District School Board
Ontario North East

iPad Guide

Common iPad Icons

Tips for when your iPad is unresponsive

If your iPad becomes unresponsive, a hard shutdown may be required. For example, if the screen is not responding to touch, or you home button is unresponsive, perform the following steps:

1. Hold down the Power and home button at the same time for approximately 10 seconds.
2. Ignore the "Slide to Power Off" bar across the screen. When it appears, just keep holding the two buttons until you see the iPad screen go black and then see the Apple logo on the screen as it restarts.

Tips for using your camera to capture learning (Screen Shot)

1. Take a screen shot of the sheet. Do this by first pressing the top power button, then the home button simultaneously. You will hear a "click".

2. You can find your entire collection in both the Photos app and the Camera app on your iPhone or iPad. Touch the photo (screenshot) you would like to edit. Touch "edit" in the top right corner.

3. Crop your photo to maximize working space. Touch edit. Next, touch to crop tool on the left of your screen. Touch and drag the corners and edges of your image. You are ready to markup the document.

4. Touch the "more" button at the top right ⚬⚬⚬. Next, touch the markup tool Ⓐ. Choose your pen style. Double-tap to change thickness. You can use this to write. Choose the ⊕ if you need to add a text box. Click "Done" when you are finished. Your edited image is saved.

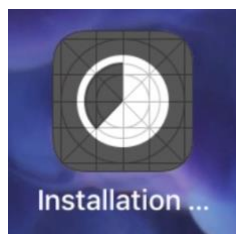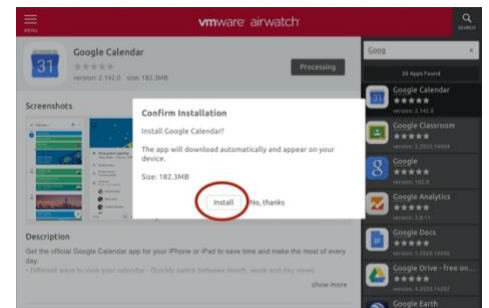**Tips for downloading new applications to your iPad**

Application downloads to DSB1 iPads are controlled. Students are able to download applications that have been pre-approved for student use. As such, you cannot download applications from the Apple App Store. Students have access to an application catalog.

1. Locate the Catalog on your iPad. You can do this by performing a search from your Home Screen. From the top-centre of the screen, swipe down with one finger so that the search appears. Type "catalog".
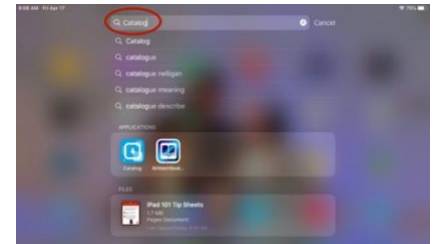
2. Once you are in the catalog, type the name of the application you need into the search bar. When you see it appear below the search bar, touch it to select. Next, you will choose the "install" button. You will see a notification that your request has been received.

   If you check your home screen and do not see the application downloading, reopen the catalog and repeat the process of searching and installing the application. Requests often need to be made twice. Once you request "install" a second time, you should see it on your home screen.

Tips to reset your student Google account

When downloading a new application, students often have to login to the tool using their Google student account (GAFE). The student email is set up as: FirstnameLastname@gafe.dsb1.ca

The student is then prompted to put in their password linked to their student GAFE account. If they cannot remember this password, they will need to request to have it reset.

You can contact a DSB1 Technician to do this for you right from your DSB1 iPad. To do so, follow these steps:

1. Locate the "Catalog" on your iPad. You can do this by performing a search from your Home Screen. From the top-centre of the screen, swipe down with one finger so that the search appears. Type "Help Desk".

2. Once you locate the icon, ![Help Desk icon] touch the icon. This will bring you to the DSB1 website. You will choose the middle option "Get Help - Report a problem". You will then fill in the required information. A technician will respond and provide a new temporary password.