



Year 7 iPad Training - Skills Checklist



Area	Skills	Yes	No
iPad Operations	I know how to:		
Strongly Recommended before starting JSCHS			
Setup	Setup WIFI connection		
	Setup Apple ID		
	Connect iPad to Computer and Sync with iTunes		
	Download any App from App store		
iCloud	Setup an iCloud account		
	Turn on 'Find my iPhone' in iCloud – and use computer to find iPad via www.icloud.com		
Passcode Lock	Set up Auto Lock after a designated number of minutes.		
	Add a passcode lock for enhanced security on your iPad.		
Beneficial things to try			
	Update Apps from the App Store		
	Take a screen shot of iPad and find it in the Photos app.		
	Double-tap the home button to reveal the recently used apps.		
	Turn off recently use apps.		
	Search for apps, documents, or any info I need to find on my iPad.		
	Rearrange icons on my home screen.		
	Create App folders with names and specific apps in them.		
	Delete apps from the iPad.		
	Access the brightness, playback and volume controls		
Native apps	Use the Notes app to type up several notes		
	Use additional KB characters by tapping and holding on a character.		
	Use the Reminder's app to organize a list of tasks.		
	Use the Map app to find your house and view it as a map, satellite, hybrid or terrain map		



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Area	Skills	Yes	No
	Search for free podcasts in the iTunes store.		
	Use the camera to take still images and video.		
	View / delete photos from photo gallery		
	Create Photo Album in photos		
	Use Photo Booth to take still images with various effects.		
Music	Add a song to the Music app – via itunes sync.		
	Use alarm app – set alarm for 500pm – change alarm tone		
iBooks	Use iBooks to read an ePub formatted book or PDF file.		
	Purchase free books from the iBooks Bookstore.		
	Download a sample of a paid book in the iBooks Bookstore.		
	Adjust the font size in an iBooks book.		
	Select a portion of a book to have read aloud. (Make sure that Speak Selection is set up in Settings / General / Accessibility)		
	Add highlighting and notes to pages in iBooks.		
Safari	Use Safari to download images for a project that will be created using another app.		
	Add an icon to the home screen that will take you directly to website		
	Add and organize bookmarks in Safari.		
	Work with multiple browser windows in Safari.		
	Organize photos into albums in the Photo app.		
	Edit images in the photo app.		
	Show a slideshow using the photo app.		
	Find and play music, podcasts or audio books downloaded or synced to the iPad.		
Brightness and Wallpaper	Adjust the brightness settings for the iPad or return it to auto adjust.		



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	Change the Wallpaper background for the iPad using one of the included images or my own custom image.		
Software Update	Check software update to see if I need to update my iPad (Back up to a computer before updating iOS).		
	Update the operating system (iOS) on my iPad.		
	Adjust the volume and select sounds for Ringers, Alerts and a variety of app sounds.		
	Turn on and Set up a Bluetooth device to play with the iPad.		
	Set up the Side Switch to act as a rotation lock.		
	Set up the Side Switch to act as a mute button.		
	Use gestures to quickly return to the home screen, reveal the multitasking bar or swipe between apps. (Must be turned on to work)		
	Set date and time on the iPad.		
	Change the keyboard settings for Auto-Capitalization, Auto-Correction, Check Spelling, Enable Caps lock		
General/Keyboard	Set up shortcuts for the keyboard that would allow you to type a letter combination for an entire sentence.		
Apps			
iMovie	Use iMovie to create a movie trailer		
	Use iMovie to create movie with audio		
Google Earth	Use Google Earth to search for James Sheahan Catholic High School		
Pages	Use Pages to create a document and save it		
Garageband	Use Garageband to create a simple music track		
Google Translate	Translate an English sentence into Japanese		