Intro to iPads

Day 1 — Lesson Plan

This iPad course is set up so that the participants practice as the slide presentation progresses. There are specific tasks at the end of each section for additional review and practice of the material.

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iPad Basics – Course Outline and Overview

Part I
- *Learn the basics of operating and getting the most out of your iPad.*
- *Get to know the iPad – the physical features.*
- *Using iOS/iPadOS.*
- *Using the Keyboard.*
- *Browsing with Safari.*
- *Installing & Managing Apps.*

Part
- *iPad Settings – Security and General Settings, Wallpaper and Sounds, Managing Notifications, Syncing your iPad.*

Part III
- *Apple Apps – Mail, Contacts, Calendar, Reminders, Messages, Facetime, Camera and Photos.*

Part I – Lesson Plan

Learning Outcomes
- *Get Started with the iPad*
  - o *Learn about the physical features of the iPad and its accessories.*
- *Use iOS/iPadOS*
  - o *Learn tips for using the iOS operating system effectively.*
- *Use the Keyboard*
  - o *Learn tips and tricks for using the iPad keyboard.*
- *Browse with Safari*
  - o *Learn how to use the Safari web browser with an iPad.*
- *Install and Manage Apps*
  - o *Learn about installing and managing iPad apps.*

Facilitating Instructions:

❗ *Each participant is required to bring their own iPad, charger and charger cable to each class. Encourage participants to make sure their iPad is at 100% (charge) for class.* ❗
*** to use Apple ID in the Appstore, participants must have funds on their account. If they do not have a credit card already on their account, they will need an AppStore card. ***

- *Instructor should have their own iPad, charger and charger cable, as well as, access to a working computer and Projector to run the PowerPoint Presentations. It would also be ideal if the instructor could project their iPad onto the Smart Board.*
- *A (15-minute) break should be provided to participants to rest eyes. It's important to promote healthy screen habits.*
- The presentation is set up so that the participants practice as the slide presentation progresses. There are specific tasks at the end of each section for additional review and practice of the material.

Materials:

- *PowerPoint presentation. Print out of the presentation's **Notes Page** to support the presentation.*
- *Optional: If you wish to provide handout notes to the participants, I suggest printing the slide presentation out using the setting: Handouts, 3 Slides, Scale to Fit.*
- *Optional Handout: **"5 Hidden iOS Features" *** Referred to as Bonus Practice if time allows. ***
- *You may want to have some charging bars available in case recharging is needed.*

Time	Topic	Material / Practice Task
15 min	• *Participants sign in and fill out registration and media release forms.* • *Instructor and participant introductions/warm-up.* • *Review course outline and learning outcomes for today's class.*	*registration forms* *media release forms*
30 min	**Get Started with the iPad - Learn about the physical features of the iPad and its accessories.** ○ *Slide 6: Read the lecture notes and show the video overview.* ○ *Slides 7-16: Progress through the slides, read the lecture notes, present the information, and actively guide the participants through the various features (specifically perform * **actions** * as indicated on the slides and in the lecture notes – slides 9, 10, 11).* ○ *Slide 17: Task 1 challenges the participant to (independently) put in to practice what was demonstrated in the previous slides.*	**Task 1** *Connect to Wi-Fi*

45 min	***Use iOS/iPadOS - Learn tips for using the iOS operating system effectively.*** o *Slides 18: Read the lecture notes and show the video overview.* o *Slides 19-27: Progress through the slides, read the lecture notes, present the information, and actively guide the participants through the various iOS/iPadOS features (specifically perform * **actions *** as indicated on the slides and in the lecture notes – slides 19, 20). Much of the information presented in this section is an overview and will be explored in more depth as the course progresses.* o *Slide 28: Task 2 challenges the participant to (independently) put in to practice what was demonstrated in the previous slides.*	***Task 2*** *Customize Control Center*
	Break – 15 mins	
30 min	***Use the Keyboard - Learn tips and tricks for using the iPad keyboard.*** o *Slides 29 - 44: Ask participants to open up the Notes App so they can actively follow along as the keyboard features are reviewed. Progress through the slides, read the lecture notes, present the information, and actively guide the participants through the various features (specifically perform * **actions *** as indicated on the slides and in the lecture notes).* o *Slide 45: Task 3 challenges the participant to (independently) put in to practice what was demonstrated in the previous slides.*	***Task 3*** *Move the Keyboard*
20 min	***Browse with Safari - Learn how to use the Safari web browser with an iPad.*** o *Slides 46 - 50: Ask participants to open up Safari so they can actively follow along as the features of Safari are reviewed. Progress through the slides, read the lecture notes, present the information, and actively guide the participants through the various features (specifically perform * **actions *** as indicated on the slides and in the lecture notes).* o *Slide 51: Task 4 challenges the participant to (independently) put in to practice what was demonstrated in the previous slides.*	***Task 4*** *Add a website to your Home screen*

20 min	Install and Manage Apps - Learn about installing and managing iPad apps. o Slides 52 - 62: Ask participants to open up the App Store so they can actively follow along as the features of the App Store are reviewed. Progress through the slides, read the lecture notes, present the information, and actively guide the participants through the various features (specifically perform * **actions** * as indicated on the slides and in the lecture notes). o Slide 63: Task 5 challenges the participant to (independently) put in to practice what was demonstrated in the previous slides.	*Task 5* *Download an App from the App Store*
5 min	Questions o Slide 64: Take a moment to answer any questions participants may have.	
✳	Slide 65: If time allows a bonus practice can be introduced (related to using Safari). Refer to the document, "5 Hidden iOS Features" and review **1. Search within a Webpage**.	*Optional Handout:* *"5 Hidden iOS Features."*

Note: This curriculum was developed from material gathered from the website, GCF Global. Specifically the tutorial on iPad Basics: https://edu.gcfglobal.org/en/ipadbasics. I also referenced material from the iPadOS User Guide: https://support.apple.com/en-ca/guide/ipad/welcome/ipados.