The iPad
iTunes U can be viewed from an iPhone or newer iPod Touches, however the iPad is the premium device for taking a course on iTunes U. In this section, we will explore the different functions and some tips and tricks making it even easier and more functional for student use. The iPad is based on the premise that, no matter the version—Pro, Air, or Mini—the basic functions are located in the same place.

There are not many buttons on the outside of the device. There is a large round Home Button located on the face of the device. The Home Button is the biggest button on your iPad. It returns you to the home screen and allows the switch between apps.

**Figure 2 iPad Front Facing Features**

The Home Button is also an important part of taking screenshots. By depressing the power and Home Button at the same time, a snapshot of your current iPad screen is taken and sent to Photos. You will know the screen shot is successful when you hear it click just like a camera shutter would.

**Figure 3 iPad How to Take a Screen Shot Example**

A lightning connector, the small square input, is for charging the iPad. Plug your charging cable into the iPad, then you can charge the iPad via USB by connecting it to another device like a laptop or use the wall adaptor to plug into a standard outlet.

**Figure 4 iPad Charging Access and Speaker Location**
Side-by-side volume buttons can be found on the longer side’s edge, and increase and decrease the volume. The first button is volume up. The second button is volume down. You can also mute by pushing and holding volume down button.

Note: Your iPad must be unlocked to adjust the volume.

**Figure 5 iPad Volume Up and Volume Down Buttons**

A headphone jack and the single power button are on the same side.

**Figure 6 iPad Headphone and Power Button**

Many types of standard headphone can be connected to the iPad. In addition, Bluetooth wireless headphones may also be paired.

The power button (Sleep/Wake button) located on the shorter edge controls the turning off and on of the iPad. To turn the power off, push and hold the button, after a few seconds, a message slide to power off will appear. Slide left to right to start the action. The same process is used to return power to the iPad.

When the iPad is not in use, it automatically locks itself so that others cannot use the device. The Lock screen will state swipe to unlock. Swipe right to left and the keypad will appear.

**Figure 7 Unlock iPad Prompt**
Enter your passcode and the iPad will unlock.

**Figure 8 iPad Unlock Passcode Example**

### Apps

#### Overview
iPad usage is based on applications (apps). An app is software that is designed to run on mobile devices instead of traditional desktop or laptop machines. An iPad is considered a mobile device. The apps are designed for productivity or a method to deliver content.

The Home screen will show various apps that are preinstalled on the iPad. System apps include iTunes Store, Music, or Videos.

#### Apps @ Work
Apps @ Work are apps that will assist in your student success with the iPad. If it is not already part of your initial set up, simply download Apps @ Work and browse the gallery of available options. Any apps included within the gallery that require purchase are pre-paid for you as a part of Lynn’s Apps @ Work suite.

**Figure 9 Apps @ Work Icon**

#### Search and Download Apps
To find and download apps, select the Apps store icon.

**Figure 10 App Store Icon**
Single-tap to open, and using the search feature in the upper right corner is the fastest and easiest way to locate an app.

**Figure 11 App Search Example**

Apps can be free or purchased. If an app is purchased, it will be charged to the account associated with the Apple ID. Free or purchased, the cost will be posted.

**Figure 12 Purchased App Example**

Once the desired app has been found, single-tap Get and the app will download to your iPad screen.

**Figure 13 Downloading an App Example**

The app will display on your screen.

**Figure 14 Downloaded App Example**

**Delete Apps**

To delete an app, press the app with your finger and hold until the app starts shaking. This is known as Move State. A small X will appear in the upper left corner. Tap the X and the app will be removed from the screen. Tap the Home button once, to exit Edit mode. The app will stop shaking.

**Figure 9 iPad Delete an App Example**
Organizing Apps
If you have several related apps, you can create a folder. Place your finger on the app until it begins to shake or enters the Move State. Keeping your finger on the screen, drag and drop the app on top of another related app. This feature is quite helpful in organizing your Home screen.

**Figure 10 iPad Folder Example**

It is possible to rearrange apps on the same screen or move them to a different screen.

To move to an app to different location on the same screen, place apps into Move State, and without removing your finger from the screen, drag and drop the app into the new location.

To move the app to another screen, place the apps into Move State, hold your finger down on the app you want to move, and drag your finger to the right edge of the iPad screen to move it over one page. The app icon will drop in place when your finger is removed. The process is a little awkward and may require more than one attempt to succeed.

Updating Apps
Apps are frequently updated by their developers. It is essential to keep your apps up-to-date. If app updates are needed, in the upper right corner of the App Store icon, a number will appear indicating the number of app updates that need to be performed.

**Figure 15 App Update Notification Example**

Single-tap the App Store icon, select Updates from the toolbar at the bottom of the screen, and single-tap the UPDATE button to the right of the app.

**Figure 16 App Update Request**
Settings

Overview
Settings are an important system app to become familiar. Settings are where you connect to Wi-Fi and Bluetooth.

![Settings Button](image)

**Figure 17 Setting Button**
Settings also offer you the ability to customize your iPad to fit individual needs. Under the Settings heading on the left of the screen, select General. As a visual clue, it will be highlighted in blue. On the left screen, locate Accessibility, and single-tap the arrow on the far right to expand the options. Here you can increase text size, enable subtitles and captioning, and enable VoiceOver.

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<tr>
<th>Settings</th>
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<th>Accessibility</th>
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</tr>
<tr>
<td></td>
<td>AssistiveTouch</td>
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</tr>
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</table>

**Figure 18 iPad General Settings Overview**

**Assistive Touch**
Assistive Touch places a virtual Home button on your iPad screen. Lightly tap it and have all the functions of the Home Button.
Enabling Assistive Touch on an iPad Example

Assistive Touch will display as a virtual button on your home screen. Tap the assistive touch button to display the available options.

Figure 19 Enabling Assistive Touch on an iPad Example

Figure 20 Enabled Assistive Touch on an iPad

Siri

Siri is an online assistant. Scheduling events are one of Siri’s best attributes. Siri can remind you of all course due dates. Simply say, “Hey Siri, schedule [Assignment 1] for [Sunday], [Date] at [11:59PM].”

You can also use Siri to launch apps. Say, “Hey Siri, open iTunes U,” and be viewing courses instantly.

Note: Long or hard to pronounce app names may cause difficulty in Siri understanding your command.

Enabling or disability Siri is also accomplished in Settings. Under the Settings heading on the left of the screen, select General. As a visual clue, it will be highlighted in blue. On the left screen, locate Siri and single-tap the arrow on the far right to expand the options. Here you can turn Siri on, off, and enable “Hey Siri” voice commands.
**Figure 21 Enabling or Disabling Siri on an iPad**

**Keyboard**

Keyboards for your chosen iPad version are optional and additional purchases. When choosing a keyboard, carefully read all information to make sure you are pairing the correct keyboard to your specific iPad.

**Split View**

Any iPad operating system software of 9.0 or higher has the ability to work from a split screen. The dual screen allows two apps to be open and active at the same time. However, it does not work on all apps. The Primary app is on the left and the Secondary app displays on the right. To enter split view mode:

Place your finger on the bezel, and swipe from right to left to open the second screen.

Note: The bezel is anywhere on the right edge of the screen where the iPad screen and the outside of the device meet.

**Figure 22 iPad bezel example**
The arrow bar is called the grabber. Use the grabber to adjust the view.

**Figure 23 Split View Grabber Bar Example**

Swipe down from top of the screen to bring up new app tiles. Single-tap anywhere outside the slide over and the app list will swipe itself away.

**Figure 24 Split View Change App Example**

**Notifications**

Notifications allow the iPad to notify its user when something has occurred within their iTunes U course. To activate Notification, under the Settings heading on the left side of the screen, select Notifications. As a visual clue, it will be highlighted in blue. On the left screen under Notifications, locate the iTunes U app. Single-tap the arrow on the far right, slide the on/off button left to right, and it turns green. You can also apply Notifications to email, Facebook, calendar, or FaceTime.

If you enable the Follow option in Discussions in iTunes U, push notifications will need to be allowed on the iPad. To do this, tap the Settings icon on the iPad.

**Figure 25 iPad Settings Icon Example**
A screen with a list of settings on the left will display. Select Notifications, swipe downward until you locate the iTunes U icon, and tap the arrow on the far right to open the options.

![Figure 26 iPad Settings Screen Example](image)

**Figure 26 iPad Settings Screen Example**

Tap the button to Allow Notifications (it will be green when enabled).

![Figure 27 iPad Notifications Setting Prompt](image)

**Figure 27 iPad Notifications Setting Prompt**

If you would like to receive notifications even when the iPad is locked, tap Show on Lock Screen button to enable the feature.

![Figure 28 iPad Notifications in Screen Lock Prompt](image)

**Figure 28 iPad Notifications in Screen Lock Prompt**

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