Guide to Using iPads
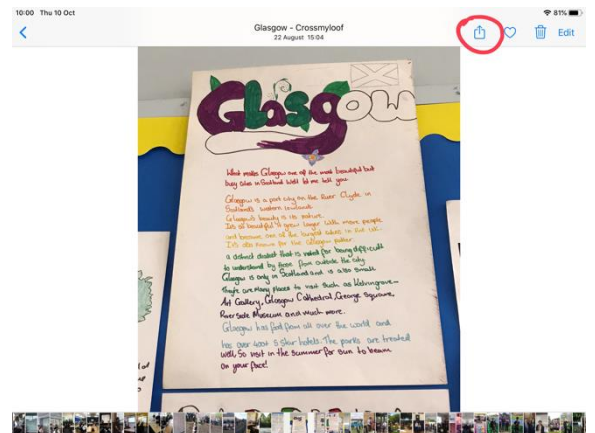
How to AirDrop

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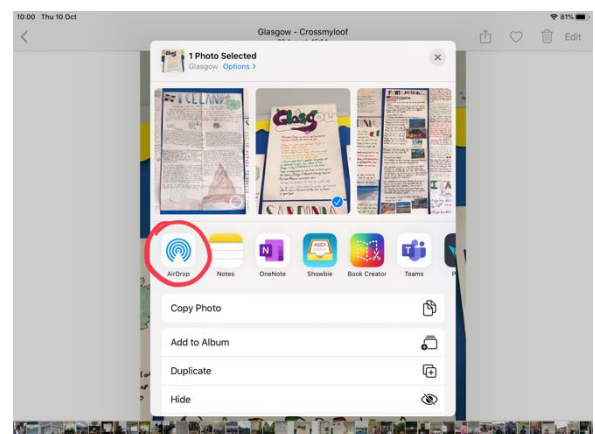
AirDropping Images

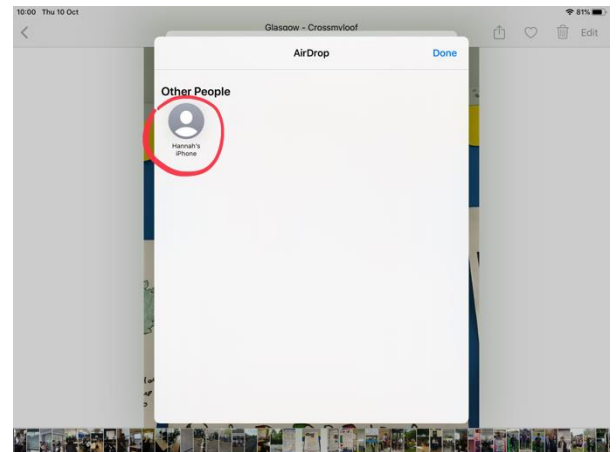Locate the image you want to AirDrop in Photos.
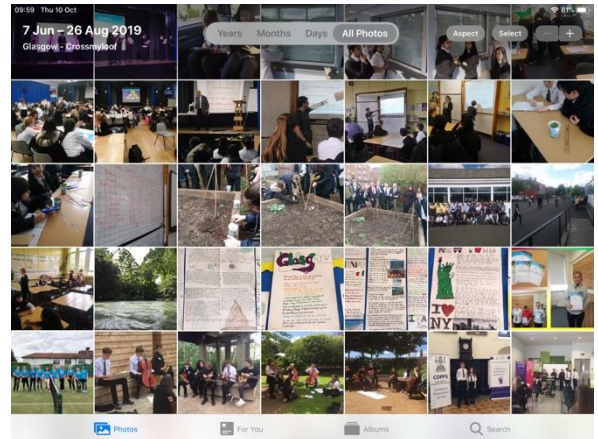
Tap on the image, then tap the share icon in the top right corner.

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'.

At the bottom of the 'Send Link' box which appears, tap 'Send a Copy'.
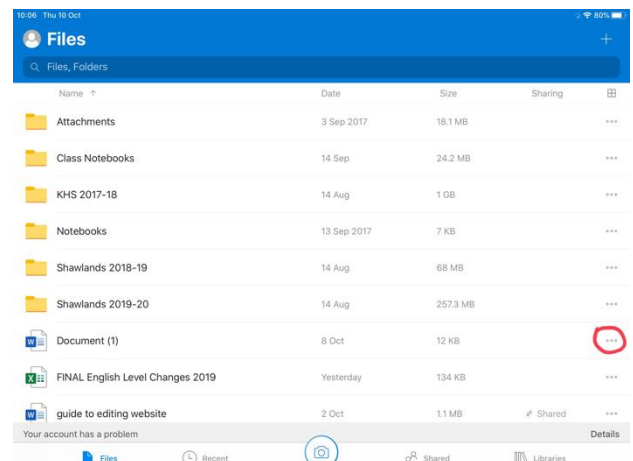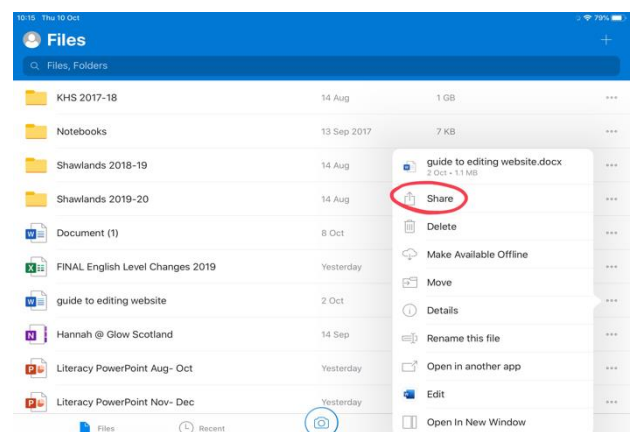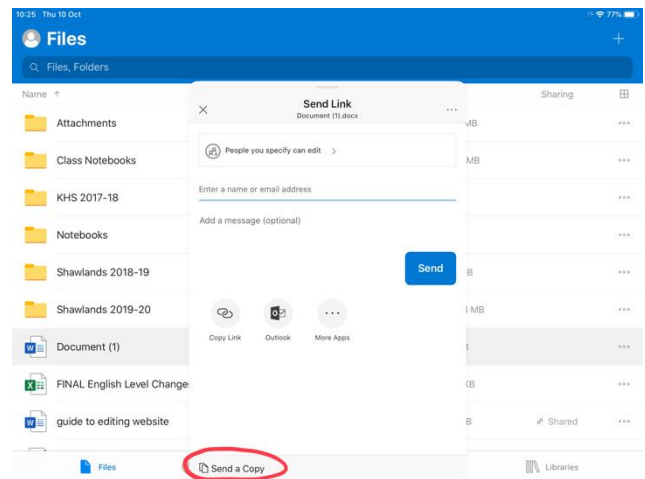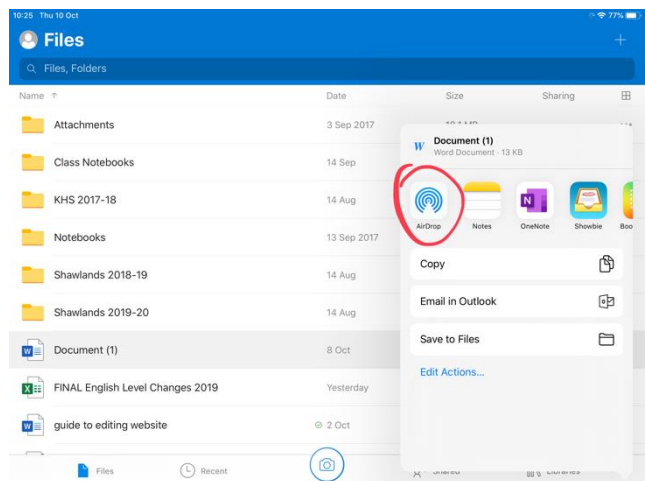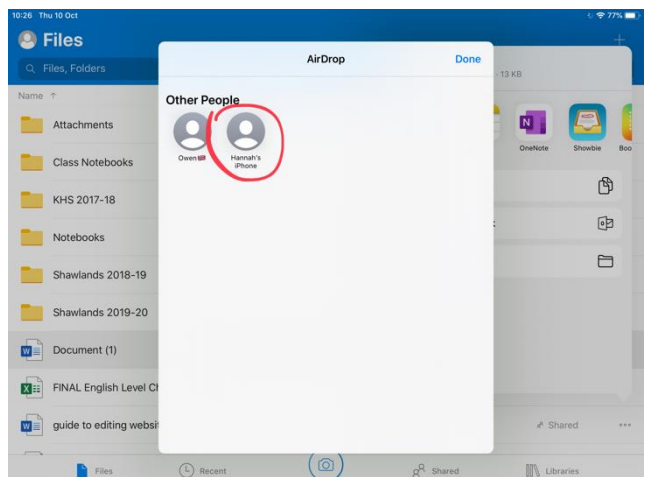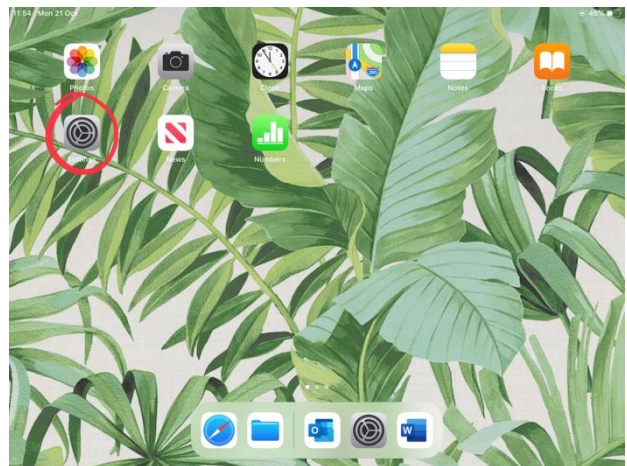
Tap the 'AirDrop' icon.

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.

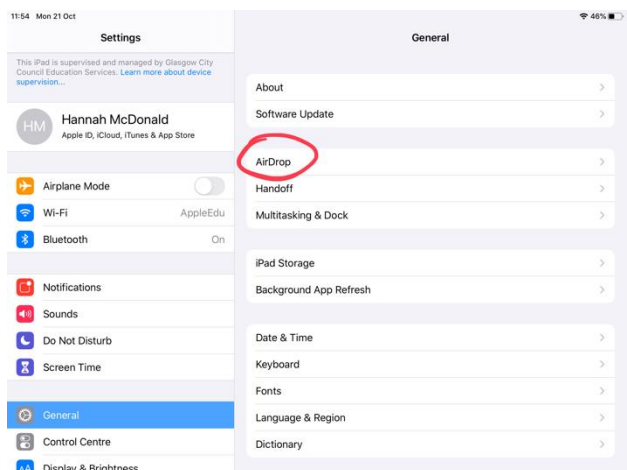# How to locate settings for enabling AirDrop

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

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.
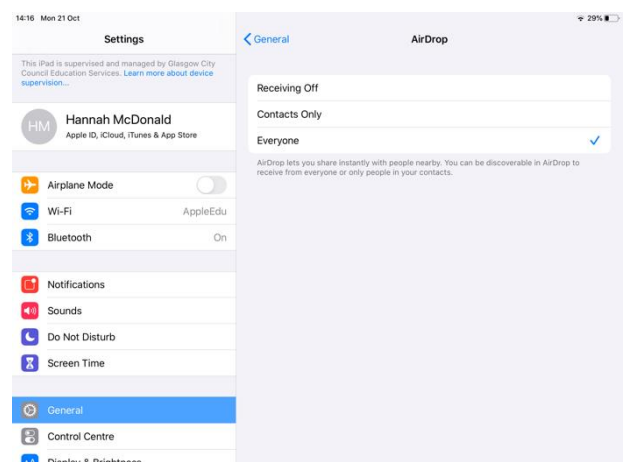
How to Screen Mirror on Apple TV

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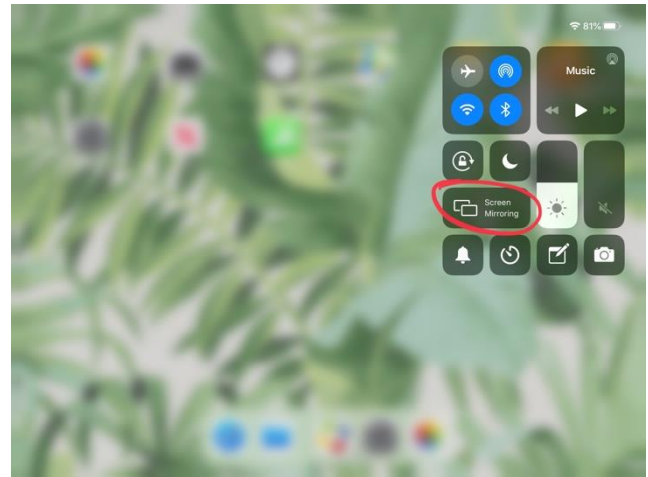
Find your room number in the list and tap it.
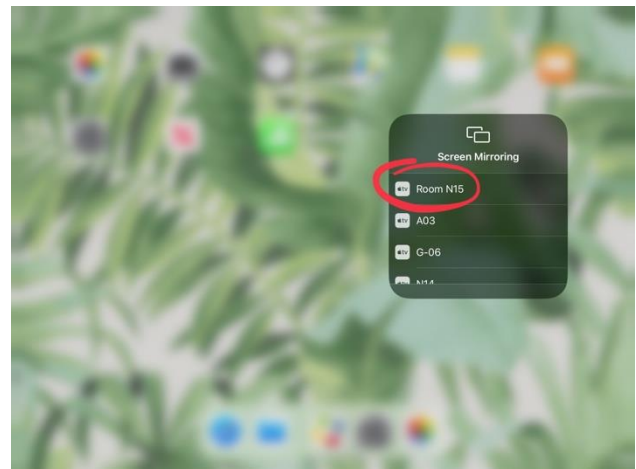
On your projector, change the source From PC to Apple TV using your remote. A code will appear on the projector screen – type this into your iPad and the projector should start mirroring your iPad's display.

How to ensure Bluetooth is on

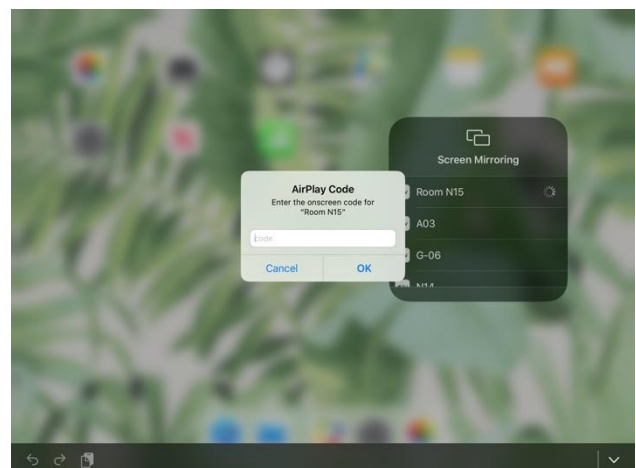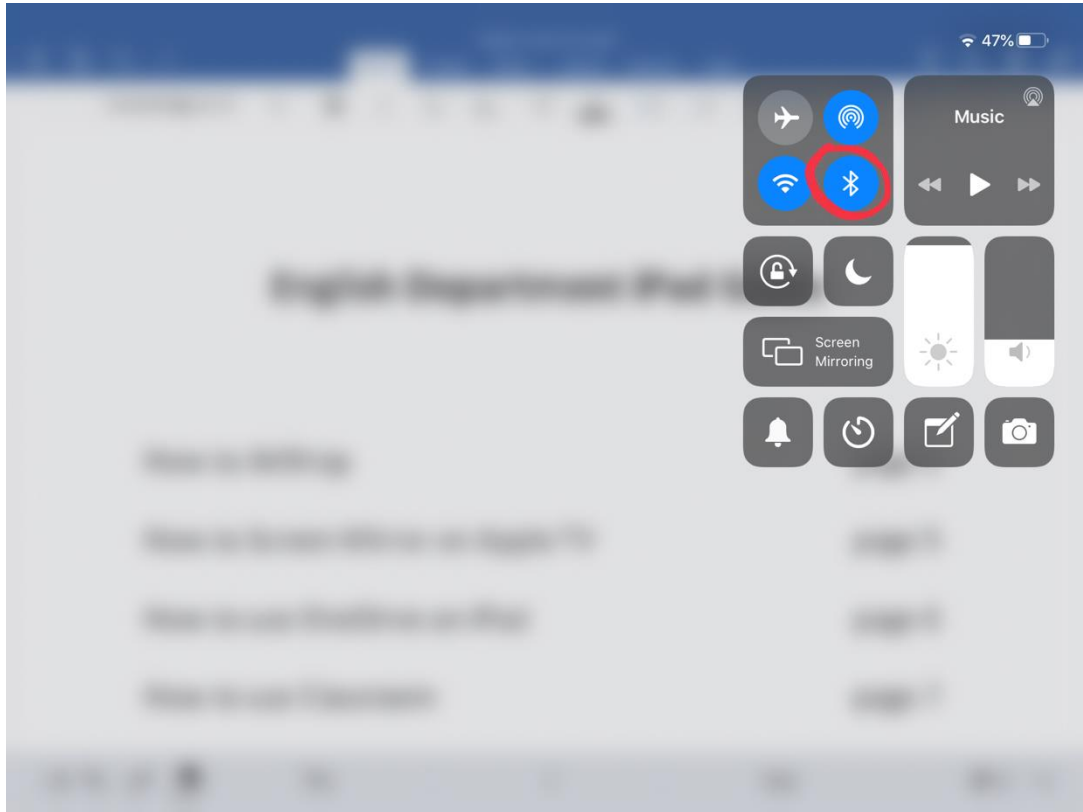Swipe down from the top right-hand corner and ensure that the button with the Bluetooth icon is blue. If not, tap it to turn it blue. Your Bluetooth should now be switched on.
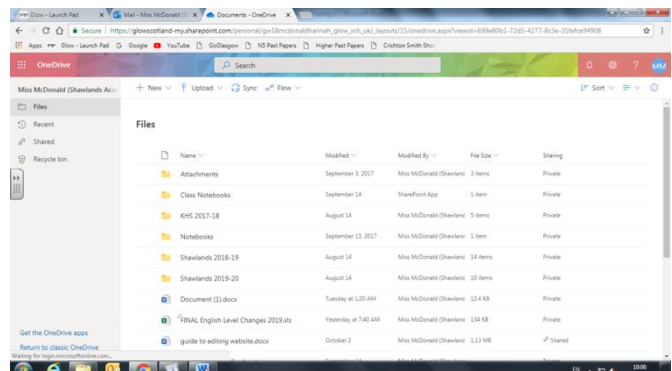
How to use OneDrive on iPad

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.
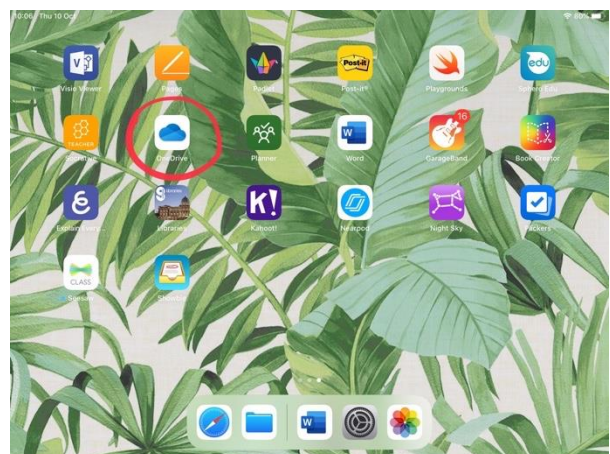
On PC, you can access OneDrive via www.onedrive.live.com or through Outlook (see image). Log into OneDrive using Glow email address.
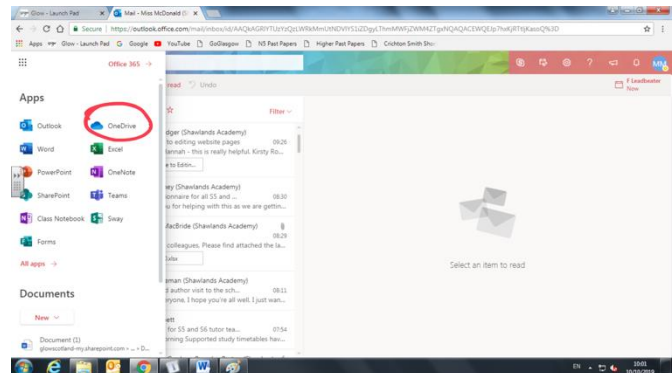
Drag the files and folders that you want to put on your iPad into the 'Files' section.


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.
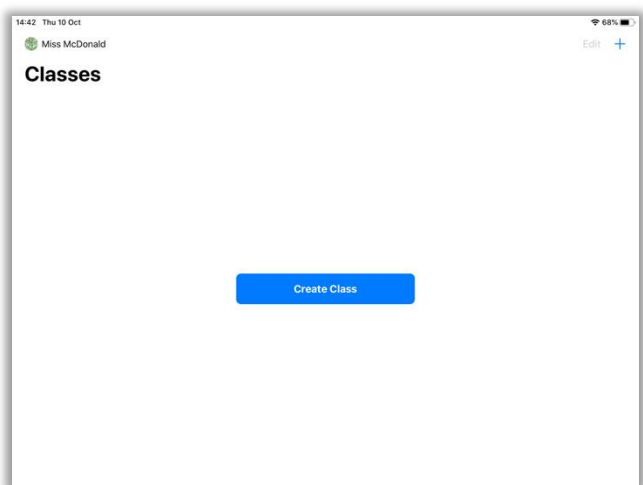
How to use Classroom

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.
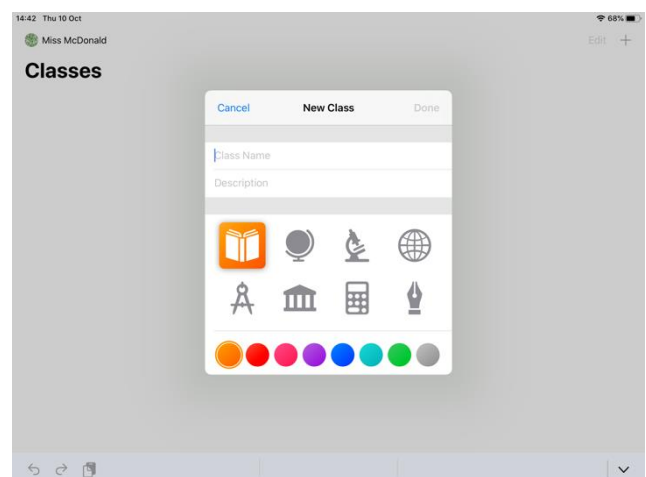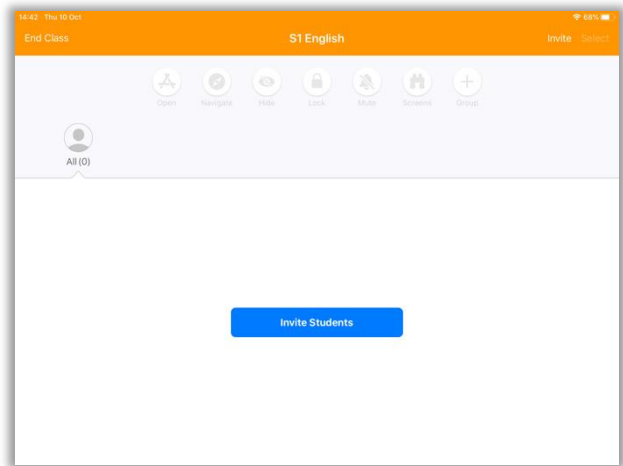
Open Classroom app.
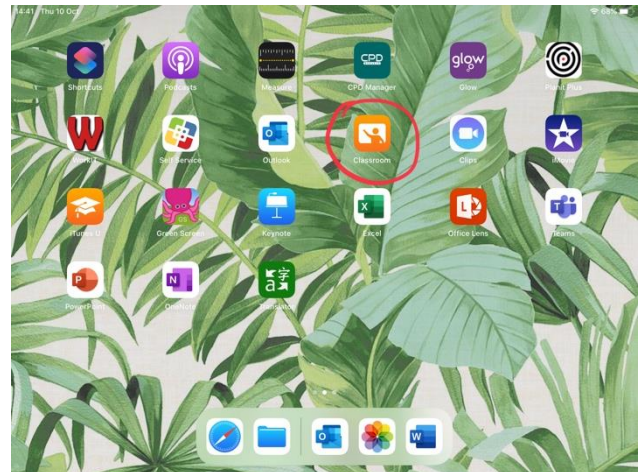
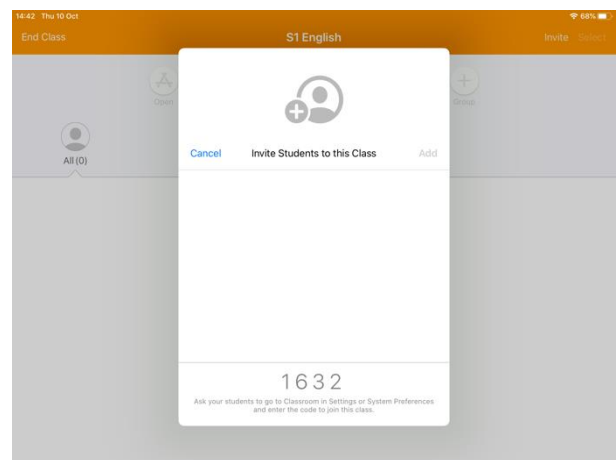Create new class by tapping 'Create Class'.

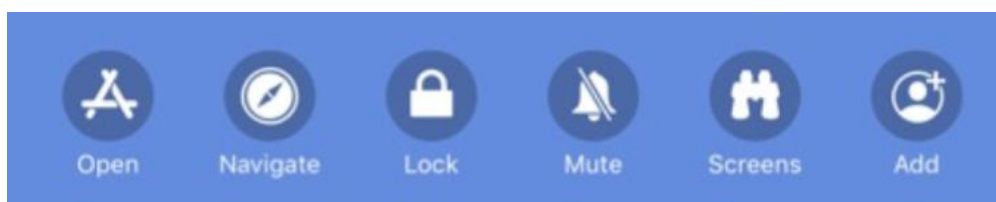Insert name for class and tap 'Done'.

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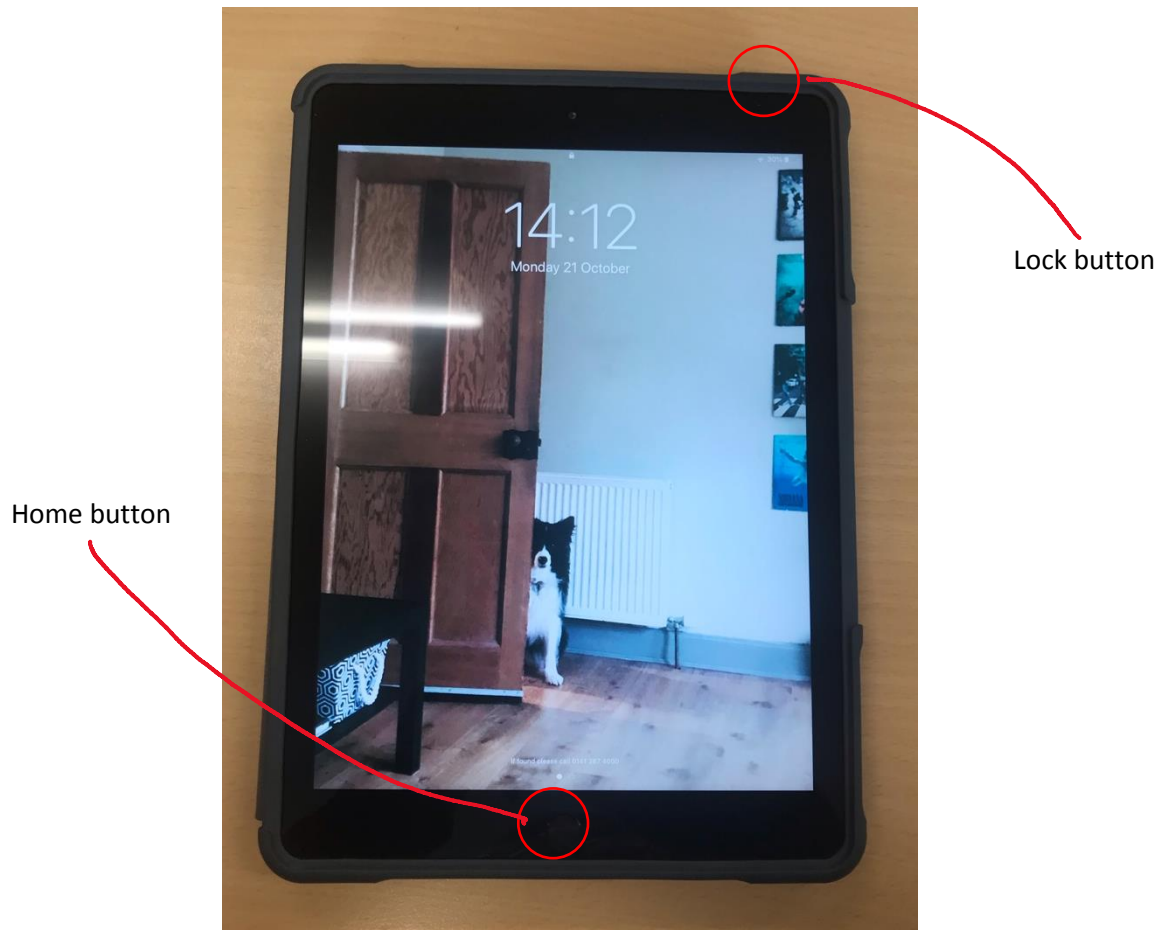**Navigate** – allows you to open specific web pages on pupils' iPads.
Lock – allows you to lock pupils' iPads temporarily.
Mute – allows you to turn off the sound on pupils' iPads.
Screens – shows you pupils' iPad screens in real time.
Add – allows you to add a new pupil to your class.

How to do a Hard Reset

Lock button

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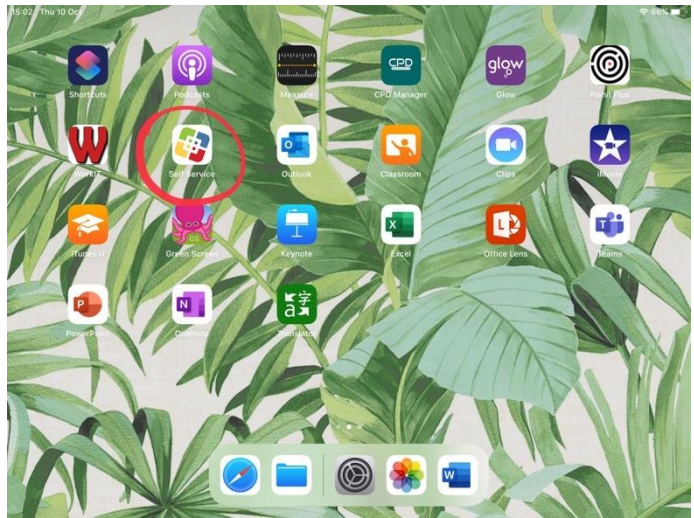
If your pupils are struggling to connect to the Classroom app, get them to do a hard reset (by holding in the Home and Lock buttons for 5 seconds) and then ensure all tabs are closed when the iPad comes back on by double tapping the home button and flicking tabs away.

How to Download New Apps
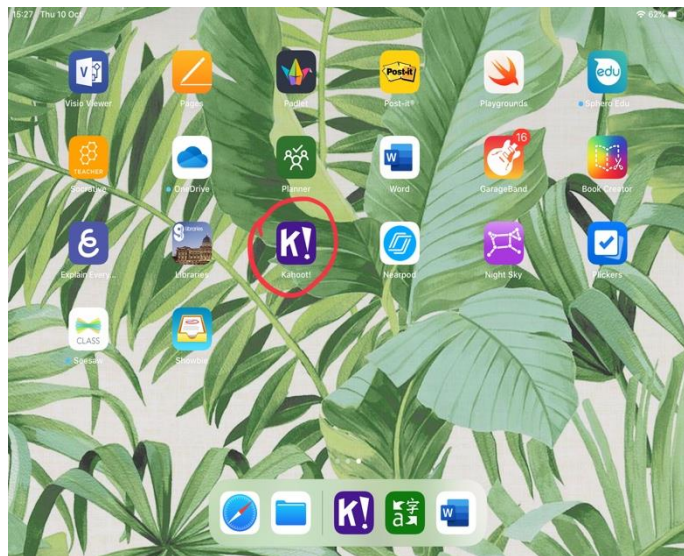

Open the Self Service app.

Here you will find all of the GCC-approved apps which you can download onto your iPad.
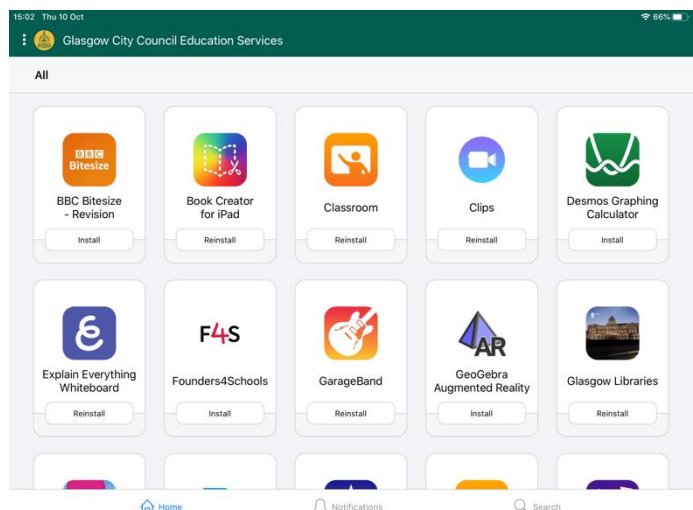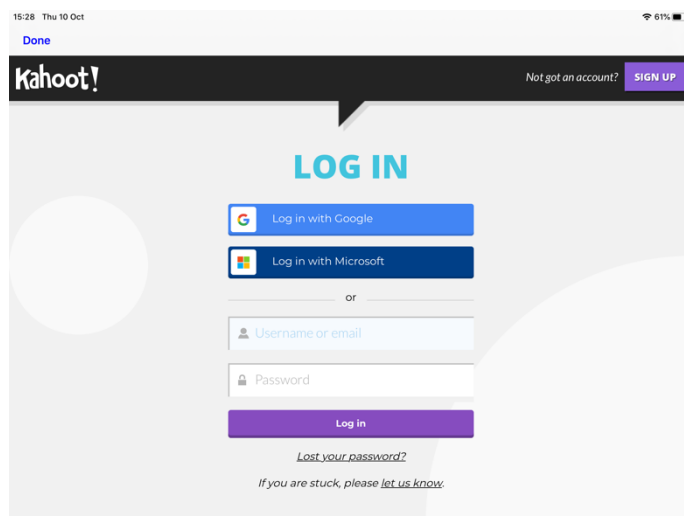
How to use Kahoot!

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 pre-made quizzes about lots of different texts and topics.
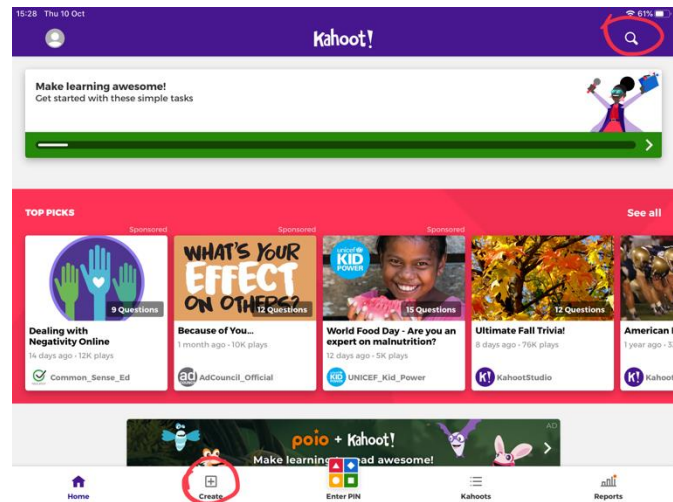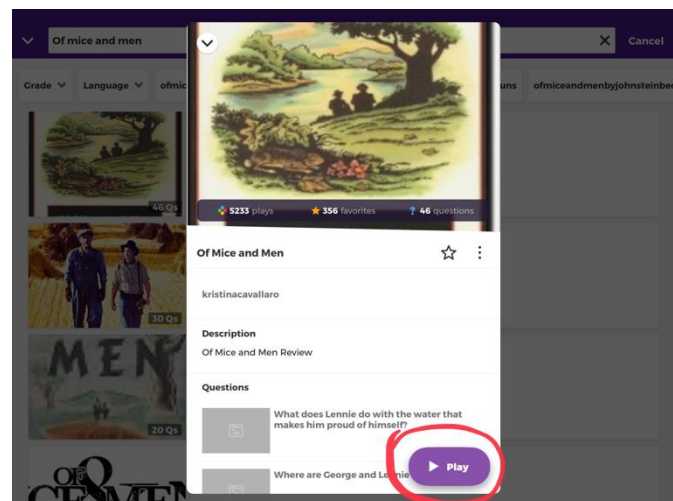
Open Kahoot! app.

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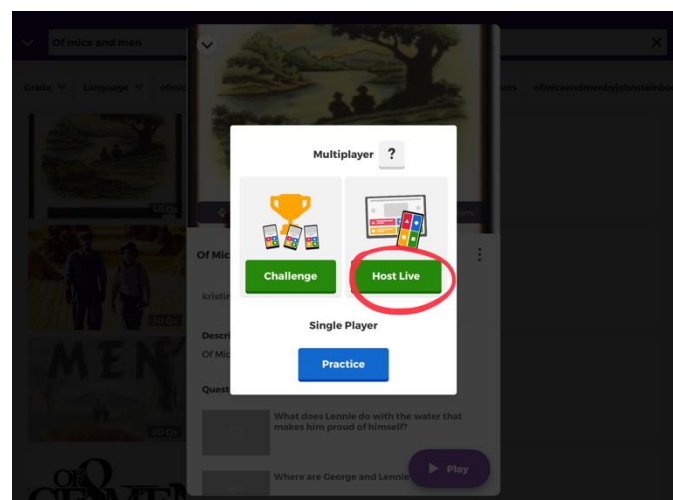
Create your own quiz using the 'Create' tab at the bottom left of the screen, or tap the search button at the top right to search for quizzes related to your chosen text/topic.

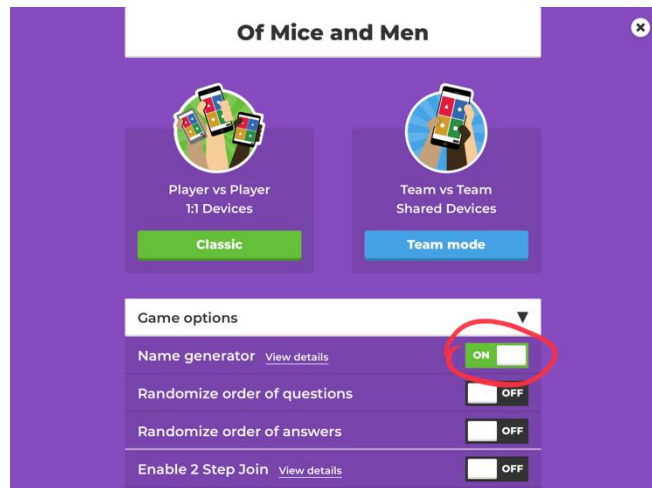Once you have created/chosen a quiz, tap 'Play'.

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.

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.
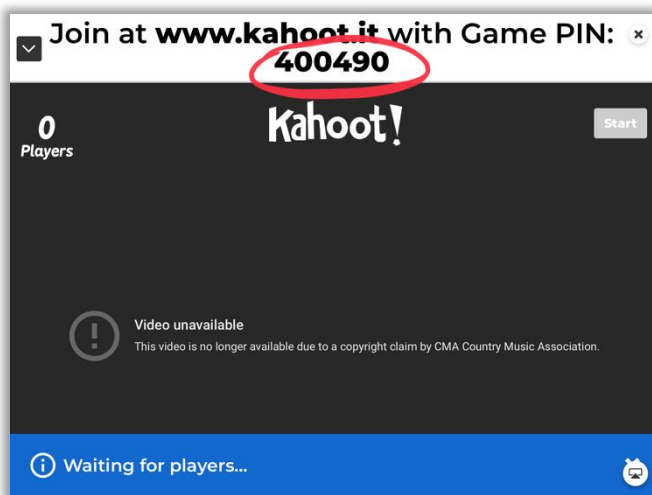
Websites for BGE Starter/Extension Tasks

https://beta.freerice.com – 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.

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

EAL Resources

https://www.esolcourses.com – 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.
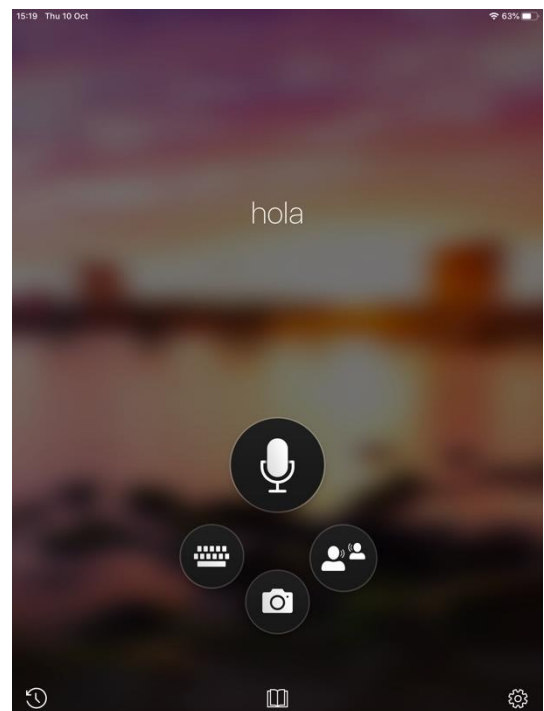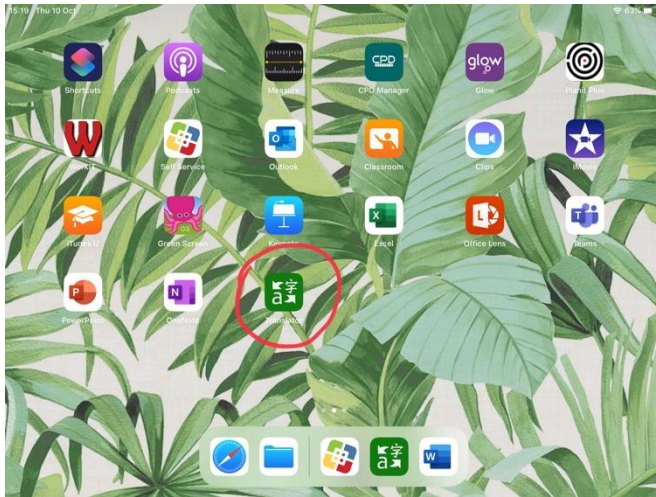
How to use Translator app

This allows you to record your voice and then translates your speech into your chosen language.

This allows you to type text in English, and translates your text into your chosen language.

This allows you to create a conversation between you and another iPad user. The app automatically translates your conversation to and from your two different languages.
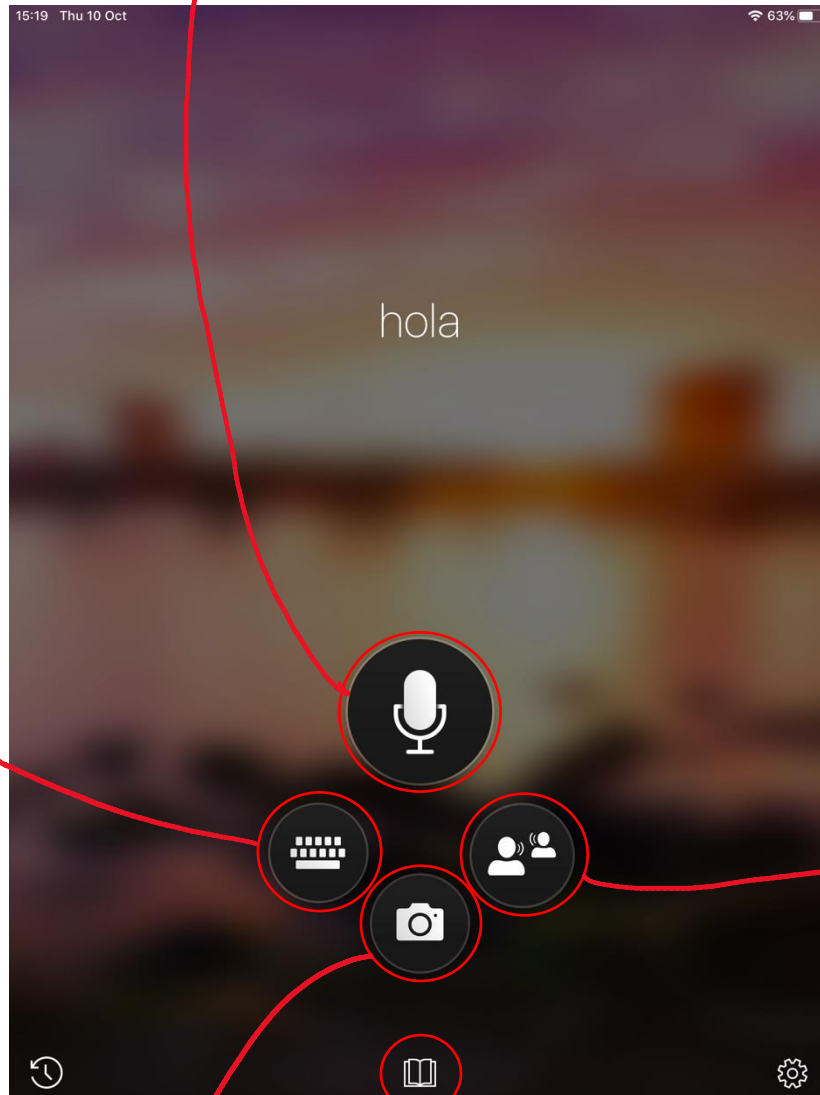
This allows you to take a picture of typed text and it translates the image from any language to your chosen language.

This opens a phrasebook which you can translate between English and your chosen language.