# **Guide to Using iPads**

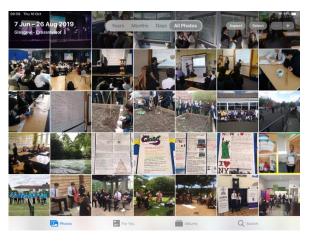
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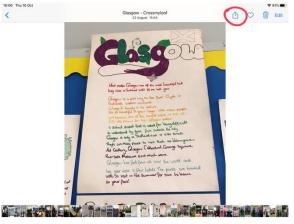
# How to AirDrop

Airdropping allows you to send images and files to other iPads.

#### AirDropping Images

Locate the image you want to AirDrop in Photos.







Tap on the image, then tap the share icon in the top right corner.

Tap the 'AirDrop' icon.

Tap the person you want to send your image to. (The recipient must have their iPad on and have AirDrop enabled in Settings.) This will send a request to the person's iPad. Once they accept the request, the image will be transferred.

#### **AirDropping Files**

Open OneDrive and find the file you want to send. Tap the three red dots at the right side of the file.

Tap 'Share'.

Name 🕆	Date	Size	Sharing	
Attachments	3 Sep 2017	18.1 MB		
Class Notebooks	14 Sep	24.2 MB		
KHS 2017-18	14 Aug	1 GB		
Notebooks	13 Sep 2017	7 KB		
Shawlands 2018-19	14 Aug	68 MB		
Shawlands 2019-20	14 Aug	257.3 MB		
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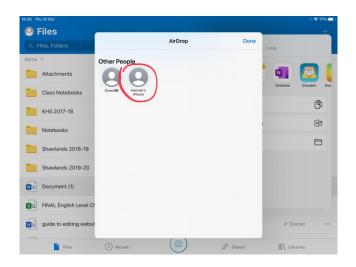
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At the bottom of the 'Send Link' box which appears, tap 'Send a Copy'.

Tap the 'AirDrop' icon.

Tap the person you want to send your file to. (The recipient must have their iPad on and have AirDrop enabled in Settings.) This will send a request to the person's iPad. Once they accept the request, the file will be transferred.



# How to locate settings for enabling AirDrop

Find the 'Settings' app on your home screen and tap it.



4 Mon 21 Oct Settings General		
This iPad is supervised and managed by Glasgow City Council Education Services. Learn more about device supervision	About	
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In the 'General' tab, tap AirDrop.

'Receiving Off' means you cannot receive AirDrops from anyone. 'Contacts Only' means you can only receive AirDrops from people in your Contacts list. 'Everyone' means anyone can send you an AirDrop – this is what you need to tap to be able to receive AirDrops.

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8	Control Centre			
AA	Display & Brightness			

# How to Screen Mirror on Apple TV

This will allow you to display what's on your iPad screen on your projector, via the Apple TV.

Swipe down from the right-hand Corner of your screen to open the Control Centre and tap 'Screen Mirroring'.

Find your room number in the list and tap it.

On your projector, change the source From PC to Apple TV using your remote. A code will appear on the projector screen – type this into your iPad and the projector should start mirroring your iPad's display.

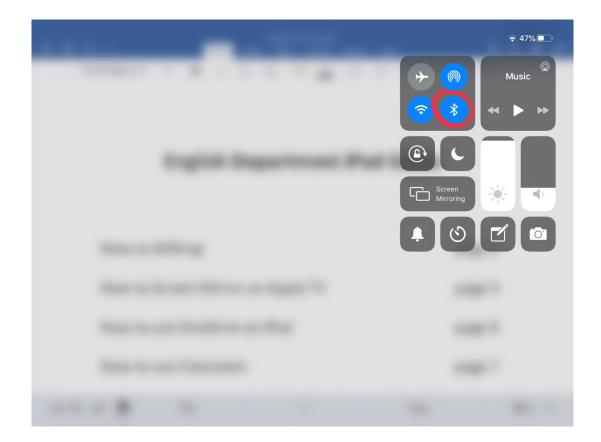




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# How to ensure Bluetooth is on

Swipe down from the top right-hand corner and ensure that the button with the Bluetooth icon is blue. If not, tap it to turn it blue. Your Bluetooth should now be switched on.



### How to use OneDrive on iPad

OneDrive allows you to open files (word documents, PowerPoints etc.) on your iPad. Follow the instructions below to add files and folders to OneDrive from your PC.

On PC, you can access OneDrive via <u>www.onedrive.live.com</u> or through Outlook (see image). Log into OneDrive using Glow email address.

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Drag the files and folders that you
want to put on your iPad into
the 'Files' section.

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Open OneDrive on your iPad. Drag your finger down and let go to allow OneDrive to sync. Your files should appear and you can now open them on your iPad.

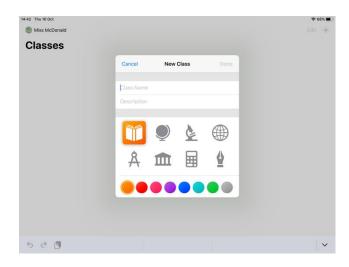


#### How to use Classroom

Classroom allows you to ensure that your pupils are on task by showing their screens on your iPad. You can also mute and lock pupils' iPads, and direct them to specific apps and files to work on.



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Create Clas	s

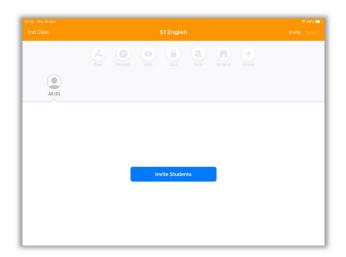


Open Classroom app.

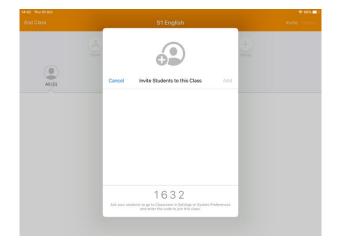
Create new class by tapping 'Create Class'.

Insert name for class and tap 'Done'.

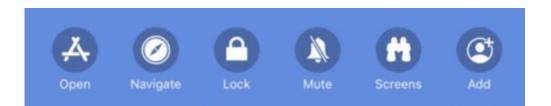
Tap 'Invite Students' to add pupils to your class.



Pupils should go into Settings and find the Classroom tab underneath the section with 'WiFi' and 'Bluetooth' tabs. They should then add the code shown on your screen to join your class.

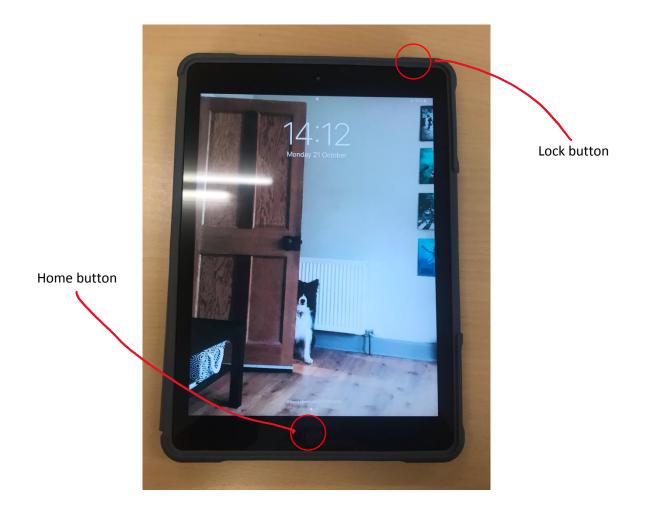


#### **Classroom Functions**



Open – allows you to open any app on all pupils' iPads.
Navigate – allows you to open specific web pages on pupils' iPads.
Lock – allows you to lock pupils' iPads temporarily.
Mute – allows you to turn off the sound on pupils' iPads.
Screens – shows you pupils' iPad screens in real time.
Add – allows you to add a new pupil to your class.

# How to do a Hard Reset



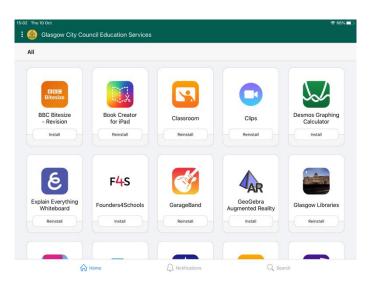
If your pupils are struggling to connect to the Classroom app, get them to do a hard reset (by holding in the Home and Lock buttons for 5 seconds) and then ensure all tabs are closed when the iPad comes back on by double tapping the home button and flicking tabs away.

# How to Download New Apps



Here you will find all of the GCC-approved apps which you can download onto your iPad.

Open the Self Service app.

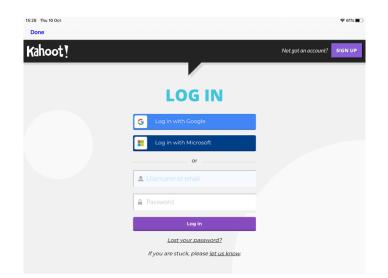


### How to use Kahoot!

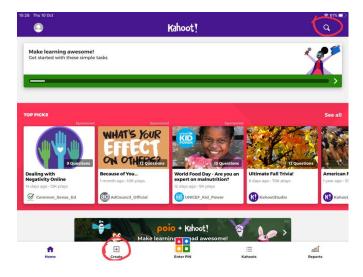
Kahoot! is an interactive quiz app which you can use with classes on the iPads. You can create your own quizzes, or you can search through thousands of premade quizzes about lots of different texts and topics.

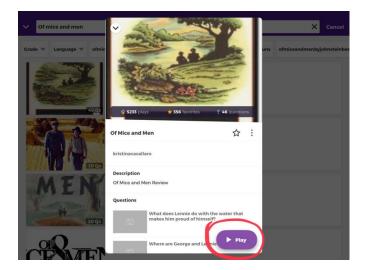


Open Kahoot! app.

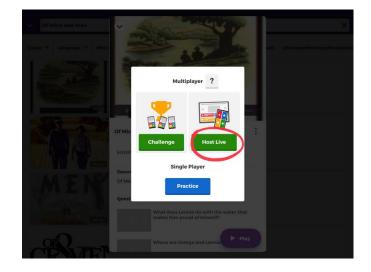


You can register or log in if you already have an account. You can also use Kahoot! without an account. Create your own quiz using the 'Create' tab at the bottom left of the screen, or tap the search button at the top right to search for quizzes related to your chosen text/topic.





Once you have created/chosen a quiz, tap 'Play'.

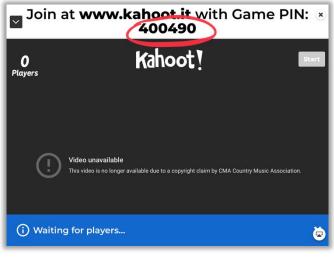


Tap 'Host Live'.

You can now choose 'Classic' (single player) or 'Team Mode'. Tip: in 'Game Options', enable 'Nickname Generator' – this prevents pupils from being able to choose their own (potentially inappropriate) nicknames.

Of Mice and	d Men	8
Player vs Player 1:1 Devices Classic	Team vs Team Shared Devices	
Game options		
Name generator View details	ON	
Randomize order of questions	OFF	
Randomize order of answers	OFF	
Enable 2 Step Join <u>View details</u>	OFF	

Pupils can then enter your game by typing the unique pin which appears on the screen into the website or the app on their iPad.



# Websites for BGE Starter/Extension Tasks

<u>https://beta.freerice.com</u> – vocabulary game where 10 grains of rice are donated to the World Food Programme for every correct answer.

https://www.englishgrammar.org/category/exercises/ - range of online exercises for improving grammar and punctuation skills.

<u>https://englishforeveryone.org/Topics/Punctuation.html</u> - punctuation worksheets which pupils can complete on iPad or in jotter.

# **EAL** Resources

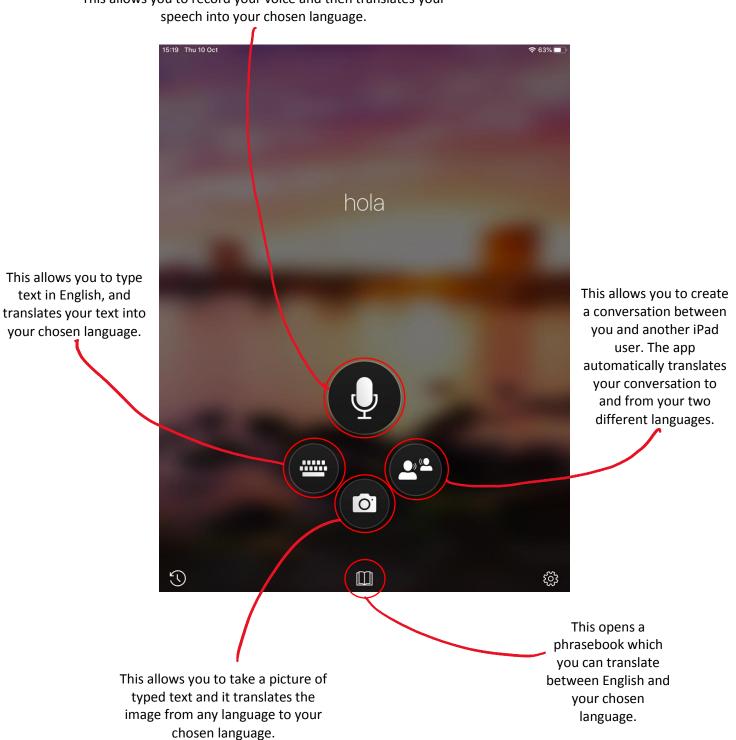
<u>https://www.esolcourses.com</u> – variety of online exercises at all levels to help EAL pupils with listening, reading and writing.

**Translator app** – allows you to translate to and from a chosen language. You can also take photos of text in English and the app will translate this for you.





#### How to use Translator app



This allows you to record your voice and then translates your