

CLEANING: **Only use electronics grade isopropyl alcohol 99% pure.** DO NOT use lower grade alcohol, as it can cause corrosion and water damage.

Password to iPad: **maker1**

Basic Navigation:

1. Use home button or pinch with 5 fingers to **return to home screen**
2. Double tap home button or swipe up with 1 finger to **show recent apps and apps in dock**
  1. In app preview, swipe up to **close** that app




Apple Pencil:

1. Always **store** apple pencil **tip down** in pen holder on side of iPad
2. Turning on & connecting the pencil
  1. **Remove cap** at end of pencil and **plug pencil into iPad**
  2. Navigate to settings > bluetooth > devices
    1. If pencil does not connect, plug pencil into iPad and unplug
    2. Accept pairing request popup
3. Turning off the Apple Pencil. Battery
  1. Open settings > bluetooth > select the "i" icon next to apple pencil in device list > forget this device
4. **Checking battery life** of Apple Pencil
  1. Swipe from left side of screen to reveal battery percentage data
5. **Charge apple pencil** by plugging into iPad



Screen recording:

1. Settings > Control Center > control settings
2. **Swipe down** from **upper right corner** of screen
  1. **Force touch** (hard push & hold) the **record button**
  2. Choose **microphone on or off** for recording voice during videos
  3. \*All recording/photo data will be shared among all iPads
  4. **Tap on screen recording icon** to begin screen recording



Using the notability app:

1. **Draw & write** by selecting the **pen icon** or other tools in **navigation bar** on the top of screen
  1. Change color, thickness, and etc.
  2. **Eraser**: will erase entire drawing path by selecting that path
2. Insert media (screenshots, images, etc) by selecting the “+” icon in the top right corner
  1. Take a **screenshot** by **clicking the power button and home button at the same time**
  2. **Re-position media** by **selecting with 2 fingers**
  3. **Scan documents** and insert
3. Select hamburger icon near top right corner of screen
  1. Change paper type
4. **Undo & Redo icons** located in top navigation bar
5. **Scissor tool** (located in top navigation bar) for **repositioning objects**
  1. Select text or drawings by drawing around the object
  2. Once the object is selected, you can reposition it
6. **Pages icon** in top right corner of screen
  1. Add new pages, delete pages, reorder pages
7. **Share icon** near left of top navigation bar
  1. Share with students



Using Zoom:

1. Create a **new account** (free for educators) and log in
2. Select **start video**
3. Have students **join your meeting** using the **meeting code** on the top of the screen (10 digits)
  1. Your **meeting code will be the same** for all meetings started on your account
4. Have all students **mute** their line during lectures.
5. Share your screen