I've got my iPad – what now….?:

The iPad is the property of GCC.

Included with your 10.2 inch iPad (7th Generation) 128GB with WiFi, is a Dux Plus Case, Zagg keyboard, and Lightning to USB Cable and Power Adapter.

We recommend that you use a microfibre cloth when cleaning the screen.

The Dux Plus cover provides the best-on-class protection for your iPad Pro 12.9-inch device. It's on/off cover wakes and turns off your iPad to save your battery life. Along with integrated storage for an Apple Pencil (or alternative Crayon accessory), the Dux Plus features a patented magnetic closure, reinforced corners and transparent back panel to protect your iPad from inadvertent drops. Designed with input from educators and IT professionals, the Dux Plus has been selected as it withstands the unique rigours of the classroom, work and everyday environment.

Click on the link for more info: https://youtu.be/-gq1zuzlGxQ

Your Zagg Wired Keyboard lets you transform your iPad into a writing tool. Now you can interact with media and text and dramatically increase your productivity. The 18-inch cord instantly connects to any Apple device with a Lightning port. In a classroom setting, wired keyboards eliminate the frustration of pairing multiple Bluetooth® keyboards with corresponding tablets.

Read on for some more information about how to use your charger & keyboard. After you've read through this, follow the steps, which will show you how to wake up / switch on your iPad and how to get you set up.
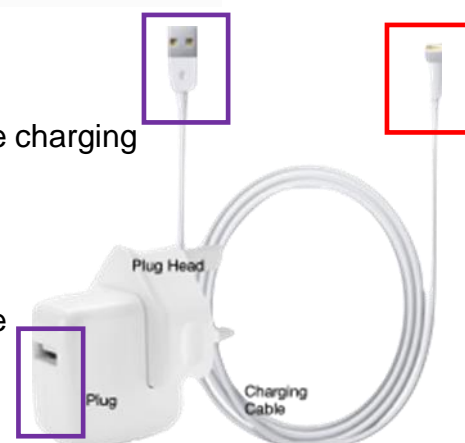
How to charge your iPad:
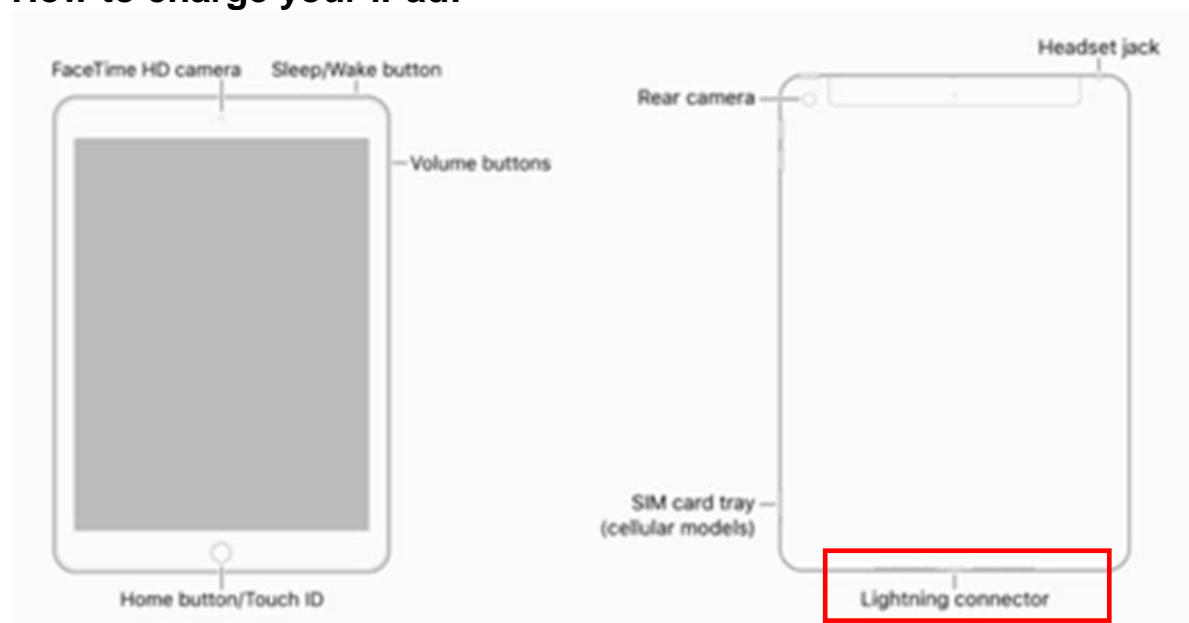
Assembling your charger:

Your charger will come in three parts (the plug, the plug head and the charging cable).

Remove the plastic/paper covering from all sections.

Slide the plug and plug head together and insert the USB end of the charging cable into the plug.


Using your charger:

Your charger cable should be inserted into the lightning connector port on your iPad. Once you have inserted the charging cable into the lightning connector, plug the charger into an electrical socket and your iPad will begin to charge.

If your iPad does not turn on, it could be that it has run out of charge during transportation. You will need to charge your iPad for around half an hour to charge it enough to set it up. After a few minutes of charging, you will see the low battery icon appear on the screen of your iPad.

If within half hour, you still do not see the charge icon, make sure the USB cable, the power adapter and connector are working. Make sure each piece is securely inserted and / or plugged into the plug socket. Perhaps try another charger, if you have one and check the plug socket. If you are still having issues, please contact the Connected Learning Team. Contact details will have been emailed to you.

How to use your keyboard:
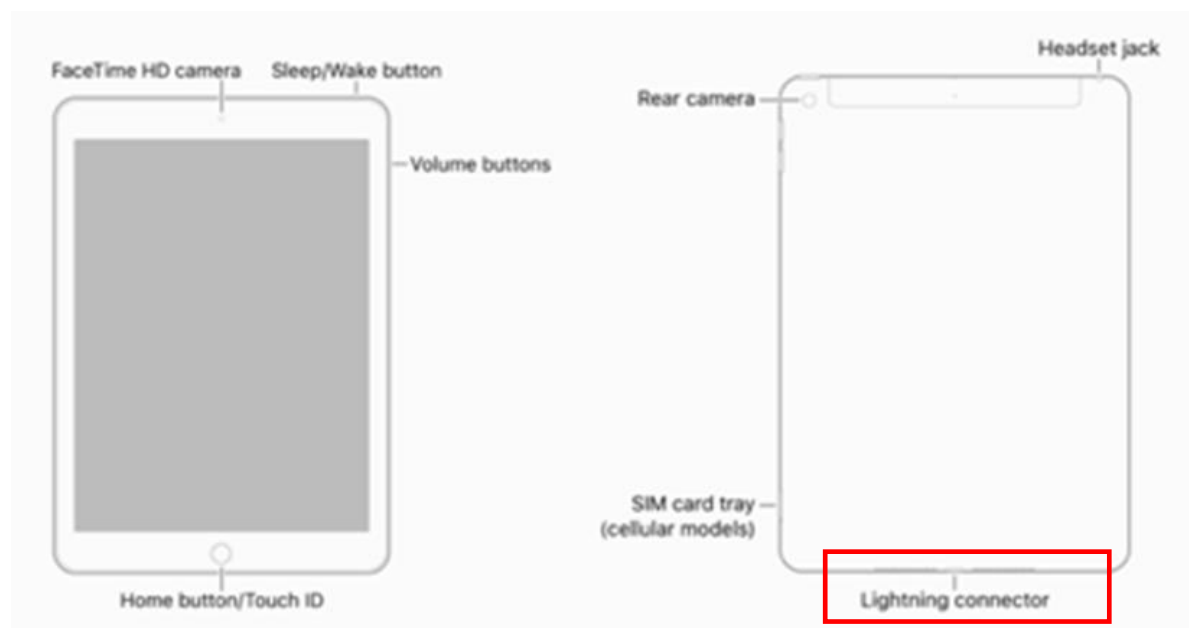
Attaching your Keyboard

Insert the cable from your Keyboard into the Lightning connector on your iPad.

This will allow the keyboard to be used. No other set up is required. To start typing, tap the screen where you want to type and begin typing.

Each time you want to type in a new area, please ensure you tap that area on the screen and then you can begin to type.

Please note: As the keyboard and charger use the same port on the iPad, you cannot charge your iPad and use your keyboard at the same time.

How to turn on / off your iPad:
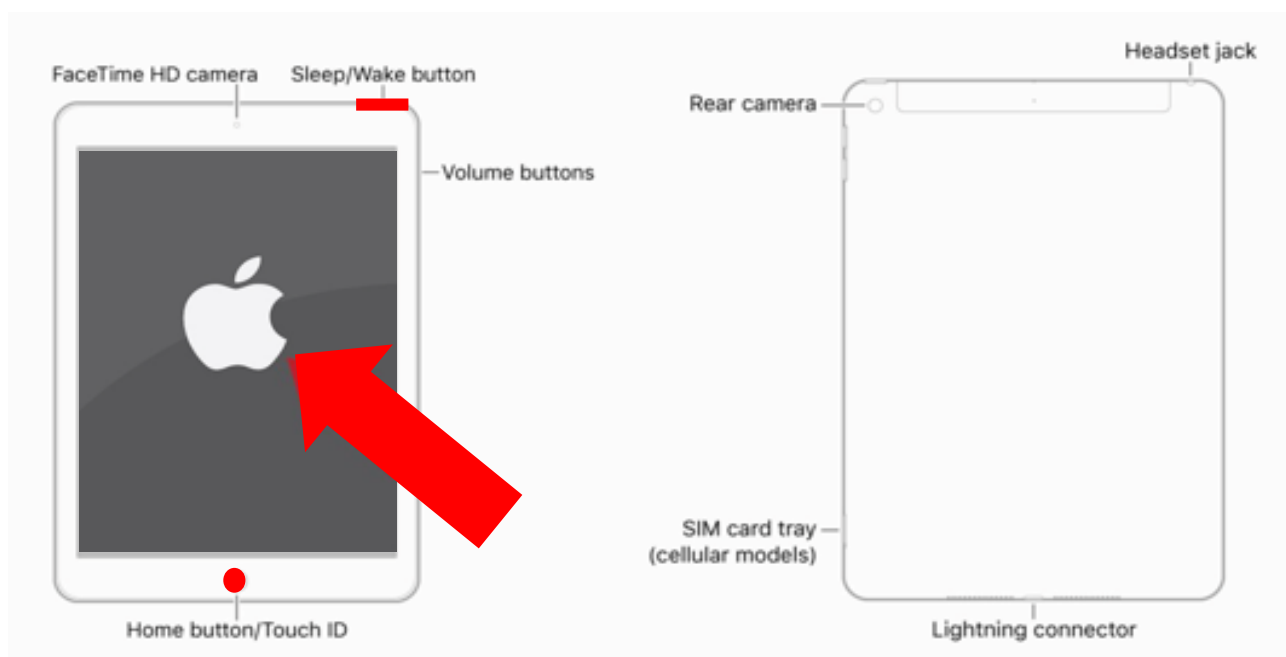
Turning your iPad on

To turn your iPad on, hold in the Sleep/Wake button until you see a white apple appear on the screen. Once this happens, take your finger off the button and the iPad will turn on. This may take a few seconds.

Please note: The first time you turn on your iPad you might be met with a "Welcome" screen (you will see the word welcome in various languages). To gain access past the welcome screen press the Home button. If your iPad does not turn on, it could be that it has run out of charge during transportation. Please go back to the "How to charge your iPad" instructions.

Turning your iPad off

To turn your iPad off, hold in the sleep/wake button until you see 2 options (slide to turn off/cancel). Slide your finger along the 'slide to turn off' message and your iPad will then completely switch off.

Restarting your iPad

You may want to restart your iPad every now and then if it is having any problems loading or it seems to be running slowly. Restarting is always a good way to troubleshoot before trying any other options. It's simple and will not harm your iPad. Just turn off, wait for a couple of seconds and then turn back on as above.

Force your iPad to restart only as a last resort:

You can force a restart even when buttons are not responding, or the screen is blank or black. Force a restart only if you have already tried other methods.

- Hold down the sleep/wake button and the home button at the same time. Keep holding for at least ten seconds.
- Stop holding when you see the Apple icon.
- Swipe right to use your iPad.

What do I need to know for Remote iPad Registration?

Once you have collected your iPad and accessories, please allow for an hour to setup and register your device. You will also need to complete a sign-off form to confirm that your iPad is setup correctly.

You will need the following to hand when you set up your iPad, and if you wish to join your virtual set up video call with a member of the Connected Learning Team:

1. Internet connection – if you are at home, you will need to know your WiFi name and password. This is how the iPad pulls down information to allow you to setup.

2. 6 digit "passcode" – this is a PIN number to unlock your iPad. It cannot be ascending / descending numbers.

3. Your mobile phone or a landline number - this is for security so that you are able to change the temporary password allocated to you to something more personal, unique & secure.

4. Apple ID & temporary password – this will have been emailed to you. You will also need to think about a new password. Like your Glow password, this should contain 8 characters which includes a symbol, uppercase, lowercase & number.

5. Your AD account login & password (how you would usually logon to your work computer)

6. Your Glow email and password to access GLOW tools e.g. Microsoft / Google applications and links to educational content and sites.

The best way to access the setup process is with another device (laptop / tablet / smartphone), using the following link to a Teachable course called "Remote iPad Deployment", which has videos and tutorials:
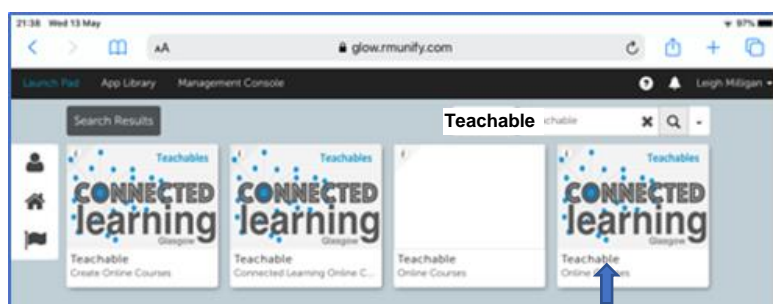
https://connected-learning-glasgow.teachable.com/p/remote-ipad-deployment/?preview=logged_out

or,

You can also access Teachable via GLOW.
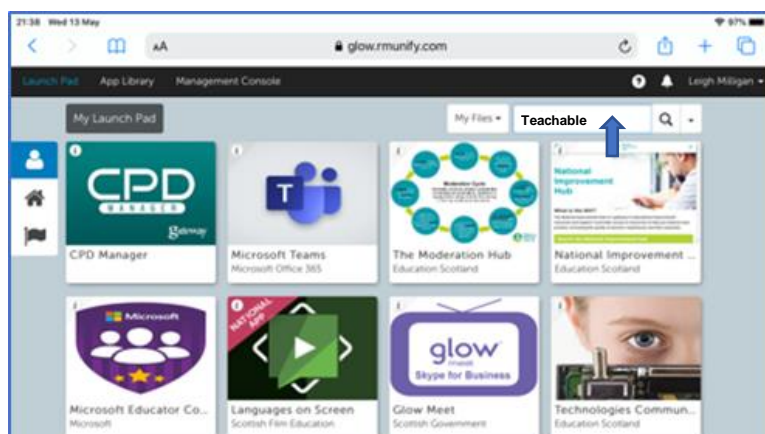
Search for Teachable and click on the tile.

If you have never accessed Teachable before, you may be required to register & sign in. Use your glow email for this.

If you would like step by step instructions with a member of the Connected Learning Team, taking you through the process, you can join an Interactive Session via Teams.

These sessions will take place 10:00-11:00 & 15:15-16:15 during your "registration days".

You can also email the team to help with any issues you may have, whether this is an issue with your device, password reset or "how to….." training.

Contact details of this support desk will have been emailed to you. Please do not hesitate to get in touch.