Tutor Lesson Plan - iPad

Introduction to the iPad

Goals		Resources/Notes
Introduce your learner to the iPad	• **Explain** that an iPad is a type of tablet computer. You can use it for accessing the internet to check your emails, surf the web and much more. • **Explain** that iPads are touchscreen devices and manufactured by Apple. There have been several different versions of iPads, with slightly different pre-installed apps. • **App:** explain that an application is a type of shortcut and there are lots of apps you can get, give examples here e.g. RTE Player, DoneDeal.	

Holding the iPad and buttons on the iPad

Goals	Suggested Actions	Resources/Notes
Help your learner understand how to hold and use the buttons on the iPad. **Remember** • **Explain…** • **Let them try it** • **Practice…**	• **Ask** your learner if they know how to hold the iPad, and if they know what the buttons around the edge of the iPad do. • **Show** your learner how to put the iPad to sleep and also to turn it on and off. **Exercise** Get your learners try this for themselves. • **Show** your learner how to adjust the volume and turn the iPad to mute **Exercise** Turn the volume up and down using the volume buttons, turn it to mute. • **Show** your learner how to use the home key **Exercise** Get your learner to tap into an app, and then press the home key to get back to the homepage. Repeat this several times.	

Goals

Help your learner understand how to use the touchscreen and the keyboard

- **Ask** your learner if they know what touchscreen means and if they have used one before.

- **Explain** that the iPad is a touchscreen device which means that you use your fingers to move about the screen, to tap into an app and to scroll back and over and up and down.

- **Show** the learner how to move back and over to the different pages of apps

Exercise
Get your learner to tap into the different apps, and again practice using the home key to get back out of them.

- **Ask** your learner if they have ever used a keyboard before.

- **Explain** that the keyboard is still in the same format as the original typewriter.

- **Show** your learner how to write something using the keyboard, in particular how to get the numbers/symbols keyboard to appear and how to use capitals.

Exercise
Get your learner to tap into the notes app, select new at top right-hand corner and type a small message, using letters numbers and symbols.

Tip: When tapping on the screen make sure the learner uses the pad or fingerprint part of their finger and not their fingernail.

Tip: If your learner finds the touchscreen difficult they can purchase a stylus, a pen like device which they can use instead of their fingers. They are for sale in electrical shops and even in 2 euro shops.

Connecting to the Wi-Fi

Goals

To help your learner understand about connecting their iPad to Wi-Fi

Suggested Actions

- **Show** the learner how to connect to Wi-Fi by clicking on **Settings.** Check that the Wi-Fi option is turned on then select the Wi-Fi network and enter the password. Show the learner how they can tell if they are connected as the word *connected* appears under the network name.

- **Explain** that some Wi-Fi is open and doesn't need a password and some will need a password. Explain that the Wi-Fi network name and password will be underneath their modem if they have it at home. However, they will not need to enter it every time as the iPad will remember the Wi-Fi password.

Note: If a network is password protected it will have the word **secured** under it.

Tip: Your learner can check if the Wi-Fi is connected by looking for the Wi-Fi symbol at the top left-hand side of the screen.

Email

Goals

- Introduce your learner to email on their iPad.

Remember
- **Explain…**
- **Let them try it…**

Goals

- Write an email and send it to Age Action.

Suggested Actions

- **Ask** your learner if they have email already and which type of email it is they have.

- Select **Settings** and choose **Mail, Contacts, Calendars,** and select **Add Account.**

- If the learner has an iCloud, Microsoft Exchange, Office 365, Gmail, Yahoo!, or Outlook email address, select the appropriate provider and insert the required information.

- If the learner has another email provider, select **other** and provide the required information.

Resources/Notes

Tip:

This is the icon for the Email App.

Tip:

This is the icon for the Gmail App.

Goals

- The learner can send an email to themselves as a test. They can also then learn to open and read this email.

Goals

- Delete an email

Exercise

Set up the learners email account on their iPad and send an email to gettingstarted@ageaction.ie

Starting from the home screen ask your learner to open up their email, create a new email and send it to themselves. Return to the inbox and the learner will be able to read the email they sent.

- **Explain** to the learner that quite often you will have to delete emails once you are finished with them.

Exercise

Select the email you would like to be deleted, tap on it and a trash can icon will appear at the top right-hand side, tap on this icon to delete the message.

Tip: Once your learner has a grasp of basic email, show them the different folders within their account for example, Sent, and Junk email.

Apps

Goals

- Help your learner to understand what an app is and use the pre-installed apps

- **Check** that your learner knows what an app is (**see start of lesson plan).**

- **Explain** that the iPad comes with approx. 17 pre-installed apps (these vary depending on which version the learner has).

- **Show** the learner where these apps are located on the iPad; refer to the learner book for a list of these apps.

Exercise

Ask your learner to open and close some of the apps on their iPad, for example, the calendar, reminders, safari etc.
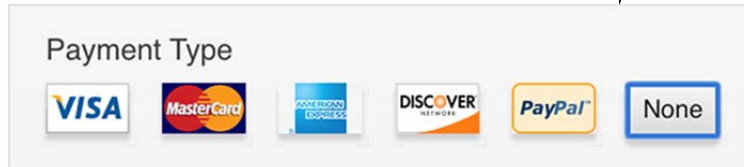Ask you learner to navigate between the different pages of apps on the iPad to find the one they are looking for.

- Set up apple ID

- **Explain** that you can download apps that don't come automatically with the iPad, from the App Store. Most apps are free but you have to pay for some of them. In

order to do so you will need to set up an Apple ID.

- **Show** your learner how to set up their Apple ID. (If they already have one then you can skip this step). They will be asked for a credit card details but they can select the option **None**

- Use the App Store, search for and download apps.

- **Explain** that having an Apple ID allows you to use the App Store.

- **Show** you learner how to search for and download an app.

- **Look** in the learner handout for a list of the most popular apps

Exercise
Ask your learner to search for the RTE app (or any app that they are interested in) and download it by tapping on free, and then install.

Popular apps include:
RTE News
Sky News
Irish Times
The Journal
Met Eireann
Tune In Radio – radio from around the world
Facebook
Twitter
Journey Planner
YouTube
Skype
DoneDeal

- Delete an App

- **Explain** that you might want to delete an app once you no longer have any use for it.
- **Show** the learner how to delete an app by pressing and holding down on the app until all apps start to shake. Tap the x at the top of the particular app to delete it. **Remember** it is not possible to delete pre-installed apps.

Exercise
Get you learner to practice by tapping on an app until all the apps shake, they do not need to delete an app but at least they will know how to. To get the apps back to normal tap on the home button.

Skype and Facetime

Goals	Suggested Actions	Resources/ Notes
• Introduce your learner to Skype	• **Explain** that Skype is an app which allows you to make free phone calls to other users with Skype.	
	• **Check** that the learners have the Skype app on their iPad.	
	• **Check** if the learner already has a Skype username and password, if not they will need to go to www.skype.com to set it up.	
• Using Skype: Adding Contacts	• **Explain** how to search for and add a Contact on Skype	
	Exercise Get your learner to add one of the Age Action Skype accounts. You can sign in to one of our accounts to accept them. Username: age.action1 Password: started1 Username: age.action2 Password: started2	
• Making a call	• **Show** the learner the icons used to make a voice call, a video call and how to hang up.	
	Exercise Get your learner to call the Age Action account, which you will have logged into on another device. Get them to practice calling you a few times.	
• Answer a call	• **Explain** that when someone calls the learner can answer with voice only, with voice and video or they can reject the call!	
	Exercise Call your learner and get them to practice answering the call	

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• Introduce your learner to FaceTime	• **Explain** that FaceTime is an app very similar to Skype that is used to make calls. FaceTime allows calls between other iPad, iPhone and Mac users. • **Check** that your learner has an Apple ID otherwise they will have to set one up to use FaceTime **Exercise** Get your learner to call a fellow FaceTime user by tapping into FaceTime, tapping on the contact you wish to call. The symbols

Tips for the iPad

Goal • Set Brightness	• **Explain** that you can adjust the display setting on the iPad especially if your learner is using the iPad as an eReader. Exercise Get your learner to go to settings – brightness and wallpaper – to adjust the brightness of the screen
• Screen Rotation	• **Explain** that you can set the screen to auto rotate so that the screen will move with the iPad or you can lock the screen so that it stays in the portrait or landscape position even with you rotate the iPad. Exercise Get your learner to go to Settings > General > Use Side Switch To > Lock Rotation. This will change the function of the mute button to a lock rotation button.
• Use iCloud	• **Explain** that iCloud allow you to back up your photos and other information on your iPad. You can set up an iCloud account using your Apple ID.