

**Glenn County Office of Education
Educational Services
iPad User Training Checklist**

1. Review, complete and sign iPad User Agreement
2. Examine equipment and label accessories
Case, power cord, vga adaptor
3. Overview of basic functions of iPad
 - On/off – charging/syncing
 - Home button
 - Volume
 - Settings
 - Wireless access
 - Icons- Movement
 - Screen function/Typing/Copy/Paste
 - Safari
 - Search
4. Set 4 Digit code for Lock screen _____
5. GCOE Mail access: Password _____
Mail, Calendar
6. Apps and iTunes Store Access
 - How to search for apps
 - iTunes Password: _____ (do NOT use personal iTunes account)
 - How to request apps --- Assigned Apps manager _____
 - How to download purchased apps
 - How to download free apps
7. Questions?
 - Read User Guide
 - iTunes University
 - Participate in iPad User group
8. Lost your iPad? – Notify Technology immediately
530 -865-1267 x.2154 Jrholdes@glenncoe.org

iPad User

Date

Educational Services

Date