“How to” with the iPad

1. How to search for an app on the iPad

* Go to the app store icon on your iPad
* Search by specific name of the app or by content ie Education, Math or statistics (you can be as specific as you like)
* To search you go to the top right corner where the magnifying glass is located and type in what you are searching
* Your app or selection of apps should have appeared

1. How to download an app on the iPad

* Find the app you want using the steps from above
* There are free apps and then apps that cost money. You can tell the difference because there is a tap that will say free or will indicate the cost of the app
* Click on the free or amount of money
* Click install
* Type in your apple id password if requested
* Click OK
* Click open and you are ready to start using your app

1. How to rearrange and organize apps into a group folder on your home screen (the more apps you have the more pages you will have to scroll through to find apps)

* Hold down your finger on an app
* When the apps start to toggle you can move them around and rearrange the apps where you would like them
* If you want to move an app from one page to another slide the app to the side of the screen the page is located you are moving to. Hold at the side of the screen for a few seconds and then the app will move to the other page
* To combine apps that you want together in a folder, ie stats folder, geometry folder, you hold down an app until it toggles and then place that app on top of the other app you are wanting to combine it with
* A folder will appear with both apps inside of it. You can rename the folder if you like.
* You can continue to add apps into the folder by moving a toggling app into the folder.
* To stop the apps from toggling you click on the home button

1. How to add to an existing group/folder

* Hold down an app
* When the app toggles drag to the group folder you are wanting to add to
* To stop the apps from toggling click on the home button

1. How to delete an app

* Hold down an app until it toggles
* Push on the x of the app you want to delete
* Click delete on pop up screen
* The app will be gone
* Click the home button to stop the toggling

1. How to get white dot to save the home and lock button

* Go to the settings app
* Click on the category titled general on the left hand side
* Scroll down on the right hand side until you see accessibility
* Click on the category titled accessibility
* Click on the category titled assistive touch
* Slide the off button to the right and it will be turned on
* You should now have a white button on your screen (this will act as your home and lock button from now on)
* You can move the white button around on your screen if it is in the way

1. How to close apps that are running in the back ground to save your battery life

* If you are using the white button
* Click the white button once to open up the options
* Click the word home twice
* Apps that are running should appear on the bottom of your screen
* Hold down one app until they toggle
* Then touch on the red minus and this will close the app
* Click the white button and then click on the word home
* If you are still using the home button
* Click the home button twice
* Apps that are running should appear on the bottom of your screen
* Hold down one app until they toggle
* Then touch on the red minus and this will close the app
* Click the home button twice

Suggested apps

1. iTunes U (Once you download the app click on it and then click on the k-12 button on the right side, then scroll down to clover school district, they have some videos to help show how to do some basic concepts on the iPad)
2. Nearpod (allows you to control your students’ iPads)
3. Khan Academy