Workshop content

An introduction to iPad (1 hour)

1. Physical iPad Controls/Layout (home, lock, SIM etc.).

2. Use of camera/mic (Note: eye contact with camera & fingers not covering mic).

3. Managing your Home Screen (status bar, dock, managing apps – jiggle mode/folders/app store).

4. Multitasking & Gesture Controls (Search, Control Centre, Notification Centre, multitasking and hand gestures - www.tiny.cc/iPadGestures).

5. Backup your iPad (iTunes / computer).

6. Personalising your iPad (wallpaper, sounds).

7. Security (passcode, autolock).

8. Accessibility (Assistive Touch etc.).

9. Mail setup & management (note: Mail days to sync under mail settings).

10. Safari Browser (Bookmarks, Reading list, Favourites).

Editing documents on your iPad (30 min)

1. Acrobat reader (markup, insert text, signatures, export).

2. Dropbox/OneDrive cloud storage options.

3. Office 365 (deakin.edu.au/office365). Create and edit MS Office documents in your web browser.

4. Notes Plus (record, add text, new page).

5. Note that MS Office for iPad trial complete. eSolutions is working with Microsoft to allow Deakin staff full access to the iPad apps.

Creating Cloud Concepts on an iPad
(time dependent)

1. What is a cloud concept.

2. Reminder about camera/mic locations.

3. Intro to iMovie (tips, add video, trim, autosave).

4. Intro to Explain Everything (overview of icons, add content, move slides, record video, save, export).

5. Insert Explain Everything content to iMovie.

6. Add images to iMovie, 'Ken Burns' effect.

7. Add titles, music, sound effects.

8. Export movie to camera roll.

9. Add movie to Deakin Air (www.air.deakin.edu.au).

10. Add movie to CloudDeakin ('Insert Stuff').

An introduction to iPad (iOS 8)

Images from www.tiny.cc/iPad-guide (PDF). Retrieved 3 Dec 2014.

Status bar

App icons

Home button/ Touch ID sensor

FaceTime HD camera

Multi-Touch display

Sleep/Wake button

iSight camera

Side Switch

Volume buttons

Headset jack

Microphones

iPad

Nano-SIM tray (cellular models)

Speakers

Lightning connector

General information

Apple iPad user guide
Web page: http://help.apple.com/ipad/8/
PDF: www.tiny.cc/iPad-guide

Which iPad do I have? (model # in tiny writing on back of iPad)
http://support.apple.com/kb/ht5452

Sync/Backup your iPad via iTunes
http://support.apple.com/kb/HT1386

Deakin Wi-Fi setup (Eduroam)
www.tiny.cc/iPadEduroam

Email setup (Deakin Exchange)
www.tiny.cc/iPadMail

Camera

- Camera & mic: check not covered by fingers or iPad cover.
- You/your subject should make eye contact with the camera on the edge of the iPad (not self in the middle of screen).
- You can use the volume button (top right-hand side of the iPad) to take a photo or start recording.

iPad hand gestures

Video: www.tiny.cc/iPadGestures

Multitasking gestures should be switched on by default. If you are having difficulty with the gestures, please check Settings > General > 'Multitasking Gestures'.

Home page: *Pinch 5 fingers in* (minimises open apps).

Control centre: *Swipe 1 finger up from bottom of the screen*.

Currently open apps/close apps: *Swipe 4 fingers up*. You can then switch between open applications by swiping left or right, & close an app by flicking it upwards using one finger.

Switch between apps: *Swipe 4 fingers left or right.* You can then switch apps.

Notifications centre: *Swipe 1 finger down from very top of screen* (Calendar etc.). Adjust what you see in the Notification centre by going to: Settings > Notification centre.

Search: *Swipe 1 finger down from a gap between icons* to search iPad or web.

Further resources

Accessibility: Settings > General > Accessibility to turn on Assistive Touch (floating screen button to replace physical 'Home' button), change gestures and more.

Settings

iOS updates: Check your iPad Operating System (iOS) version: Settings > General > Software Update.

Keyboards (Other languages, Split keyboard, shortcuts): Go to Settings > General > Keyboard > Keyboards > Add New Keyboard. E.g. *Emoji* keyboard for 'smilies'.
Text shortcuts (e.g. type 'DU' to get 'Deakin University'): Settings > General > Keyboard > Keyboards > Shortcuts.
Split keyboard in two by putting your thumbs in the middle of the keyboard and pulling apart. Can push back together again using thumbs to restore full size keyboard.

Passcode (Security): Go to Settings > General > Passcode Lock. Simple passcode 'on' (4 numbers). Simple passcode 'off' (complex password with text/numbers/symbols).

Sounds – keyboard: Settings > Sounds > Keyboard Clicks.

Switch off or restart: *Switch off*: Press and hold the Sleep/Wake button on the top right side of your device until the red slider appears. Then drag the slider to turn your device completely off. *Switch on*: After the device turns off, press and hold the Sleep/Wake button again until you see the Apple logo.

Editing documents on your iPad – Suggested apps

App		Details
Adobe Reader		Free https://itunes.apple.com/au/app/adobe-reader/id469337564 This is the same as the free Adobe Reader you can get on your computer. You can add mark-up, text and signatures. There are also other apps available that let you create or edit PDFs.
Dropbox		Free https://itunes.apple.com/au/app/dropbox/id327630330 A cloud-based storage service for files such as documents, photos, videos etc. Files can also be saved to view when offline. More info: www.dropbox.com. Note that Deakin eSolutions recommends that staff use **OneDrive** (not Dropbox) for cloud storage.
GoodReader for iPad		$6.49 https://itunes.apple.com/au/app/goodreader-for-ipad/id363448914 Mark up and read PDFs (typewriter text boxes, sticky notes, lines, arrows, and freehand drawings on top of a PDF file). Can also be used for MS Office and iWork files. Can connect to work server. More info: www.goodreader.com/gr-man.html
iOS Keynote		$12.99 (or free if purchased you iPad on or after 01 Sep 2013) https://itunes.apple.com/au/app/keynote/id361285480 Keynote is a presentation application which can display slides and content. User guide: http://help.apple.com/keynote/ipad/2.0/
iOS Pages		$12.99 (or free if purchased you iPad on or after 01 Sep 2013) https://itunes.apple.com/au/app/pages/id361309726 Pages is a word processor that enables you to create and edit documents. User guide: http://help.apple.com/pages/ipad/2.0/
Microsoft Lync 2013 for iPad		Free https://itunes.apple.com/us/app/lync-2013-for-ipad/id605608899 Microsoft Lync is a communication and collaboration tool at Deakin. You can use it to call (voice / video), email or instant message. eSolutions helpsheet: Lync 2013 Help Resources.
Microsoft OneDrive for business		Free https://itunes.apple.com/app/id655772279 Deakin's new way to store documents in the cloud & edit Word, Excel & PPT files from any internet-connected device. *First access:* Go to **www.deakin.edu.au/Office365** & log in with your firstname.lastname Deakin email address. Tick 'keep me signed in'. You should then be able to log into the iPad app. More information: eSolutions OneDrive Pro Help and Training.
Microsoft Word, Excel and PowerPoint		Free for students. Access for Deakin staff in progress Word: https://itunes.apple.com/au/app/microsoft-word/id586447913?mt=8 Excel: https://itunes.apple.com/au/app/microsoft-excel/id586683407?mt=8 PowerPoint: https://itunes.apple.com/au/app/microsoft-powerpoint/id586449534?mt=8
Notes Plus		$12.99 https://itunes.apple.com/au/app/notes-plus/id374211477?mt=8 Notes Plus is a powerful note-taking tool that supports handwriting, typing, audio recording and document annotation.
Puffin web browser		Free to try https://itunes.apple.com/us/app/puffin-web-browser-free/id472937654?mt=8 This browser allows access to Flash sites on your iPad (e.g. DeakinAir).

Creating Cloud Concepts on an iPad

What is a Cloud Concept?

The term 'Cloud concepts' at Deakin refers to enhancing or transforming teaching and learning through the use of technology.

An example of a cloud concept could be a short video or animation that is used to add 'life' to a key concept or area of study; to help to explain a complex idea; or to enhance student engagement.

Additional info and video examples: *From lectures to cloud concepts guide*: www.tiny.cc/DU-L2CC
or www.deakin.edu.au/learning/course-enhancements/from-lectures-to-cloud-concepts.

Suggested apps

Explain Everything

$3.79 https://itunes.apple.com/au/app/explain-everything/id431493086?mt=8

Once inside the app, there is a help icon on the top right of the screen.

Tutorials: www.morriscooke.com/?p=1045.

iMovie

If you purchased your iPad after 1 Sep 2013, this app is free. Otherwise it is $6.49.
https://itunes.apple.com/au/app/imovie/id377298193?mt=8

Once inside the app, there is a help icon on the top left of the screen.

Tutorials: www.apple.com/au/support/ios/imovie/

Exporting your video and adding it to DeakinAir and/or CloudDeakin

Once your video is complete, you can to export it to your camera roll and then upload it to the web.
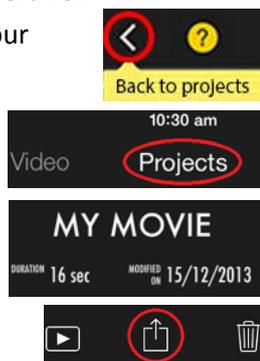
1) Export the movie to your iPad camera roll

When you have finished creating your video in iMovie, click the 'Back to Projects' icon, and then the 'Projects' tab.

Give your video a name. Tap on 'MY MOVIE', delete out the current text and add a title.

Click the share/send icon

Select 'Save video', then choose export size *HD 720p*. The movie file will then be saved to your iPad's camera roll.

2) Get ready to upload the movie

Option A: *Use the Flash-enabled Puffin Web Browser app.*
You can upload to DeakinAir from your iPad using this browser app. (Can be slow, but it gets there eventually.)
OR

Option B: *Copy the movie to your computer*
Plug your iPad into your computer using the USB charging cable. See http://support.apple.com/kb/HT4083 for instructions on how to import video and images to your computer (different instructions for PC and Mac).
Your movie will save in **.mov** (Quicktime Movie) file format on your computer.

3) Upload the movie to DeakinAir

Go to air.deakin.edu.au, and login with your Deakin details (top right of the page).

Click 'Add New' (top middle of the page) > 'Media Upload' and 'Choose a file to upload'.

Browse to your movie, select & wait for upload.

OR, see detailed instructions on the site www.tiny.cc/CD-Air (Under 'Adding content' tab, 'Media Upload' link).

4) Embed the movie on your CloudDeakin site

Still on the air.deakin.edu.au site, click the 'Get Embed Code' tab, and choose your preferred format. Copy the code.

Log into your CloudDeakin page and go to where you want to add your video (e.g. news, content etc.). Click the edit button and then click the Insert Stuff button on the toolbar.

Choose 'Enter Embed code' from the list of options. Paste your code and save.

OR, see www.tiny.cc/CD-Air ('Sharing content' tab and 'Embed code'/'Insert Stuff Method' links).

Need an expert in video production?
Contact Learning Futures' Teach Assist team (AKA 'CloudMobile') http://teachassist.deakin.edu.au/