

# Introduction to iPads

## INDEX

# iOS

- 1 Index
- 2 Introduction to iPads
  - Creating, Deleting & Organising Folders
- 3 Spotlight - Searching for Files, Apps, etc.
  - The Control Centre
- 4 The Home Button & App Toggling
  - The iPad Dock
- 5 Settings & Accessibility
- 6 Guided Access - Locking Apps & Restricting Screen Areas
- 7 Safari - Using the Internet on the iPad
- 8 Saving a Website Link to the Home Screen
- 9 The Camera Roll / Photo Library
- 10 Importing & Exporting Documents on an iPad
- 11 Resetting your iPad
- 12 Splitting the iPad Keyboard
  - Airplay
- 13 Locking the Orientation of the iPad
- 14 File Sharing to other iPads - AirDrop, Flick & Cloud Apps
- 15 Recommended Educational iPad Apps



# Introduction to iPads

# iOS 7

The aim of this workshop is to cover iPad basics, iOS 7 functionality and make reference to some highly recommended educational Apps that will help both students and teachers to use their iPads effectively in the classroom.

The iPad shouldn't just be used a substitution device (such as simply typing instead of handwriting), it should also be used to enhance the learning experience to achieve outcomes through activities that would usually be impossible without the technology (such as online collaboration where you can work on the same project with other students or teachers from different locations around the world).

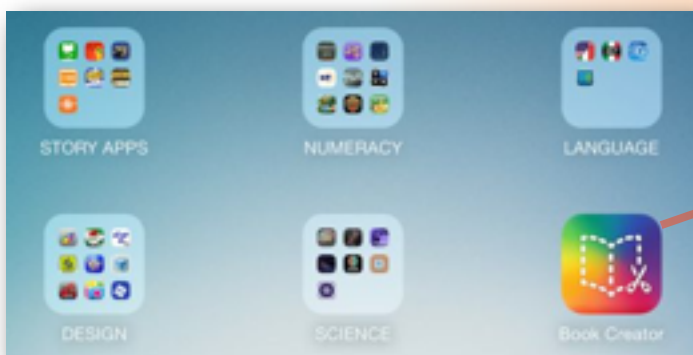


## Creating, Deleting & Organising Folders

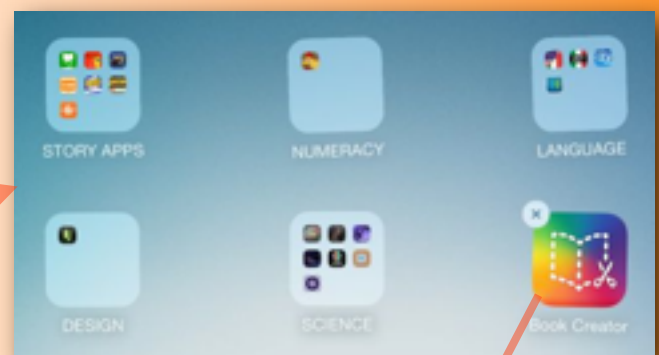
Whether you are a teacher or a student, you will most likely accumulate dozens of Apps so it is important to be able to organise your Apps into folders to allow you to quickly find and access groups.

The following 2 images show 6 different folders full of a differing number of Apps that are related to the titles. You can see that Book Creator is not originally in a folder. Click and hold an App till they start to wobble. Simply drag the appropriate App and drop it straight on top of another App that you want to group. A folder will then appear where you can easily rename the title if you need.

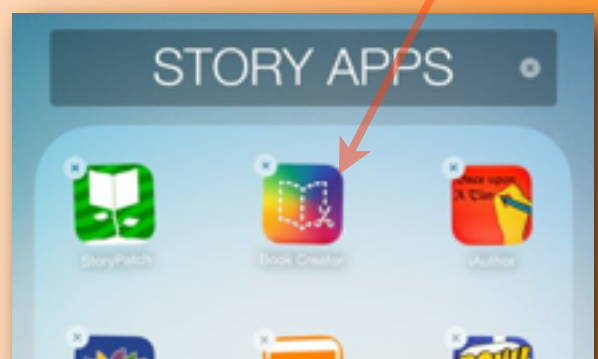
*Click and hold App you want to move*



*Your Apps will start to wobble, now you can click and drag them*



*Drop an App on another App (or folder) and rename the folder if you need*



You can delete an App by choosing the X in the top left corner whilst they are wobbling.

*Hint: Apps that do not have the X button (even when are wobbling) can 'not' be deleted as they are part of iOS 7.*

# Spotlight - Searching for Files, Apps, etc.



Simply drag your finger downwards anywhere on the home screen to bring up a search option.

You can search for Apps, images, folder, documents, or just about anything on the iPad. This feature is usually much quicker than trying to manually look through a myriad of different folders or apps.



# Control Centre

By dragging your finger from the bottom of the screen (upwards) you will activate the 'Control Centre'. Run your finger downwards anywhere on the screen to hide the Control Centre. This is a quick and easy way to access and control the following features:

The Control Centre interface is shown with various features labeled:

- Airplane Mode (Deactivates connectivity, but you may still turn WIFI on in this mode)**
- Blu Tooth**
- Lock the orientation of the iPad screen**
- Enable Camera**
- Skip through Music Tracks / Play / Pause**
- WIFI**
- Do not disturb**
- World Time / Alarm / Stopwatch**
- Volume**
- AirDrop**  
Late model iPads can send / receive files with other iOS 7 devices or Macs
- AirPlay**  
Send music, movies or mirror your iPad screen to an AppleTV or other AirPlay enabled device
- Brightness**



## The Home Button & App Toggling

The home button can be used to activate many different commands, the following being the most common:

**Single-Tap** will exit out of an App or close Spotlight / Control Centre.

**Double-Tap** will bring up 'Multitasking'. This will show all the Apps that you currently have open and allow you to scroll through (toggle) between them to bring the one you want to the front (similar to the Mission Control Function on a Mac). You can close the Apps by dragging them upwards and off the screen.

*Note: You can drag more than 1 App off the screen at a time to close them, a significant improvement over iOS 6.*

**Triple-Tap** will allow you to quickly choose between various 'Triple-Click' functions that you can turn on or off in Settings under 'Accessibility' (more on this under the Accessibility section).

*Double-Tapping the Home Button will open all Apps at the same time*



*Drag Apps upwards and off the screen to close*



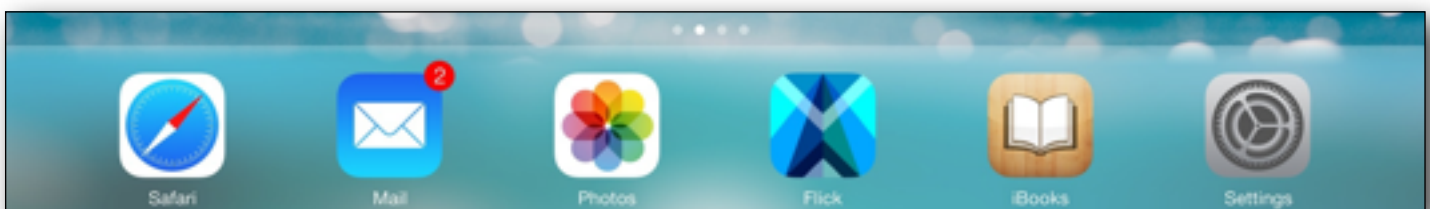
*Hint: If an App freezes, try closing and reopening it before resetting your iPad. This will usually fix the issue.*

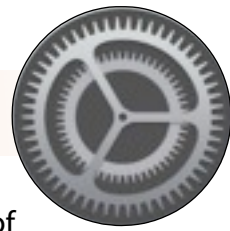
## The iPad Dock

When you are on the home screen, you will see a 'Dock' at the bottom (also known as the 'Tray') that will have at least a few icons. You can drag a maximum of 6 Apps at a time onto the Dock. These can be accessed as a shortcut whilst on the home screen, similarly to the Dock on a Mac.

Drag Apps to and from the Dock by clicking and holding down the icon till they wobble, just like the way you move Apps or create folders from section 1 of this workshop.

*Hint: Drag Apps on the dock that you use most frequently, but remember, only a maximum of 6!*





Settings is where you will most likely go if you need to change your iPad preferences. Many of these preferences can be accessed through the 'Control Centre' mentioned above, but most of them will be accessed by clicking on the settings icon (the icon next to this paragraph).

You can change things like your Wallpapers, Sounds, Setting up your Mail, and Accessibility features.



Accessibility is not just for people with disabilities, it can be used by everyone!

To access some of these amazing options, click on "**Settings > General > Accessibility**" (about 6 options from the top).

*Warning: It is NOT recommended that you turn 'VoiceOver' on unless you need to, or have an accessibility expert to help you, as it is tricky to use and can be difficult to turn on and off. If you do intend to use it, enable the VoiceOver shortcut under 'Accessibility Shortcuts' at the bottom of the Accessibility options so you can triple-click to turn the options on and off.*

## SPEAK SELECTION

In a school environment, it might be helpful to turn on 'Speak Selection'. This enables text audio in certain Apps but does not speak out commands and text without you telling it to. Just highlight the text and choose 'Speak':

*Note: This option will only appear if you turn the Speak Selection option on in Accessibility.*



**INVERT COLOURS** You can invert colours that will change the iPad's colours and tones to the opposite side of the colour wheel (i.e. Will turn black into white and white into black). This can be helpful for people that find reading black text on white backgrounds difficult.

**LARGER TYPE** Certain Apps will support larger text / type where you can adjust the size of text to make it easier to read for those that struggle with their sight.

**HEARING** Some people can only hear through one ear, so you can convert stereo sound into mono which directs both signals into either side. Some Apps and features will also allow you to enable subtitles and captions for those who have difficulty hearing.

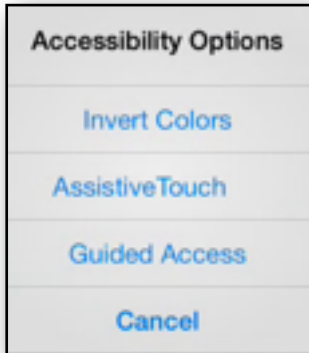
**GUIDED ACCESS** Guided Access has many great features for the iPad. To get the most out of your iPad, you will need to go into Accessibility and turn 'Guided Access' on (by default it won't be enabled).





Guided Access also allows you to lock an App so that a student can't exit by pressing the Home Button. This keeps them on task even if they can't be supervised for a short amount of time. To turn this option on, make sure you have enabled 'Guided Access' in Settings by turning it on. Then simply perform the following operations:

*Triple-Click the Home Button to activate a menu that looks similar to the one underneath and choose 'Guided Access'*

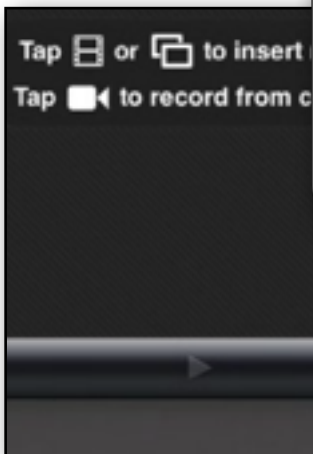


*You will then be asked to set a 4 digit passcode which you will need to start AND end Guided Access. Students will not be able to exit an App without the teacher / parent allowing them to put in the passcode.*



You can also block certain areas of a screen so that a student / child can not click on something they are not supposed to. For example, the illustration underneath is of the iMovie App, where the Microphone and Camera have been highlighted so that the student can't use this part of the App when Guided Access is enabled:

*Choose 'Start' to begin the App with Guided Access enabled*



*Highlight area that you want to deactivate from touching*



*After pressing start, the highlighted area can not be touched!*

# Safari - Using the Internet on the iPad



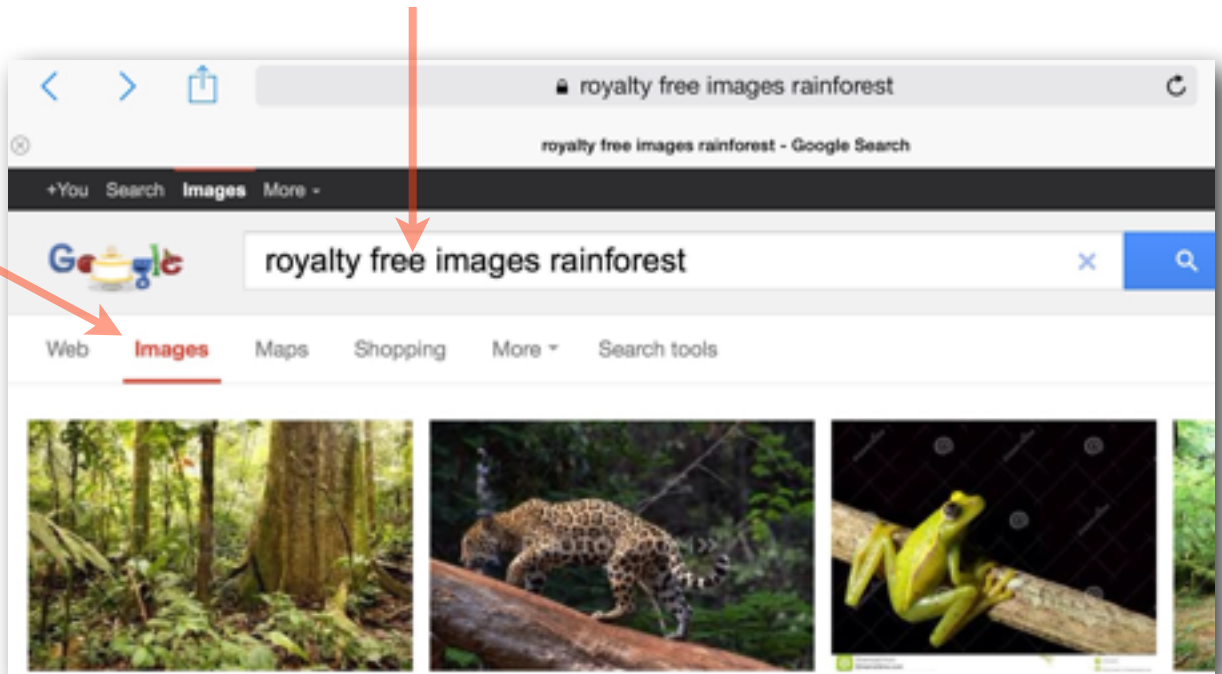
There are a few Apps that will allow you to browse the net on the iPad. Safari has some great features that will making surf the net easier and save time!

Firstly, you can set your Search Engine default by going to '**Settings > Safari > Search Engine**' and choosing from Google, Yahoo or Bing (Google is by far the most popular).

You can easily save an image from the net (Students, ask your teacher about Copyright issues with saving information that is not yours). Open Safari, and enter in a search word in the search / URL bar at the top.

Type in a search word

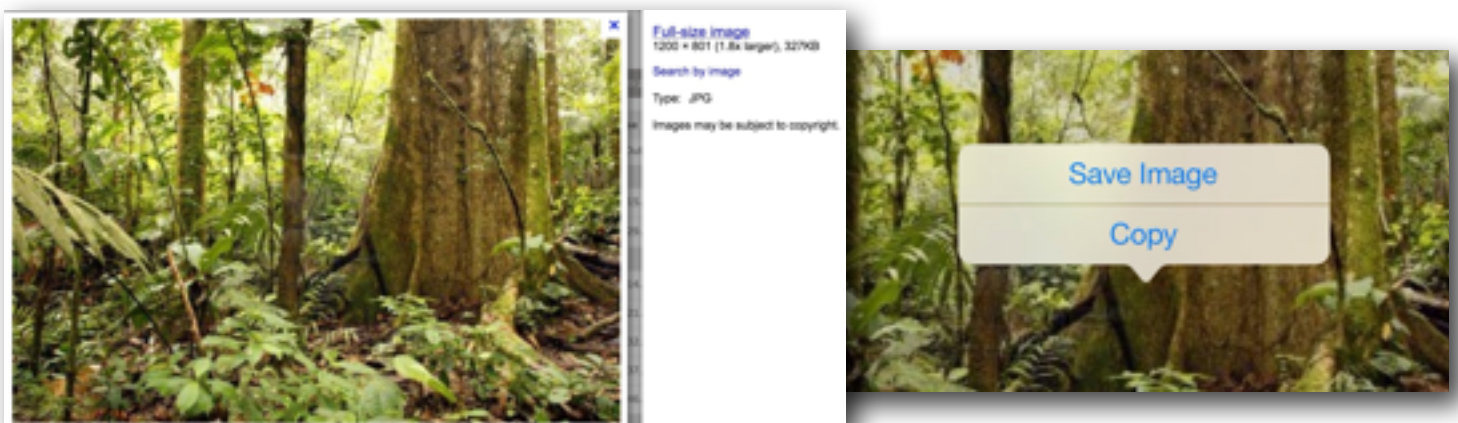
Click on Images



Choose the image you want to save by clicking on it once. This will expand the image. Wait for it to load and then touch and hold the image until you get an option that says 'Save Image / Copy'. If you choose 'Save Image' your picture will be saved to the Camera Roll (more on this in the next section).

*Note: A common mistake that almost everyone makes at least once, is that they don't wait for the image to load properly before saving. This means that the image you save will be pixelated and stretch when imported into a presentation!*

*Note to Teachers: Younger primary students may find it difficult at first to hold their finger still on an image to get the Save Image / Copy option to pop up. They will most likely need help the first few times!*



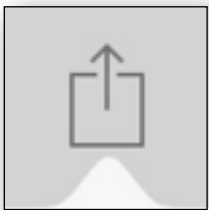
# Saving a Website Link to the Home Screen



To save time, you can save websites you use regularly to the Home Screen (such as login screens, school websites, etc) so they look like an App icon where you can simply click, and the website will link and open straight into Safari. To do this, open Safari, type your website into the search / URL bar at the top. The example used underneath has the MAC1 URL typed in:

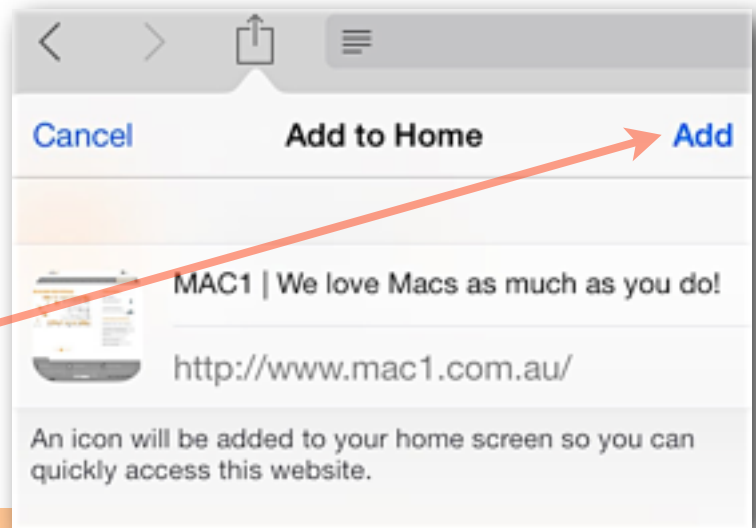


Once your webpage has loaded, click on the icon as illustrated on the left. To add to the home screen, simply click 'Add to Home Screen'.



You will then see your Website as an icon (example shown at the bottom of this page).

*Note: You can also add webpages and websites to your bookmark list by clicking on 'Bookmark' or add to the 'Reading List'. This can be beneficial when working on projects to help you easily navigate back to pages for reference purposes.*





# The Camera Roll / Photo Library



When you save images, take pictures or record videos, they are saved to your iPad's Camera Roll which can be accessed by touching the icon as illustrated on the right.

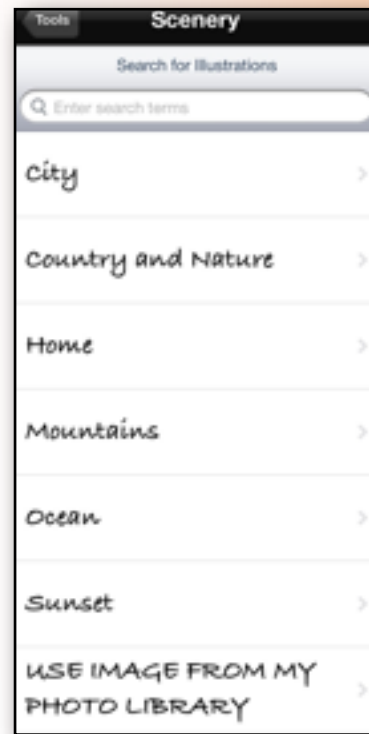
The Camera Roll and Photo Library are basically the same thing, however, their images are drawn from different sources / locations. The Camera Roll is where your camera's photos / videos, screen shots and images saved from the web / email are saved to. The Photo Library is a collection of photo albums that you have synced with your computer through programs like iTunes and iPhoto.

The function of the Camera Roll is extremely important for education as 'many' Apps draw from the camera roll when importing images such as pictures, diagrams, drawings, sketches, photos, etc.

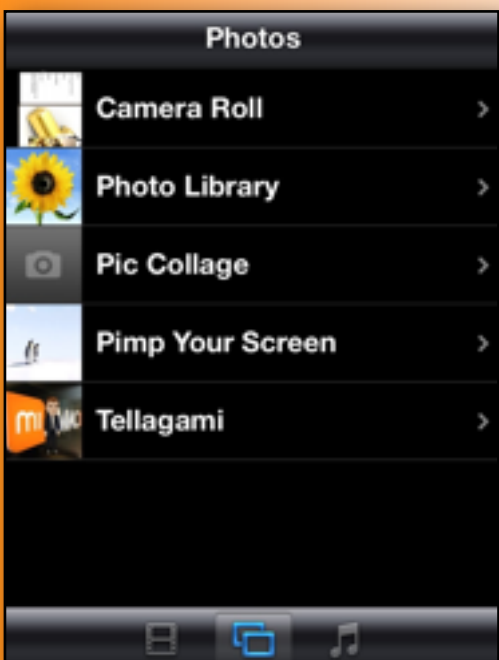
The following are some screen shot examples of how you can import images you have saved (or captured) from the iPad's Camera Roll / Photo Library directly into another App on the same iPad:



The screen shot to the left was taken in Pages on the iPad showing how you can import images into your document directly from the Camera Roll.

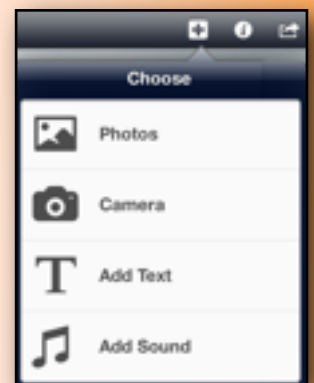


This example is taken from Story Patch where it says, 'Use Image From My Photo Library'.



The image to the left was taken from iMovie, where you can choose the movie icon or the image icon to import directly from the Camera Roll into your iMovie presentation.

The image on the right was taken from Book Creator, where you can import images directly into your eBook from the Camera Roll or taking a picture with the iPad's camera.



*Hint: Besides the normal iPad Camera App, you can use Photo Booth, Backwards Cam and many others to take photos and videos with special effects.*

## Importing & Exporting Documents on an iPad

Microsoft office documents can be opened and exported on an iPad. Even though you can not install Microsoft Apps on the iPad, the most popular Apps for opening and editing Microsoft Word files is Apple's Pages App; Powerpoint files can be opened and edited with Keynote; Excel files can be opened and edited with Numbers.

If you were emailed one of these documents (or accessed a document through a cloud App such as Google Drive, Evernote or Dropbox) you simply click and hold the attachment and select what App you would like to open the document with. The iPad will only select relevant Apps such as Pages if opening a word document. The following example is of an emailed Microsoft Word document opened on an iPad through Mail:

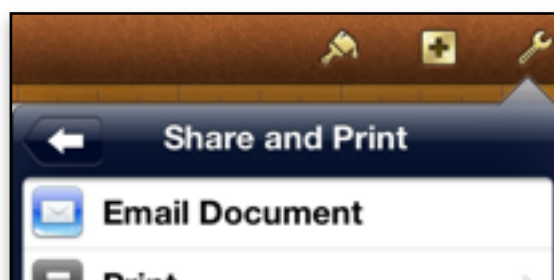
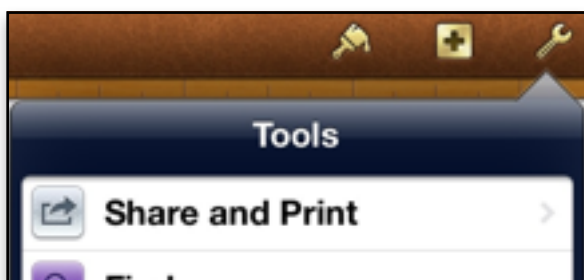


Click and hold on the email attachment and select the appropriate App, in this case it is Pages

The document will automatically be converted and opened in Pages



You will then be able to edit the original Word document as much as you need (please see the MAC1 Pages Workshop for more specific information on this App). When you are ready to send, select the spanner in the top right corner, choose '**Share and Print**', and then '**Email Document**'.



When you export a document you will be presented with different format options. The following examples are from exporting a Pages document, a Keynote and a Numbers document. You will notice that you can export them as a document that is compatible with Microsoft Works or even as a PDF so it can not be easily edited by the intended recipient.



## Resetting your iPad

Very rarely you may experience a 'crash' where your iPad freezes. Sometimes this may be caused by an App that has crashed. If this happens, you probably do not have to reset the iPad but simply double-click the home button and drag the App off the home screen (see page 3 for more details on this).

If you 'do' need to reset your iPad for whatever reason, simply hold the home button and the power button down for roughly 10 seconds until you see the Apple symbol then release. This will restart your iPad just like a computer.



## Splitting the iPad Keyboard

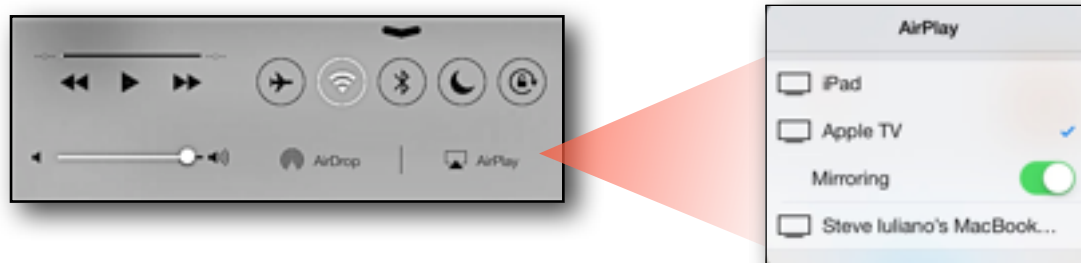
Sometimes the keyboard can get in the way of viewing an App, especially if you are in a design App, or eBook, and need to see the background. You can split the keyboard to give you more viewing space. Do this by holding down the keyboard icon in the bottom right corner of the keyboard and choosing 'Split'.

To reverse this setting, hold down on the keyboard icon again and choose 'Dock and Merge'.



## AirPlay

If you have an 'AirPlay' enabled device on your network, you can turn on AirPlay in the control Centre. If you have an AppleTV, this will allow both your audio and visual to be seen on a TV wirelessly through your network. You can also send audio to sound systems that are AirPlay compatible.



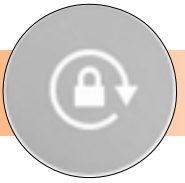
*Note: The Airplay option will only be seen (and able to be activated) if you have an AirPlay enabled device on the same network, otherwise you will not have these options.*

*You can have as many Airplay devices on your network and you simply choose which device you want to connect to.*

*If you have an AppleTV in every room, you can label the AppleTVs individually which allows you to send your iPad screen / audio to the correct TV!*



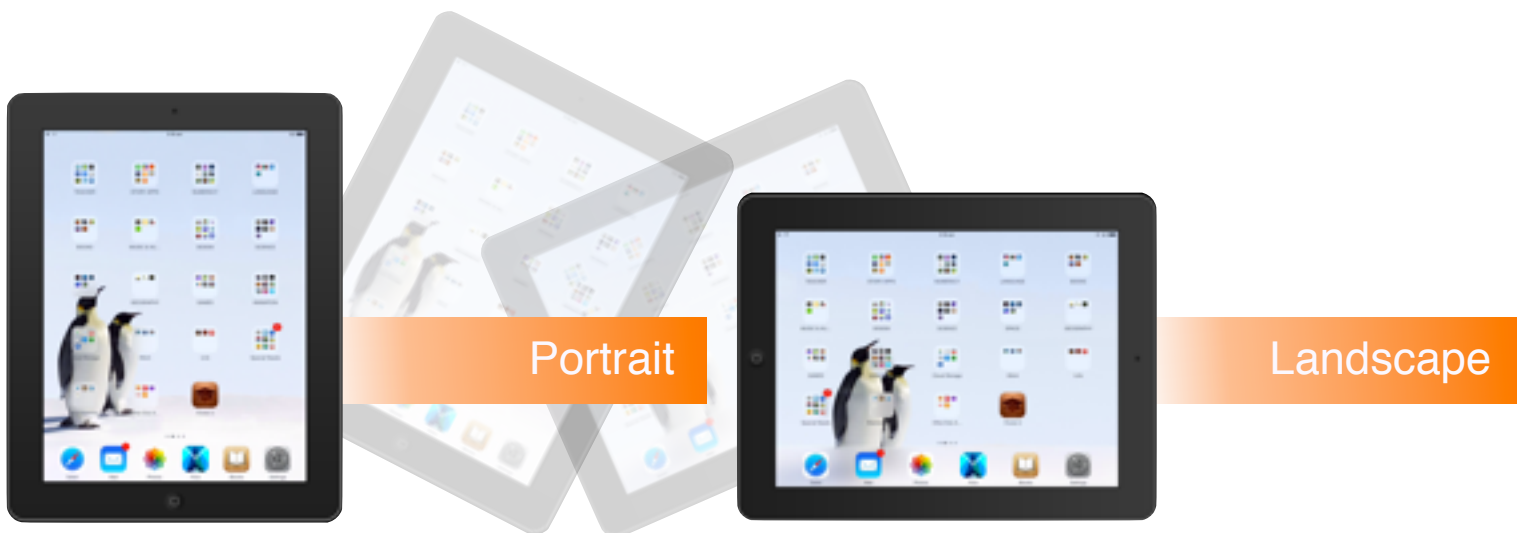




Locking the iPad's orientation is important for everyone, not just educators and students. However, it is incredibly frustrating to be doing a presentation and having your screen rotate back and forth between portrait and landscape modes. To lock the orientation, simply pull up the control Centre by swiping upwards on the home screen (more about this on page 2) and click on the following icon:



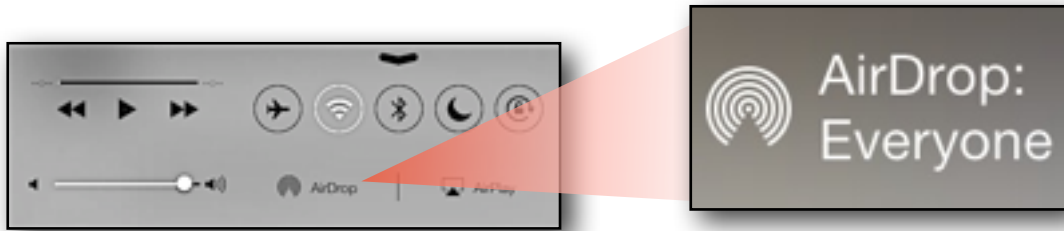
*Note: The vast majority of education Apps look and function better with the landscape orientation so in education environments, it is usually recommended to have the students lock their iPads to this mode.*



# File Sharing to other iPads - AirDrop, Flick & Cloud Apps

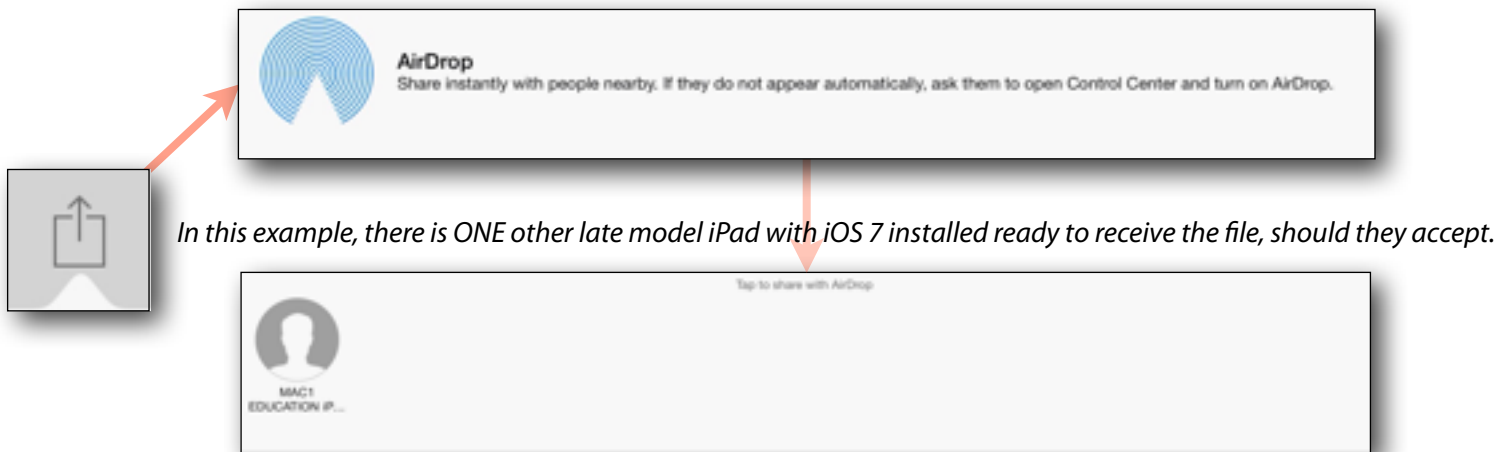


There are many ways that allow you to share a file such as a picture with another iPad. If you are on the same WIFI network and have a late model iPad, you will see an option in the Control Centre called 'AirDrop' (note this is different to 'AirPlay').



When you click on this option you can choose to display your AirDrop files / links with Everyone on your network, or with people from your contact list only. When you go to share a compatible file or Website link (i.e. your Photo Library) you will see an icon that looks like the following:

*You must wait for other devices to join the network, else there will be nothing in this AirDrop area.*



*In this example, there is ONE other late model iPad with iOS 7 installed ready to receive the file, should they accept.*



## Flick App, Google Drive, Evernote & Dropbox

If you do not have a late model iPad, or need to share to other earlier model iPads (and even Macs or PCs), you can download a FREE App called Flick. Flick allows you to share many different file types instantly through a network without needing iOS 7 or late model iPads / Macs. It is a brilliant App that allows you to broadcast files to transfer to specific devices or all devices in one go! It is definitely worth downloading (please see the MAC1 'Flick' workshop for information on how this App works).

Some recommended and useful Cloud Sharing Apps that 'don't' require you to be on the same WIFI network to share files to other devices include Google Drive, Evernote and Dropbox. There are dozens of Cloud Sharing Apps, but these ones have been tried and tested in schools all around Australia and have proven to be quite efficient.



# Recommended Educational iPad Apps

Some highly recommended engaging & effective Educational Apps are listed below:



## Book Creator

Create fantastic looking eBooks on the iPad. Book Creator allows you to export your creations to various cloud based Apps such as Evernote, Dropbox & Google Drive. You can even open your projects in other Apps (such as CBB) to continue editing.



Nearpod is a fantastic App for classroom teachers. You can run slide-based presentations integrated with questions that is shared to multiple iPads joined through a WIFI network at the same time. The teacher controls the session from their iPad whilst the students follow along viewing everything on their own individual iPads. This is a free App.



## Explain Everything

Similar to 'ShowMe', this is also a presentation based program with much more functionality, including the ability to create slides, record as a movie and export to the camera roll.



## iBooks

iBooks is the equivalent to iTunes but for eBooks. You can buy books, organise your PDFs into folders, & import books from iBooks Author.



## Word Lens

Word Lens allows you to download various languages such as Italian, French, Spanish, so that when you point your iPad / iPhone's camera at text (such as a sign), Word Lens changes the words into English.



## Story Patch

Students can make their own stories from scratch, or from a template, including a choice of backgrounds, text, characters, etc. They can then publish their Story Book as a PDF.



## Puppet Pals 2

Create fantastic story based animations using a variety of characters and backgrounds. Students record their puppets whilst recording the audio and then save their show as a movie. Free App.



## Home Design 3D

Incredible home design App that allows you to easily create floor plans, add furniture, floor coverings, paint, etc, then view your house in 3D. Quite an addictive App!

## iMotion HD

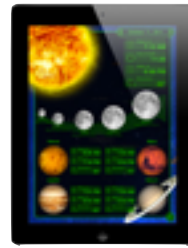
Outstanding animation App for making motion clips of inanimate objects. It takes photos of objects as you move them, and collates them together into a motion clip. You can also add a Time Lapse function to take photos at various time intervals which is great for capturing the movement of clouds, a sunrise, the ocean, etc. Another Highly recommended Free App!





### Word Wizard

Phonetics based App that allows the user to create words whilst playing the audio of each letter or number and then playing the finished word or number total.



### Star Walk

Astronomy & Science App that not only teaches about the Stars, Moons, Planets and Solar Systems, but can also be used to map out the stars when held up to the sky at night. An incredible App, highly recommended!



### Letter School

This App is designed for young students who are learning how to do handwriting. Lots of fun, with entertaining animations and sound effects.



### Red Writing

Helps with handwriting, tracing letters and general motor skills. This App is made in Australia and is specific to the Australian Education system for fonts / writing.



### Mathboard

Math based App that will help guide students through solving equations and test them to show their progress and improvement.



### Tellagami

Tellagami allows you to create animated narrations for your stories. Students can change the look of their characters, their emotions and backgrounds. An incredibly effective App and Free!



### Procreate

Arguably the best Studio-Grade Sketchbook App for the iPad. Many advanced design features.



### Strip Designer

Very user friendly App, that quickly allows students to create a professional looking comic book and then export to a number of other programs in a number of different formats such as a PDF, JPG, etc.



### Solar Walk

Solar Walk is an inexpensive App packed with amazing images of our solar system. You can navigate from planet to planet letting your fingers do the exploring.



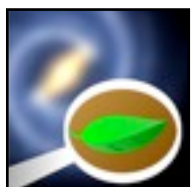
### March of the Dinosaurs

Made in collaboration with National Geographic & the BBC, this storybook is as educational as it is entertaining!



### Roma

History App on Rome. An interactive non-fictional story book that not only guides you through the history of the Roman Empire but also allows you to view certain scenes in 3D (360°)



### Cosmic Eye

Amazing App that shows the universe from billions of light years away, right through to the smallest elementary particles.





### Evernote

Evernote is another free App to help both students & teachers organise pictures, notes, voice recordings, etc, all into one document that can be synced to many different devices.



### Popplet

A free mind mapping App. Very easy to use and very effective for plotting ideas.



### Flick

Flick allows you to send images and many other file types from one device (iPads or Macs) to another directly through a WIFI network without having to go through a server. Free App. This only works if you are on the same network.



### edmodo

Similar to the function and look of Facebook, this App is strictly for teachers & students to create blogs, forums, chats, etc, relating to classroom activities.



### Notability

Notability allows you to sketch notes or mark PDFs. This saves you having to print a document and mark it with a pen or pencil. You can then send your document (with the changes) via email.



### Fleksy

Type on the iPad without looking... no joke... try it, it's free!



### Autism Apps

This App does not only recommend specific Apps to help with specific autistic needs, it also categorizes them into various areas to make it nice and easy to search for the appropriate App to suit your needs.



### Dragon Dictation

Very helpful for students who may have difficulties typing on an iPad. Simply speak into the iPad's Microphone and it will convert the audio into text which can be copied and pasted into a word processing app.



### Dexteria

Dexteria is an outstanding App to help the user with their motor skills. There are different exercises to help students work on different areas. This App has a great user interface, looks and sounds great, and is easy to use and understand. You can also use this App to improve writing accuracy and help with the development of fine motor skills.



### Letter Reflex

Excellent App for helping students who often get their b's, d's, q's and p's mixed up. Made by the same company who make Dexteria, this App is very easy to use, but also looks and sounds great. The student's results can be recorded and emailed to keep track of progress.