

The icon below is for Gmail. This is used to access your emails.



This icon is used to access Google Chrome. This is how you access the internet on your iPad.



This icon is used to access your Google calendar.



This Icon is used for Google Sheets. This is a program similar to Microsoft Excel. Use this to create and view spreadsheets.



This icon is for Google Docs. This is a program similar to Microsoft Word. Use this to create and view word documents.



This icon is for Google Drive. This is used to store and access files that are only accessible while connected to the internet.



This icon is for accessing Zoom.



This icon is used for taking notes



This icon is used to access the iPad settings





This button allows you to go to the home screen by holding down the button. This will minimize all of your apps.

This button will also allow you to switch between your apps by double clicking the button and selecting the app you want to use.

Note: This button will always be on the display and will dim when not in use.

To completely close an app, double click on the home button and swipe up on the app you would like to close.



To power on, press and hold the button on the upper left edge of the tablet



To power off the tablet, press and hold the power button along with the volume up button until you see **Slide to power off**. Swipe the icon to the right to power off.



To unlock the Ipad, swipe up from the bottom of the screen or press enter on the keyboard

Enter your 4 digit pin to unlock the ipad

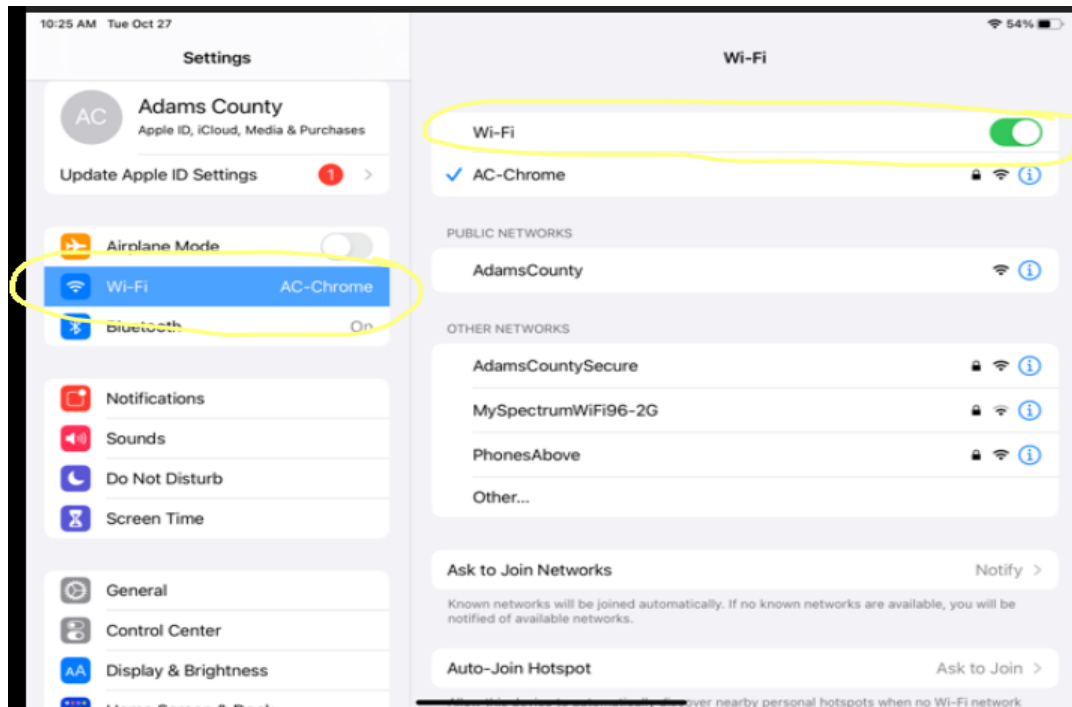
To turn off the screen, press the power button once or close the ipad case

If you find the device freezing up or not working as it is supposed to. Close all apps and power cycle the device. If this does not fix the issue, try a hard reset on the device. To perform a hard reset the ipad, press the volume up once, next the volume down once, and finally press and hold the power button until you see the apple logo on the screen. The device will power back on after resetting.

To connect to wifi tap the settings gear icon



Select the wifi icon

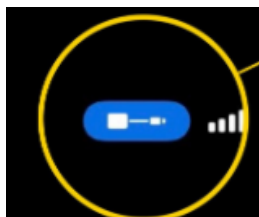


Select the network you want to join, enter the network password, and wait for it to join.

When using your headphone adapter, sound may come out of the iPad itself instead of the headphones.

To fix this issue, unplug the adapter, and make sure something that has sound is playing. (This can be a zoom meeting or video as long as you have sound playing through your ipad). Plug the device back into the Ipad and it should work through the headphones.

The Ipad does not like to detect the headphones unless there is already sound playing. You will know it recognizes the device when the sound on the ipad turns off and you will see the adapter icon appear in the top right corner.



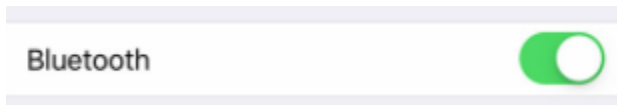
When entering a Zoom meeting you will see a prompt for using audio. When prompted select **“Call using internet audio”**



To connect a bluetooth mouse to your iPad open the Settings icon.



Scroll to Bluetooth in the left column. Make sure bluetooth is enabled



Turn on your bluetooth device and put it into discovery mode. This is usually done by pressing a button on the device you are trying to connect to the iPad. See your device manual for more information.

When the device is in discovery mode the device will appear on the iPad. Select the device you want to connect and select, pair when prompted. The device should now say, connected next to it.



To update your device open the settings icon



Select General in the left column

Select Software update

Select update and let the update run

Your Ipad has auto updates enabled. You will receive a popup when a new update is available. You can update at that time or you can update overnight by making sure the iPad is plugged in and turned on overnight.

To update an app select the utilities icon on the home screen.

Select the App store icon



Select the person icon in the top right corner



A popup will appear

Scroll down and select update all

You will see the apps updating on the popup window.

VIDEO LINKS

How to pair a bluetooth device.

<https://www.youtube.com/watch?v=urGuWXMD7KA>

How to turn off and on the iPad.

<https://www.youtube.com/watch?v=DQL3iTmeX8c>

How to use the split screen on the iPad.

<https://www.youtube.com/watch?v=P-QojOV4Rb0>

How to close apps on the iPad.

https://www.youtube.com/watch?v=u8_fQAKWTWE

How to hard restart the iPad if it is not working properly.

<https://www.youtube.com/watch?v=pT2mKSTIM6M>