




Getting started with your Center Grove iPad

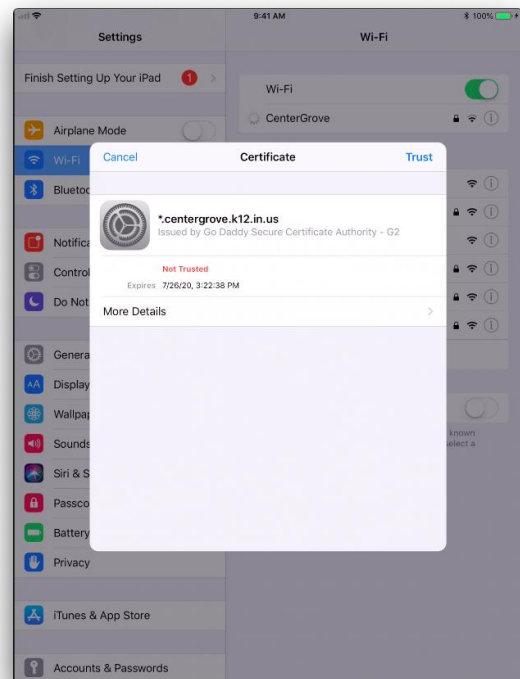
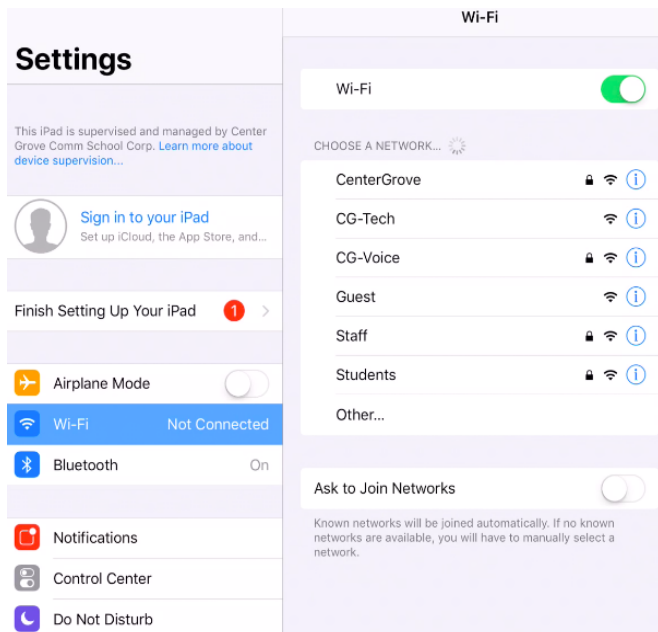
Welcome to Center Grove!

Congratulations on receiving your Center Grove iPad. The following document will guide you through initial setup of your iPad. If you have any questions or concerns please contact your media center specialist or building technician who will gladly assist you in setup or answering any other questions you may have.

Connect to Wi-Fi

To get started, connect to the “CenterGrove” WiFi with your student network username and password.

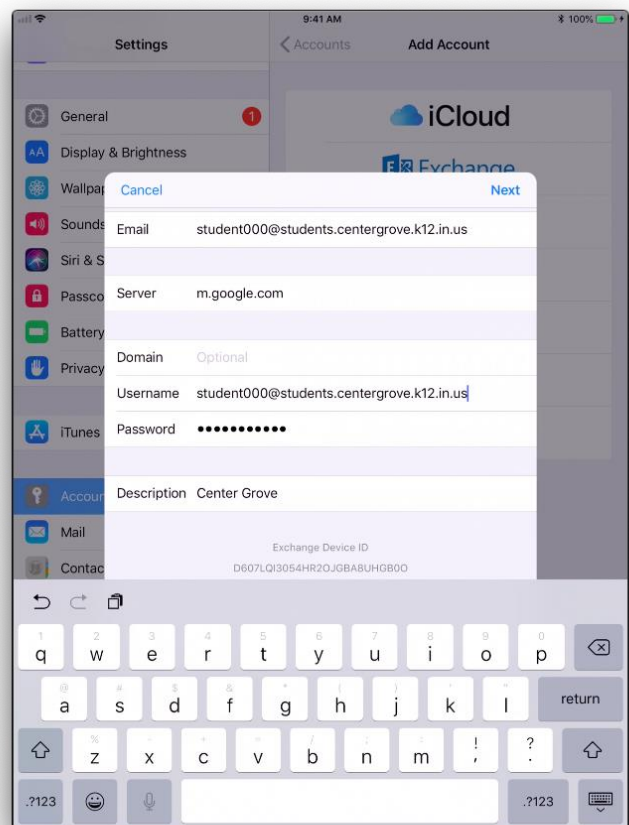
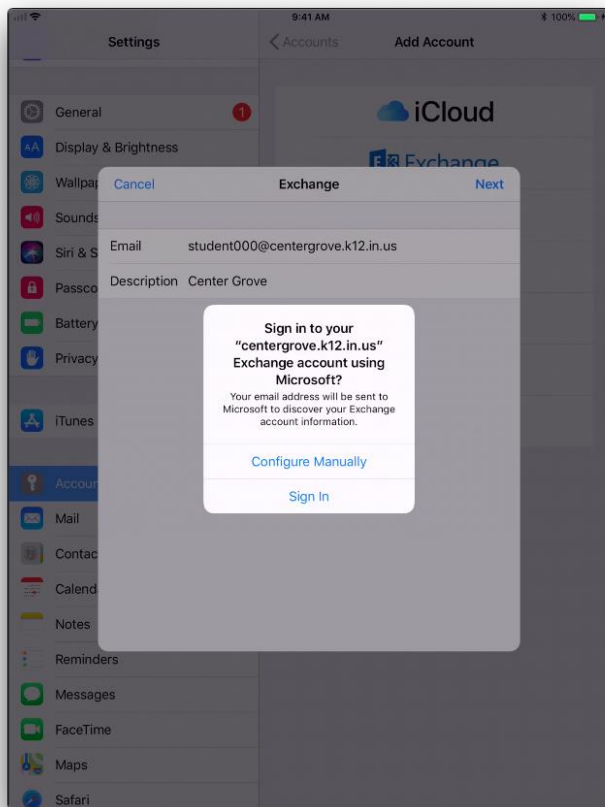
1. Select 
2. From the left menu, select Wi-Fi
3. From the right select “CenterGrove” from the list of Wi-Fi networks
4. Enter your student network username and password
5. When prompted select “Trust” in the upper right



Set Up Your Center Grove Email




1. Select
2. From the left menu, scroll down and tap Passwords & Accounts
3. On the right side of the screen select Add Account
4. When the list of email providers appears select the “Exchange” account
5. You will be prompted to enter your Center Grove student email address and add a description so you know which email account you are accessing if using the mail app
6. At the following screen you will be prompted to “Configure Manually or Sign In”, select “Sign In”



7. Additional Settings
 - a. Server – m.google.com
 - b. Username – full student email address (see photo above)
8. Select Next then Save to sync data


Notability

It's important to configure Notability to backup and sync to your Google Drive automatically to prevent data loss during the school year.

1. Open Notability 
2. In the lower left select the settings icon
3. From the Auto-Backup tab select **Google Drive**
4. Sign in with your full Center Grove student email and password
5. Allow Notability access to your Google Account
6. In your Google Drive account you'll notice a new folder "Notability". Files you save in the app will be saved here in your Google Drive

Download Apps from the App Portal

You can download apps to your iPad using the App Portal.

1. FileWave App Portal 
 - a. The FileWave App Portal includes education specific apps managed by Center Grove

Recommended Apps



Google Drive, Docs, Sheets, and Slides - take advantage of *unlimited* file storage with your Center Grove Google account.

You can store your files in Google Drive and also create Google Docs, Google Spreadsheets, and Google Slides from anywhere, and collaborate with others in real time.



Google Chrome - browser for the iPad in addition to the built-in Safari app. Google Chrome is nice because it syncs with your Google account and allows you to access your history and bookmarks.



Canvas by Instructure - we use Canvas for our learning management system (LMS). You can use this tool to assign quizzes to your students to be automatically graded, view analytics, have discussions online, post content for students, and more. It is used heavily in secondary classrooms.






Skyward - Skyward Mobile Access provides intuitive access for students, parents, and school staff that currently use Skyward's Family Access, Student Access, or Employee Access. Skyward Mobile Access will automatically locate your district and take you instantly to your vital information such as grades, attendance, discipline, payroll, time off, and more!



Notability – A powerful, yet wonderfully simple note-taking and PDF annotation

Troubleshooting and tips

- **Restart your iPad if something isn't working correctly.**
 - Hold your **home button + power button** down until you see the Apple logo appear.
- **Use your camera as a QR Reader**
 - Simply open the Camera App and aim at a QR code, a prompt will appear to open the website!
- **Screen Record**
 - Go to Settings > Control Center > Customize Controls, then tap  next to Screen Recording.
 - [Swipe up from the bottom edge of any screen](#). On iPad with iOS 12 or later, swipe down from the upper-right corner of the screen.
 - Press deeply on  and tap Microphone.
 - Tap Start Recording, then wait for the three-second countdown.
 - [Open Control Center](#) and tap . Or tap the red status bar at the top of your screen and tap Stop.
 - Go to the Photos app and select your screen recording.
 - Some apps may not allow you to record audio.