iPads in the Classroom

Session Agenda:
1. Guidelines for iPad Labs
2. iPad Basics
3. iPad Tips and Tricks
4. Apps for Education
5. Workflow Management
6. Lesson Activities
7. Resources
iPad Basics

- Headphone Jack
- Camera
- On/Off Sleep/Wake
- Volume & Mute Switch
- Home Button
- 30-Pin Connector
**Home Screen:**
When you are in an application or on another screen page, you can press the Home button once to see the "Home Screen" /first page of apps.

The Home Screen will house the apps that are used universally. The subsequent pages will be organized by subject area rather than grade level.

**Dock:**
These apps are static, remaining available at the bottom of each screen. The most frequently used will be placed down there.
iPad Tips and Tricks
iPad Tips and Tricks #1: Easy/Quick Mute

The volume buttons do double duty. Tap them repeatedly and the volume will go up or down. But if you press and hold the volume down button for about two seconds, then you get a quick mute.
iPad Tips and Tricks #2: Use Spotlight to Find Things

Spotlight is the search screen that you access by hitting the Home button when you are on the first screen of apps or do a finger swipe to the left. It has a search field at the top. Start typing and it begins to populate the list with things on your iPad, like apps, contacts, etc.
iPad Tips and Tricks #3: Rearrange Your Application Icons

Just tap and hold the icon, and you’ll be able to move it around to a different spot.

You can create a folder by 'dropping' an app on top of another app. Notice that when you move an application's icon on top of another app, that app is highlighted by a dark square. This indicates that you can create a folder by lifting your finger, thereby dropping the icon on it. And you can put other icons in the folder by dragging them to the folder and dropping them on it.
iPad Tips and Tricks #4: Finger Move Shortcuts

Swiping fingers and grouping them provides navigational shortcuts from app to app.

- 4-finger swipe: Bring up the dock that shows all active apps.
- 4-finger swipe (with an arrow): Move from app to app while in an app.
- 5-finger group: Closes the current active app and brings you to the last screen.
iPad Tips and Tricks #5: MultiTasking

Start out by “double-clicking” the **Home** button (the large circular “button” at the bottom of your iDevice) Your Home screen will ‘dim’ and a list of your currently running / open Apps will be displayed in a bar across the bottom of the screen. Tap the App you want to switch to, and it will be displayed. If you’re running too many programs to be displayed on the bottom bar at once, just ‘swipe’ your finger across that bar and the rest of your currently running programs will be displayed.
iPad Tips and Tricks #6: Close Running Apps on your iPad

“Double-click” the Home button on your iPad. This will bring up the ‘list’ of currently running Apps – by way of an “App bar” at the bottom of your screen. Tap and hold down on any one of the currently running Apps (even if it’s not the one you want to close). You’ll notice that each App will start to “wiggle” and now has a small “minus sign” circle in the upper left corner. Tap the “minus sign” of the App you want to close/quit. That App will now close. NOTE: This will close the App, not delete it. You can continue tapping the “minus signs” to close all open Apps, if needed.
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iPad Tips and Tricks #7: Quick Settings Change

To access the screen lock, brightness, audio playback and volume controls without going into your settings app, double click on the home button to access the open apps, then finger swipe to the left.

![Quick Settings Change](image-url)
iPad Tips and Tricks #8: Turn Favorite Sites into Links on Home

If you have a favorite web site that you visit often, it might save some time to save that link as a Home screen button. Surf to the site and choose the + sign next to the URL field. The drop down list has an item that says Add to Home Screen. It now shows up like any other icon for an app.
iPad Tips and Tricks #9: Zoom in on web sites

You can zoom in on any web site by flicking out with two fingers on the screen. This also makes it easier to select words and tap links. To zoom out again, just spread out two fingers.
iPad Tips and Tricks #10: Super Fast Webpage Scrolling

To scroll back to the top of a web page, tap the title bar once.

- Florida Assessment for Instruction in Reading: [www.fcrf.org/scasearch](http://www.fcrf.org/scasearch)
- Super Teacher Worksheets: [www.superteacherworksheets.com](http://www.superteacherworksheets.com)
- Discovery Education Streaming: [www.discoveryeducation.com](http://www.discoveryeducation.com)
- Busy Teacher’s Café: [www.busyteacherscafe.com](http://www.busyteacherscafe.com)
- Global Tech School: [www.globaltechschool.com](http://www.globaltechschool.com)
- Diigo: [www.diigo.com](http://www.diigo.com)
iPad Tips and Tricks #11: Save Images while Browsing the Web

Tap and hold on an image on any web page, and you’ll be prompted to save the image. It will be saved on your camera roll.
**iPad Tips and Tricks #12: Take Screenshots**

Push the top (power) and home buttons at once for half a second. You’ll see the screen flash white and hear a clicking sound. The photo will be stored in your photo library.
iPad Tips and Tricks #13: Camera focus and meter

In the Camera app, tap on your subject to both focus on and meter the light properly.

Right now, the focus (Blue square) is on the boy, if you tap on the chair, the focus and lighting will be on it.
iPad Tips and Tricks #14: How to Split, Merge, Dock and Undock the Virtual Keyboard

Touch and hold the "Keyboard" key, choose an option to split or undock a keyboard, and do the same to merge or dock it.

Or use two fingers to unpinch the keyboard to split it, and pinch to merge it.
iPad Tips and Tricks #15: Copy and Paste

You can quickly copy and paste text by holding down, then tapping Copy, then going to a different window, and holding down and tapping Paste. To select a paragraph of text, tap four times.
iPad Tips and Tricks #16a: Turn iPad caps lock on

Double tap the shift key on either side of the keyboard.

iPad Tips and Tricks #16b: Add a full stop (period)

Double-tap the space bar at the end of a sentence. This adds a full stop (period) and a space for you.
iPad Tips and Tricks #17: Use the magnifying glass

You're entering text but you realize you've made a mistake a couple of lines back. Use the magnifying glass. Touch and hold your finger in the right area and the magnifying glass appears, enabling you to fine tune your insertion point.
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iPad Tips and Tricks #18: Hidden apostrophe key on the keyboard

Rather than having to go to the second screen of the virtual keyboard every time you want to type an apostrophe, just tap and hold on the exclamation(!) key and a hidden apostrophe option will appear - then just slide your finger up to access it.
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iPad Tips and Tricks #19: Make use of suggestions

As you type you'll notice that the iPad guesses at the word you're typing. To choose this suggestion simply stop typing the word and tap the space bar.
iPad Tips and Tricks #20: Replace a word

When you hold down on a word to copy it, you will see a new option: replace. Here, you can paste in a word (one you copied before) that replaces the currently selected word or choose a different tense of that word.

If you are typing and realize that you made a mistake

If you are typing and realize that you made a mistake
MORE KEYBOARD SHORTCUTS
How to Type Special Characters

If you often need to switch between the on-screen Alphabet and Number keyboards just to type quotation marks in a sentence, then why not check out below to find out more?

While on the Alphabet keyboard:
- ' (single quotation mark) => touch and hold the Comma key (,)
- " (double quotation mark) => touch and hold the Full-stop key (.)
- Turn caps lock on/off => double-tap the Shift key to lock, single-tap to unlock.
- Special letters not on the keyboard? => touch and hold a key, then slide to choose a variation. (See the screenshot).
- Need just a digit or symbol from the Number keyboard? => touch the . 123 key and slide to a digit or symbol key, and you're back to the Alphabet keyboard automatically.

While on the Number keyboard:
- Symbols not on the keyboard? => touch and hold a key, then slide to choose a variation, or tap the #+= key to find out more.
- Often type an equation? => touch and hold the #+= key, tap a sign and you're back to the Number keyboard when you release the #+= key.
- Need just a letter from the Alphabet keyboard? => touch the ABC key and slide to a letter key, and you're back to the Number keyboard automatically.
iPad Keyboard Shortcuts

How to Type Smiley or Emoji Characters

To type a smiley or emoji character, tap the "International" key on the keyboard (or touch and hold the key, then slide to Emoji), a plethora of emoji characters are then at your fingertips.
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iPad Keyboard Shortcuts

Need to type and re-type certain phrases over and over again? Then why not use a keyboard shortcut so that you type faster and it saves your time. This feature is available in iOS 5 and 6, and you can set a keyboard shortcut easily.

1. Go to Settings > General > Keyboard.
2. Tap "Add New Shortcut..."
3. Enter a phrase, e.g. in my opinion
4. Enter a shortcut, e.g. imo
5. Tap "Save".

The next time you type a shortcut, e.g. imo, the system will suggest to expand it to a phrase that you've set.
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Thanks for attending this session.

Please feel free to contact us with further questions.

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