



Reference: <http://carleton.ca/iteam/help/#userguides>

Exercise 1 – Buttons

- How would you "sleep" your iPad? **Bonus:** name a 2nd way.
- How would you "reboot" your iPad?
- How would you "unfreeze" a powered-on, but unresponsive iPad?
- Set your iPad's Side Switch to "Lock Rotation".
Lock your iPad in Landscape mode. Turn it vertically in Portrait mode to confirm the display does not rotate. Unlock Display rotation.
Bonus: How else can you lock / unlock Display rotation?

Max Score: 4 pts + 2 bonus pts

Your Score:___ /4 + Bonus:___ /2

Exercise 2 – Desktop

- Re-arrange an app icon on your iPad's desktop.
Bonus: In re-arrangement mode, why do some apps have an "X" and others not?
Bonus: move an app from one screen to another
Double Bonus: how would you easily move multiple apps from one screen to another?
- Create a folder with 2 apps in it.
- Rename an existing folder

Max Score: 3 pts + 4 bonus pts

Your Score:___ + Bonus:___

Exercise 3 – Security Part 1

- Name your iPad to include your own name
- Set a password for your iPad **Bonus:** How would you use letters in your password?
- Configure your iPad so that once you unlock it, it will not re-prompt for your password for the next 15 minutes, even if you sleep it

Max Score: 3 pts + 1 bonus pts

Your Score:___ + Bonus:___

Exercise 4 – Basic Connectivity

- a) How do you tell if your iPad is Wi-Fi only, or Wi-Fi + 3G?

Bonus: name a 2nd way.

- b) Set your iPad to connect to **CU-Wireless**.

- c) Configure your iPad for your Carleton Exchange Email and Calendar.

Tip: Ask for help if you have not already done this prior to the workshop

Tip: Add as an "Exchange" account and enter your email as your name (no spaces, underscores or periods) followed by **@cunet.carleton.ca**

Bonus: How do you tell your iPad to download more of your past mail?

Max Score: 3 pts + 1 bonus pts

Your Score:____ + Bonus:____

PSA (Public Service Announcement)

If you have a Wi-Fi + 3G iPad, some Advice on Managing Data Usage by Melissa Manocchio

There's an App for That: <http://carleton.ca/iteam/data-usage>

Exercise 5 – File Transfer

- a) Take a picture (e.g. of a document) and mail it to yourself.

Bonus: Select resolution to mail.

(Tip: Need iPad 3 or newer for the bonus.)

Max Score: 1 pts + 1 bonus pts

Your Score:____ + Bonus:____

Demo: DropBox (cloud), FileBrowser (w-drives)

How to configure FileBrowser: <http://www6.carleton.ca/iteam/howto/#configure>

Exercise 6 – Notes App

- a) Create a keyboard shortcut

- b) Split your keyboard in two

Bonus: Dictate a sentence to your iPad (Tip: iPad 3 or newer, including mini)

Max Score: 2 pts + 1 bonus pts

Your Score:____ + Bonus:____

Demo: Handwritten Notes and Annotating PDFs with Notability

More on Notability app: <http://www6.carleton.ca/iteam/howto/#handwrite>

Exercise 7 – Kid mode

a) Pick an app. e.g. Notes app. And lock your iPad into that app.

Max Score: 1 pts

Your Score: ____ + Bonus: ____

Total Score:

Your Score: ____ / 17 + Bonus: ____ / 10

Demo: iCloud

More: Nov 19th Lunch'n'Learn www.Carleton.ca/iTeam

- Questions

- Evaluation

More Info: www.carleton.ca/iTeam (+ click to SUBSCRIBE... to our mailing list)

Optional: After the workshop, if you like, we'll help you set up iCloud on your iPad or iPhone.