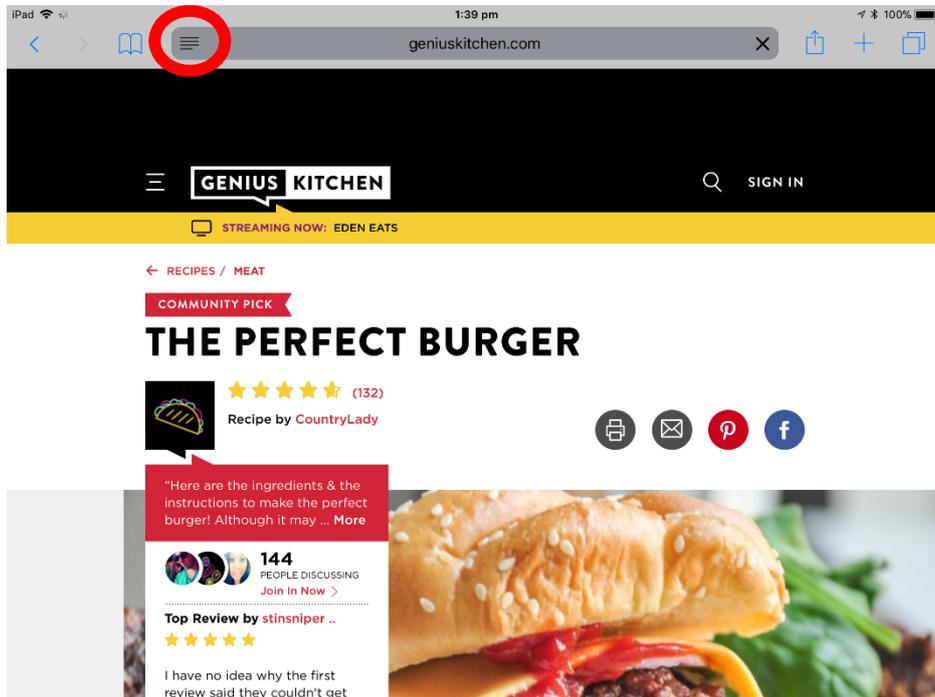
1. In the safari app, type your desired topic in and navigate to a relevant web page. For example, burger recipes has been googled for this tutorial.



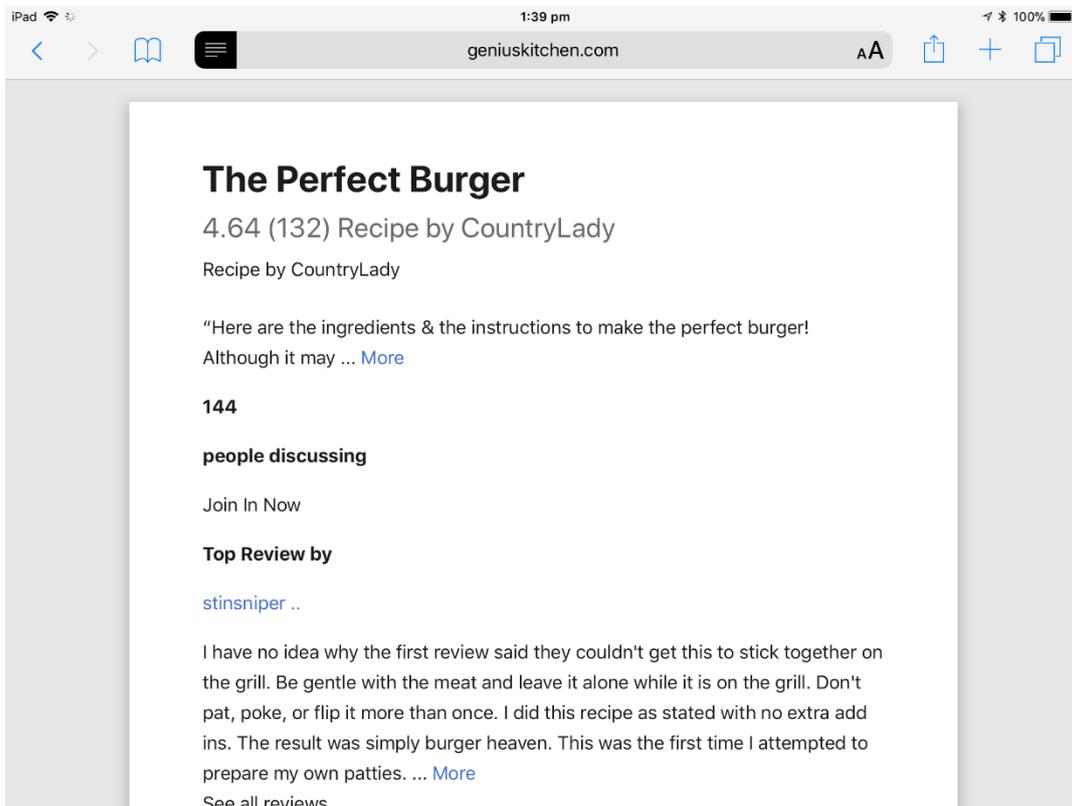
2. Please note that Reader View is not available for all pages, you will only be able to use this if the selected webpage displays Reader View Available with the Reader View icon, once loaded. In the images below, allrecipes.com does not have reader view available, whilst geniuskitchen.com does.



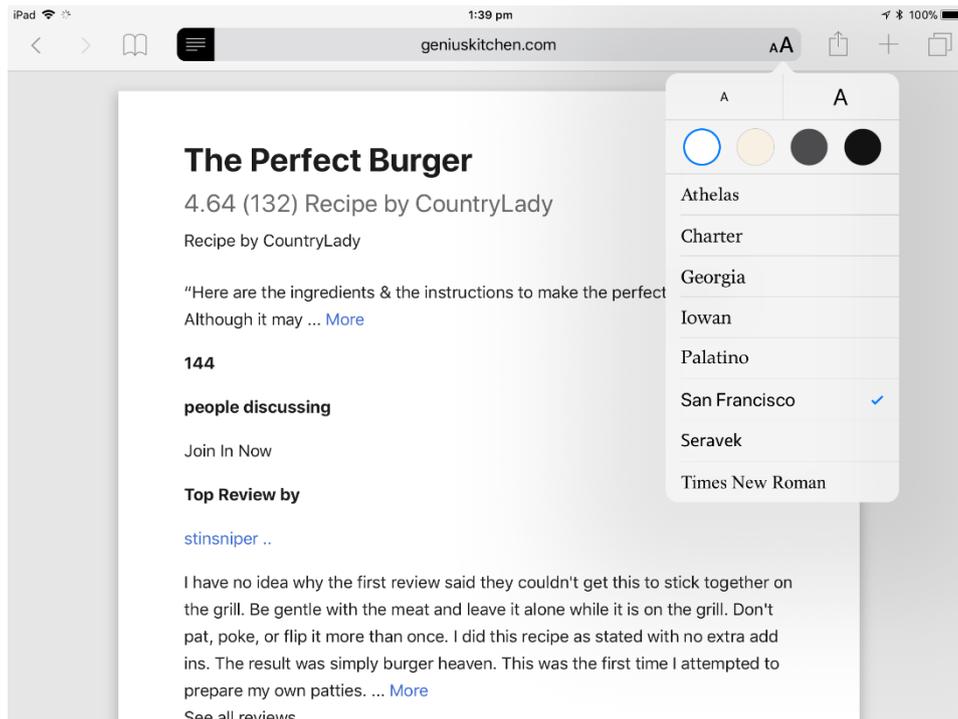
3. On the webpage, select the Reader View icon to enable reader view for the text. This will remove all irrelevant features of the webpage display.



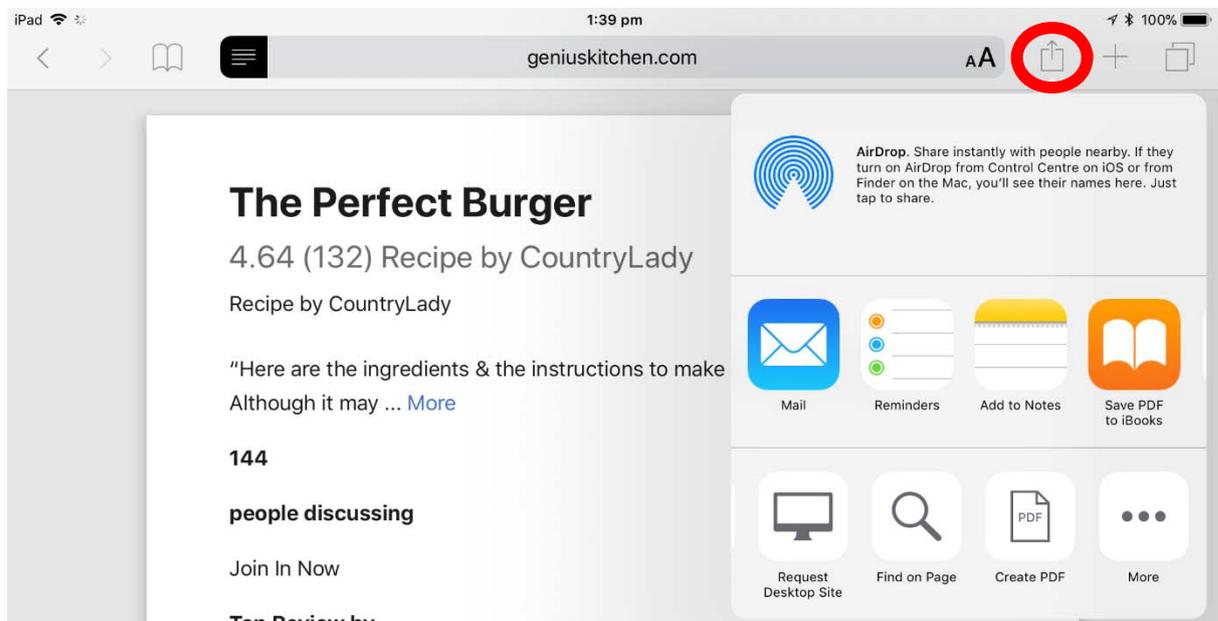
4. Once Reader View has been selected, your webpage will convert to a different layout.



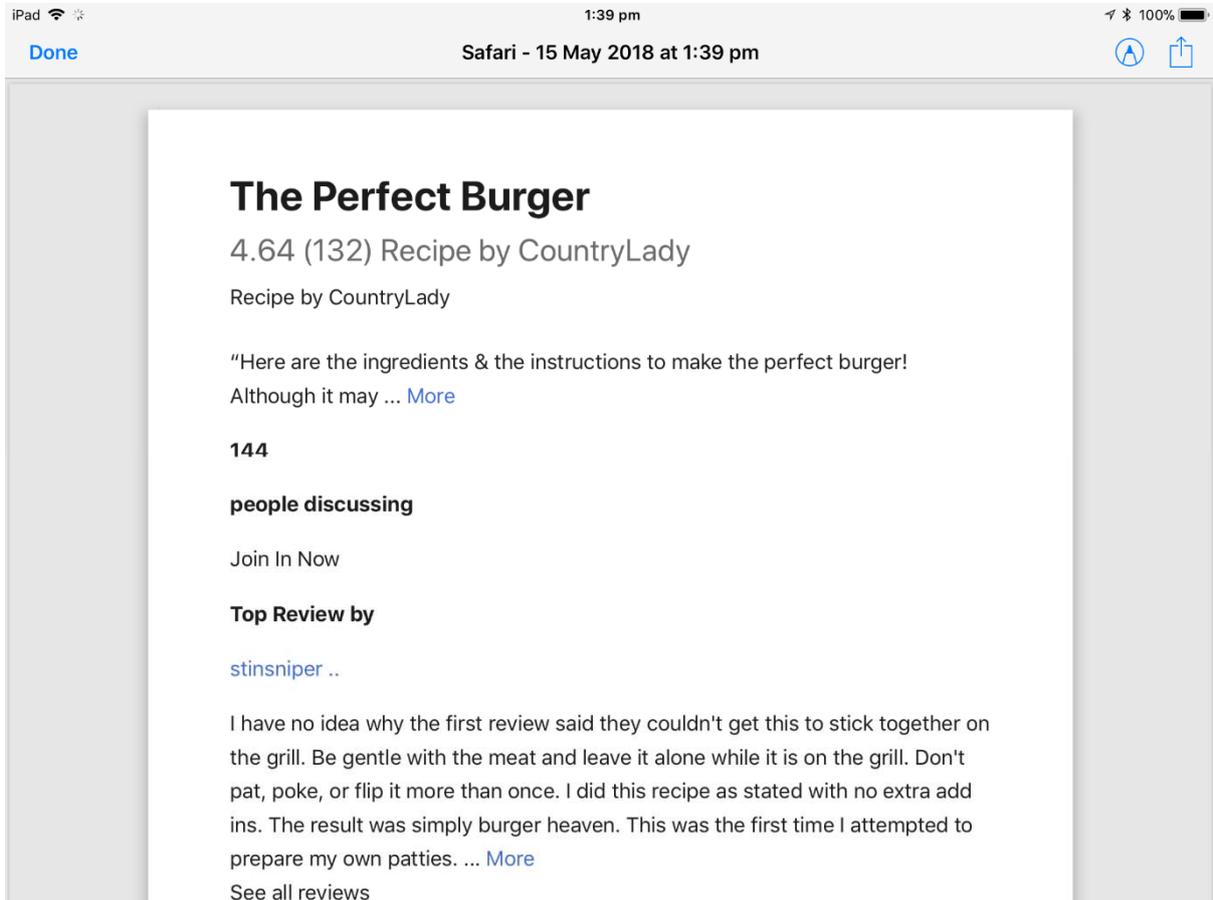
5. You can alter the font choices by selecting the **AA** option in the top right of the pane.



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.



- 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.



*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.*

## 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

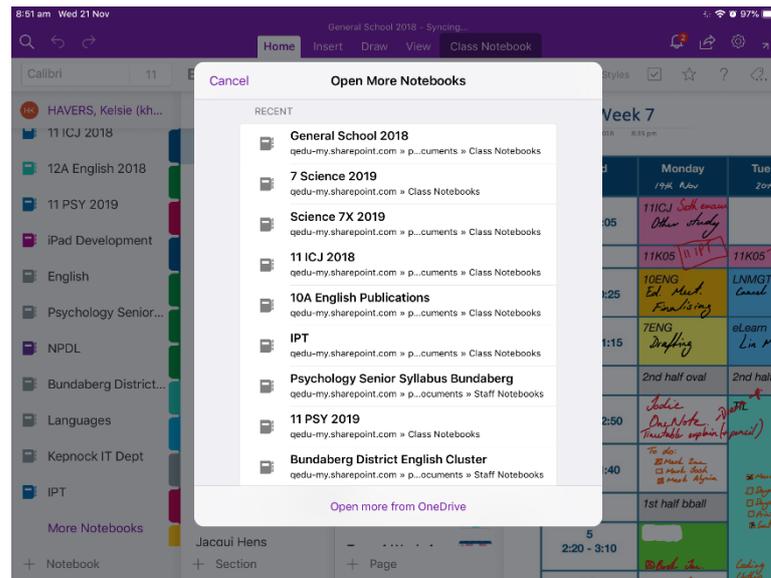
1. On your iPad, open the OneNote app. You will need to sign in if this is the first time using OneNote on your device. Please use your departmental log in details.



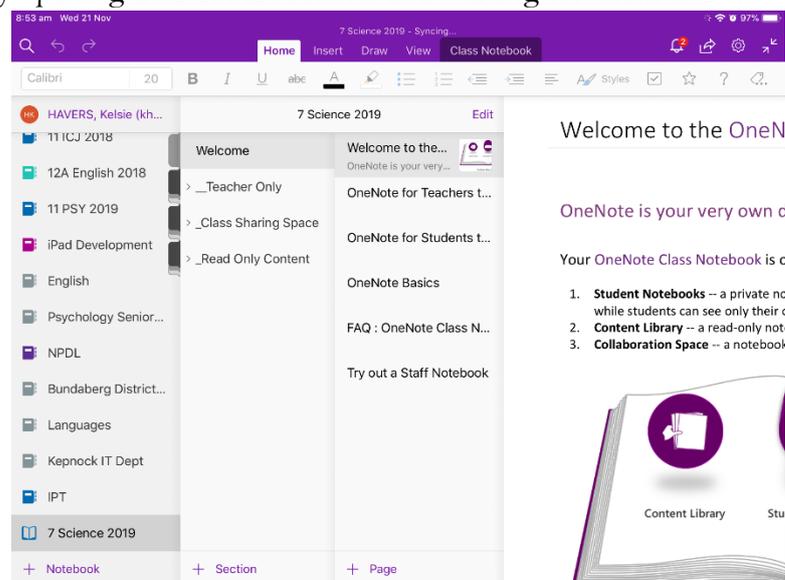
2. In the left pane, you will need to scroll to the bottom and select **More Notebooks** (please don't select **+ Notebook** as we advise that you only create a Class Notebook through the steps outlined earlier in this tutorial).

The screenshot shows the OneNote app interface on an iPad. The left pane displays a list of notebooks, including 'Diary', 'NPD', 'iPad', 'Psychology Planning', 'English Planning', 'Book Notes', 'Term Layouts', 'PEAK', 'Phone List', 'Students', and 'Parent Email List'. At the bottom of the list, there is a '+ Notebook' button and a '+ Section' button. The main area shows a calendar for 'Term 4 Week 7' (Saturday, 25 August 2018) with handwritten notes in various colored boxes. The notes include 'EMC 8:00 - 9:05', 'HG 11K05', '1 9:15 - 10:25', '2 10:25 - 11:15', '3 11:50 - 12:50', '4 12:50 - 1:40', and '5 2:20 - 3:10'. The notes are written in various colors and include some checkmarks and underlines.

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.



*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.*