# Table of Content

A – Introduction
B – Digital Natives and Professional Development
C – SAMR Model for Technology Integration
D – iPad Basics
E – iPad Touch Screen Navigation
F – Settings: Wi-Fi and Apple TV
G – Email Setup
H – Staff APPs
I – iBooks
J – Photos
K – Safari Web
L – Screen Capture
M – iPad Peripherals
N – Student APPs
O – Printing
P – File Management: Email and AirDrop
Q – Class Management & Student Training
R – Communication & Sharing with Staff
S – Getting Assistance
T – Cooperative Learning, Differentiation, Strategies for Implementation
U – Digital Citizenship
V – Web “APPs”
W – iPad Resources

Appendix A – 2014-15 Professional Development Calendar
Appendix B – Saturday Training Opportunities
Appendix C – iPad Facilitator Role
Appendix D – Monthly APP Focus / District-wide
Appendix E – APP Visuals & Descriptions
Appendix F – APP Guides/Tutorials
Introduction & Background - the OPS iTeach/iLearn Elementary iPad Initiative

Background Information and Goals

The passing of the 2013 Bond in Olathe Public Schools allowed the district to move forward with investigating and testing a variety of technologies to determine the best solution for increasing student access at the elementary level through a “proof of concept” period. As a result of several months of testing, a recommendation for an iPad deployment at a 2:1 ratio (2 students per 1 iPad) was approved by the Board of Education in June, 2013. This initiative has been named the iTeach/iLearn initiative and will provide all district elementary students with the opportunity for increased and equal access to technology to promote student learning and engagement. The Olathe Public School strongly believes this iPad deployment at a 2:1 ratio promotes collaboration and enhances the development of social skills, problem-solving skills and team-building.

It is essential each student’s early educational experience provides the student with daily opportunities for academic independence as well as development of creative and critical thinking skills. A technology-infused education mirrors students’ technology-infused life outside of their school day and better prepares them for a future where these skills will be needed. Using the research-based SAMR Model of Technology Integration and through a thorough and ongoing training and professional development plan, the district will provide the support, direction and leadership to promote the goals of this initiative in each classroom in the Olathe Public Schools: increased student learning and student engagement.
Who, What, Where: The Details

2:1 Student iPads
- All Pre-K through 5th grade elementary classrooms will receive iPads for students at a 2:1 ratio. Example: 17 students : 9 iPads
- Student iPads will not leave the school building, will not be taken home.
- Library Media Centers will receive 10 iPads for student use in the LMC – and will fluctuate in numbers throughout the school year when class sizes change/enrollment changes.
- Resource and Gifted classrooms will receive 6 iPads per school building and will share as needed.
- ELL classrooms will receive 6 iPads per classroom.
- Title I Reading classrooms will receive 4 iPads per classroom: Title I Math will receive 3 per classroom.

Teacher iPads
- All Pre-K through 5th Grade classroom teachers will receive an iPad for instruction.
- Title I Reading and Title I Math teachers will receive an iPad for instruction.
- Library Media Specialists will receive an iPad for instruction.
- ELL teachers will receive an iPad for instruction.
- Resource and Gifted teachers will receive an iPad for instruction.
- Center-based Resource teachers will receive an iPad for instruction.
- Vocal and Instrumental Music teachers will receive an iPad for instruction.
- Art teachers will receive an iPad for instruction.
- PE teachers will receive an iPad for instruction.
- CLAs will receive iPads to support instruction in the classroom and during Computer Lab time.
- Other certified staff responsible for teaching students will also receive an iPad for instruction.
Digital Natives – Digital Immigrants

Professional Development Schedule 2014-15

Something to think about...

Digital Natives – Newer Educators to the Field (born immersed with technology)

Digital Immigrants (have not grown up with digital/technology immersion)

Rip Van Winkle awakens in the 21st Century after a hundred-year snooze and is, of course, utterly bewildered by what he sees. Men and women dash about, talking to small metal devices pinned to their ears. Young people sit at home on sofas, moving miniature athletes around on electronic screens. Older folks defy death and disability with metronomes in their chests and with hips made of metal and plastic. Airports, hospitals, shopping malls—every place Tip goes just baffles him. But, when he finally walks into a schoolroom, the old man knows exactly where he is. “This is a school,” he declares. “We used to have these back in 1914. Only now the blackboards are white.”
2014-15 Professional Development Calendar

See Appendix A

See the schedule for the year at a glance with respect to planned professional development and training opportunities.

Saturday Training Opportunities

See Appendix B

Come and connect and share with your digital native and digital immigrant colleagues on a Saturday throughout the school year. Earn professional development points and return to your building to share ideas for implementation and impact on staff and students.
Teaching above the Line

The SAMR Ladder – A Research-Based Model for Technology Integration

Substitution: [ENHANCEMENT]

- What will I gain by replacing the older technology (or no technology) with the new technology?

Moving from Substitution to Augmentation:

- Have I added an improvement to the task process that could not be accomplished with the older/no technology?
- How does this feature contribute to my lesson design?

Moving from Augmentation to Modification: [TRANSFORMATION]

- How is the original task being modified?
- Does this modification fundamentally depend upon the new technology?
- How does this modification contribute to my lesson design and a higher-level of student learning?

Modification to Redefinition:

- What is the new task?
- Will any portion of the original task be retained?
- How is the new task uniquely made possible by the new technology?
- How does it contribute to my lesson design and a higher-level of student thinking, processing and learning?
THE GOAL: Teach Above the Line (Transformational Teaching)

- **Redefinition**
  Tech allows for the creation of new tasks, previously inconceivable

- **Modification**
  Tech allows for significant task redesign

- **Augmentation**
  Tech acts as a direct tool substitute, with functional improvement

- **Substitution**
  Tech acts as a direct tool substitute, with no functional change
Activity to Return to Later:

- Download the QR Code Reader
- Scan the QR Code above
- Open the Pedagogy Wheel in iBooks
iPad Basics – Student and Staff Configuration

Configuration of Staff iPads

Staff iPads are configured as personal devices. Staff will set up the device with a personal Apple ID and be responsible for installing and updating all APPs.

Configuration of Student iPads

Student iPads are configured via the Apple Configurator with a building Apple ID and password. The iPad facilitator (or designee) will be responsible for installing and updating all APPs. Student iPads do not have the same rights as staff iPads in various other areas. Student iPads are labelled with the School Code – Grade Level – and sequential numbering for all grade level iPads. For specialty areas, it will look slightly different. This “name” of the iPad will appear each time the iPad goes into lock mode.

Students cannot purchase apps, complete in-app purchases, back up to iCloud, use FaceTime or download explicit music or videos.
iPad Basics - Device Hardware Components

This section of the iPad manual is designed to assist you with locating and using the external components for iPad device control. It is also designed to provide a means for you to teach your students these same concepts/tasks.

Sleep/Wake Button
- Top Right Corner
- Press once to put in sleep mode. Press once again for instant ON.
- Press and hold to choose to Power OFF. Slide to Power OFF.

Home Button
- Bottom Middle Button (Square in Circle)
- Use to return to the Home Screen from any Application or any screen
- Double-click to view Muti-Tasking Bar
  - All Open Apps Appear
  - Close Open Apps to Conserve Resources and Battery Power by swiping up on the open APP

Volume Control
- Top right side of iPad - Quick access to control volume

Headphone Jack
- Location – Top of iPad – Left side
Side Switch
  o Location – Top Right Side of iPad
  o Default is Mute: Modify in Settings – General – May switch to Lock the iPad’s Rotation

Dual Microphones
  o Location – Top and Back of iPad - Center
  o Use for FaceTime, Skyping, Voice Recording

Front Camera
  o Location – Front of iPad - Middle, Facing User
  o Primarily Used for FaceTime, Photos of Self, etc.

Rear Camera - “The Camera You Use is the Camera You Have!”
  o Location – Back of iPad - below Sleep/Wake Button
  o Primarily Used for Taking Photos

Speaker
  o Location – Bottom of iPad – Left and Right of Dock/Charge Connector Port

Dock Connector
  o Location – Bottom Center of iPad
  o Used to Power the iPad and Sync the iPad to a District Computer
Care of the iPad

The following are recommendations for care of your iPad.

- **Cleaning**
  - Oleophobic (Oil-Resistant) Coating on Screen
    - Clean with soft, slightly damp, lint-free cloth
    - Do Not Use an alcohol-based cleaner

- **Battery Life**
  - 6 to 8 hours of continual use
  - Use the Dock Connector to USB Cable and Connect to a Power Outlet or to your desktop PC to charge your staff iPad

- **Cold/Hot Weather**
  - Don’t leave the iPad in your vehicle!
    - And, especially not in cold/hot weather

- **Lost/Stolen iPads**
  - OPS is self-insuring the iPads
    - Lost/Stolen iPads will be handled according to the OPS Technology Equipment Check-out Guidelines
Basics of the iPad’s Touch-Based Interface

iPad navigation involves the use of multiple gestures. Common gestures include:

Two Finger Pinch
- Used to Zoom in and out
- Used to close an image from the Camera Roll

Double-Tap
- Zoom to Fill Page / Return to Normal View
- Expand / Contract

Swipe Left and Right
- Used to Move to Next Screen

Tap
- Equivalent to a Single-Mouse Click

Tap and Hold (Images / Text) on Web and in Documents
- Used to Select / Copy / Paste

Tap and Hold (Apps)
- Wiggling Icons
  - While Wiggling, Drag to Rearrange Order
  - While Wiggling, Drag to Left/Right to Move to Different Screen
  - While Wiggling, **Drag on Top of Another** - “Like/Related” Apps to Stack in a Folder
  - While Wiggling, Tap the “X” – if available, to Delete
- No “X” – Native App – Cannot Be Deleted
- Black “X” – **May Be Deleted**
  (only personally-installed Apps or **not-needed** APPs)
- **EXAMPLE:**
  - **Delete** the Educreations APP from student iPads – it is **no longer FREE**, when you receive your student iPads.

Four or Five Finger Swipe
- Pinch to the Home Screen
- Swipe up to reveal multi-tasking bar
- Swipe left or right between Apps

**BONUS QUESTION:**
What does a 3-finger swipe down from the top of the window do?

Creating Folders of Related APPs

1. Press your finger on an app and hold until the app icons start to shake. This is the same process up to this point that you follow to rearrange your apps.

2. Drag one app on top of another to create a new folder containing both apps. A new folder icon appears when you do this.

3. Continue to drag and drop any additional app icons to that folder that you wish to include. Folders are automatically named based
Multi-Tasking Bar
  o Swipe Up or Double-Click the Home Button to Reveal
  o Open Apps Appear in the Multi-Tasking Tray

Dock
  o Contains frequently-used Apps
  o Drag Apps to this location and remove Apps from this location by dragging back up to any screen
  o A maximum of 6 Apps may be placed in the dock area

Control Center
  o The Control Center is accessed by swiping up from the bottom of the iPad.
  o It is used to control several features of the iPad including the camera, Air Drop, Timer, Brightness, AirPlay (for Apple TV)

Onscreen Virtual Keyboard

The iPad provides an onscreen virtual keyboard as shown below. It automatically displays when needed.

Open the Notes APP and use the onscreen keyboard to practice the following:

- Predictive Text as you type
  o Tap to Reject Suggestion
  o Space to Accept Suggestion
- Split Keyboard
  o Two-Finger Pinch from middle of keyboard to Display or Hide the Split Keyboard
- Multi-Keys (Tap and Hold any vowel as well as other keys)
- Shift Key / ALL CAPS
- Delete Key
- Inserting a Number (quick and easy)
  o Press and Hold the Number Key [?.123] and slide to desired number and release.
    The Alphabet Keyboard immediately displays.
Settings Menu – Wi-Fi

The iPad Settings Menu contains settings pertinent to all iPad navigation and utilization, including settings such as:

- Checking the Wi-Fi connection

Dedicated Apple Wi-Fi

Wi-Fi: OPS233 Apple

Password: OlatheKS
- Capital O
- Capital KS
- No spaces
**Control Center – Apple TV**

The Control Center is accessed by swiping UP from the very bottom of your iPad Home Screen.

When selecting AirPlay you will see all available Apple TVs from which to select.

Choose the Apple TV for the desired room’s display/projector connection.

There will be times when the Apple TV connection will go to sleep. Simply reconnect by repeating the above steps.
Setup of MS Exchange Email Account

Configure your **OPS** MS Exchange / Outlook Email Account by completing the following steps:

- Launch **Settings** from the Home Screen
- Select **Mail/Contacts/Calendars**

  ![Mail, Contacts, Calendars](Image)

- Select **Add Account** on right side of screen or tap **Exchange** (depending on how many accounts are already installed)

  ![Exchange](Image)

- Complete the following screen with your OPS full email address. **Example**: csmithec@olatheschools.org

  ![Exchange](Image)

- Enter your OPS network/email password.
- Select **Next**.
- Select the desired settings for the components of Outlook you wish to save on your iPad.

- Click **Save**.
- Your email account will be configured and begin to sync.
Native Apps on the Staff iPad

The following Apps are **Native Apps** – pre-installed on all iPad Air devices – for staff. They cannot be deleted.

- FaceTime (not on student iPads)
- Calendar (Syncs with MS Exchange / Outlook 365 Email Account)
- Photos
- Camera
- Contacts
- Clock
- Maps
- Videos
- Notes
- Reminders
- Photo Booth
- Game Center
- Newsstand
- iTunes (not on student iPads)
- APP Store
- Settings
- Messages (Docked)
- Mail (Docked)
- Safari (Docked)
  - Search
  - Copying Text and Images
  - Add to Reading List
  - Add to Home Screen
  - Double-click to Zoom In/Out of Web Articles

- Music (Docked)
**APPS to Download on Staff iPad from the APPs Store**

The APPs shown at right are native to the iPad but will need to be downloaded from the APPs Store – the **VERY FIRST TIME** you access the store on a new iPad.

Choose **Download All**.
You will need to know your **Apple ID** and **password** to do so.

These APPs will appear on the 2nd Screen by **swiping to the left** – from the Home Screen. You may wish to group them in folders, using the method previously described in this manual.

- Pages
- Numbers
- Keynote
- iMovie
- Podcasts
- iBooks
- GarageBand
- iPhoto
- Find Friends
- Find iPhone
- iTunes U
- Beats Music

If you do not select to **DOWNLOAD ALL** the first time in the APPs store, simply search for the APPs and download them individually – by using the search box in the upper right corner of the APPs store.

- iLife
- iWorks
- All Others will be individually listed
**Personally-Purchased Apps on Staff iPads**

You may download and install *free* Applications.

You may also download and install any Application that you want to pay for personally - using your *personal Apple ID and personal method of payment*.

*Example*: PenUltimate (Hand-Writing / Note-Taking Application – Free *with In-APP Purchases*)

PenUltimate integrates well with the Evernote APP.

*Other curricular-related APPs should be purchased with district funds, via the VPP (Volume Purchase Portal) and redeemed via an activation code.*

**Downloading an App from the App Store**

To download an Application, tap on the **APP Store** icon on the Home Screen. Browse the Featured selections to see new, notable, or recommended APPs, or browse Top Charts to see the most popular Apps. If you’re looking for a specific APP, use **Search**.

When you see an APP you want to install, tap the gray button that shows the cost or “Free”. You will then enter your personal **Apple ID Password** and it will download to the next available location on your iPad screen(s).

**ACTIVITY**: Search for and download the following APPs from the APP Store:

- Popplet LITE
- PicCollage
- QR Reader (if not previously downloaded)
- Audioboo

**H - 3 | Staff APPs**
**Note:** APPs purchased from other devices will be available for download by tapping the **Purchased** icon at the bottom of the APPs Store screen. You may then choose to install them on this iPad as well, at no additional charge. iTunes Music will be the same scenario.
DOWNLOAD AN iBOOK/PDF Guide

Tap the iBooks icon. If you go to your library, tap the Store icon found on the top left portion of the Application. This will take you to the iTunes bookstore. There you can browse or search for a book. When you see a book you want to download, tap the button that displays the purchase cost or “Free”. You will then enter your personal Apple ID Password and download. Your book will download and Appear in your library.

**ACTIVITY:** Search for the iPad User Guide for iOS 7 (or download from an email attachment).

Tap “Free” and install! You’ll now have the user guide in your library – on a bookshelf.
**Note:** Use the Collections Link in the iBooks APPs to **organize** and **move/delete** your Books and PDF Documents. Create New Collections as needed, using the **+ New Collections** link at the bottom of the Collections window.
Photos

Camera Icon

On your Home Screen, tap the Camera icon.

Activity:

- Take a photo with the camera.
- Switch the camera from front/back view, using the camera icon in the top right-hand corner of the screen.
- View the photo in the Camera Roll.

Camera Roll

All photos and videos you take with your iPad and those that you save from an email, webpage or screen shot are collected in an ALBUM called Camera Roll. Tap the thumbnail image in the lower right corner to view any saved photos in the camera roll.

On your Home Screen, tap the Photos icon. Tap one of the buttons Photo, Albums. You can also view your Camera Roll in the Camera App.

Note: When taking a picture in landscape orientation, be sure the HOME button of the iPad is at the RIGHT. This will ensure you do not have upside-down photos when you import into other applications.
**Activity:**

Find a photo on the **web** and tap and hold to choose **Save Image**.

**Suggestion:** Go to your school site and find your own staff photo.

Once you have saved the image, locate the image in your camera roll.

- What would you click to delete the image?
- What would you TAP to change the hue/saturation/coloring of the image?

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**BONUS QUESTION**

How do you switch to video mode?
Safari APP (Web Browser)

Tap the Safari icon to start the App. To VIEW a webpage, tap the address field (in the title bar), type the web address, then tap Go.

While viewing a web page you can use the 2-finger pinch to zoom in and out. You may also double-tap to control the zoom on web pages.

To SEARCH, enter a search word(s) in the Address Bar at the top of the screen. Then tap one of the suggestions that appear, and press Go.

You may wish to Bookmark frequently-visited sites by adding the URL to your Bookmarks.

Bookmarks also displays (eye glasses) any sites you’ve added to your Reading List (see below).

READING LIST lets you collect links to webpages to read later. To add the current web page link to your reading list:
Tap the image shown at left - then tap Add to Reading List.
To view your Reading List, tap the Bookmarks icon. Tap Reading List (eye glasses) and tap the site you want to revisit.

To add another TAB for another site to display, click the PLUS SIGN at the top right corner of the window.

To COPY TEXT from a web page, press and hold over the paragraph of text. A highlighted box with handles will appear over the text. Resize the box to select the exact text you want and tap the Copy box that pops up. You can then paste the text in another APP.

To COPY AN IMAGE from a web page, long press (Tap and Hold) on the image. A pop-up box appears. Tap Copy. You can then paste the image in another APP.

K - 1 | Safari Web
Creating a Web Clip (Shortcut to a Website on the Home Screen)

You can also add a shortcut to a website on your HOME SCREEN. This is called a Web Clip. Visit the site you want to add. Tap the SHARE icon and choose Add to Home Screen. A shortcut will be placed on your home screen. You may wish to create a web clip on your Home Screen of your staff iPad for common OPS websites. **Example:** O-Zone, Olathe WWW, Employee Online, etc.

**Activity:** Create a Web Clip:

1. Browse to the desired site (www.olatheschools.com)
2. Locate and Tap the SHARE icon at the top of the screen.
4. Change the name as desired for the Web Clip.
5. Locate the Web Clip icon/link to this site on your Home Screen.
6. Do the same for the Employee Online site and the O-Zone site.
7. Tap and hold one of them and drag them on top of one of the others to create a new OPS Sites group, as shown below.
Take a Screen Capture of the iPad Screen

In the image above, locate the two buttons illustrated: the one on the front, below the screen - the Home button. The one on the top, on the backside of the bezel, is the Sleep/Wake button.

Press both buttons at the same time and you will hear the Camera sound and see the screen go white for just a second. That’s all there is to it – your screen is now captured.

If you have trouble getting the timing just right, simply hold down one button for a second and, while holding it down, quickly click the other. For example, hold down the Sleep/Wake button and quickly click the Home button (or vice versa).

The photo is located in the Camera Roll and may be emailed, Air Dropped to another iPad, placed in a document, etc.
iPad Peripherals

iPad Cases

**Staff Cases**
- Hand-Strap Teaching Cases are provided by Technology for all teacher iPads
- Additional cases are the responsibility of the teacher as the decision is a personal preference

**Student Cases**
- Cases are provided by Technology for all student iPads

**Keyboards**

Purchasing keyboards will be a **building-level decision** at this time. The district has established a few preferred models which are available for purchasing through the BusinessPLUS PunchOut site.

**Screen Protector for Staff iPads (optional)**
- $30 – Best Buy / Micro Center

**Headphones**

Purchasing headphones will be a building-level decision at this time. The district has established a preferred durable and high-quality model, which is available for purchasing through the BusinessPLUS PunchOut site.

**Wireless Display: Apple TV**

**Wired Display Solution: Lightning to VGA Adaptor/VGA Cable**

This is a building decision as to need. Both a VGA Adaptor Cable and VGA Extension Cable will be necessary to display the contents of the iPad to the projection system – in the interim, while Apple TVs are installed during the 2014-15 school year.

**Cubes Griffin (Orange/Silver)**

Provided to all homeroom classrooms and additional classrooms as applicable according to student numbers

**Copernicus (Lime Green/Black)**

Provided to smaller classrooms (PLC, CLC – and as applicable according to student numbers). Available for purchase if desired for other areas $120 approximate price.

**Charging Carts**

Two per elementary building – may be used in classrooms depending on building and cube availability

**Example:** The iPad facilitator may use the charging cart instead of a single cube to store and charge his/her classroom iPads if there is a shortage of cubes.
Pre-Installed Apps on the Student iPad

The following APPs have been installed on all student iPads – to provide several cross-curricular APPs for immediate implementation in the classroom. These APPs have been placed in folders with related APPs as shown below. *When adding new APPs to student iPads, careful thought should be used as to organization and placement of additional APPs.*

![Image of iPad home screen with apps]

**Connect and Share:**
- 30 hands free
- Dropbox
- Edmodo
- Evernote

**Create:**
- Audioboo
- ShowMe *(to be added by building)*
- PicCollage
- Skitch
- Sock Puppets
- Tellagami
- Popplet Lite
- Alphabet Organizer *(readwritethink)*
- Timeline *(readwritethink)*
- Venn Diagram *(readwritethink)* *(ON SECOND SCREEN)*
  - Notice 2 white dots at bottom of window

N - 1 | Student APPs
Learning Tools:

- iTunes U
- Learn Zillion
- QR reader
- Geddit
- Quizlet
- Socrative

iWorks:

- Keynote (Presentation APP – similar to MS PPT)
- Pages (Word Processing APP – similar to MS Word)
- Numbers (Spreadsheet APP – similar to MS Excel)

iLife:

- iPhoto
- iMovie
- GarageBand

Math:

- Geo Board
- Puffin Academy
**Reading – Spelling - Writing:**

- AMC Alphabet Phonics
- iBooks
- HMH Readers
- HMH Common Core Reading and Assessment (**Grades K-5**)

**Social Studies:**

- Google Maps
- News-o-Matic

**Science:**

- TBD (future additions by buildings)
Managing Student APPs

Updating Already Installed APPs

Student iPads
Updating student iPads should be done no more than once per month as needed for existing APPs - or when additional APPs are purchased or downloaded.

Purchasing APPs

Student iPads

Step 1: Obtain a Quote from Apple for a Dollar Amount – Craig Reyes

Step 2: Secretary Creates a PR – Purchase Requisition based on the Quote

Step 3: Email Address of Facilitator is used to Purchase through the VPP (Volume Purchase Portal)

Step 4: Codes are received and redeemed via the Apple Configurator process. iPad Facilitators will be assisted with this until a level of comfort is reached.

Syncing New APPs to Student iPads

Responsibility of the iPad Facilitator or highly-trained designee after above steps are complete.

Syncing/Updating Older Model Student iPads

Option A: Start Over – Restore to New – Sync with New MacBook

Option B: Keep Current APPs – Technology will Sync with Original MacBook

Contact Technology for assistance with both options.
Printing Options

Printing from the iPad is not available to students.

Printing option(s) for staff will be provided as the implementation moves forward into the school year.

Staff are encouraged to transfer documents to a cloud-based storage system (DropBox, GoogleDrive, OneDrive for Business, etc.) if it is absolutely necessary to print documents. The documents may then be printed from the desktop PC/Laptop.
File Sharing Options (Class Email Account or Air Drop)

Class Email Account

It is recommended each teacher should create a generic class e-mail account.

Why?
This is not an e-mail account for students to use to send and receive e-mails. This e-mail account could be used to sign up for apps that require an e-mail address for logging in. This e-mail address could also be used for students to send finished work to.

How?
There are many free e-mail creation options available. Gmail.com is a highly recommended free e-mail site. You can go to the gmail.com site to create a free e-mail account. An example of a classroom e-mail address would be swabkiddos@gmail.com. You want to create an e-mail address that is easy for the students to remember and type. You will also want to select a password that is student friendly.

- Go to www.gmail.com, click “create an account”.

- Fill out required information. Think about creating an e-mail address that will be simple enough for students to use and remember.
Create your Google Account

One account is all you need
A single username and password gets you into everything Google.

Make Google yours
Set up your profile and preferences just the way you like.

Take it all with you
Switch between devices and pick up wherever you left off.

- Click “Next Step”
Import a photo if desired or click “no thanks”
Now you have a classroom e-mail address.
Remember to save your e-mail and password.

Uses?

- Use this e-mail to access apps that require an e-mail address. Some apps will require an e-mail address to create an account.
- Have students submit iPad creations to you through this e-mail.
- This e-mail could be used instead of giving your students your Olathe e-mail address.
Air Drop

AirDrop is a feature that lets you send photos, videos, and other documents via Wi-Fi through the air. It is similar to the “bump” feature on some Android-based phones, but you don’t have to actually bump anything. Instead, you can simply send something to someone on the other side of the room using Wi-Fi and Bluetooth.

Turn on AirDrop

Use the Control Center to turn AirDrop on or off and control who you can share content with.

1. Swipe up from the bottom of your screen to reveal the Control Center.
2. Tap AirDrop.
3. Choose one of these options:
   - **Off**: Turns off AirDrop.
   - **Contacts Only**: Your iOS device is visible only to your contacts.
   - **Everyone**: Your iOS device is visible to all nearby iOS devices that use AirDrop.
Share content via AirDrop
You can share content from apps such as Photos, Safari, Contacts, and more.

1. Tap the content you want to share.

2. Tap Share or  

3. Depending on the app, you may be able to select additional items you want to share.

4. Tap the name of a nearby AirDrop user or the iOS 7 device. If you're sharing Contacts Only and can't find a nearby user, check that both of you are signed into an iCloud account. If you still can't find a nearby user, consider setting AirDrop to Everyone.

1. The other user receives an alert with a preview of the content you want to share, and can either accept or decline.

2. If the other user accepts, the content will open in the application from which you sent it.
   For example, photos will appear in the Photos app and websites will open in Safari.
Saving and Sharing Incomplete and Completed Student Work

Saving:

- An example of saving incomplete and complete work in Keynote is shown below.
  - Keynote will automatically save any incomplete presentations that you or students are still working on.
  - You will know that a presentation is incomplete/not saved because an arrow will appear in the upper right hand corner.

- When a presentation is finished it will automatically save. You can hit “presentations” in the upper left hand corner to formally save it.

- The unfinished arrow will disappear once the “presentation” button is selected.
Sharing:

- An example of sharing complete work on Keynote is shown below.
  - Click on the box with an arrow button (SHARE button)
    - A menu will appear with the options of...
      - Share a link via iCloud
      - Send a copy (suggested)
      - AirDrop (suggested)
      - Send via text message
• **Send via e-mail** (suggested – use the class email account, if desired)
  - Send as a Keynote, PDF, or PowerPoint

  - Open in another app
Class Management and Student Training

iPod classroom setup and procedures

Before students use iPads independently, review the following iPod Device Hardware Components:

- **Sleep/Wake Button**
  - Top Right Corner
  - Press to put in sleep mode.
  - Press again for instant ON.
  - Press and hold to choose to Power OFF.
  - Slide to Power OFF.

- **Home Button**
  - Bottom Middle Button (Square in Circle)
  - Use to return to the Home Screen from any application
  - Double-click to view Muti-Tasking Bar

- **Tap and Hold to View Wiggling Icons**
  - This is a way to move apps or delete apps

- **Double Click the home button**
  - Close Open Apps to Conserve Resources and Battery Power

- **Volume Control**
  - Quick access to control volume

- **Side Switch**
  - Default – Mute
  - Modify in Settings – Lock Rotation

- **Microphone**
  - Location - Top Center
  - Use for FaceTime, Skyping, Voice Recording, etc.

- **Headphone Jack**
  - Location – Top Left

- **Front Camera**
  - Location – Top Middle
  - Primarily Used for FaceTime, Photos of Self, etc.

- **Rear Camera**
  - Location – Back of iPad below Sleep/Wake Button
  - Primarily Used for Taking Photos

- **Speaker**
  - Location – Back of iPad – Lower Corner
iPad Navigation Gestures

iPad navigation involves the use of multiple gestures. These are gestures that you might wanted to practice with your students. Common gestures include:

- **Two Finger Pinch**
  - Used to Zoom

- **Double-Tap**
  - Zoom to Fill Page / Return to Normal View
  - Expand / Contract

- **Swipe**
  - Used to Move to Next Screen

- **Tap**
  - Single-Mouse Click

- **Tap and Hold (Images / Text)**
  - Used to Select / Copy / Paste

- **Tap and Hold (Apps)**
  - Wiggling Icons

- **Rearrange Order**

- **Move to Different Screen**

- **Four or Five Finger Swipe**
  - Pinch to the Home Screen
  - Swipe up to reveal multi-tasking bar
  - Swipe left or right between apps

- **Multi-Tasking Bar**
  - Swipe Up or Double-Click the Home Button to Reveal
  - Open Apps Appear in this location
  - Tap and Hold to view Squiggly Icons with Red ‘-’
  - Tap Red ‘-’ to close the app

- **Dock**
  - This area contains frequently-used apps.
  - You may drag apps to this location and remove apps from this location.
  - A maximum of 6 apps may be placed in the dock area.
Assigning iPads

- Student iPads will be numbered 1-30ish throughout the entire grade level. For example Miss Swab has iPads #1-10, Mrs. Lester has iPads #11-20, and Ms. Smith has iPads #21-30. This allows iPads to be used as a whole classroom set when needed.
- It is recommended to assign students to iPads per assignment, rather than permanently assigning iPads for the entire year. This allows for easier access and flexible cooperative grouping.

Distribution of iPads to Students:

- The way that iPads are distributed is based on the teacher’s preference. You may choose to pass out the iPads by hand. Another option would be to develop procedures for students to remove iPads from the charging cube independently. This procedure should include:
  - Developing a method for iPad retrieval
    - Example: two students at the charging cube at a time
    - Waiting patiently for their turn
    - Practice self-control around all technology
  - Removing the iPad from the charging cord properly
  - Removing the iPad from the charging cube
  - Safely carrying the iPad to learning location
  - Lightly place iPad on the learning surface
    - Avoid dropping, tossing, tapping, slamming technology

Monitoring iPad Use:

- It is important to model the use of every APP before students use them independently.
- Set expectations for how students should touch the screen during use
- How to share the iPad with a partner or group
- How to walk around the room with an iPad
  - Use both hands
  - Walk slowly
- When students have options for selecting websites and APPs to use, they must be responsible for how to access appropriate and teacher reviewed resources.
- Students need to know that they are responsible for staying on the website or APP that is currently assigned by the teacher.
- Set the expectations for student use of camera (i.e.- not taking silly photos)
Returning iPads to Charging Cube:

- The way that iPads are returned is based on the teacher’s preference. You may choose to collect the iPads by hand. Another option would be to develop procedures for students to return iPads to the charging cube independently. This procedure should include...
  - Developing a method for iPad returning
    - **Example** - two students at the charging cube at a time
    - Waiting patiently for their turn
    - Practice self-control around all technology
  - Carefully carrying the iPad back to the charging cube
  - Place the iPad in the charging cube and then plug the charging cord back in

The options listed above are just suggestions.

*All classrooms, grade levels, and buildings will have different procedures based on what works best within each unique classroom.*
Communication and Sharing between OPS Staff Implementing iPads

Outlook Email Groups

The following dynamic email groups have been created for use in the ONLINE Global Address Book. They are keyed on the Grade Level assignment for staff in their Teaching Assignment in the BusinessPLUS HR/PY system.

Thus, they are dependent upon the timing of assignments being created in HR as well as accuracy in reporting of movement between grade levels.

Any staff member not receiving the appropriate email should contact the Help Desk so HR may be notified of any needed change in the system. These groups are being added at this time - to facilitate communication and sharing between larger groups of staff at each grade level (iPad iTeach/iLearn).

iTeach/iLearn Constant Contact Technology Newsletter

- Monthly Drawing – Submit Ideas for Implementation
- Monthly Drawing – Submit Ideas for all Levels of SAMR – Teaching Above the Line

Technology Website

The new technology website and related iTeach/iLearn website will be LIVE by the end of the iPad trainings in October.

Saturday Sign-Ups and Staff Sharing

See Appendix B for the calendar of scheduled Saturday Training Opportunities. Each building will have two spots reserved for staff from their building to attend – and return to share knowledge and ideas at a subsequent staff meeting, PLC, etc.
Staff Meetings – Embedded Sharing

Buildings are encouraged to embed iTeach/iLearn content in all staff meetings, gatherings, learning opportunities to continually emphasize the cultural shift and teaching pedagogies at the elementary level.

District Professional Development

District professional development days will strive to embed iPad emphasis and opportunity for learning and technology infusion from this point forward. It is now just a part of “what we do!”.
Getting Assistance

iPadHELP Email Address

Technology has established a dedicated email address for staff to use when reporting iPad issues.

This email address should be used when you are requesting assistance with the “use” of the iPad or “use/management” of iPad APPs.

For example: Apple ID issues, device use questions, how to questions, etc.

Email Address for the above issues: ipadhelp@olatheschools.org

Wi-Fi Issues

- Report ALL Wi-Fi issues to the HELP DESK (NOT the above email address) IMMEDIATELY.
- It is important to not think someone else is reporting the issue.
- If iPads drop off the Wi-Fi continually, technology needs to be informed and take action to remedy the situation.

Damage to iPads

- All damage to iPads should be reported immediately to the ipadhelp@olatheschools.org email address.
- OPS is self-insuring all 2014-15 student and staff iPads. The utmost care should be taken to ensure safe and secure storage of all iPads.

iPad Facilitators

The iPad Facilitator’s role is NOT to provide assistance with daily use of the iPad. Please respect their time and their willingness to agree to assist with iPad APP management.
Cooperative Learning, Differentiation & Implementation Strategies

1. **Establish group goals.** Effective collaborative learning involves establishment of group goals, as well as individual accountability. This keeps the group on task and establishes an unambiguous purpose. Before beginning an assignment, it is best to define goals and objectives to save time.

2. **Establish flexible group norms.** Research suggests that collaborative learning is influenced by the quality of interactions. You may want to establish rules for group interactions for younger students. Older students might create their own norms. But remember, given their durable nature, it is best to have flexible norms. Norms should change with situations so that groups do not become rigid and intolerant or develop sub-groups.

3. **Build trust and promote open communication.** Successful interpersonal communication must exist in teams. Building trust is essential. Assignments should encourage team members to explain concepts thoroughly to each other.

4. **For larger tasks, create group roles.** Decomposing a difficult task into parts saves time. You can then assign different roles. A great example in my own classroom was in science lab, fifth grade student assumed different roles of group leader, recorder, reporter, and fact checker. The students might have turns to choose their own role and alternate roles by sections of the assignment or classes.

5. **Consider the learning process itself as part of assessment.** In terms of assessment, it may be beneficial to grade students on the quality of discussion, engagement, and adherence to group norms. Praise younger groups for following collaborative learning standards. This type of learning is a process and needs explicit instruction in beginning stages. Assessing the process itself provides motivation for students to learn how to behave in groups. It shows students that you value meaningful group interactions and adhering to norms.
6. **Establish group interactions.** The quality of discussions is a predictor of the achievement of the group. Instructors should provide a model of how a successful group functions. Shared leadership is best. Students should work together on the *task and maintenance functions* of a group. Roles are important in group development.

**Task functions include:**
- Initiating Discussions
- Clarifying points
- Summarizing
- Challenging assumptions/devil’s advocate
- Providing or researching information
- Reaching a consensus.

**Maintenance involves the harmony and emotional well-being of a group.**

**Maintenance includes roles such as:**
- sensing group feelings
- harmonizing
- compromising and encouraging
- time-keeping
- relieving tension
- bringing people into discussion

7. **Use a real world problems.** Experts suggest that *project-based learning* using open-ended questions can be very engaging. Rather than spending a lot of time designing an artificial scenario, use inspiration from everyday problems. Real world problems can be used to facilitate project-based learning and often have the right scope for collaborative learning.
8. **Focus on enhancing problem-solving and critical thinking skills.** Design assignments that allow room for varied interpretations. Different types of problems might focus on categorizing, planning, taking multiple perspectives, or forming solutions. Try to use a step-by-step procedure for problem solving. One generally accepted problem-solving procedure:

- Identify the objective.
- Set criteria or goals.
- Gather data.
- Generate options or courses of action.
- Evaluate the options using data and objectives.
- Reach a decision
- Implement the decision

9. **Keep in mind the diversity of groups.** Mixed groups that include a range of talents, backgrounds, learning styles, ideas, and experiences are best. Studies have found that mixed aptitude groups tend to learn more from each other and increase achievement of low performers. Rotate groups so students have a chance to learn from others.

10. **Use scaffolding** or diminished responsibility as students begin to understand concepts. At the beginning of a project, you may want to give more direction than the end. Serve as a facilitator, such as by gauging group interactions or at first, providing a list of questions to consider. Allow groups to grow in responsibility as times goes on. In your classroom, this may mean allowing teams to develop their own topics or products as time goes on. After all, increased responsibility over learning is a goal in collaborative learning.

11. **Include different types of learning scenarios.** Studies suggest that collaborative learning that focuses on rich contexts and challenging questions produces higher order reasoning. Assignments can include laboratory work, study teams, debates, writing projects, problem solving, and collaborative writing.

12. **Technology makes collaborative learning easier.** Collaboration can have the same results via technology as in person, increased learning opportunities.

13. **Value diversity.** Students need to respect and appreciate each other’s viewpoints for it to work. For instance, class discussions can emphasize the need for different perspectives. Create a classroom environment that encourages independent thinking. Teach students the value of multiplicity in thought. You may want to give historical or social examples where people working together where able to reach complex solutions.
Things to consider related to Differentiation:

- Increases student achievement
- Personalizes learning and allows students learn in the way that would best meet their needs (auditory, kinesthetic, visual)
- Give students choice to demonstrate their learning through different media (text, images, audio, video)
- Students can work on building their own digital portfolio
- Have a strong workflow in place to receive student work and send feedback
- Give students roles to contribute to the classroom community (official scribe, photographer, videographer, researcher, "daily documenter"
- Record yourself or a student demonstrating a process, concept or presenting information. Make the recording available to all students to watch, re-watch, rewind at their own speed a their preferred time of day

Engagement:

- Brings learning to life
- *Students are able to create new products using apps to demonstrate their knowledge
- Having the 2:1 ratio allows for more collaboration, communication, and engagement between students
- This is the world our students live in (computers, phones, iPads, tablets). It is important to make learning real- students are engaged.

Small Group Instruction Ideas:

- The iPads can be a valuable tool to use during small group instruction.
- Apps could be used with the teacher and a small group.
- Apps could also be used independently while the teacher is working with a small group.
- Teachers might create a choice board of options for this small group time.
- See the “Pre-Loaded Apps” section for specific APP ideas.

CLAs – How can they best help?

The district will be revisiting the CLA curriculum/lessons as they relate to the iPad initiative this year.

All CLAs will be receiving an iPad to assist with instruction.

Involve your CLA with ideas for supporting and implementation in your classroom. This would allow you to focus on the SAMR pieces of instruction - while students learn the basics of the APPs during their CLA time.

T - 4 | Cooperative Learning – Differentiation - Strategies
Digital Citizenship

Communicate with parents your plan for providing students direction and accountability in their use of technology and the iPads. Though the accessibility of an iPad is new, all other policies and procedures remain in place.

The District’s internet filter is in place to block inappropriate sites.

What are your practices in the classroom to ensure safety for students as much as possible?

Resources for Teaching Students Effective Searching:

Google Search Education

- [http://www.google.com/insidesearch/searcheducation/](http://www.google.com/insidesearch/searcheducation/)

The CLA for each building could assist with reminding students of good digital citizenship as taught through the CO3 program. CO3 → Cyber safety, Cyber bullying, Cyber Integrity
A sample digital copy of an elementary student iPad **Acceptable Use Policy** is provided below. This file is only a suggestion and may be modified to grade level/preference.

**iPad Acceptable Use Policy**

___ I will always wash my hands before using the iPad.

___ I will always use two hands when carrying the iPad.

___ I will make sure I always know where the iPad is.

___ I will make sure to have an adult plug the iPad in when I see this:

___ I will only use apps and programs my teacher has instructed me to use.

___ No liquids around the iPad. Ever.

___ I will be responsible and make smart learning choices while using the iPad.

______________________________
Student Signature

______________________________
Parent Signature
Web “APPs”

The following web URLs/“APPs” have been suggested by many of our teachers at all 3 levels and would be appropriate for use on the iPads at the elementary level. Promotes great student engagement!

- Kahoot: GetKahoot.com

- Today’s Meet: todaysmeet.com

- Blend Space: blendspace.com

- Exit Ticket: exitticket.org
iPad Resources

Explain Everything – iPad APP for Teachers – Very Good!

Knowmia – iPad APP for Teachers

APP Lists for Education – Very Good!

- http://appitic.com/

27 APPs to Transform Your Teaching and Their Learning

- http://tinyurl.com/opstransform

Smart APPs for Kids

- www.smartappsforkids.com

iPad Apps 4 School

- ipadapps4school.com

TCEA iPad APPs and iBooks

- www.tcea.org/ipadlist

Teaching in Early Childhood

- www.technologyinearlychildhood.com

Pinterest iPad APPs – Great Collection

- http://tinyurl.com/opspinterestipadapps

SMART SMAR for Teachers – iTunes Video Tutorials for Teachers


Great Video Thrown in Here!

- http://tinyurl.com/opstedtalk
# Appendix A - 2014-15 Professional Development Calendar

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**Start:**
8:00 a.m.

**End:**
3:00 p.m.

**Topics:**
- Digital Stories on the Go!
- QR:AZ: Getting Crazy w/QR Codes
- The Last Backpack Generation
- More Up on the AMB Ladder
- Off Symposium / Apple PD

**Trainer:**
- Cindy Danner-Kuhn

**Fees:**
- $975 per person

**Registration:**
- To register, please call 525.82328
Appendix B - Saturday Training Opportunities

2014-15 SATURDAY IPAD PROFESSIONAL DEVELOPMENT

Optional Saturday Training Opportunities
Join us on a Saturday throughout the school year for additional “optional” opportunities for iPad professional development!

Professional Development points available.

Limit: 80 Staff; 2 slots per school -- plus a few extras!

Registration open: [http://tinyurl.com/ipadSaturdays]

Saturday, Sept 27
Cyndi Danner-Kuhn
Guest Presenter: K-State
Stories on the Go:
Digital Storytelling & Publishing with an iPad

Saturday, Oct 11
Ginger Lewman
ESSBACK
“QR”~AZY:
Getting Crazy w/ QR Codes

Saturday, Nov 8
Jim Graham/Connie Smith
OPS
Aurasma:
Creating Magic w/ the iPad

Saturday, Jan 17
Ginger Lewman
Guest Presenter
Igniting Kids’ Thinking
with an iPad

Saturday, Feb 7
Tracy Amer
National Presenter
Teaching the Last Backpack Generation

Saturday, Mar 7
Jim Graham/Connie Smith
OPS
TRANSFORMATION:
Moving on Up the SAMR Ladder!

TECHNOLOGY SUPPORT CENTER
Olathe Public Schools
14250 Black Bob Road

TIME:
8:00 a.m. to 3:00 p.m.
30 Min Lunch Break
11:30 a.m. - 12:00 p.m.
Appendix C

Elementary Building iPad Facilitators – Duties/Role

Elementary iPad Facilitators have been chosen to assist with iPad syncing, management of installing new APPs, and updating current APPs.

APPs will not need to be updated more than once per month.

APPs will need to be purchased with the VPP protocol and with building administrator approval.

iPad Facilitators are encouraged to assist each other with ideas, tips, tricks, successes throughout the year.

Staff wanting to learn how to sync or manage APPs for your grade level may ask the building administrator to ask for additional staff to be trained by technology 2nd semester, 2015.
# Appendix D

## Monthly APP Focus and Sharing Across the District

<table>
<thead>
<tr>
<th>September &amp; October:</th>
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<tr>
<td>• Popplet Lite</td>
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<tr>
<td>• PicCollage</td>
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<tr>
<td>• AudioBoo</td>
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<tr>
<td>• QR Code Reader &amp; QR Code Creator</td>
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<tr>
<td>• <strong>Oct 20 PD:</strong> iPhoto</td>
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<td>• <strong>Oct 20 PD:</strong> iMovie</td>
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<td>• <strong>Puffin Academy</strong> use with pearsonsuccess.net</td>
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<tr>
<th>January:</th>
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<tr>
<td>• News-O-Matic</td>
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<td>• 30 Hands</td>
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<td>• Learn Zillion</td>
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<th>February:</th>
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<td>• Evernote</td>
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<td>• Tellagami</td>
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<td>• iBooks</td>
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<th>November:</th>
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<td>• Educreations</td>
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<td>• Pages</td>
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<td>• Time Line</td>
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<td>• Sock Puppets</td>
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<td>• <strong>HMH Readers</strong></td>
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<tr>
<th>March:</th>
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<td>• Edmodo</td>
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<td>• Skitch</td>
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<td>• Keynot</td>
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<th>December:</th>
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<tr>
<td>• Numbers</td>
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<td>• Venn Diagram</td>
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<td>• Alphabet Organizer</td>
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<tr>
<th>April:</th>
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<tr>
<td>• Geoboard</td>
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<td>• Quizlet</td>
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<td>• Google Maps</td>
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<th>May:</th>
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<tr>
<td>• Geddit Student (optional - Intermediate)</td>
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<td>• Socrative</td>
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<td>• iTunes U</td>
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</table>
## Appendix E – APP Descriptions & Classroom APP Visuals

<table>
<thead>
<tr>
<th>Name</th>
<th>Brief Description</th>
<th>Picture of App/ Uses for App</th>
</tr>
</thead>
</table>
| 30 Hands Free       | 30 Hands is a storytelling app that allows students or teachers the ability to create and narrate their own stories using photos, images, video clips or drawings. | • Presentations or Stories  
• Flipping Classroom Instruction  
• Breakdown classroom instruction into steps |
| Dropbox             | Dropbox allows you bring your photos, documents and videos anywhere and share them easily. Can be used as a digital storage solution. | * Storing Photos and Documents for access anywhere |
| Edmodo              | Provides a safe, easy way for students and teachers to communicate, engage and collaborate (similar to an educational Facebook system) | • Classroom activity feed  
• Posting assignments to students  
• File sharing and uploading |
| Evernote            | Evernote is an app for easy organization. Stay organized, save your ideas and improve your productivity. | • Take notes  
• Snap Photos  
• Create to-do lists  
• Record voice reminders |
| Audiboo             | Audiboo is the app that helps you share your voice with the world. | • Record up to 10 minutes of voice or audio for free  
• Post your clips easily to the web  
• Students to demonstrate their knowledge by making recordings of things they learned |
| Educreations        | Educreations turns your iPad into a recordable whiteboard. | • Create an animated lesson for students to view as many times as needed.  
• Allow students to demonstrate knowledge  
• Tutor a student from a far |
| PicCollage          | PicCollage allows you to create a collage using real pictures, stickers, and color schemes. | Students can create a poster to share photos to demonstrate their knowledge |
| Skitch              | Skitch allows you to visually share information with others. | • Create diagrams  
• Map out different areas  
• Annotate photos to share information |
| Sock Puppets        | Sock Puppets is a digital story telling app. You can create your own characters, setting, props, and scenery. | • Students can create their own digital stories.  
• Students can explain daily 5 stations or playground rules.  
• Students can model a math problem. |
| Tellagami           | Tellagami is an app that allows you to create and share a quick animated video called a Gami. You can create your own characters, setting, props, and scenery. | • Teachers can create a Gami to simulate a teaching assistant.  
• Students can create their own digital stories.  
• Students can explain daily 5 stations or the playground rules  
• Students can model a math problem. |
| Popplet Lite        | Popplet Lite is a creative way for students to create their own thinking tracks. | • Brainstorming with a web  
• Sequencing with beginning, middle, and end  
• Main Idea and Details |
| Alphabet Organizer  | The Alphabet Organizer enables students and teachers to create their own calendar style alphabet chart or letter pages. | • Create an alphabet or letter book  
• Organize Blends  
• Sight Words  
• Digital Word Walls  
• (Alpha Boxes) |

**Appendix E - APP Visuals and Descriptions**
<table>
<thead>
<tr>
<th>Name</th>
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</tr>
</thead>
</table>
| RWT Timeline          | Timeline allows students to create a graphical representation of an event or process by displaying items on a timeline. | • Sequencing  
• Using a timeline                                                   |
| (From ReadWriteThink) |                                                                                   |                                                                   |
| Venn Diagram          | Venn Diagram allows students to create Venn diagrams that contain two or three overlapping circles. | • Creating Venn Diagrams  
• Organizing information logically                                   |
| (From ReadWriteThink) |                                                                                   |                                                                   |
| iTunes U              | iTunes U is one of the best ways to create and experience courses on the iPad with any subject. | • Create courses for teachers or students to assist them further with information |
| Learn Zillion         | Learn Zillion is an online learning platform that helps teachers and parents meet the educational needs of every student. | • Students can receive personalized learning assignments anytime  
• Video lessons can be saved and watched later                           |
| QR Reader             | QR Readers can allow students to scan a QR code and access a world of information and knowledge. | • Students scan a QR code to watch a video directly related to content being taught in the classroom.  
• Students scan a QR code to have access to specific websites related to content being taught in the classroom. |
| Geddit                | Geddit is a classroom tool that allows your students to tell you how well they understand what is being taught. | • Students can answer quiz questions such as short answer and multiple choice.  
• All Check-Ins and responses are recorded.  
• Teachers can check these after class is over.                           |

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| Quizlet               | Quizlet allows students to study what you are teaching using their iPads.         | • Create and edit study sets on the go  
• 35+ million flashcard sets  
• 3 Distinct modes: Flash cards, learn, and scatter                     |
| Socrative             | Socrative allows teachers to create formative assessments through quizzes, quick question polls, exit tickets, and space races. | • Instantly grades student responses  
• Share quizzes with other teachers  
• Open ended questions, multiple choice, and true/false                  |
| Keynote               | Keynote is a presentation app (like Microsoft Powerpoint). This can allow teachers and students the ability to visually share information. | • Create presentations with images, photos, charts, text, tables and shapes.  
• Use with teachers or students                                            |
| Pages                 | Pages is a presentation app (like Microsoft Word). This can allow teachers and students the ability to share information or take notes. | • Create documents to display for students.  
• Students can create their own documents to display information they are learning |
| Numbers               | Numbers is an interactive spreadsheet app (like Microsoft Excel). This can allow teachers and students the ability to share information. | • Create spreadsheets to display information.                         |
| GeoBoard              | GeoBoard is a tool for exploring a variety of mathematical topics.                | • Perimeter  
• Area  
• Angles  
• Congruence  
• Fractions                                                               |

Appendix E - APP Visuals and Descriptions
<table>
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</table>
| iPhoto         | iPhoto gives you easy ways to browse, store, and organize your photos on the iPad. You can also adjust color and crop photos easily. | • Daily Documenter  
• Field Trip Pictures  
• Musical Pictures  
• Classroom Pictures |
| iMovie         | iMovie is a way to have students create a digital story of events going on in the classroom. The possibilities are endless. | • Take videos of students reading  
• Take videos of student behavior to model appropriate behavior  
• Digital Storytelling |
| Garage band    | Garage Band turns your iPad into a collection of touch instruments and a full featured recording studio, so you can make music anywhere you go. | • Tap out beats  
• Create music with a variety of instruments |
| AMC Alphabet Phonics | ABC Alphabet Phonics is an education game that helps your students rapidly learn the alphabet by sight, sound and touch. | • Use during Daily 5  
• Watch Dog Dads could use this with students  
• Use with students learning the alphabet or practice reviewing letters and sounds. |
| iBooks         | This is an online system of digital books already created for students. | • Use during daily 5 or DEAR time  
• Use during science/social studies |
| Google Maps    | This app allows you to track your location and gives directions to a specific destination. | • Students can create their own maps  
• Students can check directions after writing them on their own |
| News-O-Matic   | News-O-Matic is a digital news source for students. Students can explore relevant news articles through images, maps, videos, and games. | • Use during daily 5 or DEAR time  
• Use during science/social studies  
• Students can use this during math or reading as well |
## Appendix E - APP Visuals and Descriptions

### iPad Basic Work Tasks In a Nutshell

<table>
<thead>
<tr>
<th>I want to...</th>
<th>You need this app...</th>
<th>&amp; this feature...</th>
</tr>
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<tbody>
<tr>
<td>Open &amp; send a Word Doc</td>
<td>PAGES - Opens and sends Word Docs</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td>Show a Powerpoint</td>
<td>KEYNOTE - Opens and sends PowerPoint Presentations</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
<tr>
<td>Send an File Attachment</td>
<td>ANY APP with the file + or</td>
<td><img src="image3.png" alt="Image" /></td>
</tr>
<tr>
<td>Edit and send an Excel Spreadsheet</td>
<td>NUMBERS - Opens and sends Excel Spreadsheets</td>
<td><img src="image4.png" alt="Image" /></td>
</tr>
<tr>
<td>Open, Annotate and email a PDF</td>
<td>REMARKS - Simple &amp; cheap but feature-rich PDF editor, annotator, organiser</td>
<td><img src="image5.png" alt="Image" /></td>
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<tr>
<td>Crop &amp; Enhance then email image</td>
<td>PHOTOS - Has edit features built in for cropping/rotating &amp; Auto enhance</td>
<td><img src="image6.png" alt="Image" /></td>
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</tbody>
</table>

@iPadWells
Visual Cards for Apps

<table>
<thead>
<tr>
<th>Edmodo</th>
<th>30 Hands Free</th>
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<tbody>
<tr>
<td>Audiobo</td>
<td>Dropbox</td>
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<tr>
<td>Educreations</td>
<td>Evernote</td>
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<tr>
<td>Tellagami</td>
<td>PicCollage</td>
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<tr>
<td>Popplet Lite</td>
<td>Skitch</td>
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<tr>
<td>Alphabet Organizer</td>
<td>Sock Puppets</td>
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**Visual Cards for Apps**

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<table>
<thead>
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<th>Learn Zillion</th>
<th>Timeline</th>
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<tbody>
<tr>
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<tr>
<td>Pages</td>
<td>Socrative</td>
</tr>
<tr>
<td>Numbers</td>
<td>Socrative</td>
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Appendix E - APP Visuals and Descriptions
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- Garage Band
- Geo Board
- AMC Alphabet Phonics
- iPhoto
- iBooks
- iMovie
Visual Cards for Apps

iPad
Google Maps

iPad
News-O-Matic

iPad
iPad

Appendix E - APP Visuals and Descriptions
Appendix F – APP Guides & Tutorials

Popplet Lite

Description:
Popplet is a platform for your ideas. Popplet’s super simple interface allows you to move at the speed of your thoughts. With Popplet you can capture your ideas and sort them visually in real time. Quickly and easily!

You can use Popplet Lite to:

- **Explore Ideas:** Brainstorming, Mindmapping
- **Plan Projects:** Diagrams, Process Charts
- **Record Thoughts:** Journals, Notes, Lists
- **Collect Inspiration:** Mood Boards, Scrapbook, Travel Plans
- **Create Galleries:** Photo albums, Portfolios, Presentations
- **Study:** School Projects, Class Notes

Online Tutorial:  [https://www.youtube.com/watch?v=-QXpkoWUFCo](https://www.youtube.com/watch?v=-QXpkoWUFCo)

Directions for Use:

- This app will be pre-downloaded on all student iPads
- You will need to download this app on your teacher iPad
- After downloading the app, you will not need to create an account. Popplets can be exported through email, saved to camera roll, and saved as a screen shot. You are able to choose what will work for your students.
- Creating “Popplets”
  - Students and teachers can only create one Popplet at a time in the “lite” version. When your Popplet is complete, you can export the Popplet.
  - Pull up the “Popplet” app. A blue, blank screen will appear. Tap twice to get a box to appear. Within this box, you have several options. Here is an example of what the box will look like:
• This is a freeform creation app. Here are a few black line ideas for Popplet:
How to Export a finished Popplet:

- Click the **Export** button
- Export Options:
  - **Email PDF**: E-mail the Popplet to teachers or parents. The PDF means that it is a portable document file. This is not editable once sent.
  - **Email JPEG**: E-mail the Popplet to teachers or parents. The JPEG means that it is a joint picture that is being sent. This is not editable once sent.
  - **Save JPEG**: This saves the Popplet to the iPad camera roll. This would not be editable.
  - Option for younger students:
    - **Screen shot**: With the Popplet showing on the screen, hold down the home button and the power button, now the Popplet should be in the iPad camera roll. Detailed instructions for taking a screen shot are in the iPad manual.
Ideas for Classroom Use (not limited to):

- **Math:**
  - Breaking down numbers into different forms (i.e., expanded, standard, and word form)
  - Students create a Popplet to explain the instructions for solving a math problem in a logical order. This would be a visual display of those steps.

- **Reading:**
  - Sequencing a story by beginning, middle, and end
  - Display the main idea and supporting details of a story
  - Creating an organized display of vocabulary knowledge
  - Narrative elements of a story

- **Writing:**
  - Brainstorm ideas before first draft
  - Collect facts and information while doing research for a written report

- **Social Studies:**
  - School-wide expectations: Students create a visual (pictures, examples, and expectations)
  - Assign sections of the social studies book and students display the most important facts of that section to share with their class

- **Science:**
  - List parts of human body systems in an organized way
  - Organize information about a specific topic while researching
**PicCollage**

**Description:**
PicCollage is a photo collage app that allows you to create posters, collages, and images. Students will be able to showcase their learning through this app. Teachers can use this app to create posters and visual images for the classroom displaying images.

**Directions for Use:**
Download PicCollage from the App Store. Touch the icon to open the app. Touch the page to create a new collage.

Tap on the page to bring up the menu or touch the “+” at the bottom of the screen to access the same menu. The menu will have a few different options for you to select from:

- **Use Camera** - Take a picture with the iPad camera to use in the picture collage
- **Add Photos** - Add a photo from the iPad’s camera roll (a photo taken previously)
- **Photos from Web** - Search on the web for a photo to use in the picture collage
- **Add Video** - Search on YouTube to add a video to use in the picture collage
- **Add Text** - Add text over your photos. From here you can adjust the color, size, and font of your text.
- **Add Stickers** - Add clip art to your photos (some of these can cost money)

You can start by adding your pictures. Pinch and zoom to arrange the pictures. Tap the “+” again to select more pictures. Select the “text options” button to choose a font and alignment.

When finished, click the “share” icon. You can save your PicCollage to the camera roll. You can also email your PicCollage. You can also use your finished product in other apps.
Ideas for Classroom Use:

- **Reading:**
  - Students can use PicCollage by taking pictures to illustrate a story they are reading.
  - Students can use PicCollage to collect pictures to represent the theme of the story.

- **Math:**
  - Students can make PicCollage to show a math strategy for problem solving.
Audioboo

Description:

Audioboo enables students and teachers to instantaneously access, create, and share audio-based content. Audioboo can be accessed through an iPad, desktop computer, or a laptop. This app lets you record audio up to 10 minutes and listen to a vast library of unique user-generated and professional audio clips.

Tutorial: https://www.youtube.com/watch?v=dI7OpMllogKE

Set up and Directions for Use:

Audioboo will need to be downloaded on your teacher iPad from the iTunes Store. It will already be pre-downloaded on all student iPads.

Once the app has been downloaded you'll immediately be able to listen to a range of content and explore channels from around the world.

Most of the functions of the apps are controlled through the Toolbox menu (look for the "hamburger" icon top left). You'll be able to Search and Browse content without signing up, but Record and Message functions will need you to sign in.

Signing up

Click the Register button and create a username, password, and enter your e-mail address.
Recording your first clip

The red record button will always be on the bottom left of the screen.

When you click it, you'll see the Record screen. Hit Record to start your recording. After an (optional) 3-2-1 countdown, the app will begin recording your voice and sounds around you. You'll notice the levels on the volume meter changing as you speak.

You can Pause recording at any time, and play back what you've recorded so far by hitting the Play button on this screen. Fast wind through your recording with the white circle button.

If you're not quite ready to publish at this point, don't worry - hit Close, and you'll be given the option to Save your clip (which will then appear as a Draft in My Boos) or delete it. You can resume from Drafts at any time.

Or if your clip's ready to go, just hit Publish.
Trimming a clip

Whenever you pause recording on the app, you'll now see a wave form on your clip.

Click the scissor icon on the Record Screen, and drag bars appear to mark the start and end.

Drag the start and end bars of your clip to where you want them (and use the play control to check where you've set them).

Confirm the edit and the waveform will adjust to show your trimmed clip. You can now record and add more segments, or - if you're ready - hit publish.

Listening and Sharing

The play button in any list view will let you listen to that clip. You'll then be able to get back to it, start it, or stop it wherever you go in the app through the small control panel at the base of the app's screen.

If you click the right hand arrow on any listed clip, you'll get to a screen with more details about it. Here you can also share the clip to social networks, Like it to add it to your favorites and share it with your followers. You can also add it to a board (aka playlist) so you can collate them, download them within the apps, or share / embed the whole list.

If you click the user's picture, you'll see their profile. From here you'll be able to follow them - so you'll always have a quick link to their latest clips.

If you click the gearbox icon top right, you'll be able to download it to play offline or Report it if you feel it's offensive.
Browsing
Featured, Categories and Channels

- **Featured**: The featured tab is where you can find the most viewed Audioboo’s within all topics.

- **Categories**: If you select Categories, you'll be able to scroll through a range of different topics ranging from News and Sport to Education. There are also three special categories –
  - Recent shows you all the latest uploads from around the world:
  - Trending shows you what's currently popular with other Audioboo users:
  - Nearby shows you clips that were recorded near your current location (requires Location Services to be active.)

- **Channels**: Channels bring you clips over 800 channels.

My Boos
This menu option shows you all the clips you’ve uploaded so far, and any drafts you’ve recorded.

To erase either a published clip or a draft, swipe from right to left across the clip to reveal a delete button - but remember, once they're gone, they're GONE.

Just like any other clip, you can also click the right hand button to reveal details. However, you can't edit clip data on published clips. For more information visit the clip page on audioboo.fm.
Using Audioboo and QR Codes together: (shown during September/October iPad training)
The AudioBoo app can be used to record student’s voices. With Audioboo, you can record a 10 minute audio file, add a photo if you wish, add a title, and tap a button to publish your file to the web. An example of an Audioboo that was created is below.

Audioboo has an option of linking QR codes that will connect to your audio files. To find these files...

1. Go to your Audioboo account online using your computer (not your iPad APP.).
2. In the bottom right corner - click on the small gray button that says QR code. (See example of an Audioboo page at right.)

When you click on “QRCode”, it will give you the option to generate a large or small QR code. This is something that you could print and attached to many things. Some items that you may want to attached this QR Code to would be the back of a book (with audio of a teacher or student reading the text), student work, or artwork.

Students and parents could scan the QR code to hear the audio clip from Audioboo. All student iPads will be preloaded with a QR reader app.
Ideas for Classroom Use (not limited to):

- **Math:**
  - Students explain their problem solving processes
  - Teach a skill within 10 minutes and let students listen to it for review

- **Reading:**
  - The teacher or a student could record an audio clip of them reading a book. Then, through the Audioboo app, you could create a QR code that links to that audio clip. The QR code could be printed out and attached to the book for students to scan on their iPad and listen to.
  - Record students through Audioboo and listen to the recording to monitor fluency

- **Writing:**
  - Students could record their original writing pieces in an audio clip
  - Record writing conferences

- **Social Studies:**
  - Record mini research reports
  - Explain important events

- **Science:**
  - Describe the scientific method used during an experiment
QR Reader for iPad (Read and Create QR Codes)

Description

QR Reader for iPad is a simple, free, and easy app that allows you to scan QR codes, barcodes, and even creates PDF files with the "Scan to PDF" feature.

Features of Use

- Scans QR codes and barcodes
- Scan to PDF - turns your iPad into a digital scanner
- Search by keyword
- Scan & Share - scan and share photos & files
- Auto-detect scanning. Simply point & hold!
- Share using email, MMS, Facebook or Twitter.
- Create your own QR codes

Directions for Use

- Tap to open app. Once in the app, select the menu by tapping the three bars by the search box at the top of the screen. Choose to either scan (Scanner) or create (Creator).
  - Scan Mode Options
    - Code Scanner - point the camera at a QR code. The scanner will quickly scan the QR code and direct you to the contents of the QR Code which may be a website, a phone number, text, GEO locations, email addresses, etc.
    - PDF Scanner - point the camera at anything you wish to turn into a PDF. This acts as a digital scanner.
    - Scan & Share - share contacts, photos/videos, files, apps, and songs.
    - Scan from Photos - access your camera roll so that you can scan QR codes you have saved on your camera roll.
    - Scan from Pasteboard - access items you’ve saved onto your pasteboard.
Menu Options

- **History**-allows you to access any previously scanned QR codes. Within History, you can create folders to organize your history by tapping the +.

- **Creator**-allows you to quickly and easily create your own QR codes from content you have chosen.

  Tap + to pick the type. Choose the type you wish to create.

- There are also special types you can choose.
Suggestions for Classroom Use

- Resources from Best Use of iPads and iPad Apps to Enhance Learning
  - (Summer 2014 Resource Handbook)

Even More Uses of QR Codes

<table>
<thead>
<tr>
<th>Where to Place the QR Code</th>
<th>What Does the QR Do</th>
</tr>
</thead>
</table>
| Whiteboard/Chalkboard/Information Bulletin Board | ✓ Provides daily assignment  
  ✓ Provides link to "Do Now" activity  
  ✓ Provides link to project guidelines/rubric  
  ✓ Provides link to daily resource/vocab work/problem/question  
  ✓ Provides link to exit slip/poll  
  ✓ Provides link to school or classroom newsletter  
  ✓ Link to Dropbox folder |
| Task Sheet                                 | ✓ Provides correct answer  
  ✓ Provides link to video tutorial on concept  
  ✓ Provides link to a screencast done by fellow student on the topic |
| Field Trip Flyer                           | ✓ Provides link to permission slip  
  ✓ Provides links to additional information on the location  
  ✓ Provides link to questions to ponder while taking the trip |
| Reading Assignment                         | ✓ Provides comprehension questions  
  ✓ Provides analysis questions  
  ✓ Provides links to further information  
  ✓ Provides links to current events tie |
| Poster                                     | ✓ Provide science lab safety tips  
  ✓ Provide questions for lab experiment |

Appendix F - APP Guides/Tutorials