

Intro to iPads

Day 3 — 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.

iPad Basics – Course Outline and Overview

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| Part I | <ul style="list-style-type: none">• 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 II | <ul style="list-style-type: none">• iPad Settings – Security and General Settings, Wallpaper and Sounds, Managing Notifications, Syncing your iPad. |
| Part III | <ul style="list-style-type: none">• Apple Apps – Mail, Contacts, Calendar, Reminders, Messages, Facetime, Camera and Photos. |

Part III – Lesson Plan

Learning Outcomes

- **Mail**
 - Learn how to use the iPad Mail app.
- **Contacts**
 - Learn how to use the iPad Contacts app.
- **Calendar**
 - Learn how to use the iPad Calendar app.
- **Reminders**
 - Learn how to use the iPad Reminders app.
- **Messages**
 - Learn how to use the iPad Messages app.
- **FaceTime**
 - Learn how to use the FaceTime app.
- **Camera and Photos**
 - Learn how to use the iPad Camera and Photos app.

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 !

- 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. **
- Answer Key - iPad Review Test (for instructor reference only).
- Post-training Survey.
- You may want to have some charging bars available in case recharging is needed.

Time	Topic	Material / Practice Task
5 min	Review learning outcomes for today's class.	
25 min	<p>Mail - Learn how to use the iPad Mail app.</p> <ul style="list-style-type: none"> ○ Slides 3-7: Progress through the slides, read the lecture notes, present the information, and actively guide the participants through the various features of the Mail App. ○ Slide 8: Task 10 challenges the participants to (independently) put in to practice what was demonstrated in the previous slides. 	<p>Task 10 Create an email signature.</p>

<p>20 min</p>	<p>Contacts - Learn how to use the iPad Contacts app.</p> <ul style="list-style-type: none"> ○ Slides 9-19: Progress through the slides, read the lecture notes, present the information, and actively guide the participants through the various features of Contacts App. ○ Slide 20: Task 11 challenges the participant to (independently) put in to practice what was demonstrated in the previous slides. 	<p>Task 11 Add (at least one) Relationship Label to your contact card.</p>
<p>20 min</p>	<p>Calendar - Learn how to use the iPad Calendar app.</p> <ul style="list-style-type: none"> ○ Slides 21 - 25: Progress through the slides, read the lecture notes, present the information, and actively guide the participants through the various features of the Calendar. ○ Slide 26: Task 12 challenges the participant to (independently) put in to practice what was demonstrated in the previous slides. 	<p>Task 12 Add and event to your Calendar.</p>
<p>20 min</p>	<p>Reminders - Learn how to use the iPad Reminders app.</p> <ul style="list-style-type: none"> ○ Slides 27 - 34: Progress through the slides, read the lecture notes, present the information, and actively guide the participants through the various features of the Reminders App. ○ Slide 35: Task 13 challenges the participant to (independently) put in to practice what was demonstrated in the previous slides. 	<p>Task 13 Add a Reminder – Make a Grocery List.</p>
<p>Break – 15 mins</p>		
<p>20 min</p>	<p>Messages - Learn how to use the iPad Messages app.</p> <ul style="list-style-type: none"> ○ Slides 36 - 42: Progress through the slides, read the lecture notes, present the information, and actively guide the participants through the various features of the Messages App. ○ Slide 43: Task 14 challenges the participant to (independently) put in to practice what was demonstrated in the previous slides. 	<p>Task 14 Practice in messages!</p>

25 min	<p>FaceTime - Learn how to use the FaceTime app.</p> <ul style="list-style-type: none">○ Slides 44 - 47: Progress through the slides, read the lecture notes, present the information, and actively guide the participants through the various features of the FaceTime App.○ Slide 48: Task 14 challenges the participant to (independently) put in to practice what was demonstrated in the previous slides.	<p>Task 15 Facetime</p>
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<p>20 min</p>	<p>Camera and Photos - Learn how to use the iPad Camera and Photos app.</p> <ul style="list-style-type: none"> ○ Slides 49 - 55: Progress through the slides, read the lecture notes, present the information, and actively guide the participants through the various features of the Camera App. ○ Slide 56: Task 16 challenges the participant to (independently) put in to practice what was demonstrated in the previous slides. ○ Slides 57 - 60: Progress through the slides, read the lecture notes, present the information, and actively guide the participants through the various features of the Photos App. ○ Slide 61: Task 17 challenges the participant to (independently) put in to practice what was demonstrated in the previous slides. ○ Slide 62: iPad Basics Quiz - This can be reviewed and discussed as a class, or you can airdrop the website to participants. https://edu.gcfglobal.org/en/ipadbasics/quiz/ 	<p style="text-align: center;">Task 16 Let's Practice with our Camera App!</p> <p style="text-align: center;">Task 17 Create a shared album.</p> <p style="text-align: center;">Answer Key iPad Review Test</p>
<p>10 min</p>	<p>Questions</p> <ul style="list-style-type: none"> ○ Slide 63: Take a moment to answer any questions participants may have. ○ Ask participants to fill out the post-training survey 	<p style="text-align: center;">post-training survey</p>
	<ul style="list-style-type: none"> * Slide 64: If time allows a bonus practice can be introduced (related to using the Mail App). Refer to the document, "5 Hidden iOS Features" and review 2. Attach a photo or video to an email. * Slide 65: If time allows a bonus practice can be introduced (related to using the Mail App). Refer to the document, "5 Hidden iOS Features" and review 3. Search for emails. * Slide 66: If time allows a bonus practice can be introduced (related to using the Camera App). Refer to the document, "5 Hidden iOS Features" and review 4. Adjust exposure while taking a photo. * Slide 67: If time allows a bonus practice can be introduced (related to using the Camera App). Refer to the document, "5 Hidden iOS Features" and review 5. Create custom text shortcuts. 	<p style="text-align: center;">Optional Handout: "5 Hidden iOS Features."</p>