

# iPad Teacher Orientation Checklist for the HCT, UAEU and ZU

*Teachers should be able to*

## **Main**

1. set up an iTunes account on Mac -PC and sync with iPad
2. use ports and switches on the iPad effectively
3. use home screen icons
4. use home screen button
5. use multitasking finger gestures to manipulate the iPad effectively
6. split keyboard
7. multitask using various apps
8. cut, copy, paste, define, replace, change font
9. use built-in dictionary
10. using Spotlight search iPad, documents, email and internet
11. print using air print

## **System Preference**

12. enable multi-language keyboards
13. turn on multitasking gestures
14. change passcode
15. set background for auto-lock
16. choose background for wallpaper
17. turn on and use Location Services
18. turn on and use Find My iPad

### **a. Additional for Teachers**

- i. set systems auto lock**
- ii. Enable Restrictions**
- iii. Lock rotation**
- iv. set Accessibility options**
- v. extend battery life**
- vi. set Sound settings**
- vii. Manage Notifications and Alerts**
- viii. Manage iCloud**

## **Web - Safari**

19. zoom and scroll in Safari
20. using tabs
21. create a Safari Reading List
22. create bookmarks
23. create a home screen bookmark
24. save and mail web images
25. stream audio and video

a. Additional for Teachers

- i. manage Bookmarks
- ii. manage search History
- iii. manage Reading List

**Email**

- 26. email set up
- 27. read and send email

a. Additional for Teachers

- i. delete emails
- ii. manage email notification (automatic or manual)

**Built in Apps**

- 28. use Notes
- 29. use and set up calendar appointments
- 30. use Camera and send pictures
- 31. find and play videos on YouTube

a. Additional for Teachers

- i. Create and Manage Reminders

**App Store/iTunes**

- 32. use Apple ID to buy and install apps
- 33. uninstall apps
- 34. organize apps into folders
- 35. subscribe to and download podcasts

**iBooks**

- 36. download internally produced iBooks from institutional source
- 37. browse and search for ebooks
- 38. sync iBooks with iTunes
- 39. search inside iBooks
- 40. use dictionary embedded in iBooks
- 41. create bookmarks
- 42. create margin notes and be able to send them via email

**Cloud/File Share**

- 43. set up WebDAV account for file sharing and storage
- 44. set up a Dropbox account and shared folder with class
- 45. use iCloud with iTunes
- 46. authorized machines with iTunes
- 47. automatically sync iPad with iTunes

**Video**

- 48. playback video that are created on iPad or found on websites or downloaded from iTunes
- 49. delete video
- 50. edit video, images, sound, etc. to create a presentation using iMovie

