

iPad



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Illustration from <http://help.apple.com/ipad>

See **Glossary** on page 18 for complete descriptions of these and other iPad-related terms.

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# iPad Checklist

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**Complete these tasks now to ready your iPad for use. Additional instructions for each task can be found on the page listed.**

- Familiarize yourself with the parts of the iPad (page 1).
- Turn the iPad on (detailed information about the Sleep/Wake and Home buttons and sleep versus power-off can be found on page 3).
- Go through the new iPad setup screens.
  - Configure the iPad to use **eduroam** Wi-Fi (page 3).
  - Set up a passcode (page 4).
- Set up an **Apple ID** and install your first useful free app (page 4-6).
- Set up **iCloud** (page 7).
  - Turn on **Find My iPad**.
  - Turn on **iCloud Backup**.
- Add your UofM email and calendar to the iPad (page 8-9).

**Continue to explore your iPad with the following activities (starting on page 9).**

- Open the **Camera** app and take a picture. Return to the **Home Screen** (page 9).
- Open the **Photos** app and view the picture you just took. Return to the **Home Screen**.
- Open the **Notes** app and write a few sentences.
- Within your note, practice **copy** and **paste** (page 9). Return to the **Home Screen**.
- View the **multitasking screen** and toggle between apps (page 10).
- Force an app to close (page 10).
- Rearrange icons on the **Home Screen** and add an icon to the **Dock** (page 11).
- Make an appointment to remind you to back up your iPad (page 12).
- Learn about connecting to Wi-Fi networks (page 12).
- Familiarize yourself with instructions for updating the **iOS** (page 13).
- Try some suggested apps (page 15).
- Familiarize yourself with the glossary of terms (page 18).
- Know where to go for help with the iPad (page 21).
- Familiarize yourself now with what you'll need to do at the end of the year to avoid being charged for your iPad (page 22).

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## Turn iPad On/Off

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iPads are designed to be “always on.” When you press the Sleep/Wake button or allow the iPad to be idle for a set amount of time it will go to sleep, but does not turn off entirely. While asleep, nothing will happen when you touch the screen, but music can continue to play. You can also turn the iPad off completely, which will preserve battery power and prevent accidental operation. Your brand new iPad is currently turned completely off.

- To turn the iPad on hold down the **Sleep/Wake** button until the Apple logo appears onscreen.
- To turn the iPad completely off hold down the **Sleep/Wake** button until a slider appears onscreen. Drag the slider to turn the iPad off.
- To put an iPad to sleep press, but do not hold, the **Sleep/Wake** button.
- To wake an iPad up, press the **Home** button or the **Sleep/Wake** button, then drag the onscreen slider.

If your iPad becomes unresponsive you may need to **Reset** it. (Note: this does not delete any of your data):

- Press and hold the **Sleep/Wake** button and the **Home** button together for at least ten seconds, until it shuts off. Then hold the **Sleep/Wake** button until the Apple logo appears.

## Set Up the iPad

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Turn your iPad on and walk through the initial setup screens:

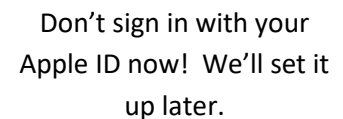
1. Press and release the Home button when it says **press home to open**.
2. Tap to select which language you'd like your iPad to use. This guide assumes you choose **English**, you can change your choice later.
3. Choose **United States** as your region or country. Hint: scroll all the way to the bottom if it is not offered at the top of the screen.
4. Tap **Set Up Manually**.
5. Choose **eduroam** as your Wi-Fi network. You may have to wait for a moment for it appear. Always use **eduroam** when you're on campus. It's the on-campus secure wireless and it also allows you to use fast, secure wireless at hundreds of educational institutions around the world.
  - a. Enter your **full UofM email address** and **password** in the appropriate fields. Tap **Join**.
  - b. Tap to **Trust** the wireless certificate.
  - c. The iPad should now show it is connected to **eduroam**. It will automatically connect to **eduroam** whenever you are within range. Ask for help if you need assistance with this setup. After orientation you can contact **Technology Help** if you experience problems (<https://it.umn.edu/help/walk-in>).
  - d. Tap **Next**.

Please be patient as you go through steps 5 through 9. When sharing wi-fi with others it can take extra time.

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6. If you get a message that the activation server could not be reached, tap **Try Again**. You may have to **Try Again** several times.
7. Feel free to **Learn More** about Data & Privacy, or you can read about it later at <http://www.apple.com/privacy>. When you're ready to move on, tap **Done** (if needed) and then **Continue**.
8. Tap **Set Up as New iPad**. Please do not restore from an iCloud Backup.
9. You will receive a note that tells you "University Of Minnesota' will automatically configure your iPad." You can read more information about the configuring and management of your iPad by tapping **About Remote Management**. When you're ready to move on, tap **Done** (if needed) and then **Next**.
10. Tap **Set Up Touch ID Later** and then **Don't Use**.
11. Create a 6-digit **Passcode** and confirm it (*and remember it!*). Each time you turn on or wake up the device, it will prompt for the passcode before anyone can use the device, which will protect your personal information.
12. Even if you already have an **Apple ID**, tap **Forgot password or don't have an Apple ID...** and then **Set Up Later in Settings** and **Don't Use**. We'll set up your Apple ID later.
13. Tap **Agree** to agree to the Terms and Conditions.
14. Tap **Customize Settings**.
15. Tap **Enable Location Services**. As you use your iPad, individual apps may also request specific permission to access your location information.
16. Tap **Set Up Later in Settings** when asked about Siri. This will help save your battery life. You can change your choice later.
17. Tap **Don't Share** analytics with Apple.
18. Read the informational screens and tap **Continue** when you're ready to move on.
19. Tap **Get Started**.



Don't sign in with your Apple ID now! We'll set it up later.

## Your Apple ID

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### About the App Store, iTunes Store, and iBookstore

Using an Apple ID, you can purchase digital content for your iPad and any other iOS devices you own such as an iPod touch or iPhone. This content includes offerings from:

- The App Store, where you can search for, browse, review, purchase, and download apps. Access it from the iPad via the App Store icon.
- The iTunes Store, where you can purchase music, movies, TV shows and other media. Access it from the iPad via the iTunes app.
- The iBookstore, where you can purchase eBooks for the iBooks app, view the New York Times bestseller lists, and download free works in the public domain. Access it from the iPad via the iBooks app.



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You log in to all these stores with an Apple ID. Anything you purchase belongs to your Apple ID, and can be downloaded and installed on any iOS device you own, now or in the future, at no additional charge. Not everything in the App Store costs money – there’s a lot of very useful free apps.

You need an Apple ID to make purchases from the App Store (even those that are free of charge). To set up an Apple ID, you need an active email account, such as your @umn.edu account.

**It is very important** that you remember your Apple ID and password and also the passcode you set earlier. Not only will you need this information to use and get the most out of your iPad, but when you turn in your iPad, you will need both the password and the passcode to reset the iPad and clear it of all information. If you cannot reset your iPad, you may be charged the replacement cost, as it will be unusable by anyone else.

To help you remember your Apple ID,


**USE YOUR OWN APPLE ID. DO NOT BORROW SOMEONE ELSE’S.**

If you do not already have your own Apple ID, please set one up in the following section.

**Set up a new Apple ID and install your first useful free app (if you already have an Apple ID or iTunes account, sign in with your Apple ID when you get to step 6):**

1. Tap to open the **App Store**.
2. Tap the search field (at the bottom right of the screen), enter “**Calculator**” and tap the **Search** button on the onscreen keyboard.
3. Search results appear.
4. Tap the **The Calculator** icon in the **App Store** search results.
5. Install **The Calculator** and set up your **Apple ID**:



To purchase and install an app, tap the button that lists the price. **\$0.99** Many apps, like **The Calculator**, you can get **GET** for free (although there may be in-app purchases later). If you have already purchased the app, the button will look like a cloud and you can download it again for no additional cost.  If the button says “OPEN,” **OPEN** you already have it installed on your iPad. You may be asked to enter your Apple ID password when you download an app. Tap **GET** next to **The Calculator** icon.

6. When you're asked to sign in with an **Apple ID**, tap **Create New Apple ID**. If you already have an Apple ID, tap **Use Existing Apple ID** to sign in and install the app (you can then skip to page 7).
7. Confirm your country or region, tap **Next**.
8. Read and agree to the **Terms and Conditions** and **Apple Privacy Policy**.

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9. Enter your **Email, Password, Security Info, Date of Birth**, select answers to the security questions, choose whether you want to subscribe to email and offers from Apple, and tap **Next**. **NOTE: You should use YOUR email address to set up your Apple ID. Do not use someone else's. Your @umn.edu email address is a good choice.**
10. You will now complete your billing information including your default payment method. Tap **Next**. **NOTE: You may select None as your default payment method.**
11. On the Verify your Account screen, tap **Done**.
12. You will receive a verification email from Apple (if you used your UofM address for your Apple ID, check for it in the Safari app at <http://mail.umn.edu>). **NOTE: we will set up your email account on the iPad in a later step. Follow the instructions in the email to verify and activate your account.**
13. Once you have verified your **Apple ID** return to the **App Store** to complete the install of **The Calculator**.
14. Once the app is installed you will find it on the home screen of the iPad.

#### **View and edit your account information:**

Go to **Settings > iTunes & App Store** (in the left-hand column), tap your **Apple ID**, then tap **View Apple ID**. Tap an item to edit it. To change your password, tap the **Apple ID** field.

#### **Automatically download purchases made on other iOS devices:**

Go to **Settings > iTunes & App Store**, then turn on the types of purchases (such as Music or Apps) that you want to automatically download to iPad. As you add apps to your iPad, they may appear on this page.

#### **App Updates**

App developers periodically release updates. Updates add features and fix problems or bugs. It is a good practice to update your apps regularly. When you have app updates to download you will see a red badge indicating the number of updates on the **App Store** icon. Tap the **App Store** icon and then tap **Updates** (on the far right of the navigation bar at the bottom of the screen). You can choose which apps you'd like to update (or all of them if you prefer—using the button on the upper right).

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# Setting up iCloud

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We strongly recommend using two services available to you through Apple's iCloud service; **Find My iPad** and **iCloud Backup**.

**Find My iPad** can help you locate a lost or misplaced iPad using an iPhone, iPod touch, another iPad or any web browser. It will only work under specific conditions (for example, your iPad must have a charged battery).

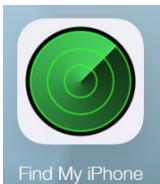
## Turn on Find My iPad for your new iPad:

1. Go to **Settings** and tap your name (top left) or **Start Using iCloud**.
2. Tap on **Start Using iCloud** and confirm that you are using the correct Apple ID.
3. Enter your Apple ID password and tap **Sign In**.
4. Tap your name (top left) and then **iCloud**.
5. Make sure that **Find My iPad** is set to **on**.

## Two-Factor Authentication:

At this point, your iPad will start to regularly suggest "Two-Factor Authentication" to you if it is not something you have already set on your Apple ID. We won't take the time to set it up now, but it's worth considering later. Two-factor authentication is a security feature that iCloud and many other systems (including the University's paycheck direct deposit) can use to verify your identity before important things about your account are changed. When you change something that's protected by two-factor authentication, you not only have to type your password, you also need to respond to an email or text message or phone call to confirm that you're really the one that made that change. It's a way to protect your information if someone guesses your password. You'll undoubtedly hear more about two-factor authentication during your time at the University. If you need help setting it up for any system, stop by one of the IT@UMN.EDU walk-in locations (<https://it.umn.edu/help>).

## If you lose your iPad:



1. Go to [www.icloud.com](http://www.icloud.com) on a computer, sign in with your Apple ID and click "Find iPhone."
2. Pick your missing device from the list of devices in the top center.
3. If your iPad is online, a map will show you your iPad's approximate location. You can make it play a loud sound, put it into lost mode (lock the screen and display a message of your choosing) or remotely erase all your data from it.

**iCloud Backup** is also enabled by default once you enable the iCloud service (double check this under **Settings > your name > iCloud > Backup**). It will back up much of the information on your iPad, including purchased music, TV shows, and books; photos and video in the Camera Roll; device settings (for example, Phone Favorites, Wallpaper, and Mail, Contacts & Calendar accounts); app data; app

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organization; Messages, ringtones, and more. You can control exactly what is backed up under **Settings > your name > iCloud**.

Backup will happen automatically if, **and only if**, the iPad is:

- Connected to the Internet over Wi-Fi
- Connected to a power source
- Screen locked

All three of these things must be true at the same time for the backup to take place. You can also manually start the backup. When connected to the Internet over Wi-Fi go to **Settings > your name > iCloud > iCloud Backup** and choose **Back Up Now**.

iCloud Storage is free for the first 5GB of space. When you use your iPad regularly for classwork, your backups may take up more than that. Apple offers tiered yearly plans at additional cost for more iCloud Storage or if you have a computer with iTunes installed, you can avoid paying for iCloud Storage space by using your computer to back up your work.

#### How to back up using iTunes on your computer:

1. Turn off back up to iCloud (**Settings > your name > iCloud > Backup > iCloud Backup** and tap the green switch).
2. Connect the iPad to a computer with the latest version of **iTunes** installed.
3. In most cases, **iTunes** will begin to sync and back up the iPad.
4. If sync and back up do not begin automatically:
  - a. In **iTunes** under **Devices** right-click (or control-click) the device name and select **Back Up**.

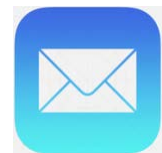
Because you will be using your iPad in your classes, you will end up with information on your iPad that is essential to your class grade. Make a point of intentionally backing up your iPad regularly, just in case. You might want to make a back up appointment on your calendar to remind you (look for instructions on page 12).

## Configure UofM Email on the iPad

You can access your UofM email and calendar using the Safari web browser app on the iPad, but it's much easier and faster to use the iPad Mail and Calendar app.

#### Configure the iPad to access your UofM email and calendar:

1. From the Home Screen, tap the **Mail** icon.
2. Select **Google**.



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3. Type your full UofM email address into the Email or phone blank (*username@umn.edu*).
4. Collapse the keyboard and tap **Next**.
5. When you get the University of Minnesota log in screen, type in your Internet ID and password and tap **Sign In**.
6. Select which items to **sync** with the device and tap **Save**.
7. After a moment, your email will appear.

**Your iPad is now ready for you to use, but we recommend continuing to explore. Here are some more things we think you will find useful.**

## Common Gestures

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Simple finger gestures make it easy to use an iPad. There are gestures for switching between apps, rearranging apps, and organizing them in folders. **Multitasking** allows certain apps to run in the background, so you can quickly switch between the apps you're using.

### Opening and switching apps and multitasking:

Open an app: Tap its icon.

Return to the Home Screen: Press the **Home** button or pinch five fingers together on the screen.

Copying & Pasting Text on the iPad: Press and hold over any word – a magnifying glass will appear over it. Release your finger and two things will happen. Buttons will appear above the selected word: **Select**, **Select All**, and if text has already been copied, **Paste**. The highlighted word is also surrounded by blue “handles.” Drag the handles to select the portion of the sentence or paragraph. Then tap on **Copy**. Move your cursor to another location by tapping within an editable document such as a note or email message. Three buttons will appear—**Select**, **Select All**, **Paste** should appear. Select **Paste**.

Access the Notification Center: Swipe down with one finger from the very top of the screen. This is an at-a-glance view of any notifications or alerts you may have received. Swipe right from here to get a customizable overview of your day.

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Access the Control Center and Multitasking Screen: Double-click the **Home** button or swipe up towards the top of the screen using four fingers. The right third of the screen is the Control Center. These controls include media player controls, airplane mode, wireless and Bluetooth on/off, AirDrop, do not disturb (silence notifications), mute or lock screen rotation (you can choose in Settings > General), Screen Mirroring, timer, camera and brightness controls.



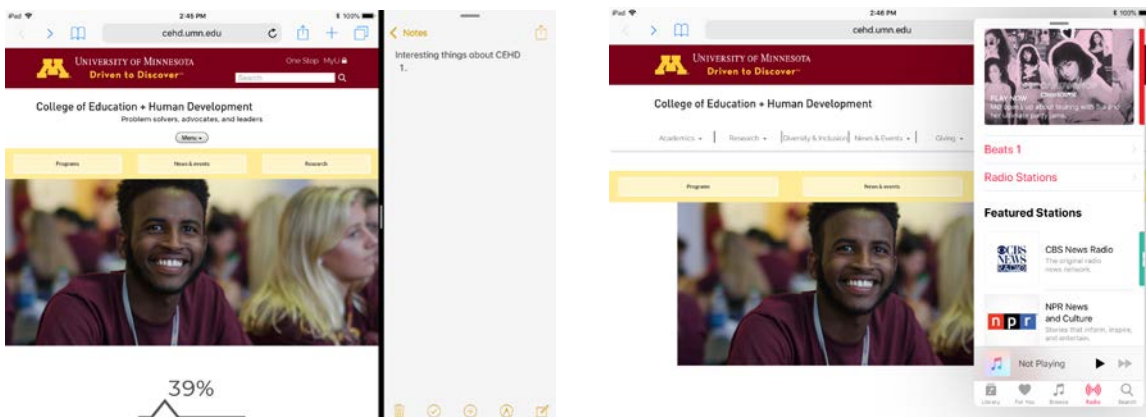
The left two thirds is the Multitasking Screen. It displays all the apps that you have been using. Flick from right to left to see more. Tap either an app or the Home button to close the multitasking screen.

Force an app to close: In the Multitasking Screen, swipe the app you want to close straight toward the top of the screen with one finger. Apps will return to the multitasking screen the next time they are used.

#### Toggle between apps:

While in an app, you can place four fingers on the screen and move your hand to the right or left to “scroll” in between all open apps. You can also use the Multitasking Screen to switch between apps.

Slide Over or Split Screen Functionality: You have the ability to use two apps at one time in a split screen mode, or to temporarily access one app without leaving another. Apple calls this ability “Slide Over.” To get a detailed primer on all the ways you can access this functionality, use the Safari app to visit the iPad User Guide at <http://help.apple.com/ipad/11/> and search for “Slide Over.”



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## Home Screen and App Dock

You can customize the layout of app icons on the **Home Screen** or any other screen—including the icons in the **Dock**.

### Rearranging icons:

1. Touch and hold any app until it jiggles.
2. Arrange the apps by dragging them to the desired location—including to and from the **Dock**.
3. Press the **Home** button to save your new arrangement (jiggling will stop).

### Create groups of icons:

1. Touch and hold any app until it jiggles.
2. Drag one icon on top of another icon and hold until a grey box appears around the icon underneath. Then let go.
3. You can name the group at the top of the screen (the iPad will suggest a name for you – just tap the circled X to type a new one). Tap outside the group to go up a level and find more icons to put in the group.
4. Press the **Home** button to save your new arrangement (jiggling will stop).

### Move an icon to another screen (creates a new screen):

1. Touch and hold any app until it jiggles.
2. While icons are jiggling, drag an icon to the right edge of the screen until a new screen appears.
3. Flick the page from left to right to return to a previous screen and drag more icons to the new screen. You can create up to 11 screens.
4. The dots immediately above the **Dock** show the number of screens you have and which screen you're viewing.

### Move from screen to screen:

Flick left or right, or tap to the left or right of the row of dots above the **Dock**.

### Reset the Home Screen to its original layout:



In **Settings**, go to **General > Reset**, then tap **Reset Home Screen Layout**. Resetting the Home Screen removes any folders you've created and applies the default wallpaper to your Home Screen.

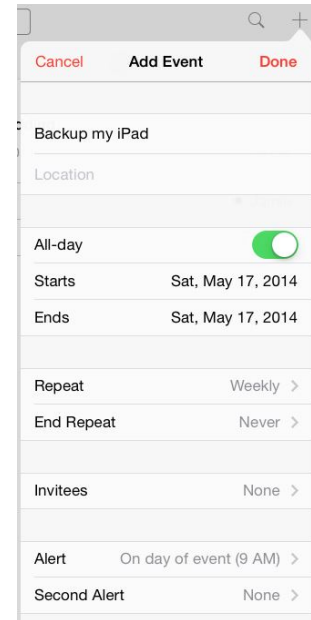
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# Make a Back Up Appointment

Now that your iPad's calendar can communicate with your UofM Google Calendar, you can set a repeating appointment to remind you to back up your iPad.

1. Tap to open the **Calendar** app.
2. Tap the + sign in the upper right corner to create a new event.
3. Under **Title**, type "Back up my iPad."
4. If you just want to associate the reminder with a day of the week, tap the slider next to "All-day." If you want to schedule a specific time, you can pick a Start and End time. Try to choose a time when you'll have everything you need to successfully complete a backup (see page 7 for the list of essential backup conditions).
5. Scroll down in the Add Event Window by dragging it up with a single finger.
6. Tap **Repeat** and then tap Every Week.
7. Tap **Alert** and then tap **On day of event (9AM)** (or **At time of event** if you set a specific time).
8. Tap **Add**.



Now you'll get a weekly reminder to back up your iPad. If you're in Google Calendar on a computer, you'll get a popup. On your iPad, you'll get a notification on the screen and in the Notification Center.

# Connecting to Wi-Fi Networks


You can use your iPad to connect to Wi-Fi networks anywhere you travel, whether it be a public library or a coffee shop or a home wireless network. Once you've set up a connection to a Wi-Fi network, your iPad will remember the network and automatically connect any time you're in range.

To connect to a new network:


1. Go to **Settings > Wi-Fi**.
2. Under **Choose a Network**, tap the name of the network you want to join.
3. At this point, your iPad will either successfully connect to the network, or it will give you a screen requesting additional information. If there was a padlock icon next to the name of the network, you'll be asked for a password or code. Good places to look for login information are near a cash register or checkout station, or on your receipt. Open networks (without padlocks) may ask you to acknowledge a user agreement.

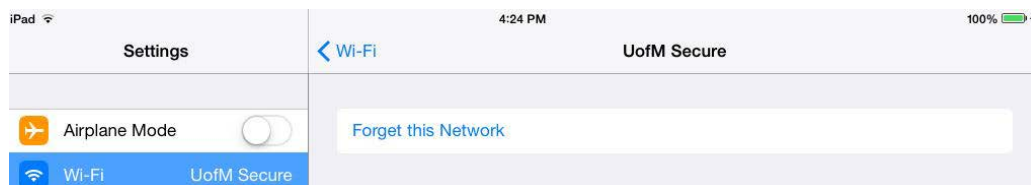
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- Once you are connected, you'll get a signal strength indicator in the upper left corner of your screen. iPad  You should now be able to access the internet.

From time to time you may find that your iPad will not connect to a previously set-up network, such as **eduroam** or that of your regular coffee shop. This will definitely happen when you change the password used to access the network (you need to change your UofM password every year). When this happens you will need to reset the network login information. Follow these steps to get the iPad to “forget” a network. Once a network is forgotten the login screen will appear after you select that network from the list of available networks (see step 1 under **Wi-Fi Setup** above).

- Go to **Settings > Wi-Fi**.
- Next to the network you want to rejoin, tap the circular information icon  next to the name of that network.
- At the top of the screen, tap the **Forget this Network** button. Confirm the change.



- Tap the **Wi-Fi** button at the top of the screen to return to the list of available networks.
- Follow the steps above for reconnecting to the network.

## Update the iPad's Operating System (iOS)

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Occasionally Apple releases updates to **iOS**. The updates fix software issues or add features and functionality. Some apps require that you have the latest version of **iOS** installed. You can update the iPad operating system wirelessly or by using iTunes on your computer.

### Update wirelessly on iPad:

Make sure you have backed up all of your data (see the earlier section on backing up).

Go to **Settings > General > Software Update**. iPad will check for available software updates. Follow onscreen instructions.

### Update software in iTunes on your computer:

iTunes checks for available software updates each time you sync iPad using iTunes. If an update is available, follow onscreen instructions.

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# How to Redeem iTunes Gift Code

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iTunes Gift Codes can be redeemed to purchase apps or iTunes music and videos.

1. Tap to open either the **App Store** app.
2. Tap **Apps** on the bottom navigation bar.
3. Tap the icon in the upper right corner of the screen and then tap **Redeem Gift Card or Code**.
4. If you are not already signed in with your **Apple ID**, you will be prompted to do so.
5. Your iTunes Gift Code is a 16-digit code which begins with an "X". (If you have an iTunes Gift Card this is printed on the back of the card). You can either use the iPad's camera to take a picture of the back of your gift card (tap **Use Camera** and follow the onscreen instructions) or enter your code manually. When done, tap **OK**. Once you have successfully redeemed your iTunes Gift Card, you will see a Thank You message.
6. Each time you make a purchase, funds will be deducted from the credit (the value of the gift code) until the credit is used up. Your balance is displayed under your name on the account screen.

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# Try these Apps!

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Many of these apps are free, some may cost money or have in-app purchases for additional functions.

## Take notes for class:

- **Evernote** (requires an Evernote account): Type and manage your course notes with this app. Your Evernote account enables you to keep a copy of all your notes in the cloud as well as sync them to all your devices running Evernote (phones, laptops, etc.).
- **NoteShelf, Penultimate** and **Notability**: All allow you to take notes using your finger or a stylus instead of a keyboard, just like you would with pen and paper. **Penultimate** is one of an entire suite of apps that can save their output in Evernote. You can get a full list from the Evernote listing in the Apps Store.

## Transfer and store files for homework:

- **Google Drive** (uses your UofM Google account): Allows you to store and share files across your devices by storing them on the cloud.
- **Dropbox** (requires a Dropbox account): Allows you to store and sync files across all your devices and with the cloud. You can share those files with anyone else who has a Dropbox account and it integrates into many iPad apps.

## Create and edit documents on your iPad:

- **Google Docs, Google Sheets and Google Slides**: With these free apps you can create and edit files stored online in Google Drive (see above). You can also edit files offline.
- **Microsoft Office for iPad**: Word, Excel and PowerPoint are available through the App Store. By themselves, they allow you read-only access to documents, but you can use your UofM account to access the University's subscription to Office 365, which will allow you to unlock the editing features. While not as full featured as the Windows and Mac versions of the programs, you can still read, edit, and save documents. For more information, visit <http://z.umn.edu/office365>
- **Pages, Numbers, and Keynote**: These apps from Apple allow you work with text documents, spreadsheets and presentations respectively. All three apps can successfully work with files from their Microsoft Office equivalents (Word, Excel and PowerPoint) if the files are relatively simple.

## Coordinate classroom communications:

- **Remind: School Communication**: Communications platform specifically designed for classroom use.

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**Video Chat or attend a video conference on the iPad:**

- **Hangouts:** Use this app to join a Google Hangout or to chat with Google users. Provides a seamless experience for both iPad and desktop users.
- **Hangouts Meet:** Similar to Hangouts, but with some added functionality for video conference meetings such as the ability to include people via phone.
- **Skype** (requires a Skype account): Video chat app.

**Express yourself—make a movie, draw a picture, or record sound:**

- **iMovie:** Apple's video editor. Make movies or trailers using still pictures and iPad video, record narration, and add sound effects and music.
- **Garageband:** This app has everything you need to record, mix, and play your own music, podcasts, or vocal performances.
- **Canva – Photo Editor & Design:** A free graphic design app that lets you edit photos, create posters and create picture collages.
- **Adobe Spark Post** (requires an Adobe ID): Easy to use poster maker app with templates in standard sizes.
- **Autodesk Sketchbook:** A free drawing/sketching/painting app.
- **Voice Recorder & Audio Editor:** Allows you to record, store, and easily organize voice recordings within the app. You can also trim recordings, upload files to Google Drive and other cloud storage spaces, share files with other via email, as well as export audio files iMovie, Explain Everything, and other voice recording apps. *(Note: University policy states that students are not permitted to record any part of a class, lab or other session unless explicitly granted permission to do so by the instructor).*

**Create presentations for your courses:**

- **Slides:** Integrated with Drive, this is Google's presentation builder. It is compatible with PowerPoint and Keynote.
- **PowerPoint:** Microsoft's presentation tool is available for free through the University. For more information, visit <http://z.umn.edu/office365>
- **Keynote:** Apple's presentation tool—similar to PowerPoint. The app has many editing tools and can display both Keynotes made on a computer and simple PowerPoint presentations.
- **Explain Everything Whiteboard:** A versatile and interactive white-board combined with a screen recorder.
- **VoiceThread:** An app for creating collaborative online multimedia presentations. This tool creates visual conversations—good for digital storytelling or group work. The app can be configured to work with your UofM VoiceThread account.

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**Watch video:**

- **YouTube:** View, rate, and comment on online videos.
- **Vimeo:** Gives you access to user-generated videos—similar to **YouTube**.
- **TED:** This app gives you access to videos from TED—an organization dedicated to innovation in Technology, Entertainment, and Design.

**Don't miss a Tweet:**

- **Twitter** (requires a Twitter account): Gives access to your Twitter account.

**Access learning resources:**

- **iTunes U:** Provides access to thousands of free learning resources (from Quantum Physics to Guitar Lessons).
- **Browzine** (requires a University of Minnesota Internet ID): A browsable newsstand of the University of Minnesota Libraries' top journals. Easily find, read, and monitor thousands of scholarly journals directly from your iPad.
- **Lynda.com** (requires a University of Minnesota Internet ID): A library of online training videos that provides access to more than 1,700 courses for all skill levels in more than 140 specialties.

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# Glossary

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**Accessibility:** Features designed to make the iPad easier to use for those users who are deaf or hard of hearing, blind or have impaired vision, or have impaired physical or motor skills. The features can be enabled in **Settings > General > Accessibility**.

**AirDrop:** A quick and easy way to share information (such as Contacts or Photos) with other nearby Apple devices using the same wireless network. Check out <https://support.apple.com/en-us/HT204144> for more information and instructions.

**App:** Short for "application." The programs you download and run on a smartphone or iOS device. Many apps are free.

**App Store:** Apple's digital store for apps. You access the App Store through the App Store app (built-in on your iPad) or through the iTunes program on a Windows or Macintosh computer and log in with your **Apple ID**.

**App Switcher:** Apple's **multitasking screen**, accessible by double clicking the **Home** button.

**Apple ID:** An email address registered with Apple, used for logging into the Apple Online Store and registering your iPad with Apple (see **Set Up Find My iPad**). Also known as an iTunes account.

**Badge:** Small round additions to icons with either a number or a minus (-) sign. For example, when a badge appears on the mail icon it indicates the number of unread email messages.

**Banner notification:** Notification that rolls down from the top of the screen to alert you to new messages.

**Bluetooth:** Bluetooth is a wireless technology used for exchanging short-range (under 30-feet) data between electronic devices. Apple supports Bluetooth for wireless phone headsets, stereo headsets, and keyboard connections.

**Cloud, The:** The generic term for online file storage. Many apps offer access to online storage space that syncs with your files on your various devices (phones, computers, iPad). Some examples are Apple's iCloud, Google Drive, Dropbox, and Evernote.

**Dock:** Special row of icons or Folders along the bottom of the iPad screen that do not change when you swipe between screens. It includes both apps you've recently used and apps you place on the Dock.

**eBook:** The generic term for an electronic text, usually book-length, that may consist of images, text, or both. Some eBooks may also include interactive elements. All are readable on computers or mobile devices such as the iPad.

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**FaceTime HD Camera:** aka front camera. Can be used for more than FaceTime (Apple's video calling app).

**Folder:** An icon representing a group of apps. They are created by dragging an app on top of another.

**Home Button:** The physical button on the front of the iPad. Used to wake, return to the **Home Screen**, cycle between the **Home Screen** and **Spotlight Search** screen, open the **Fast App Switcher**, and optionally enabled **Accessibility** features.

**Home Screen:** The first screen of app icons. See **Screens**.

**iBooks:** Apple's eBook reader. It handles the standard ePub, iBooks (Interactive Textbook), and PDF formats.

**iCloud:** A suite of Internet-based services from Apple. With up to 5GB of free storage, it includes back up of email, contacts, and calendars, and automatic synchronization of content (photos, videos, and documents) between compatible devices.

**iOS:** Apple's mobile operating system (OS)—the software that powers the iPhone, iPod touch, iPad, and Apple TV, which can be referred to collectively as iOS devices.

**iSight camera:** aka back camera.

**iTunes (for Windows or Macintosh):** Apple's media player software. It can be used to manage music, movies, TV shows, apps, books, and other media. It can also be used to back up your iPad and purchase apps from the **App Store**.

**iTunes Store:** Apple's digital store for purchasing music, movies, TV shows, and apps, and downloading podcasts and other media. You access the iTunes Store through the Music or iTunes Store app (built-in on your iPad) or through the iTunes program on a Windows or Macintosh computer and log in with your **Apple ID**.

**Lightning Connector:** Apple's proprietary interface used to connect iPad to a Mac or Windows PC via USB for syncing, or to connect to a variety of accessories for charging, audio, video, and more. Requires a special cable (that comes with the iPad) to connect to a computer.

**Messages:** A system for sending free text and multimedia messages from one iOS device to another over cellular or Wi-Fi networks.

**Multitasking:** A feature of iOS that allows applications to perform specific tasks in the background while you are using another application.

**Multitasking Gestures:** Use four fingers to: pinch to the **Home Screen**, swipe up to reveal the **multitasking screen**, or swipe left or right to switch apps.

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**Notification Center:** Swipe down from the top of the screen to view a list of recent notifications.

**Photo Stream:** Part of iCloud, Photo Stream stores your last 30 days or 1000 photos online and syncs with all your iOS devices.

**Picture in Picture:** Multitasking feature allows you to use apps while watching video.

**Screen Mirroring:** The ability to share what you see on your iPad with another screen, usually a TV or monitor. When you're sharing to an AppleTV, it's called AirPlay.

**Screens:** Pages of app icons.

**Sleep/Wake Button:** Physical hardware button on top edge of iPad. Used to power on, wake from sleep, put to sleep, and power down iOS devices.

**Split View:** Multitasking feature that allows you to use two apps at the same time.

**Spotlight Search:** Accessible by swiping left to right, or inside Apple apps like Messages, Mail, Contacts, Music, etc. Performs text-based search of iPad contents including contacts, apps, music, podcasts, videos, audiobooks, notes, mail, calendar events, and SMS messages.

**Sync:** Short for synchronize. This process shares information between accounts or devices.

**Twitter:** One of the most popular social networks. Built on micro-blogging and limited to 140 characters.

**VPN:** (Virtual Private Network) provides secure access over the Internet to private networks such as the UofM's network.

**Wi-Fi:** Commonly refers to wireless networking, as opposed to data services through a wireless phone company such as Verizon.

## Source Material

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**Apple's iPad User Guide:** <http://support.apple.com/manuals/iPad/>

**Apple's Knowledge Base:** <http://support.apple.com/>

**iMore.com's iPad Glossary:** <http://www.imore.com/glossary/>

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# Where to Go for Help

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Should your iPad get lost, stolen, or damaged, contact your student advisor. Your advisor is a good first contact with issues related to your CEHD iPad. If you need technical assistance, here are some resources that may be able to help you.

## Mobile Learning Site

CEHD has an online resource for mobile learning and the iPad. This site contains tutorials specific to your First Year Experience and also a bunch of handy tips for prolonging your battery life. Direct any browser to <http://academics.cehd.umn.edu/mobile/student-support/>

## Academic Technology Student Support

CEHD's Academic Technology Services offers support for students through in-class demonstrations and workshops, drop-in workshops outside of class time, and email-based direct support. You can contact Academic Technology Student Support at [iPadhelp@umn.edu](mailto:iPadhelp@umn.edu)

NOTE: This email is monitored during regular business hours Monday through Friday. Inquiries sent on the weekend may not be answered until Monday.

## iPad User Guide.pdf

This is Apple's detailed documentation on all things iPad. See the **Two Useful Tools** section (page 8) for instructions on how to download the user guide or access an interactive version at

<http://help.apple.com/ipad/11/>

## M Tech Store

The M Tech Store at the UofM Bookstore in Coffman Memorial Union has a wide range of iPad accessories that can help you protect and use your iPad more effectively. If your iPad is damaged and needs repair, take it to the M Tech Store. You can also speak with an Apple Certified technician and get your questions answered by the Bookstore's Apple experts.

<http://bookstore.umn.edu/>

## Technology Help

IT@UMN offers free drop-in tech consultations at locations on the East Bank, West Bank, and St. Paul campuses. For a complete list of services and locations visit the Technology Help web page at <https://it.umn.edu/help>. This is the best place to go for help if you want to configure the iOS Mail and Calendar apps to interact with your University Gmail account or if you have questions about two-factor authentication.

For iTunes Store terms and conditions that you can read at your leisure, go to

<http://www.apple.com/legal/internet-services/itunes/us/terms.html>

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# Returning your iPad

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When you return your iPad to the College, you must clear all the contents and settings following the instructions below. If you fail to return your iPad, or return it in a damaged or unusable condition, your student account may be charged the replacement cost.

There may be three different kinds of apps on your iPad once you've been using it for a while.

- The apps that came with the iPad are part of the iOS and will be present (in one form or another) on any other Apple iOS device.
- Apps that you "purchased" with your Apple ID belong to that Apple ID and not the individual device you used to make the purchase. You can install them on any Apple iOS device you may own in the future. You can see a list of these apps by going to the App Store app and tapping **Purchased**.
- The classes you have been enrolled in may have had apps purchased for you by CEHD. These apps will not follow you to another Apple iOS device. If you have used them to create content you would like to save, you should export that content before you clear the iPad for return. Most apps have the ability to email yourself the content, some may also offer the ability to save to the cloud (Dropbox, Google Drive, etc). Please be sure you export your content **BEFORE** you follow the instructions below.

You may return your iPad, charger and cable at any time by bringing it to the receptionist in the CEHD college office (104 Burton Hall). Watch your University email for instructions regarding where and when you **must** return it.

Follow these steps to clear all of your data and settings.

1. Start the **Settings** app.
2. In the left-hand panel, tap **Wi-Fi** and make sure you are logged into a wireless network.
3. Select **General** from the left panel.
4. Scroll to the bottom of the right panel and select **Reset**.
5. Tap on **Erase All Content and Settings**.
6. Enter your iPad passcode if requested.
7. Confirm that you want to **Erase** (you may be asked up to three times).
8. Enter your Apple ID and password if requested.
9. Select **Erase** and wait for it to complete.
10. Make sure your iPad is fully charged before you return it so that we can immediately confirm your information has been cleared.

If you have updated your iPad's iOS (see page 13), these instructions may or may not be exactly correct any more. If you have trouble, please check the email with iPad return instructions, ask your student advisor or visit UofM Technology Help (see page 21).

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<http://help.apple.com/ipad/11/>