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Basic iPad Controls

Unlocking your iPad
After turning on or unlocking the iPad, you may be shown a number pad. If you are, then type in your passcode and the iPad will unlock.

Navigation
Swipe left or right on the touchscreen to change pages on the home screen. These dots at the bottom of the screen: 🔄 will show which page of applications you’re on.
Any icon on the screen is an application, or app; each one has its own purpose for getting the most out of your iPad. Once you’ve found the app you’re looking for, tap the icon to open it.

**Folders**

Some applications will be stored inside folders, which look like this:

To reach an app that’s inside a folder, first tap the folder to open it. Then, you’ll get a screen with all the apps found there:

Opening an app inside this folder works the same as it does on the homepage. Tap the icon to start it up. If the app you were looking for isn’t in that folder, you can either tap outside the folder or hit the home button to go back.
Organizing Icons

To rearrange the applications, hold down your finger on the icon until a small menu pops up:

Then, you can drag your finger to the place where you’d like that app to move to. After moving the image, the icons should all be shaking with an x on the top left corner. This indicates that you are in organization mode. While in organization mode, you’ll be able to drag icons around without needing to hold them down first. You can do this with folders as well.

1. **Dock:** If you want the app to appear on the dock, you can drag it there and it will stay on-screen regardless of which page of apps is currently open.

2. **Moving Into / Out Of Folders:** To move the app into a pre-existing folder, drag the app onto the folder and release. To remove the app from a folder, drag it outside of the folder until you return to the home screen.

3. **Creating Folders:** If you’d like to create a folder:
   a. Move one of the apps you’d like in that folder on top of another and they’ll combine into a new folder in that spot.
   b. A text box will appear at the top of the screen, pre-filled with the unhelpful title *Folder*. To edit that title, tap the x at the right and type your new title.

Screenshots

To take a screenshot, press the both the power button and home button at the same time. You should hear the sound of a camera snap and see the screen flash white. Afterwards, a preview of your screenshot will briefly pop up in the bottom left corner of the screen. You can tap that preview to view it in full, which brings up a screen that looks like this:
From this screen, you can drag the corners or sides inwards to shrink the box and save only that part of the screen. After clicking Done, you will get three options: Save to Photos, Save to Files, and Delete Screenshot. If you’d like to keep your screenshot, we recommend using Save to Photos so that you can find it later in the Photos app.

If you choose not to tap the preview, then your picture will automatically be sent to the Photos app.

**Recently Used**

To access an app that you’ve recently closed, press the home button twice. This will bring up a screen that looks like this:

To start an app, tap the corresponding window. To close an app, drag the window up and release.
Settings

Switches

Switches in Settings look like the picture to the right. When the circle is to the right and the background is green, the switch is on. When the circle is to the left and the background is gray, the switch is off.

Connecting to Wi-Fi

1. In the menu on the left, tap Wi-Fi.
2. A list of available networks will appear on the right side of the screen, tap the network you’d like to join.
3. The first time you’re connecting to this network with your iPad, a window will appear for you to type in the Password. Type that in, being careful of uppercase vs. lowercase letters, and then hit Join in the top right to connect to your Wi-Fi network.
4. In the future, whenever Wi-Fi is enabled, your iPad will remember this network. That way, it will connect automatically whenever it is in range.
   a. To turn this feature off, tap the small i found to the right of the Wi-Fi network name.
   b. Then, tap the switch to turn Auto-Join on or off.

Disconnecting from Wi-Fi

1. In the menu on the left, tap Wi-Fi.
2. Turn off the switch at the top labeled Wi-Fi.

Mail Account

1. To set up your Mail and Calendar apps, scroll down to Passwords & Accounts.
   a. If you haven’t logged into your account yet:
      i. Click Add Account.
      ii. Fill out your account information.
iii. On the next screen, you’ll see a window with four apps you can sync with your account -- *Mail, Contacts, Calendars*, and *Notes*.

iv. Tap the switch next to the apps you’d like to be synced up until the switch is green, and you’re all set. *Mail* and *Calendar* are probably the most important for staying on top of schoolwork.

v. If an app is synced, that means it will automatically use all the information connected to your account.

b. If you’ve already set up your account:
   i. Tap your account name under *Accounts*.
   ii. Then, tap the switch next to the apps you’d like to be synced up and make sure the switch is green.

2. If you don’t remember your login information, ask your teacher.

**Calendar**

The Calendar app comes with a handy feature to remind you of upcoming classes and other events. To set these up, follow these steps:

1. Scroll down on the left and tap Calendar.
2. On the right side of the screen, choose *Default Alert Times*, which will bring up these options:

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Alert Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birthdays</td>
<td>None</td>
</tr>
<tr>
<td>Events</td>
<td>10 minutes before</td>
</tr>
<tr>
<td>All-Day Events</td>
<td>1 day before (9 AM)</td>
</tr>
</tbody>
</table>

2. On the right side of the screen, choose *Default Alert Times*, which will bring up these options:
3. We recommend that you set Events to 10 minutes before. That way, you’ll get a little reminder just before you need to sign in to a class or join a meeting. These reminders will appear at the top of the screen and look like this:

![App Store](image)

### App Store

#### Updating an app

Sometimes, if an app isn’t working correctly, it just needs to be updated. To check for this:

1. Tap the App Store icon. You may be asked to sign in.

2. Tap this icon in the top right:

3. Under the header *Upcoming Automatic Updates*, tap *Update All*.
   a. You can also scroll down below *Update All* to see if the specific app is there. By clicking *Update*, you can update that one individually.
Downloading an app

If you need to get a new app, the best way to find it is by searching in the App Store.

1. Tap the App Store icon. You may be asked to sign in.
2. Tap *Search* in the bottom right.
3. Type the name of the new app in the search bar at the top, then tap ‘search’.
4. If you’ve found the app you wanted, tap *GET*. That opens a window that looks like this:

5. Tap “Install” to get the app.
6. After exiting the App Store with the home button, the icon will appear on your home screen. While the icon looks like the picture on the right, the app is still being installed.
7. After it’s done, tap the icon to open your new app!

Safari / Internet

Searching the Web

To use the search engine, you can click on the address bar, shown on the right. You can type a web address here:
Or, you can type something that you would like to search. As you type, you may notice that several options appear. For example, there might be a place nearby that shares that name and so a Maps option could appear. Websites that match what you wrote will appear as suggestions, and then below Google Search, you will find possible searches. Click on the search you are wanting to use! You will then be taken to the search results page on Google.

**Switching Windows**

In addition to using the search engine, you may find yourself needing to make a new window and look something up in that window. To do this, click on the double square icon in the top right corner, shown on the right. This will show you all the windows that are currently open:

![Switching Windows](image)

You can swipe around to find the window you need and click on the window. If you want to close the window, click on the X in the top left corner of the window. If you want to make a new window, click on the + in the top bar.

**Bookmarks and Browser History**

If you have a website that you visit a lot, like the school website, you can bookmark it. To do this, head over to the site you want to bookmark. Click on the square with an arrow icon in the center of the bottom bar. This shows you a menu with the option to add a bookmark:
Once you click *Add Bookmark*, you can give it a new name and save it to your bookmarks. To find your bookmarks, click on the book icon in the top bar. The menu that appears, shown below, has your recent web pages under the clock icon in case you want to go back and find something. Your bookmarks are under the book icon. This is a great way to save sites like the school’s site and the teacher’s site so you can go back and easily find them again!

**Additional Questions**

If your question isn’t answered in the rest of this handout, reach out to your teacher. The best way to do this is through ClassDojo. To learn about ClassDojo, check out the video found at this link: [https://tinyurl.com/y57fy9te](https://tinyurl.com/y57fy9te)

Alternatively, you can find their contact information on their teacher page on your school’s website: [https://www.slps.org/](https://www.slps.org/)

1. Tap or click *Schools*, then select your school.
2. Tap or click *Faculty* in the top bar.
3. Tap or click your teacher’s name.
4. To the right of their picture, your teacher’s email address and phone number will be listed.

For any other tech support questions, call the SLPS Tech Support line: (314) 345-5656.