

GETTING TO KNOW THE IPAD

The Basics

Fall 2014

- I. **Care** - Please keep your iPad in its case for drop and screen protection. If the screen gets dirty, use a soft cloth to clean it. If it gets really gunked up (yes, that's an expression), use a slightly damp cloth to remove the gunk.
- II. **Keep Computers Away** - You may have a personal iPhone or iPad that you sync with your computer. **Do not** connect the school iPad to a computer. It has been "enrolled" in our system and pairing it with another computer will break this connection.
- III. **Interface** - Being a touch device, the iPad relies on your finger to launch apps, make selections, and input information. Not all of your apps are on the first screen: swipe your finger to the left to see another screen of apps. If you can't find what you are looking for, hold your finger on the center of the screen and swipe down and the search box will appear.
- IV. **Apps** - The iPad is preloaded with essential apps: Polaris Office, Notability, Dropbox, Google Drive, Google Docs. Other apps are available for free download from the **Self Service** app. You will not need to use a personal iTunes/App Store account to download school apps. Update the school apps, through the Self-Service app—tap Updates at the bottom of the Self-Service app's screen. If you are ever prompted to enter the "touchlab" password, you need to update the app through Self-Service or wait for an update to arrive in Self-Service and then update.
- V. **Setting Up Your Shoreline Email** - In the Self Service app, look at the bottom toolbar. Tap Profiles and in Profiles, tap Email, Calendar and Contacts. This will install your official Shoreline email address and the district email directory to help you populate the recipient field by typing in the first few letters of someone's last name.
- VI. **iCloud and "Find My iPad"** - If you have an iCloud account, you can go to Settings→iCloud and choose to have your settings and other data backed up; you can also choose to activate the "Find My iPad" feature to help recover a lost or stolen iPad.
- VII. **Network Settings** - While in school, you'll need to use the wireless network named "SchoolNet" which can be selected at Settings→Wi-Fi.
- VIII. **Mail Setup for Google K12 Account** - You may be asked to access resources stored in Shoreline's Google Apps for Education domain, frequently called "K12 Google." To set up the K12 Gmail account, go to Settings app >Mail, Contacts, Calendar, tap "Add Account", then "Google", then enter in your name, username (full school K12 Google email address) and password. The format for your username is first.last@k12.shorelineschools.org. Your password is usually your district email password, with zeros at the end to make your password eight characters, if it's not already eight characters.
- IX. **Troubleshooting** - If an app is misbehaving, look for an update in the Self-Service app. If there is not one, try powering down your iPad by holding down the power button at the top of the iPad for a few seconds and then on the screen, "Slide to Power Off."