

Cheat Sheet for Ipad Setup

I. Getting online

- a. Go to Settings, click on wifi, click on the WCSD option.
- b. Enter the following information:
 - i. Username = (same thing you use to log on to your computer)
 - ii. Password = (same thing you use to log on to your computer)
- c. Accept the Verification. Once connected a check mark will appear beside WCSD and a wireless signal will appear in the upper-left corner.

II. Setup School (Work) Email

- a. Go to Settings and choose mail, contacts, calendars. Select “Add Account”, then select “Exchange”.
- b. Enter school (work) email address
- c. Enter your school (work) email password
- d. Enter a description (Exchange, Work Email, etc.). Click Next
- e. On the next screen, enter the following information:
 - i. Server: m.google.com
 - ii. Domain: walton.k12.ga.us
 - iii. Username: use the same username you use when logging into your email
- f. Click Next. On the next screen, click Save.

III. To Set up a (free) Apple ID

- a. Click on the App Store on the device, find a free app to load.
- b. Click on Free, Install App.
- c. Click on Create New Apple ID, choose the country, then done. Agree to the terms and conditions.
- d. Enter an email address, security questions, birthday and create a password
- e. You have the option of entering a rescue email, can do this but not necessary
- f. Select “None” as a payment option, fill out the fields. Click verify the account, and done. Check your email for verification email.
- g. Click the link, enter your account name and password.

IV. To set up iCloud

- a. iCloud is a backup in case anything happens to the ipad. The backup will occur whenever it connects to a wireless network and is plugged in.
- b. Go to settings, choose iCloud, enter Apple ID and password, then tap sign in.
- c. Tap on Storage and Backup at the bottom of the screen, turn on iCloud backup and click OK.
- d. You can also enable the Find My iPad which will be helpful for finding lost or stolen ipads.

V. Accepting Apps from WCSD

- a. Make sure you have set up your work email account on your iPad (step II).
- b. Make sure you are signed into the App store on your iPad using your Apple ID (step III).
- c. Open your work email and look for a message from Cisco Meraki with subject “Invitation to receive Apple licenses from WCPS...”
- d. Open email and click on the link that says “click this invitation link” – you will be prompted to sign-in to the iTunes Store using your Apple ID. Once signed in, agree to the terms and conditions.
- e. A message will come up stating “This organization can now assign apps and books to you”. Click OK. Apps assigned to you from the district will show up in the “Purchased” section of the App Store.



- VI. **Downloading iWorks apps from the App Store** - Apple now provides the suite of iWorks apps free for new devices (\$40 typically). To download these:
- Open the App store and make sure you are logged in.
 - Search for **Pages** (Apple's version of Word), **Numbers** (Apple's version of Excel), **Keynote** (Apple's version of PowerPoint), **iMovie**, and **Garageband**. The button next to each should say "Free".
 - Click on the "Free" button for each one to install the apps.

This information and other items can be found at wcpesmart.weebly.com. Please check this site for suggested free apps and other information on using iPads in the classroom.

Things to remember as you begin playing and working with your iPad to prepare for use in the classroom and with students:

- Take it slowly – don't plan to do everything the first day. Both you and the students need time to get comfortable with using technology in the classroom. We are in this for the long-haul – teachers are not expected to do everything in their classroom all the time with iPads. Pick one or two things you want to do with the students and focus on doing those well while also exploring other ideas. Don't be afraid to fail – we're learning together! You can count on having issues – always have a backup plan.
- Remember there are typically two parts to using technology in the classroom – basic skills to manipulate the technology and application knowledge specifically relevant to individual classrooms. Plan to spend time with the students to get them comfortable with skill processes before expecting them to produce on important assignments (ie, they should be comfortable with the process of uploading assignments to a learning management system before having a deadline to turn in assignments online).
- When looking for apps to use in the classroom, think free and productivity. With budgets as tight as they are, paid apps should be avoided – typically there is a free option that does most of what the paid version does. Also, apps that are geared toward generic productivity (ie, Pages, Keynote, etc.) typically are used more than apps that have a limited use and then are never used again.
- There are three overarching goals for utilizing this technology in the classrooms – increased access to resources (ie, internet searching, online resources and videos, etc.), helping students become more comfortable using the technology they will encounter in college and beyond, and helping students produce instead of just consume using technology (papers, assignments, projects, etc. instead of just facebook, twitter, texting, etc.). In some or many instances this may require a shift in how you approach teaching – begin think about how you can begin to make this transition with the students.
- Think about managing a classroom with 30+ devices in the hands of each of your students. Develop strategies so the students know when it's expected that they will use the devices, when it's OK to use the devices, and when use of the devices is not allowed. Students can be easily distracted – help them learn to multitask while at the same time set limits. It will be difficult and frustrating at times, but we all need to learn how to do this!

WCSD use of iPads

- These devices have been supervised to allow us to manage them. Please do not do a full reset on the device – if you have problems, please see your media specialist.
- Because they have been supervised, you cannot connect them to a computer to sync with iTunes. All information should be backed up in the cloud (in addition to setting up iCloud backup – step IV above – you should also check each app that has information you don't want to lose to see if it also has an iCloud backup option (ie, documents done in Pages can be backed up to the cloud).
- Take time to personalize your background to include your name so it can easily be identified if lost.