

Receiving an iPad Session: Apple ID Setup, Precautions, and Security

	Task	Mastered/Completed (Place a Check in Box)
1.	Understand the importance of only using my GISD Apple ID/iTunes account on my GISD issued iPad	
2.	Create an Apple ID based on my GISD email without a credit card attached to it	
3.	Understand I should only work with free apps for now and not purchase any apps until further instructions are given	
4.	Set my passcode	
5.	Understand Meraki district iPad management – location and app tracking	

MODULE 1: Vision and Basic Operations

	Task	Mastered/Completed (Place a Check in Box)
1.1	Understand GISD’s Vision for Teacher iPad Use	
1.2	Understand iPad Use Agreement	
1.3	Know basic iPad parts/controls	
1.4	Know how and when to power on iPad, put iPad to sleep, and power off iPad	
1.5	Charge iPad	
1.6	Use navigation gestures	
1.7	Control sounds and volume	
1.8	Use onscreen keyboard	
1.9	Connect to public or home WiFi	

MODULE 2: Email, Calendar, Web Browsing, General Settings

	Task	Mastered/Completed (Place a Check in Box)
2.1	Understand how to care for the iPad	
2.2	Set up GISD email on iPad	
2.3	Change email signature	
2.4	Check, compose, and reply to email	
2.5	Access and use calendar	
2.6	Safari: Access web pages, open multiple tabs, navigate, zoom in and out, use Reader mode	
2.7	Safari: Make bookmarks, access history, clear history	
2.8	Safari Security: Logging out of websites and private browsing	
2.9	Understand not all websites work in Safari	
2.10	Access and use iPad settings	

MODULE 3: App Management

	Task	Mastered/Completed (Place a Check in Box)
3.1	Install FREE apps from the app store: Install these four apps: <i>i-nigma, iBooks, Educreations, iTunesU</i>	
3.2	Understand the importance of logging out of the App Store	
3.3	Open apps to use them and close apps temporarily or completely	
3.4	Understand security issues of staying logged into apps when sharing an iPad with students.	
3.5	Know when and how to update apps	
3.6	Learn strategies for finding good apps for education	
3.7	Know how to delete an app from your iPad	
3.8	Move an app on the same screen and between screens	
3.9	Use the dock (static row on bottom of iPad screen)	
3.10	Create folders to organize apps	

MODULE 4: Camera, Reflector, Educreations, and Internet Filter

	Task	Mastered/Completed (Place a Check in Box)
Camera and Photos App		
4.1	Camera: Taking Pictures	
4.2	Photos App: Access and Use Photos App	
4.3	Safari & Photos App: Save an image from the web	
4.4	Camera & Photos App: Ideas for using with students	
Reflector		
4.5	Launch Reflector on classroom computer	
4.6	Mirror (Display) iPad on computer screen	
4.7	Stop mirroring iPad on computer screen	
4.8	Close out of Reflector on classroom computer	
Educreations		
4.9	Create an Educreations account	
4.10	Access sample videos in the Educreations app	
4.11	Record a basic instructional video for students and post it to the Educreations website	
Lightspeed Internet Filter		
4.12	Understand how to access blocked internet resources on your iPad	