

# iPads in the Classroom

Best Practices and Tips for Success



## Check-out Procedures

1. Sign up for the iPad cart in advance with your school's cart manager. This will ensure that the iPads are fully charged and ready for use.
2. Do a quick count of the devices at check-out. If any are missing, let the cart manager know immediately.

3. **ALWAYS** assign the same device to the same student. Each device should already be numbered. Simply go down your roll and assign devices (e.g., Susan Adams always uses iPad #001, Sam Collins always uses iPad #002, etc.). This is critical and is a component of good classroom/technology management. It allows you, the teacher, to hold those students accountable for the devices assigned to them. If a problem arises with a device, you'll have a better idea where to look.



Image Source: <http://langwitches.org/blog/2011/09/>

4. Consider assigning a trustworthy student to the role of "Classroom Technology Assistant." Let them assist in the check-in and -out procedures. This can make things much smoother.

5. It's a good idea to have students go ahead and access the Internet and get logged in since most activities will use Internet

resources. (See *Getting Online* below.)

6. Routines, routines, routines.... Expect the first few times you use the iPads in your classroom to be a bit slower. Once students know the routine, the process will be much faster.

## Check-in Procedures

When your learners have finished using their iPads, there are a few steps to making sure they're ready for others to use:

1. Students may want to clear out/delete any images/video/projects saved to the iPad from the Web or using the camera. This is not a requirement, however.
2. It's a courtesy to leave the iPad on the "Home" screen before turning it in.
3. Be sure that each iPad is returned to it's proper position in the cart and plugged in for charging. iPad #001 should be in slot 1, #002 should be in slot 2, etc.
4. Be sure to count each iPad to ensure that all have been turned in.
5. Once all devices are accounted for, lock the cart and return it to the school's cart manager.

*"Treat them like kids on a field trip. Count them coming and going."* - Edith Skipper, Principal

## Security



The iPad is a highly-portable and popular device. It's really important to keep them secure when not in use. Most iPad carts come with a lock, and all of our classroom doors come with them! When they're not in use, lock them up. Never leave them unattended.

## Classroom Management Tips

1. Have a specific instructional goal for using your iPads. Please don't use technology as a "reward" or "free time." This sends the wrong message. For the first time introducing your learners to the iPad, it's OK to include some initial exploration time. Providing guidance during this time is a great idea. Consider introduction activities such as: "Use the apps you have to find the capital of Zimbabwe." "Find an app that can teach me about Jupiter." "If I wanted to... what app would I use?"
2. You are surrounded by digital natives. They may not know how to do everything with an iPad, but they don't have the same inhibitions that many of us have when it comes to using the technology. They're not afraid to figure it out and they're not afraid to share. It would be foolish not to leverage this to your advantage. Learn from them and show them you value what they have to teach you. It's POWERFUL!
3. Designate a student as your Technology Assistant. Allowing them to assist with the daily routine of classroom iPad use can save lots of time and gives students ownership.

4. Encourage students to always keep their iPad on their desktop.
5. Discourage students from walking around with their iPad. When they do, I tell them, "Treat it like a baby. Two hands. Hold it close!"



Image Source: <http://bit.ly/w36nc5>

6. There are times when you need students' attention and when they have iPads that can be challenging. How you cue students to do this is up to you, but have students put the iPad to sleep when doing this. This is done by clicking the small button on the top of the iPad and turns the screen off.

7. Students shouldn't be changing the iPad's settings unnecessarily. If it happens, and you're assigning devices as described in *Check-out Procedures*, you'll have a good idea of who's responsible. Accidents happen, but it should be easy to identify repeat offenders. Give them an alternate assignment!

## Tips, Tricks, and How-To's

Copy and Pasting Text - <http://www.youtube.com/watch?v=ynv0JiBs4dE>

Multitouch Zooming - [http://www.youtube.com/watch?v=YivtQ8\\_TZcA](http://www.youtube.com/watch?v=YivtQ8_TZcA)

Using the Notes App - <http://www.youtube.com/watch?v=BLTWJkqJOWE>

Adjusting the Volume (quickly) - <http://www.youtube.com/watch?v=ZlvLDpz5zUA>

How to Rearrange/Move Apps - [http://www.youtube.com/watch?v=\\_NjKGYR3MuU](http://www.youtube.com/watch?v=_NjKGYR3MuU)

How to Turn On WiFi - <http://www.youtube.com/watch?v=D4METbHlvJM>

(Check Out More How-To Basics from Mahalo, here: <http://www.youtube.com/playlist?list=PLF2E6515851194FFF>)

How to Save/Copy an Image in Safari - <http://www.youtube.com/watch?v=7fYwIJJhpa8>

How to Capture A Screenshot - <http://youtu.be/P92Q1AG5n9Y>

Keyboard Tips and Tricks - <http://www.youtube.com/watch?v=sPDLDG-UD5c>

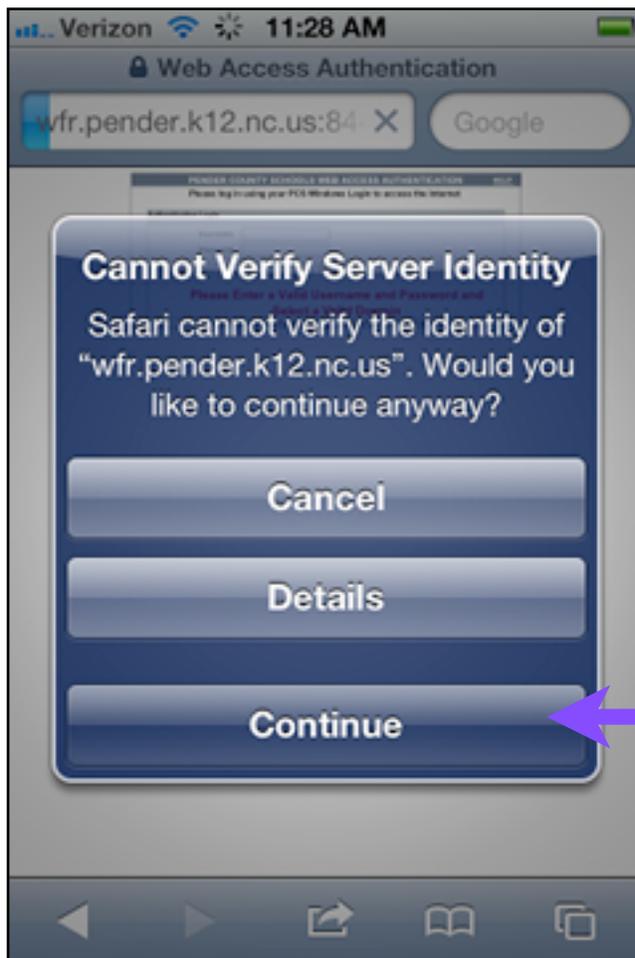
**Parts of the iPad**



## Getting Online

One of the most practical uses of the iPad in the classroom is for Internet-based research. Many apps that are popular in the classroom also use the Internet to bring content to our learners. Likewise, the iPad is an excellent tool for student-created products that can be sent, digitally, to the classroom teacher. To do all of this, we have to get online! Here are the steps:

1. Have students click on the PCS web-clip (it looks like an app). This will launch the Safari Web Browser and attempt to connect to the Internet.
2. At this point, they'll see a pop-up that looks like this and should click "Continue:"



3. When they do, they'll be directed to a screen that looks like this:



4. Here they should enter the same login information they use when using a lab computer. This will grant them 60 minutes of Internet access with the iPad. After the 60 minutes is up, they'll simply need to repeat the process to gain an additional 60 minutes.

*Hint: If those fields are too small, remember you can zoom in using two fingers spread apart.*

## Going Paperless - Emailing Assignments

One of the best features of the iPad is that, in many cases, it allows us to collect student creations, digitally, without the need for printing. Many apps allow the user to email content or creations out of the app as an attachment.

We've made this easy by setting up each school with a mobile email address that is used on each device. That way, we can enjoy the email functionality without having to create and manage individual student accounts on the iPads.

When collecting assignments from your students via email, be sure to have them check the spelling of your email address carefully. Likewise, it's a really good idea to have them put their full name in the subject line of the email and/or on the product being emailed to you, the teacher.

If a student has a personal email address, you may also want to suggest they email their work/notes/etc., to themselves as a backup.

## Finding New Ideas, Apps, and More

There are over 300,000 apps in the App Store. How do you find good ones? How are other educators using iPads in the classroom? Here are some suggested resources:

PCS-Tech Wiki - <http://pcs-tech.pbworks.com> - Here, you'll find apps I recommend, arranged by subject area.

Learning In Hand - <http://learninginhand.com/> - Tony Vincent is a pioneer in the use of mobile technology in the classroom. He has great tips and resources on his site.

Apps in Education - <http://appsineducation.blogspot.com/> - More app suggestions arranged by subject area.

iEAR.org - <http://www.iear.org/> - A blog that rates apps for the classroom.

Appshopper.com - <http://www.appshopper.com> - Search and create a wish list of apps.

iPad Today - <http://twit.tv/ipt> - Great, weekly show sharing apps, tips, and tricks.

Twitter user? Follow [#edapp](#) for a constant stream of new ideas and apps for the classroom.

And, if you can't find it in the above resources, Mike Fisher has a huge collection of resources in his iPad in Schools Livebinder - <http://www.livebinders.com/play/play/26195>

## Updating, Fixing, and Adding New Apps

Each school has a designated go-to person for iPads, typically, the media specialist. The cart manager(s) are responsible for checking the iPads in and out, for updating software and apps, and for adding new apps requested/purchased by the school. Here are some other things you need to know about the cart managers:

- They are the only ones who will have access to the iTunes account for the school and will not share the password, so don't ask them!
- Updating and adding apps takes time, sometimes lots of it. Keep this in mind.
- Different schools will have different procedures in place for requesting apps to be added to a cart. This will always require advance notice and usually several weeks to ensure the apps are installed on each device.
- These people have duties aside from managing the school's iPads. Keep this in mind.
- It's your responsibility to coordinate with them to schedule check-out of the iPad cart. Plan ahead!

There are some other things you should be aware of regarding the management of these devices:

- Each school has its own unique (and secure) iTunes account.
- App purchases can only be made through a special program called the VPP (Volume Purchase Program). You can't use iTunes cards, unfortunately.

## Connecting to Your Projector



iPad 2 will project (mirror) anything you see on the screen through your classroom projector. This is a great way to have students share things they've created or for you to demonstrate an app to your whole class.

To use this, you'll need to connect the VGA Connector to your iPad 2 and then connect it to the projector. You can simply use the wiring that's connected to your computer to do this. Just disconnect from your computer and plug into the VGA Connector attached to your iPad 2.

*Note: the iPad 1 will only display a handful of apps this way and does not support full video mirroring.*