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Using Your iPad

Apple has done a great job trying to make the iPad extremely user friendly and simple to use. With only a few buttons, it is much easier to get to know than many other pieces of modern technology. The iPad can be a great tool for teachers and students.

Initial Set-up

The iPad is ready to go directly out of the box. All you need is wireless and the iPad will step you through setup instructions. If your iPad is not set up to use your network please contact your technology coordinator for help.

Buttons, Ports and Functions
To interact with your iPad, you will use a finger tap, double tap, swipe, and pinch objects on the touchscreen. To use the multitasking gestures, Multitasking Gestures must be turned on under your General Settings. (*Multitasking Gestures are not available on the first iPad)

- **Open an App:** Tap its icon on the home screen
- **Return to Home Screen:** Press the Home button or do a 5-finger pinch
- **View Recently viewed apps on multitasking bar:** Double click the home button or 4-5 finger swipe up
- **Shut down an app:** Touch and hold the icon on the recently used apps toolbar until it jiggles and display a red circle with a white bar. Touch the red circle to close the app.
- **Switch Screens:** Swiping left and right with your finger across the screen
- **Switch Apps:** Swipe left or right with 4-5 finger swipe
- **Scrolling:** Drag up or down with finger. Flick to scroll quickly. To stop a quick scrolling, touch anywhere on the screen. To go quickly to top of a page, tap the status bar at the top of the screen.
- **Zooming:** Depending on app, spread two fingers apart to zoom in, pinch two fingers to zoom out. For some photos and webpages, a quick double tap will zoom in, the double tap again will zoom out.
Screen Customization

Adjust Screen Brightness

The iPad does have a built-in ambient light sensor to automatically adjust the screen brightness, which can be turned off or on in the Settings. You can also manually adjust the brightness if need. To do so, open the multitasking bar with a double click of the home button or the 4 finger swipe up. Note: Multitasking gestures must be turned on. Swipe the multitasking bar from bar from left to right, then drag the brightness slider.

Lock Screen Rotation

iPad apps can be viewed in either portrait or landscape orientation. The iPad will automatically rotate the screen based on gravity for the direction it is being held. This can be frustrating for some users. By sliding the side switch you can lock the iPad in its current orientation. However, you must first set the side switch, as it can be used to do one of two options, mute your iPad or lock the rotation. To set the side switch to lock the screen orientation instead of muting the sound, go to Settings, General and under “Use Side Switch to” tap the Lock Rotation.

Add Apps

The iPad comes with several built in apps. Additional apps can be downloaded via the App Store. There are thousands of apps to choose from. Some apps are free, others you will need to pay for. Downloading apps will be discussed later in this workshop.

Move Apps

Move apps to another home screen by touching and holding the app until it starts to jiggle. Then drag it to the desired location. If you want the app on a new screen, just drag it to the edge of the screen until a new screen appears.

The dock, which holds up to six apps, is the area at the bottom of your screen that contains your most frequently used apps. These apps don’t move when you switch between screens. This area can be customized to contain the apps of your choosing. If you would like the app to stay on the dock, drag it to the dock and release it. When you are done rearranging your apps, click the home button to get out of jiggle mode.

Delete Apps

When the apps are in jiggle mode, you can also delete unwanted apps. Just be aware that if you delete an app you lose anything created within that app as well. You can always put the app back on if you delete it. If it is an app you paid for, you will not need to pay again. Note: This feature can be turned off and will be covered in the customizing section.

Create Folders

Create folders of apps by following the same procedure you used to move an app, but this time drag the app on top of another app that you would like stored together within a folder. The iPad will assign a name to that folder based on what it thinks would work best as a category. You can customize your folder name by clicking on the folder and then onto the name of the folder in the text box.
Text Entry/Editing

Text can be entered on the iPad with the on-screen keyboard or an Apple wireless keyboard. There are also several apps available that use dictation instead of typing. Those will be discussed later.

To enter text, tap a text field to bring up the keyboard. The arrow (shift) keys are used to type uppercase. Tap the Shift key and the letter. Or touch and hold the shift key and slide to the letter. To enable caps lock, double tap the Shift key. It will turn a solid blue and arrow will be white. Tap the Shift key again to turn off the shift lock.

There are several other features on the on-screen keyboard.

- To quickly type a period and space, double tap the space bar.
- To enter numbers, punctuation or symbols, tap the Number key (•123). To see symbols, tap the number key first and then the Symbol key (#+-).
- Accented letters or alternative characters can be found by holding down a key and then slide to choose one of the options. For example, hold down the comma/exclamation key to use the apostrophe on the alpha keyboard. Hold down the dollar sign key on the number keyboard to obtain the cents key.
- To hide the on-screen keyboard, simply tap keyboard key on the lower right hand corner of the keyboard.

There is an active dictionary to correct spellings, make corrections and define words. To turn auto-correction or spell check on or off, go to the Settings, General and Keyboard.

- Tap the underlined (misspelled) word, then tap the correct spelling. If the correct spelling does not appear, just retype it.
- Double tap a word to and then tap on Define to see the definition of the selected word.

If there is a need to edit text, here are some tips:

- To position the cursor insertion point, hold your finger on the screen to bring up the magnifying glass and then drag to desired location to move the cursor or select text.
- To select a word, double tap on that word. Drag the grab points to select more or less text. Tap four times to select an entire paragraph.
- To cut/copy, select the text and then tap on Cut or Copy
- To paste text, tap where you want the text to appear and then tap Paste
- To undo last edit, shake the iPad and then tap Undo

Search

Once you start downloading more apps and putting them in folders, you might forget where you put that app. There is a search Spotlight to help you find that app. To bring up the Spotlight, go to your home screen and then swipe right to left. Enter the name of the app you are looking for in the search field. Note once you start entering text, search results start appearing. This feature can also be used to search for contacts, music, podcasts, audiobooks, notes, calendar events, mail, reminders and messages.
Customize Settings

**Wi-Fi Connection**

Wi-Fi by default is turned on. To choose a wireless network connection, click on *Settings, Wi-Fi* and then choose a network from the displayed list of those available.

**Notifications**

When you download apps, you will be asked if you want notifications. These are small ads and notices regarding the app. These can be annoying, so usually you will want to check no. However, if later you decide that you want notifications, they can be turned on or off in *Settings, Notifications*.

**Restrictions**

Some applications can be disabled as well as certain restrictions programmed within the iPad. The restrictions part of the iPad will have a separate passcode. **Be sure you set this before allowing students or children access to the iPad!**

*To set restrictions:*

1. Go to Settings
2. Choose General
3. Choose Restrictions
4. Set Passcode if one has not already been set (If this is a school machine that is managed by your technology department, this may have already been done.)
5. Turn off any apps you wish to deny access to or modify any settings.

There is also a feature, **Guided Access**, which keeps the iPad in a single app, and allows you to control which features are available. This is useful if you put students on a desired app and don’t want them to go to any other app.

*To set up Guided Access:*

1. Go to Settings
2. Choose General and then Accessibility from the General window menu.
3. Choose Guided Access and switch to On.
4. At the Guided Access window, tap on Set Passcode and enter a 4 digit code. **Remember this passcode as you will use it to exit locked in app.**

*To use Guided Access:*

1. Open the desired app that you wish to lock in.
2. Triple tap the home button and choose Guided Access.
3. On the window of the app, tap on the Start button. The app is now locked in.
4. To exit the locked in app, triple tap on the home button and enter the passcode.

**Note:** If your iPad should lock up while using Guided Access and not allow you to enter your password, hold down the home button and the on/off button for 15 seconds. Your iPad will reboot and allow you access once again.
General Apps

Basic Apps

App Store

The App Store is where you find all the apps you will want to download. Each app needs to be downloaded individually and you must have an iTunes account to download apps. It will require a password to download apps even if you are purchasing a free app. You can browse for apps by subject or by title. The reviews for the app can be very useful when deciding if you want to purchase a particular app. The app store is also where updates for currently downloaded apps will be located. It is important to update the apps you are currently using in order to optimize their performance.

Safari

Safari is the default web browser for the iPad. With safari, you can open multiple web pages at once as well as share sites or create bookmarks of your favorite websites in a couple different ways.

Export Websites

- **Mail**: Opens up your email and in the body of the email there is a link to the website.
- **Message**: Opens up your Message window and places the link to the website in the text box.
- **Twitter**: Opens Twitter and starts a Tweet with the website.
- **Facebook**: Opens Facebook and updates your status with a link to the website.
- **Add to Home Screen**: Creates an “App” that is a bookmark to that site.
- **Print**: Allows you to print the website. *Note: You must have an AirPlay enabled printer.*
- **Copy**: Allows you to paste the website address into another program
- **Bookmark**: Adds the website to your bookmarks
- **Add to Reading List**: Puts site into your reading list so you can view offline later.

Activity 1

Choose a couple of your favorite websites and bookmark them using each method listed above. You will want to create a traditional bookmark as well as an “app” of a bookmark.
Getting Started Apps

**App Start**

App Start gives you lots of ideas of what apps are good to use to get you started with your iPad. It gives a lot of step-by-step instructions on how to get the iPad set up the way you want it.

**Top Tips for iPad**

This is another great resource for learning about the little tricks that make life easier while using your iPad. A good read for anyone who is new to the iPad.

**iPad Secrets Lite**

This app is designed to help you learn shortcuts, discover hidden features, secure your data and maximize battery life. It will also be updated whenever there is a change in the iOS. A good resource for any iPad user.

**Activity 2**

Browse through one of the apps listed in the Getting Started section. See if you can find a tip or trick that you didn’t already know and be prepared to teach others in the workshop what you have learned.

Book Reader Apps

**iBooks**

iBooks is the most commonly used and user friendly ebook reader for the iPad. Not only can you save and read books in iBooks, but you can also save and read PDF documents. Students can change the size of font; highlight sections of interest or bookmark pages. You can also access the bookstore directly from the app. There are many different books to choose from, including user guides which can be very helpful. Here are some suggested book downloads:

- iPad User Guide
- iPad2 Starter Guide

**Nook**

Nook is app from Barnes & Noble that allows users to read books, magazines and newspapers. It contains many of the other features provided by other readers, the main difference is the ability to read books purchased for a nook reader through Barnes & Noble.
**Kindle**

Kindle app is from Amazon and gives users the ability to download and read books that were designed for the Kindle reader. Very similar to the other ebook readers.

**Google Play Books**

This app offers access to over 2 million Google eBooks. This is another good reader with a different library than that offered by the other readers.

**Inkling**

Inkling is an app designed for the viewing of interactive textbooks. It gives the flexibility to purchase individual chapters or entire textbooks. Interactive media is incorporated in the textbook, including movies, 3D objects and guided tours.

**iScroll**

iScroll combines eBooks with audiobooks for a multisensory experience. By both listening and reading, the student is more likely to understand the content. The reading speed, text style & size can all be adjusted to fit the reader’s needs.

**Activity 3**

In groups of 3 or 4, explore the different eBook readers and compare and contrast the similarities and differences. Each teacher should choose one of the readers to explore. Then test them out by downloading a book and see how the readability compares. Be prepared to share your findings with the rest of the group.

**Productivity Apps**

**Evernote**

Evernote is an electronic filing system that lets you write notes, make recordings and save websites, photos and documents. Then, by downloading the application on your computer, phone or iPad you can access this information from anywhere.
**DROPBOX**

Dropbox is a storage app that lets you store documents & photos in a password protected virtual dropbox that you can access from anywhere there is connectivity. The app makes it simple to access your documents.

**Splashtop Browser**

Splashtop Browser is another application that you download onto your computer as well as your iPad. This app gives you control over your computer from the other side of the room. The free version allows for up to 5 minutes of connectivity at a time.

**Remember the Milk**

Remember the Milk is a great task organizer. This is another app that can be utilized from your iPad, computer and phone. This would give you access to all of your tasks from any device or location.

**Wordpress**

If you are blogger and would like easy access to your blogs and are using a Wordpress blog (this includes the blogs from EduTech), this app is for you! You can see all your Wordpress blogs at once and easily manage them from this app.

**Air Sketch Free**

Air Sketch Free is a app that turns your iPad into a wireless whiteboard! You can project live sketches to a local computer that is hooked up to a projector. It works via the Internet and you only need to go to a specified URL in order to view your sketch from the computer.

**PowerTeacher**

PowerTeacher Mobile allows teachers to use their iPad to have access to their gradebook. It does not have every feature the PowerTeacher gradebook has, but does offer the main functionality of the gradebook.

**Installation and Setup of PowerTeacher Mobile**

1. Choose the icon for PowerTeacher Mobile
2. For the Current Location choose Don’t Allow
3. For the District Servers setting choose No
4. Click the Settings link on the top right
5. Click the Server button on the left
6. Enter your school’s server address  
   a. Ex: killdeer.ps.state.nd.us  
7. For the port number enter 7443  
8. Make sure SSL Enabled is set to ON  
9. Click Login on the left  
   a. Choose if you want to have the app remember your username  
10. Click Login above User Settings  
11. Enter your username and password (Capitals on first and last)  
12. Click Select a school  
13. Click the appropriate school  
14. Click Login

Using PowerTeacher Mobile

- Choose Terms based on the length of classes not the current term  
  o Choose 2010-2011 for full year classes  
  o Choose Semester 2 for semester length classes taught during Semester 2
- Pick a class listed in the top left  
- Click on the following icons to performs these tasks:  
  o A student’s name to see demographic info for the student  
  o The people icon to view and work with student groups  
  o The notebook icon to work with assignments  
  o The + to add an assignment  
  o The > to make adjustments in that area  
  o The Reporting Term Ribbon to adjust the Reporting Term  
  o The Gear Wheel in the top right to adjust settings  
  o The ? to access the help menu  
  o The Person icon to log out

Activity 4

If the iPad you are using is a teacher iPad you use exclusively, set up the PowerTeacher app. If you already have the PowerTeacher App set-up, you don’t use PowerSchool or you are using a student iPad, explore some the other apps listed in this section and be prepared to share how you could use this app to be more productive as a teacher.
Cross-Curricular

**Math Tour Lite**

This educational game can be played by students of all ages. They have the opportunity to work on their math skills while moving around the world and learning fun facts. An appropriate game for the math or social studies classroom.

**Dragon Dictation**

Dragon Dictation is a voice to text application that allows you to speak and you instantly see your text or email messages. A great application for the special ed classroom or for anyone who prefers to speak their thoughts as opposed to writing or typing.

**SimpleMind+**

SimpleMind+ is a mind-mapping tool that allows brainstorming, idea collection and thought structuring on the iPad to come to life. You can also exchange your mind maps with SimpleMind desktop application that is available for both Mac and PC.

**Merriam Webster Dictionary**

This is a traditional dictionary as well as an app that also allows the user to do a voice search to look up a word without having to spell it. It is a great tool for reference, education and vocabulary building.

**Khan Academy**

This app will give you access to 1000+ instructional videos on everything from basic algebra, to chemistry to complex interest problems. A great resource for any student who could benefit from additional instruction time and needs the audio and visual cues provided by the videos.

**PBS**

This app contains the most popular and current PBS programs. There are over 300 videos available in full length or segment format you can stream for free or choose to purchase and keep. You can also see what is on your local PBS channel and what will be coming soon.
With the Web MD app for iPad, students can view symptoms, see treatment information and learn first aid essentials. A great tool for the health and science classrooms.

**Math**

**Flash to Pass**

This is an interactive flash card program designed for elementary students to practice their addition, subtraction, multiplication and division. It includes sound effects and animations to help keep the student’s attention.

**Undersea Math**

The full version of this app costs $1.99, however, there is a separate addition and subtraction version of this program that is free. Students solve math problems to reveal hidden pictures.

**Pearl Diver**

A great application for grades 3-8 for students learning about fractions and the number line. A fun way to learn math by diving among shipwrecks and avoiding electric eels in order to pick up valuable pearls.

**Math Board Addition**

Math Board Addition is a visual training tool for students who need additional help with their addition problems on a simulated chalkboard.

**iFormulae**

iFormulae is a library that is full of formulas, equations and examples of each. A great resource for junior high and high school students who would like a quick reference guide to common formulas.

**Math Ref Free**

This app contains over 600 math formulas figures and tips focused at the high school level. Formulas come from the subject areas of algebra, geometry, trigonometry, probability and statistics.
**Science**

**EXPLORE THE ANIMAL KINGDOM**
See photographs of animals and learn their names and sounds they make. A great app for Pre-K or lower elementary students.

**THE ELEMENTALS**
The Elementals is a periodic table for elementary students where every element is animated and has its own personality. It makes the periodic table both fun and educational.

**iLEARN SOLAR SYSTEM LITE**
iLearn Solar System Lite teaches the solar system to elementary students. Astronaut Ashley teaches your students facts about the solar system, sun, moon, mars and revolution. There is also a quiz feature to test your student’s knowledge.

**MOLECULES**
Students can view 3D renderings of molecules and manipulate them on their iPads. By rotating and zooming in on the diagrams, students can get a better idea of what the structure looks like. Several different types of molecules can be downloaded to the iPad.

**LEAFSNAP HD**
Leafsnap uses visual recognition technology to identify species of trees based on a photograph of one of their leaves. Students can use the camera in an iPad 2 to take a picture of a leaf and learn about the tree it came from.

**3D CELL SIMULATION AND STAIN TOOL**
This app helps students create their own cell image. They can rotate the cell 360 degrees and zoom in on any structure within the cell. With over 250 image combinations to explore, student can be creative while exploring their cell.

**SCIENCE GLOSSARY**
Science Glossary is exactly what it sounds like! A glossary of scientific terms and biographies of the words.
Mitosis

Mitosis takes students through the process of cell division and explains each step along the way. They can see actual photographs & videos, read and listen to text and audio that explains mitosis. It also includes a glossary and interactive quiz.

Language Arts

Bob Books Lite

Bob Books Lite is a phonics based interactive game teaching kids the basics of reading and spelling. It makes it simple to learn about the connections between letters and sounds. The difficult level gradually rises based on the success of the student.

Toy Story

Children can read or be read to with this great free app. More than just a digital book, it includes a voice recorder so kids can hear themselves read the book. It also has coloring pages and games that students will find fun and educational.

Alphabet Tracing

Children can follow a train, truck and worm to learn the proper way to write letters and numbers. They can trace the sample letters and numbers with their finger to get familiar with writing.

3D Magic Words

This is a game that will help students with spelling as well as increase their vocabulary. They need to make words out of the provided letters. Fun for adults and kids of all ages.

Shakespeare in Bits: Romeo & Juliet Lite

The Lite version of this app contains the first 2 scenes of the play Romeo & Juliet. It has the original text of the story as well as dynamic features that help to make the story easier to understand. It also includes notes, summaries, animations and analyses for each section.
**Word Magnets Lite**

This is magnetic poetry for the iPad. Students can manipulate words to create sentences or poems. They could also sort words into specific categories.

**Bluster**

This is a fun word matching game that can be played by school-aged children of all ages. It includes various levels and skill sets including rhyming words, prefixes and suffixes, synonyms, homophones, adjectives and more.

**Social Studies**

**Stack the States Lite**

This app makes learning about the 50 states fun and entertaining. By answering questions correctly about specific states, students then try to stack the animated state icons on top of each other to reach the goal.

**World Book - This Day in History**

This Day in History is an interactive multimedia calendar that displays historic events and facts based on specific days. It includes photos, illustrations, music and speeches. A great resource for any Social Studies classroom.

**Today in History**

This app features over 100,000 date-based facts. It also has the ability for users to share something eventful that happened in their lives on specific dates, giving it a social network feel.

**Lincoln Telegrams**

This app includes over 300 digitized telegrams written by President Abraham Lincoln. There is also detailed historical information included on a blog and wiki.

**Early Jamestown**

This is an interactive textbook that explores the early days of the Jamestown settlement in Virginia. It includes videos, interactive timelines, zoomable maps and embedded assessments.
Elective Courses

**FOODUCATE-FOR IPHONE**
This app will give products a letter grade based on their nutritional value. Products can be entered by scanning their barcode (if you have an iPad 2) or by manually entering the UPC numbers. Students can also search for products by name. Students can compare products to find the healthiest choice.

**HEALTH TIPS 1000**
This app features over 1000 health tips that address many issues. The topics include exercise, muscle building, good nutrition and food safety. A great way to start a class discussion!

**FOOD METER FREE**
Another app for determining the quality of the food you want to eat. It also includes information about popular choices at over 300 restaurants. It includes the food ingredients and nutrition facts of the products.

**VIRTUOSO**
A virtual piano with excellent sound quality. It features 6 octaves of concert grand piano and includes color-coded key labels for anyone who is learning to play the piano.

**AWESOME XYLOPHONE**
This app is great for practicing music lessons when an actual xylophone isn’t available. A fun and educational app for all ages!

**MUSIC STUDIO LITE**
Music Studio Lite includes a full music production environment with a piano keyboard and 9 studio quality instruments. It features beat and metronome settings, 10 different beats and 5 octaves, and the ability to edit tracks within the app.

**SKETCHBOOK EXPRESS**
Sketchbook Express is fun and intuitive drawing app that is easy to use. Students can use professional-grade tools to create works of art. Drawings can be exported to the photo library.
**Financial Football HD**

The NFL has partnered with VISA to create this great app for teaching financial literacy. There are 3 different difficulty levels to be customized to students of various ages. A fun way for students to learn about financial responsibility.

**Sorenson BuzzCards**

This assistive technology app helps people who have trouble speaking communicate their needs to others. Cards can be prewritten or edited as needed and are categorized to make finding them easy to do.

**ASL for iPad**

This easy to use app makes learning ASL convenient wherever you are. Simple pictures show the appropriate sign for various words and sayings. The free version gives you a good start for learning the basics of ASL.

**Activity 5**

Find a partner that teaches a similar grade or subject area and go back to review the apps that you are most interested in learning more about. Then together, design a lesson that uses at least one of the apps discussed today. Be prepared to share with the rest of the group.
### Additional Resources

#### iPads in Education Websites

- [http://ipadacademy.com/](http://ipadacademy.com/)
- [https://sites.google.com/site/ndipad4educators/](https://sites.google.com/site/ndipad4educators/)
- [http://ipadsineducation.com/](http://ipadsineducation.com/)
- [http://ipadworkshops.blogspot.com/](http://ipadworkshops.blogspot.com/)

#### Activity 6

Explore the Additional Resources and find an app or useful tip that had not been shared today to share with the rest of the group.