iPad Skills Checklist

Area	Skills	I can do this	I tried to do this	I have no clue
iPad Hardware Operations	**I KNOW HOW TO:**			
	Sleep the iPad VS turn the iPad off			
	Take a screen shot and find it in the Photo app			
	Double-tap the home screen to reveal the recently used apps			
	Use the 4 finger flick to reveal the recently used apps menu			
	Search for apps, documents, contacts or any information I need to find on my iPad			
	Rearrange icons on my home screens			
	Create folders with names and specific apps in them			
	Delete apps from the iPad			
	Access the brightness, playback and volume controls and Airplay access by swiping to the right from the recently used apps menu			
Native Apps	**I KNOW HOW TO:**			
	Use the Messages app to chat with a student or colleague			
	Set up my calendar and sync it with another electronic calendar I presently use			
	Use the Notes app to type up ideas and email an individual			
	Use additional keyboard 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 my location and view it as a map, satellite, hybrid or terrain map			

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	Use the Map app to find directions from one location to another.			
	Use the Map app to look at street views of available locations.			
	Use the Contacts app and sync it with another electronic address book I presently use			
	Search for podcasts in the iTunes store (try Pinky Dinky Doo)			
	Search for iTunes U content in the iTunes Store (try lit2go)			
	Search for apps in the App Store			
	Download apps from the App Store			
	Update my apps through the App Store			
	Download a Newsstand item and purchase a volume if desired			
	Use FaceTime to video chat with a student or colleague			
	Use the camera to take still images and video			
	Use Photo Booth to take still images with various effects			
iBooks	Use iBooks to read an ePub formatted book or PDF file			
	Create customized collections of books or PDF files in iBooks			
	Purchase free books from the iBooks Bookstore			
	Download a sample of a paid book in the iBooks Bookstore			
	Download an ePub book through Safari from a source like http://gutenberg.org			
	Adjust the font size in an iBooks book			

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	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			
	Find and email all notes and highlighting to yourself (or a teacher) when finished			
	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 a specific URL			
	Add and organize bookmarks in Safari			
	Work with multiple browser windows in Safari			
	Send and receive mail using the mail application			
	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			
Settings	**I KNOW HOW TO:**			
Wifi	Choose and join a wireless network			
Location Services	Turn Location Services on for specific apps so that they can share information			
Brightness and Wallpaper	Adjust the brightness settings for the iPad or return it to auto adjust			
	Change the Wallpaper background for the iPad using one of the included images or my own custom image			

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Picture Frame	Set up Picture Frame so that a specific set of images will show in an on-going slide show			
General / Software Update	Check software update to see if I need to update my iPad (Back up to a computer or iCloud 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			
	Set up a Bluetooth device to play with the iPad			
	Set up Spotlight Search to only search for specific types of content			
	Set up Auto Lock after a designated number of minutes			
	Add a passcode lock for enhanced security on your iPad			
	Remove a passcode lock			
	Set up restrictions to keep students out of specific apps			
	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, allow a shortcut for a "."			
	Add international keyboards (Try adding emoji so that you can type with images and mix them with text)			
General / Keyboard	Set up shortcuts for the keyboard that would allow a student to type a letter combination for an entire sentence			

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Keyboard / International Keyboards	I know how to add a new Keyboard. Try adding Emoji as a means of using images as text for students to create rebus type stories			
General / Accessibility	Set up and work with VoiceOver to assist a person with visual issues			
	Set up and work with Zoom to help an individual with visual impairments			
	Set up the Large Text feature on the iPad return to turn it off of the next individual.			
	Change the iPad settings so that the screen appears white on black as an aide for certain visual challenges			
	Set up Speak Selection and a designated speech speed to be used when highlighted speech is read			
	Set up Mono Audio for individual who have hearing challenges			
	Turn on AssistiveTouch and create gestures that will help facilitate iPad usage for a specific student with motor challenges			
	Use Triple-Click Home to toggle on an off a desired assistive feature			
iCloud	Turn iCloud back up on or off. (Set up computer backup through iTunes when connected to a computer)			
Mail, Contacts, Calendars	Set up a new mail account (Manage multiple mail accounts through the mail app)			
	Set up preferences for the Mail app			
	Set up preferences (including syncing) for the Calendar app			
Video	Set up Closed Captioning for video playback. (You have to find content that has it embedded which isn't always easy))			
Photos	Change the setting for slideshows in the Photo app			

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Store	Log out of the school iTunes account and log in using my own iTunes account			
	Set up automatic downloads for Music, Apps and Books so that multiple devices on my account will automatically have the same content downloaded			
Apps	Check to see if there are preferences that I can change to customize any apps on my iPad			
iPad Workflow	I have a DropBox account and know how to upload files to it from my iPad			
	I know how to put files into a DropBox Public folder, find the URL for the file and share access to the file so it can be downloaded to an iPad			
	I know how to create a website like Zapd, put a link to a file in a dropbox so that it can be downloaded to an iPad			