



# iPad Set-up Guide

## for Teachers



## **Introduction**

This guide is intended to provide tips for teachers who are using iPad for the first time, and is for iPad (A16) that have already been set up.

Your iPad is powerful enough to allow you to express anything, while also giving you the freedom to connect wherever you are. With its colorful display, high-quality camera, and innovative apps, your iPad can be transformed into anything you need for learning.

This guide introduces a carefully selected range of items that are perfect to help you start using your iPad in a school environment. So, let's get started.

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# 1

## Getting Started with Your iPad

This section is for those who are using an iPad for the first time. Have fun while learning the basic operations.



# Turning On Your iPad

iPadOS is designed on the same foundation as iOS. If you already use an iPhone, you can start using your iPad right away, because the functions and built-in apps that you use every day work the same way on your iPad. And, just like smartphones such as the iPhone, you don't need to turn off your iPad when you are done using it. The display automatically turns off when you are not using it. So, let's start by waking your iPad up from sleep mode.

## 1. Wake up your iPad

Press the top button ① or tap the screen. If the screen does not respond, the power might be turned off. To turn on the power, hold down the top button until the Apple logo appears. If the screen still does not respond, plug the charging cable into ⑧ and charge your iPad.

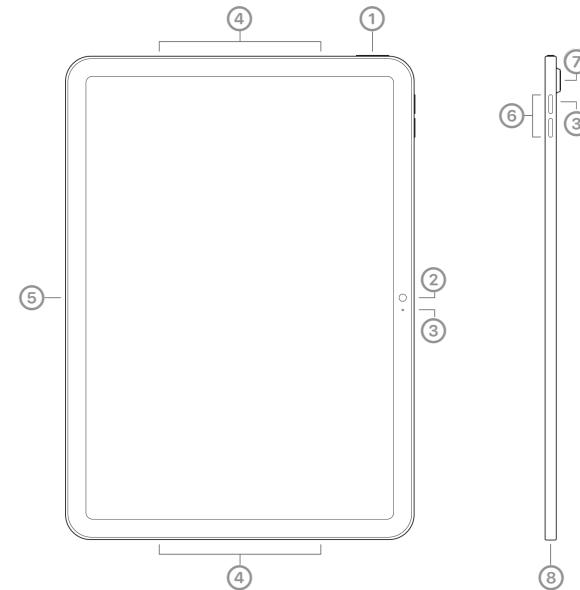
## 2. Unlock your iPad with a passcode

If you have set a passcode, swipe from the bottom of the screen to the top and then enter the passcode. When you are not using your iPad, it locks and goes into sleep mode for security reasons.

## 3. Unlock your iPad with Touch ID

If you have set up Touch ID, press the top button ① with the finger you registered for Touch ID. To lock your iPad again, press the top button ①.

\* Depending on the iPad you are using, the locations of some buttons might differ and some functions might not be available.



① Top button / Touch ID sensor

② Front camera

③ Microphone

④ Speakers

⑤ Smart Connector

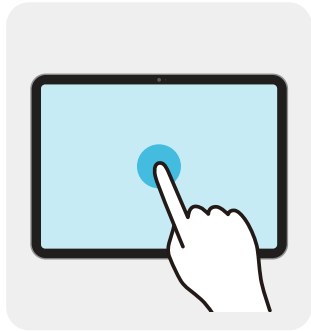
⑥ Volume buttons

⑦ Rear camera

⑧ USB-C connector

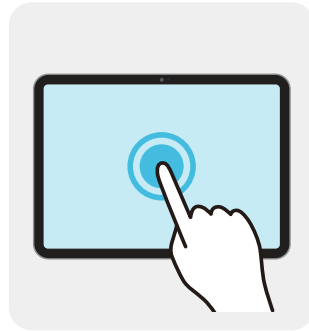
# Using Gestures

You can use your fingers to perform a variety of operations on your iPad. These finger movements are called gestures. You can use the following five gestures to perform the basic functions.



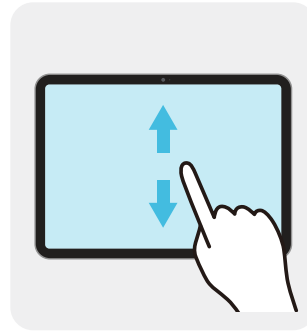
## Tap

Lightly touch the screen with one finger. This gesture is used in the same way as when clicking with a mouse to select something. Tapping twice is called a "double tap." Like a double-click, it is sometimes used to confirm something.



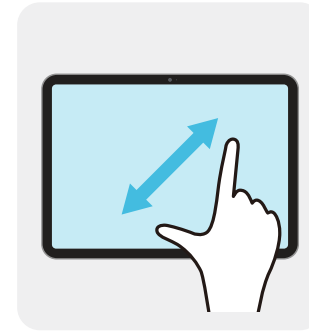
## Tap and hold

Touch and keep your finger on the screen. For example, if you tap and hold an app item, you can preview the content or perform a quick action.



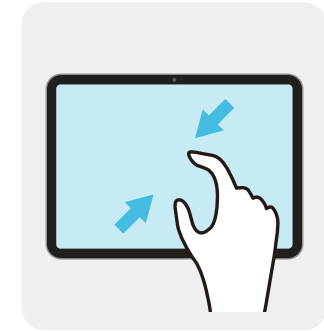
## Swipe

Move one finger quickly across the screen. Move your finger up and down without releasing it to scroll the screen.



## Pinch out

Place two fingers on the screen and spread them apart to zoom in.




## Pinch in

Place two fingers on the screen and bring them together to zoom out.



# Connecting to the Internet

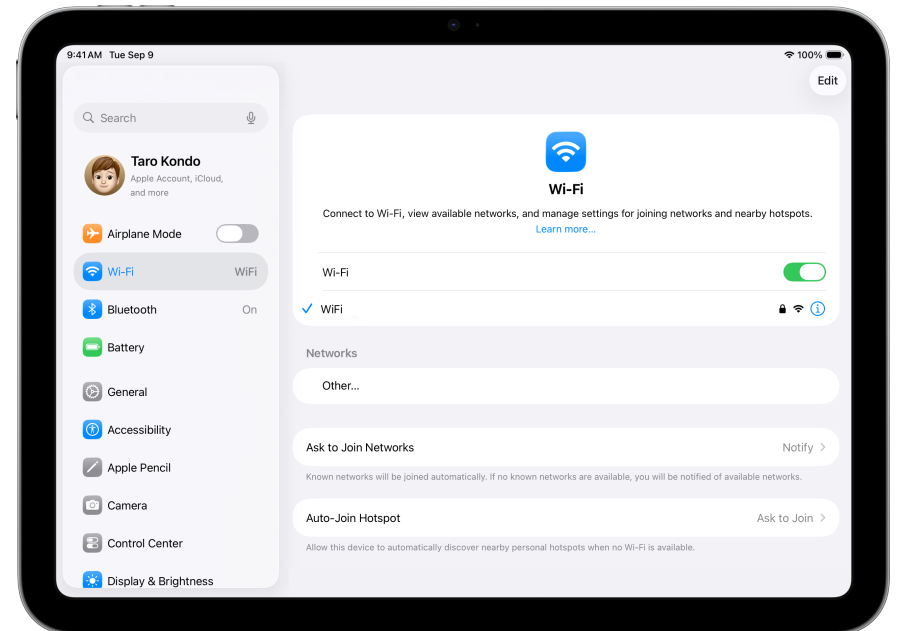
Although you do not need an Internet connection to operate your iPad, you will need to connect it to a Wi-Fi network in order to browse the web or access files on the cloud. Even if your iPad is already connected to the school Wi-Fi network when you receive it, you will need to connect it to a different Wi-Fi network when you want to use it at home or away from school. Even for iPad models with cellular connectivity, Wi-Fi might be required to perform OS updates.

## 1. Select “Wi-Fi” in Settings and turn on Wi-Fi.

On the home screen, select “Settings”  > “Wi-Fi” to turn on Wi-Fi. Your iPad will start searching for networks that can be used.

## 2. Tap the name of the Wi-Fi network you want to connect to.

If you are asked for a password after tapping the name of the Wi-Fi network you want to connect to, enter the password to connect to the network. When the connection to the network is complete, a blue checkmark  will appear next to the name of the network, and the Wi-Fi connection icon  will appear at the top of the screen. (See the image on the right.) These settings are necessary only one time; your iPad will automatically reconnect to that network.



Move the slider to the right to turn on Wi-Fi.



# Adjusting the Volume

There are several ways to adjust the volume on your iPad. Below are three common methods.



## 1. Use the volume buttons

Use the volume buttons on the side of your iPad (see [Page 5](#)) to adjust the volume of video and audio playback, notifications, and app sound effects. This is the most convenient way to adjust the volume while audio is playing.

## 2. Use Control Center

Swipe down from the top right corner of the screen to open the Control Center. Move  up and down to adjust the volume. (See the image on the right.) To mute the audio, tap . This is useful if you want to adjust the volume before playback or check the settings.

## 3. Use an external keyboard

If you have an external keyboard connected to your iPad, you can use the  and  keys to adjust the volume. The location of the keys will differ depending on the type of keyboard you are using.






You can adjust the volume in Control Center.

# Entering Text

There are also several ways to enter text.

## 1. Use the on-screen keyboard





Just like with smartphones, if you want to type on the screen, open the app you want to type in, tap the text field, and the on-screen keyboard (software keyboard) will automatically appear. (See the image on the right.) Press and hold  to switch to the keyboard that has been set in "Settings" .

- Select "Japanese Romaji" to use the same layout as a standard external keyboard. Tap "abc" on the left to switch to English input.
- Select "Japanese Kana" to use only hiragana. This is convenient for students in even the early years of elementary school to easily enter text.
- To hide the on-screen keyboard, tap .

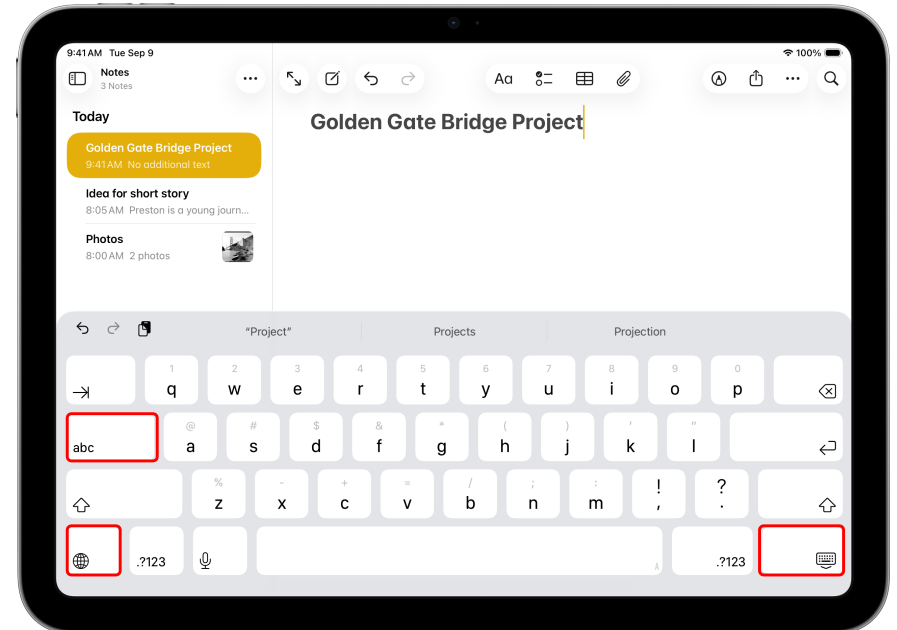
## 2. Use an external keyboard

If you connect an external keyboard to your iPad, you can type just like on a computer.

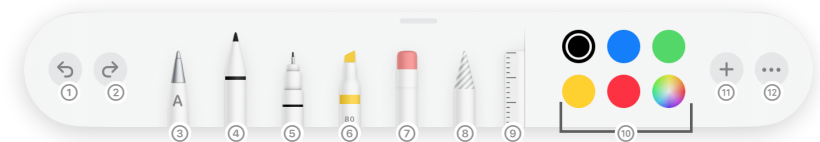
## 3. Use Apple Pencil\* or your finger

Handwriting is also possible with compatible apps. If you are using "Notes" , tap  display the markup toolbar. If you are using Apple Pencil, tap  ③ in the markup toolbar. If the pen tools ④-⑥ do not respond to your touch, turn on "Draw with finger" in the  ⑫ menu. The type of pen that can be used depends on the app being used.

\* iPad (A16) supports Apple Pencil (USB-C) and Apple Pencil (1st generation). A USB-C - Apple Pencil adapter is required to use Apple Pencil (1st generation) with iPad (A16).



For the procedure on the left, use the keys on the on-screen keyboard indicated above.






Markup Toolbar

- |                    |                  |
|--------------------|------------------|
| ① Undo             | ⑦ Eraser         |
| ② Redo             | ⑧ Selection tool |
| ③ Handwriting tool | ⑨ Ruler          |
| ④ Pen              | ⑩ Colors         |
| ⑤ Monoline pen     | ⑪ Other tools    |
| ⑥ Marker           | ⑫ Settings       |

# Streamline your Workflow on iPad

## 1. Use multiple apps at the same time

First, go to the Settings app, tap Multitasking & Gestures, then choose Windowed Apps.

To resize an app window, drag from either of the bottom corners. Or touch and hold   , then select one of the window layouts. To open another app window, use the Dock. Or swipe up from the bottom of the screen to move your open windows to the side—so you can access the Home Screen.

## 2. Switch between apps on iPad

To see all your open windows and apps, swipe up from the bottom of the screen, then pause in the middle. Tap a window to bring it to the front. Or, swipe up from the bottom of the screen, just far enough to reveal the Dock, then tap the app you want to use.

## 3. Find commands in the menu bar

On iPad, apps have a menu bar you can use to quickly take action. To view the menu bar, tap a window from the open app, then swipe down from the top edge of the iPad screen.

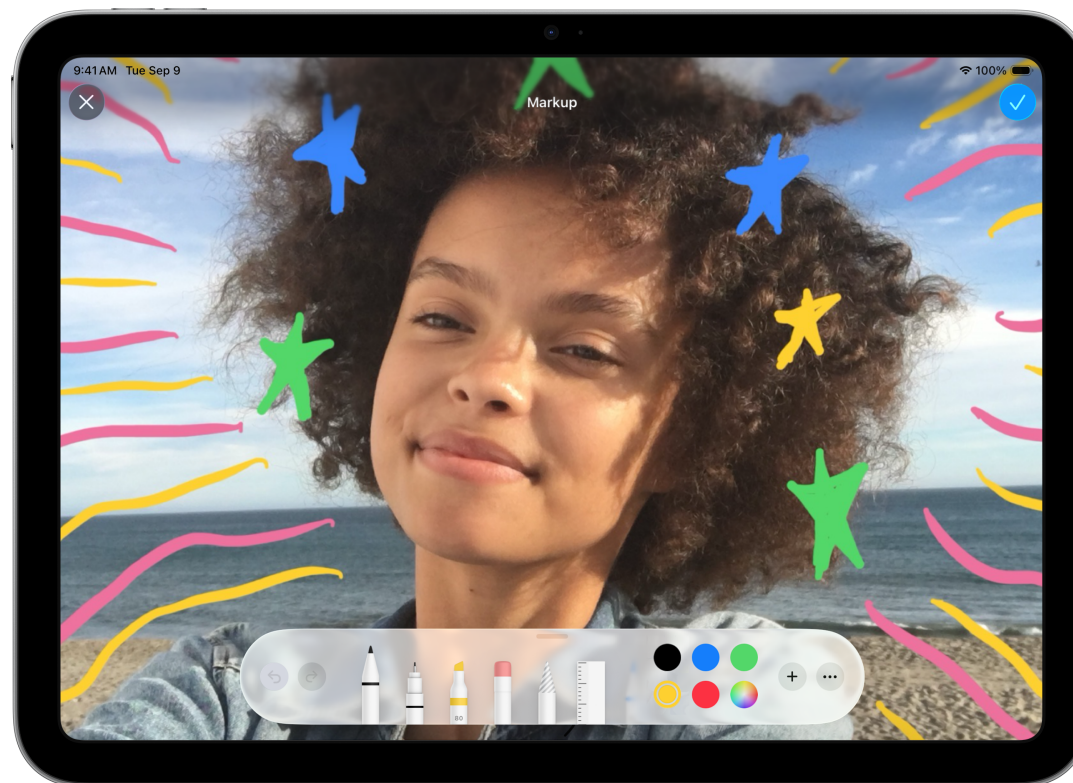


You can quickly switch between apps, resize and arrange multiple windows on your screen, use the menu bar, and more.

# 2

## Apps that are Useful for Education


Start by using the Camera, Photos, Safari, Notes, and Clock apps. These are built-in apps, so there is no need to install anything. However, your educational institution might place some restrictions on their use. Please consult with your IT administrator, as necessary.



# Recording with the Camera

You can use the iPad camera app to record things and events that happen around you.

## 1. Take photos

On the home screen, tap "Camera" . The app opens in the default mode, "Photos." To take a photo, press the shutter button or one of the volume buttons. To adjust the zoom, tap the "1x" button on the left side of the screen, or touch and hold it and then move it up and down. You can also adjust the zoom by pinching in and out with two fingers. If the image is blurred, tap the subject of your photo on the screen to focus on it.

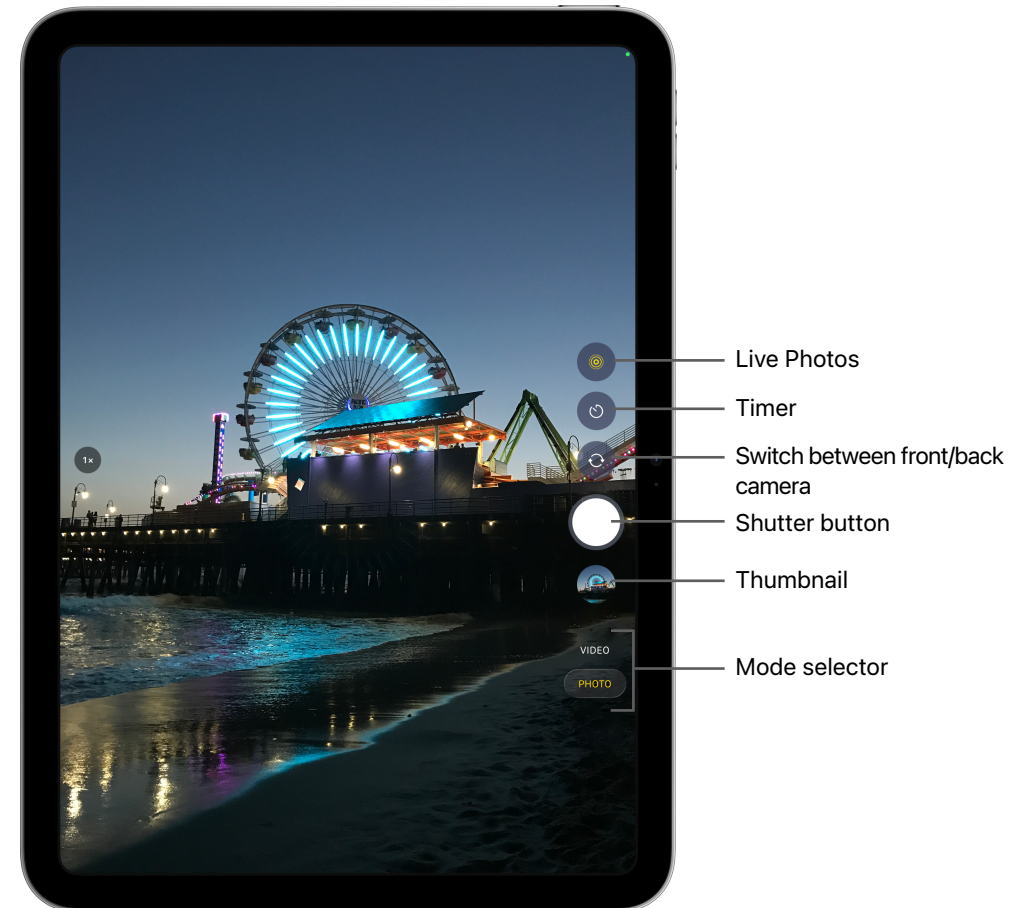
## 2. Switch the camera mode

Swipe the mode selector up and down to select the following modes.

- Time-lapse: Video recording of changes over time in frame-by-frame playback (Example: Movement of clouds)
- SLO-MO: Filming a slow-motion video (Example: Science experiment)
- VIDEO: Filming a video (Example: Practicing English conversation)
- SQUARE: Taking a square-shaped photo (Example: Photo for printing)
- Pano: Taking panoramic photos of scenery and other scenes (Example: Group photo)

## 3. Take photos with burst mode



Burst mode is convenient when you want to capture the decisive moment of a scene with movement, such as during a science experiment or a physical education class. Touch and hold the shutter button to take a series of photos at high speed, and release your finger to stop. To select the photos you want to save from the ones you've taken, tap the thumbnail below the shutter button, and then tap "Select" at the top of the screen. Recommended photos are indicated by a gray dot. To save individual photos, tap the circle in the bottom right corner of the photo and then tap "Done".











# Using Photos and Videos

Use the editing functions in the Photos app to add originality to your photos and videos. If you don't like the results of your changes, you can always undo them by tapping "Revert".



## 1. Edit your photos and videos

On the home screen, tap "Photos"  and then tap the photo or video you want to edit. Tap  at the bottom center of the screen to access the following editing functions.


-  (Adjust): Tap an effect on the right side of the screen, such as Exposure (adjusts the overall brightness), Brilliance (adjusts the balance between light and dark areas), Highlights (adjusts the light areas), and Shadows (adjusts the dark areas), and then use the slider to make precise adjustments. Tap  at the top to automatically apply the optimal adjustments.
-  (crop, rotate, flip): Tap  on the left side of the screen, and then move the corners of the rectangle to frame the area of the photo that you want to keep. Tap  on the top left side of the screen to rotate the photo 90 degrees. Tap  to flip the photo left to right. Use the slider on the right side to correct the tilt. (See the image on the right.)

When you have finished editing, tap  on the top right side to save your photo. To cancel your edits, tap  on the top left side, and then select "Discard Changes."

## 2. Add text and graphics to a photo

Tap  on the "Edit" screen. Choose a type and color of pen, and then annotate the photo. Tap  to add stickers, typed text, and graphics to your photo. Tap "Done" to save your photo.

## 3. Trim the length of a video

Tap "Edit." When the frame viewer appears at the bottom of the screen, adjust the length of the video by moving one of the edges with your finger, and then tap . To save only the trimmed video, tap "Save Video." To keep the original video as well, tap "Save Video as New Clip." Once you have saved a video as a new clip, it cannot be undone.





To crop a photo, tap the icon on the bottom left side.


# Using Photos and Videos (Advanced)

On the 8th generation\* iPad and later, you can use the image recognition function to use the information contained in photos and videos for a variety of purposes.


## 1. Use the text in an image

Follow one of the following steps to use the text in an image.

- In "Photos" , open a photo or pause a video that includes text.
- In photo mode in "Camera" , frame your subject that includes text within the screen.



Tap  on the bottom right side of the screen. You can now select and copy portions of the text on the screen, and perform a web search. (See the image on the right.) Depending on the content of the text, you can use a single tap in the quick action menu on the lower left side of the screen to move to a website, display a route in a map app, or translate a foreign language into Japanese.

## 2. Identify an object in a photo

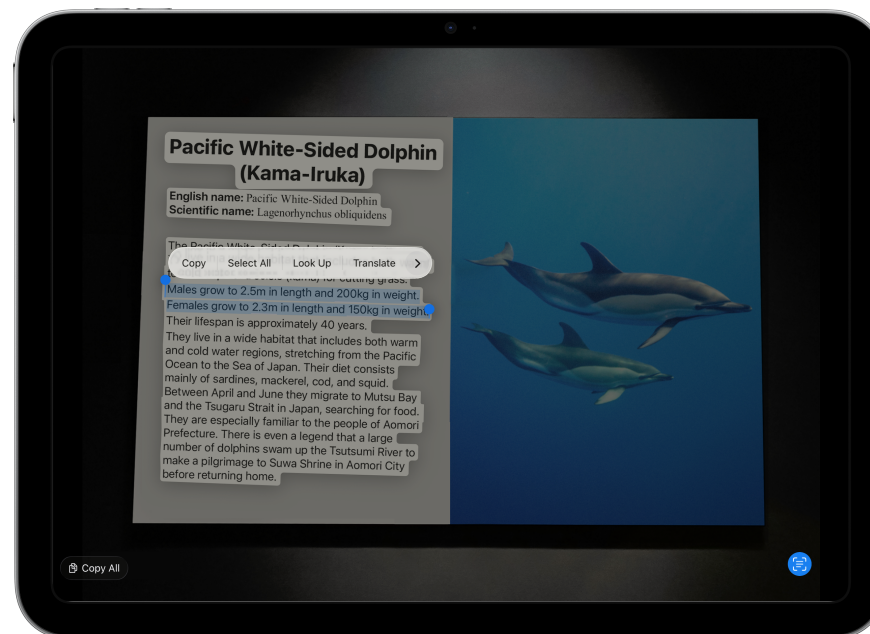
You can identify plants, animals, landmarks, paintings, etc. in photos and videos, and look up information about them. Open a photo and either swipe up or tap , and then tap an icon in "Info" to display detailed information about the subject.


## 3. Extract a subject from its background

Open a photo or pause a video, and then touch and hold the subject for a moment. The subject will be framed by a white outline and a menu will appear. Select one of the operations in the menu.

- Tap "Copy" and then paste the image in an app such as "Notes" .
- Tap "Share..." and then select an option such as AirDrop or "Notes" .
- Touch and hold the subject, and then drag and drop it into another app.

\* You can check the model of your iPad in "Settings"  > "General" > "About" > "Model name."



Tap  on the bottom right side to recognize text in an image.

# Browsing the Web

Use Safari to access web-based teaching materials and search for information that your students can use to work on performance tasks.

## 1. Search on the Web

On the home screen, tap "Safari" and then tap the search field. Enter keywords or a URL. Tap a search suggestion or tap ↵ on the keyboard to check the results.

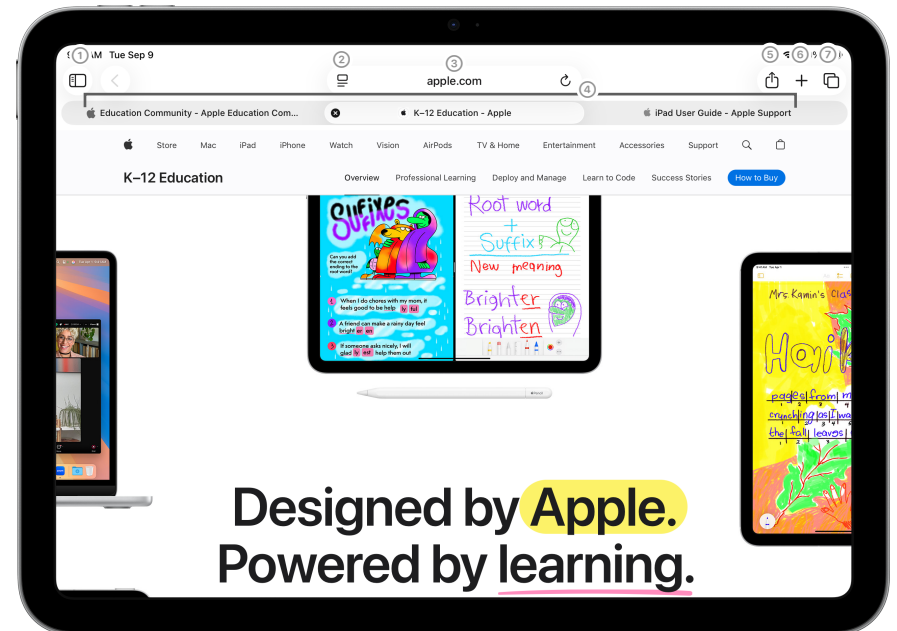
## 2. Navigate a website

To quickly return to the top of the page while viewing, double-tap the top of the screen. To refresh the page, drag down from the top of the page.

## 3. Quickly access frequently used pages

Tap on the relevant page and a few options will be displayed.

- Add to Reading List: You can access the pages on your reading list even when not connected to the internet. To access a page later, tap on the top left side, and then tap "Reading List." To hide it, tap again.
- Add Bookmark: You can organize bookmarks by folder, so you can group content by subject or grade. To access a page later, tap on the top left side, and then tap "Bookmarks."
- Add to Favorites: Simply tap the search field to display the pages you've added to your favorites, so you can easily access them at any time.





Safari functions:

- 1 Show bookmarks, reading list
- 2 Display control
- 3 Search field
- 4 Open tabs
- 5 Add favorites, bookmarks, reading list
- 6 New tab
- 7 Tab list


# Taking Notes

You can use the Notes app not only to write down your thoughts, but also to organize information in a way that is unique to digital media, using checklists, images, web links, scanned documents, handwritten notes, sketches, and more.






## 1. Create a note

On the home screen, tap "Notes" , and then tap  to create a note. The first line of the note will automatically become the title. To change the format, tap Aa in the center of the toolbar.


## 2. Add an image or video

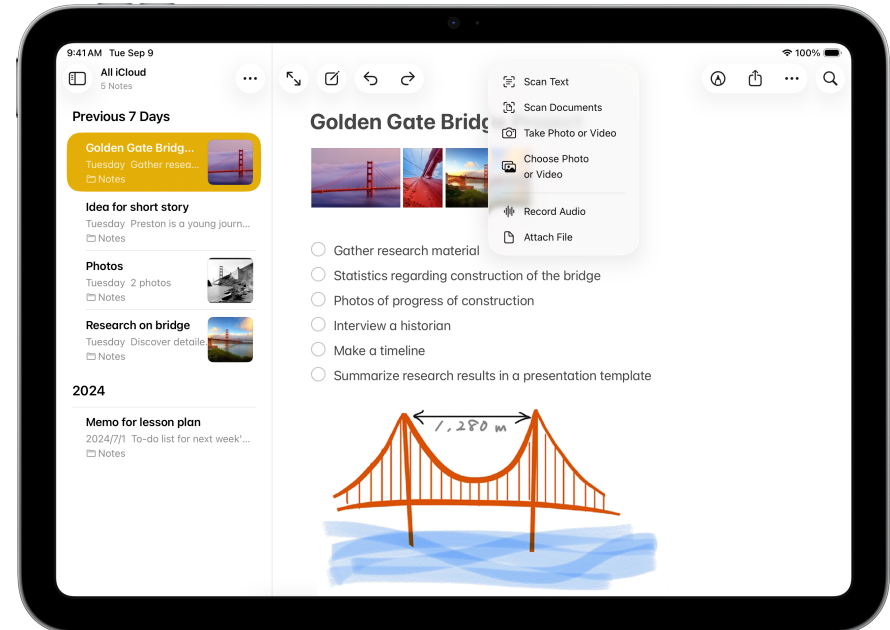
To add a photo or video, tap . (See the image on the right.) Then, either "Choose Photo or Video" from the photo library, or take a new photo or video. To add a paper document, tap "Scan Documents" and position the document so that it fits within the iPad screen. The page will be imported automatically. Tap "Save" and then tap the scanned document to edit it, such as by cropping it or changing its orientation.

## 3. Add information from another app

You can attach to your note the content that you are working on in another app, such as a location displayed in "Maps" , a web page you are viewing in "Safari" , or a PDF file or screenshot saved in "Files" . To do this, open the item you want to share in the app (such as location information or a web page). Tap  and then tap "Notes" . You can either save the shared item in a new note, or select an existing note and save it.

## 4. Add a sketch or handwritten text

Tap  and write with Apple Pencil or your finger. (See [page 9](#).) You can add handwritten sketches or text not only to notes but also to PDFs you have saved. If you type or write a mathematical formula, the answer is displayed instantly.







Tap  to add images and videos.

# Using Quick Notes

Quick Notes are useful for quickly writing down information while viewing any app on your iPad, such as when browsing the web or during a remote meeting.

## 1. Create a Quick Note

Use one of the following steps to create a Quick Note.


- Using your finger or Apple Pencil, swipe up from the bottom edge of the lower right corner of the display.
- In "Safari" , tap  on the top right side, and then tap "Add to Quick Note" to automatically clip the URL to a Quick Note.
- In "Safari" , select the text you want to save as a note by holding down and dragging, and then tap "New Quick Note." The URL will be added to the Quick Note along with the selected text.
- Open Control Center and tap .

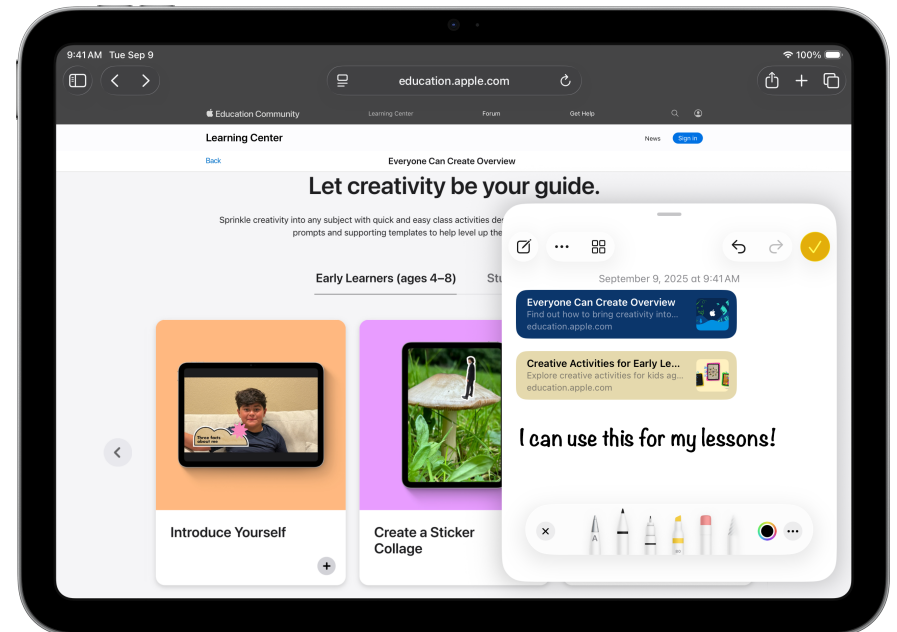
## 2. Exit Quick Note

Use one of the following steps to exit Quick Note.

- Tap "Done" on the top left side of Quick Note. To open Quick Note again, use your finger or Apple Pencil to swipe up from the bottom edge of the lower right corner of the display.
- Drag the Quick Note outside the screen. Tap the gray tab displayed on the far right of the screen to display Quick Note again.

## 3. Organize Quick Notes

In the folder list for "Notes" , tap "Quick Notes" to display all Quick Notes. If you move a Quick Note to a different folder, it will become a normal note and will no longer be displayed as a Quick Note in other apps.




Quick Memo can be used on top of the app you are using.

# Managing Time

You can use the clock app to make your classes run smoothly. If you want to use another app while keep track of the time, tap  $\dots$  on the screen, choose whether to display the clock in the center or on the left or right, and then the home screen will be displayed. The time will continue to be measured even if your iPad goes into sleep mode.

## 1. Set a timer

On the home screen, tap "Clock"  Set the length of the timer and the sound to play when time is up. When you tap "Start", the countdown begins, and the passage of time is clearly displayed by numbers and a circle. (See the image on the right.) If Siri is set up, simply say "Hey Siri, set a timer for 10 minutes" to your iPad and the countdown will begin on the home screen.

## 2. Measure time with the stopwatch

Tap "Stopwatch." When your iPad is in portrait orientation, you can switch between digital and analog displays by swiping the stopwatch left and right. Tap "Start" to begin measuring the time. To record a lap or split, tap "Lap." To record the final time, tap "Stop." To reset the stopwatch, tap "Reset."

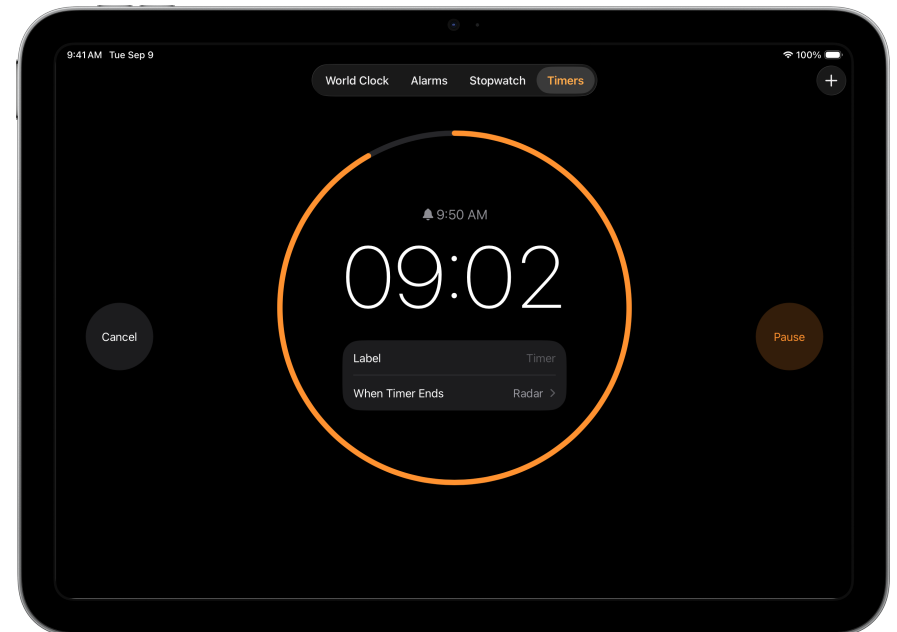
## 3. Set an alarm

To manage the time on a regular schedule, like a chime or alarm clock, tap "Alarm" and then tap  $+$ . After setting the time, select one of the following options.

- Repeat: The alarm will be executed repeatedly on a fixed day of the week.
- Label: Give the alarm a name (such as "Go to the classroom").
- Sound: Select a song or ringtone.
- Snooze: Set the alarm to sound again even after it has been stopped.

To add the alarm you have set, tap "Save."

To change or delete an alarm, tap "Edit."







The passage of time is clearly displayed by numbers and a circle.




# Utilizing the Calculator

The calculator app can be used to perform basic calculations, scientific calculations using functions, and conversions of various units and currencies, as well as solve mathematical equations from handwritten notes and graph equations. It is convenient for creating teaching materials and making administrative work more efficient.



## 1. Switch the mode

On the home screen, tap "Calculator"  to start doing basic calculations right away. To switch to another mode, tap  on the bottom left side to select "Scientific" or "Math Notes," or turn on "Convert." To return to the basic calculations screen, tap  again and select "Basic." Tap  to display the history of previous calculations in the sidebar.

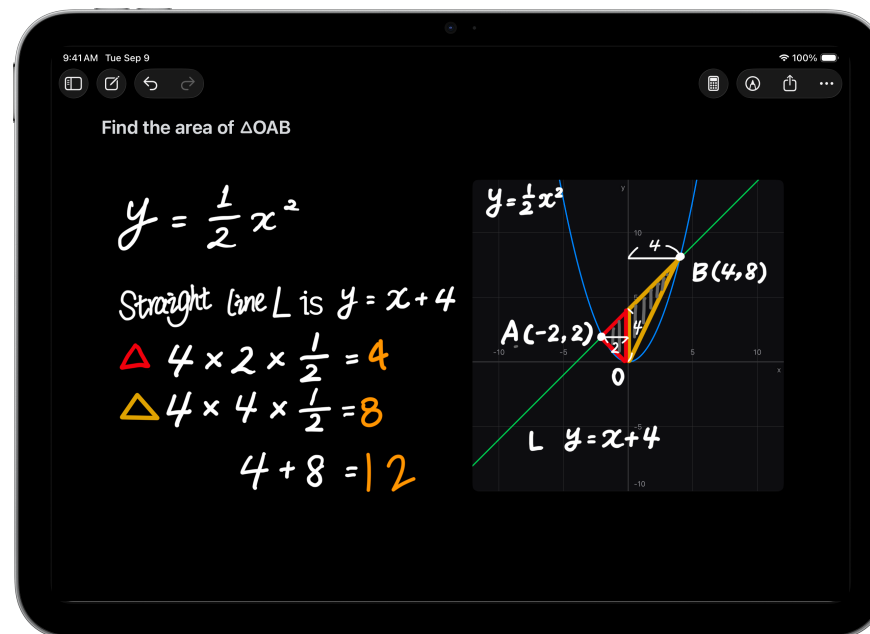
## 2. Calculate a handwritten or typed note

You can instantly display the results for a handwritten or typed calculation. Tap  and select "Math Notes." Then, tap  and enter a handwritten calculation or use the keyboard to type a calculation. If you use two variables such as x and y, you can also insert a graph whether you enter the equation by hand or with the keyboard. To return to the basic calculations screen, tap  again and select "Basic."

## 3. Convert units and currencies

Tap  and turn on "Convert." Tap  to select currency, or swipe the categories at the top of the list to select other units such as speed, time, and weight. Enter a value in either the top or bottom field, and the conversion result will be displayed instantly. When using a calculation memo to perform a conversion, write or type in a format like "50m in feet =".

\* To use the calculator app, you will need to upgrade to iPadOS 18.  
See [this page](#) for more information about the calculator functions.

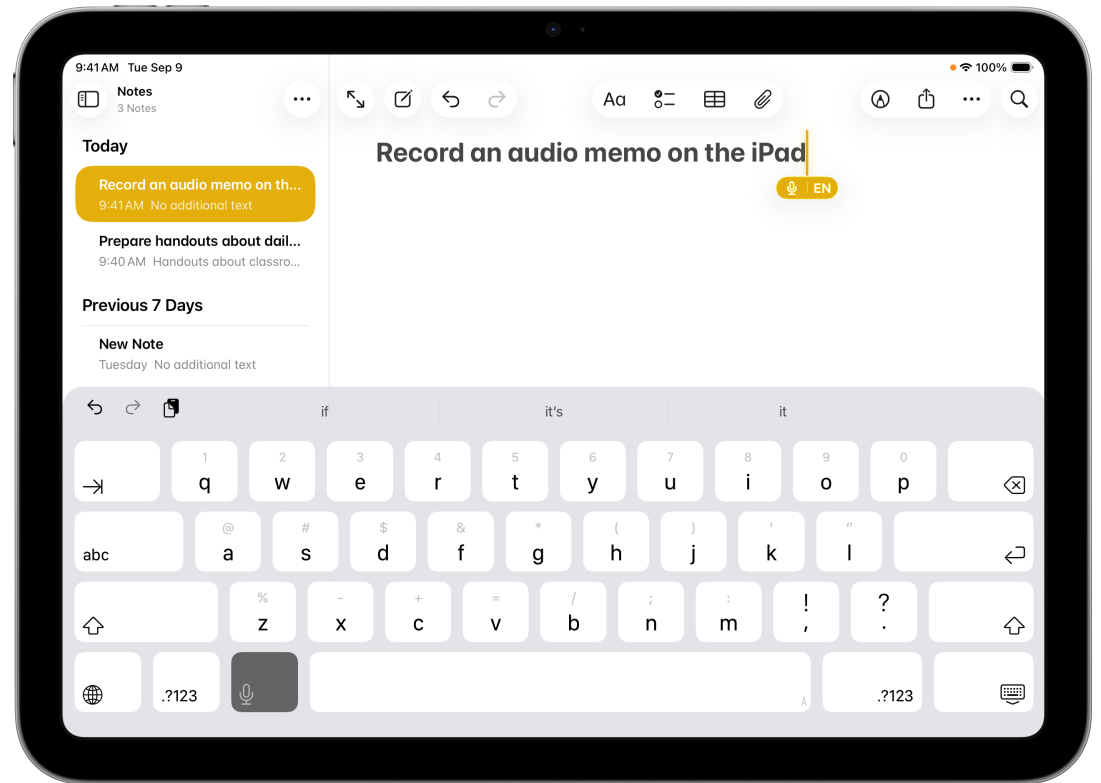


You can create graphs from equations that are handwritten typed in.

# 3

## Using Your iPad to Fit Your Needs

Your iPad can be personalized in a variety of ways. Change the settings to the most convenient configuration for you, so your iPad can evolve into a tool that is optimized specifically for you. This will improve your work efficiency and allow you to focus on creative activities.



# Accessing Frequently Used Functions Quickly





Using the Control Center, you can quickly access useful iPad functions and settings from any screen.

## 1. Open Control Center



Swipe down from the top right corner of the screen. Tap the relevant item to check or change the settings. To close Control Center, tap a blank area of the screen.

## 2. Access additional options

Many controls have additional options. To show them, touch and hold the control. Below are a few examples of things you can do in Control Center.

- Tap and hold , tap  in the pop-up menu that appears, and then change the AirDrop recipient. (See [page 27.](#))
- Tap and hold  to easily access the camera for taking selfies and videos.
- Tap and hold  to turn on the microphone and record the screen along with a voice recording.

## 3. Add a control

To add a control, tap and hold a blank area of the screen in Control Center. (See the image on the right.) Tap  "Add a Control" and then select the control you want to add. To delete a control, tap . Below are a few examples of controls you can add.

- Screen recording
- Text size
- Accessibility shortcuts
- Stopwatch
- Dark mode
- Voice memo
- Notes

To change the order of the controls, tap and hold an icon and then move it to a new position.



Control Center functions:

- |   |               |
|---|---------------|
| ① Wi-Fi, AirDrop,<br>Bluetooth settings | ⑥ Mute        |
| ② Lock iPad orientation                 | ⑦ Timer       |
| ③ AirPlay                               | ⑧ Quick Notes |
| ④ Screen brightness                     | ⑨ Camera      |
| ⑤ Volume                                | ⑩ Calculator  |

# Recording the Screen

By taking a photo of the content displayed on the screen, or recording motion on the screen in video form, you can easily create an explanatory video or have students record the process of solving a problem.






## 1. Take a screenshot

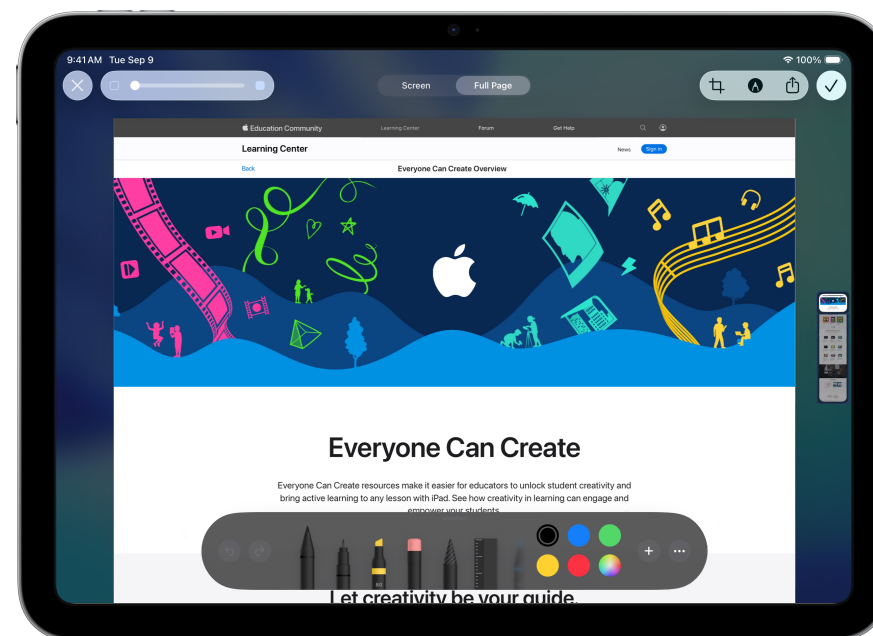
Take a photo by pressing the top button and a volume button at the same time, and then tap the thumbnail that appears in the lower left corner of the screen. Crop part of the image if necessary, tap "Done", and then select from the options "Save to Photos", "Save to Files", "Save to Quick Note", or delete. If you select "Save to Photos," you can view your screenshot in the "Screenshots" album in "Photos" or in the "All Photos" library. You can also take a screenshot by using your finger or Apple Pencil to swipe up from the bottom left corner of the display.

## 2. Save a full-page screenshot as a PDF file

Even if a web page, document, or email is longer than the iPad screen and you have to scroll to see the whole thing, you can take a full-page screenshot and save it as a PDF file. To do this, take a screenshot by pressing the top button and home button at the same time, tap the thumbnail that appears in the bottom left corner, and then tap "Full Page." (See the image on the right.) Next, tap "Done", select "Save PDF to Files", choose a save location, and then tap "Save".

## 3. Record the screen

To record the screen as a video, open Control Center and tap . Recording will start after a 3-second countdown. Tap and hold  and then tap  to turn on the microphone and record external audio while recording the screen. To stop recording, open Control Center and tap  or tap the red status bar at the top of the screen, and then tap "Stop." Videos are also saved in a library in "Photos" , so you can edit and crop them at any time.




You can take a full-page screenshot and save it as a PDF file.

# Various Inputs and Outputs






You can use your iPad to streamline tasks that used to take a long time.

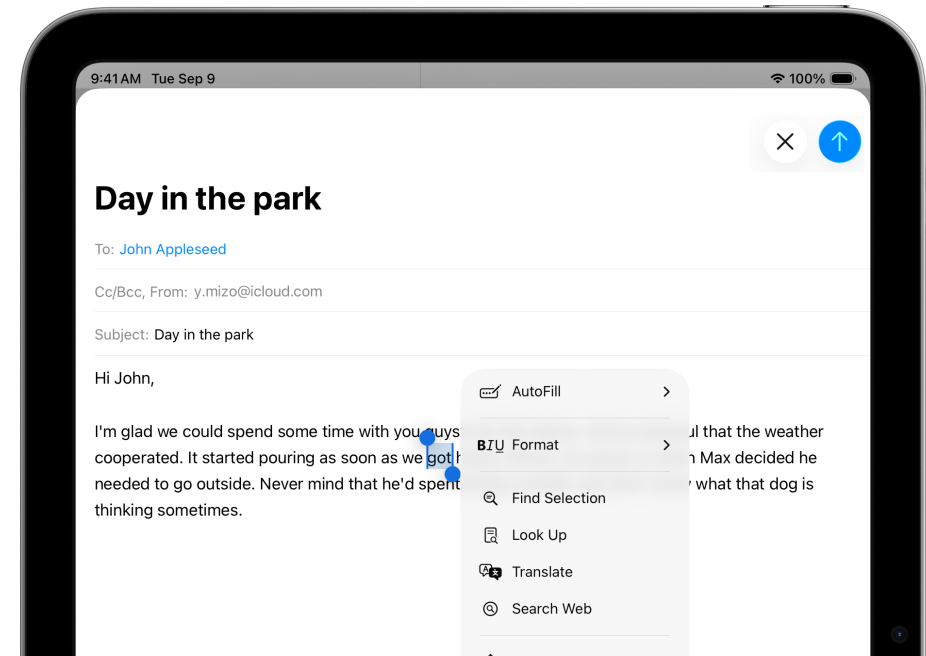
## 1. Use dictation

You can use dictation for any field where you would normally type. This function is also perfect for supporting students who are not good at writing, or for operating your iPad while standing. To enable dictation, select "Settings" > "General" > "Keyboard," and then turn on "Enable Dictation." After that, while entering text (See [page 9](#).) if you tap  on the on-screen keyboard, your speech will be recognized as text. This can also be used as practice for speaking English.

## 2. Use the translation function

iPadOS has a built-in translation function. This makes it easy to communicate with foreign students and their parents, and to translate English information into Japanese. There are a variety of ways to access the translation function.

- Select text: Tap and hold the word or sentence you want to translate. From the options displayed, tap "Translate." (See the image on the right.)
- Safari (See [page 15](#).): To translate information on the web into English or Japanese, tap  on the left side of the search field, and the tap "Translate Website..."
- Translation app: On the home screen, tap "Translate"  to launch the app. Tap the arrows  next to the two languages to select the source and target languages for translation. When you tap either language, the cursor will move to the text input field, so enter a phrase and then tap  to display the translation result. To use dictation, tap  and then speak the phrase. To use dictation for two-way communication, select "Conversation" mode on the left side of the screen. If you download the required languages, you can complete a translation on your device without connecting to the Internet.





While entering text, double-tap to select and display options.


# Setting the Accessibility Functions

The iPad has a number of accessibility features that take into account visual, physical and movement, auditory, and learning needs. This section introduces how to switch on and off the main functions that are used most frequently.

## 1. Turn on the accessibility functions


Select "Settings"  > "Accessibility" to access the various accessibility functions.

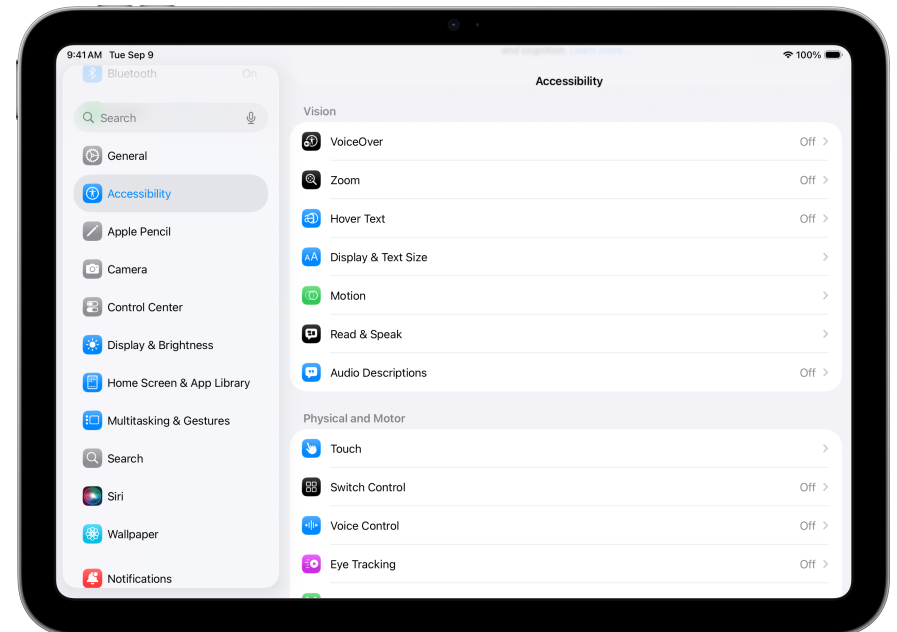
**Screen size and text size:** If the text is difficult to read, you can use functions such as "Larger text" and "Smart Invert" to customize the screen settings and make the screen easier to see. To use these functions, select "Settings"  > "Accessibility" > "Display & Text Size", and then select the functions that suit your needs.

**AssistiveTouch:** If you have difficulty performing fine operations with your fingers, or if you want to quickly call up a function you use often, you can use "AssistiveTouch" to customize gestures or use it as a pointer for your iPad. To use this function, select "Settings"  > "Accessibility" > "Touch" > "AssistiveTouch." First, try "Customize Top Level Menu".

## 2. Set accessibility shortcuts

Using accessibility shortcuts, you can quickly switch accessibility functions on and off by triple-clicking the top button.

- Set a shortcut: Select "Settings"  > "Accessibility" > "Accessibility Shortcut" and then select a function you use most often. It is useful to set VoiceOver as a shortcut so that you can turn VoiceOver off by triple-clicking.
- Use a shortcut: Triple-click the top button.




You can choose from a variety of accessibility features that are useful for you.

# Using Focus

Focus is a function that allows you to concentrate on your work by reducing distractions as much as possible. You can turn off notifications and set up a home screen that only displays information related to your work. This is convenient when using your iPad for lessons or for students studying at home.

## 1. Set up a focus

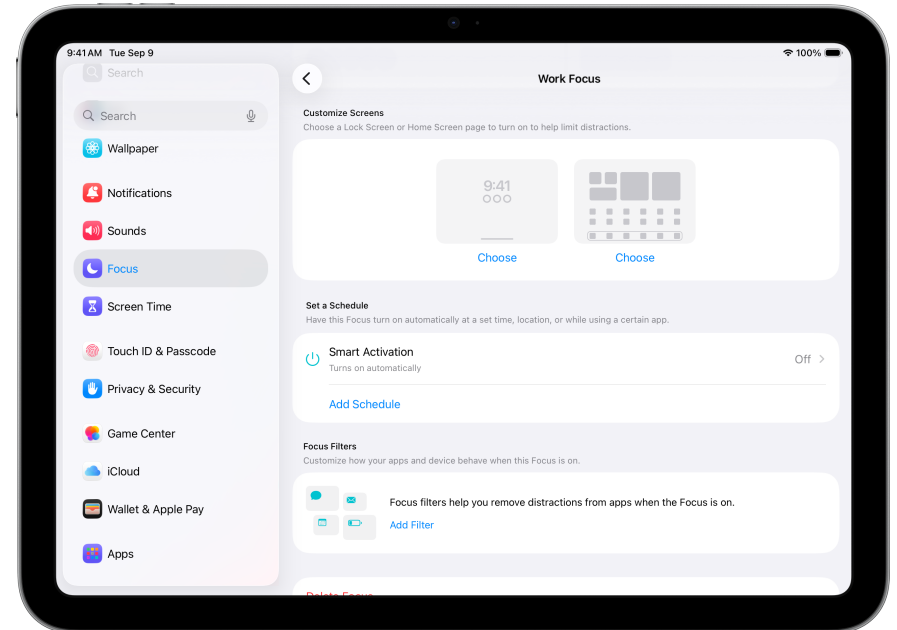
Select "Settings"  > "Focus," and then select the mode you want to use, such as "Work," or tap **+** to add a mode. If there are any apps you want to receive notifications from while you are using Focus, tap "Apps" to select them. If necessary, you can also set conditions for Focus to come on in the "Add Schedule" section of the "SET A SCHEDULE" section. Below are some convenient uses for this function.

- Set "Time" so that Focus turns on only during class time.
- Set "Location" so that Focus turns on only while you are at school. (Location information must be turned on.)
- Set "App" so that Focus turns on only when you open an app that is often projected onto a large screen.
- Enable "Smart Activation" so that Focus turns on at the appropriate time during the day.

To delete the settings, tap "Delete Focus" at the bottom of the settings screen for each mode.

## 2. Turn on focus as needed

Rather than set a schedule, you can tap "Focus" in Control Center (See [page 21](#).) to turn it on manually. Tap and hold "Focus" for a few seconds to choose from multiple modes to turn on. Tap **⋮** on the right side, and then choose when to turn off Focus, such as "For 1 hour" or "Until I leave this location."

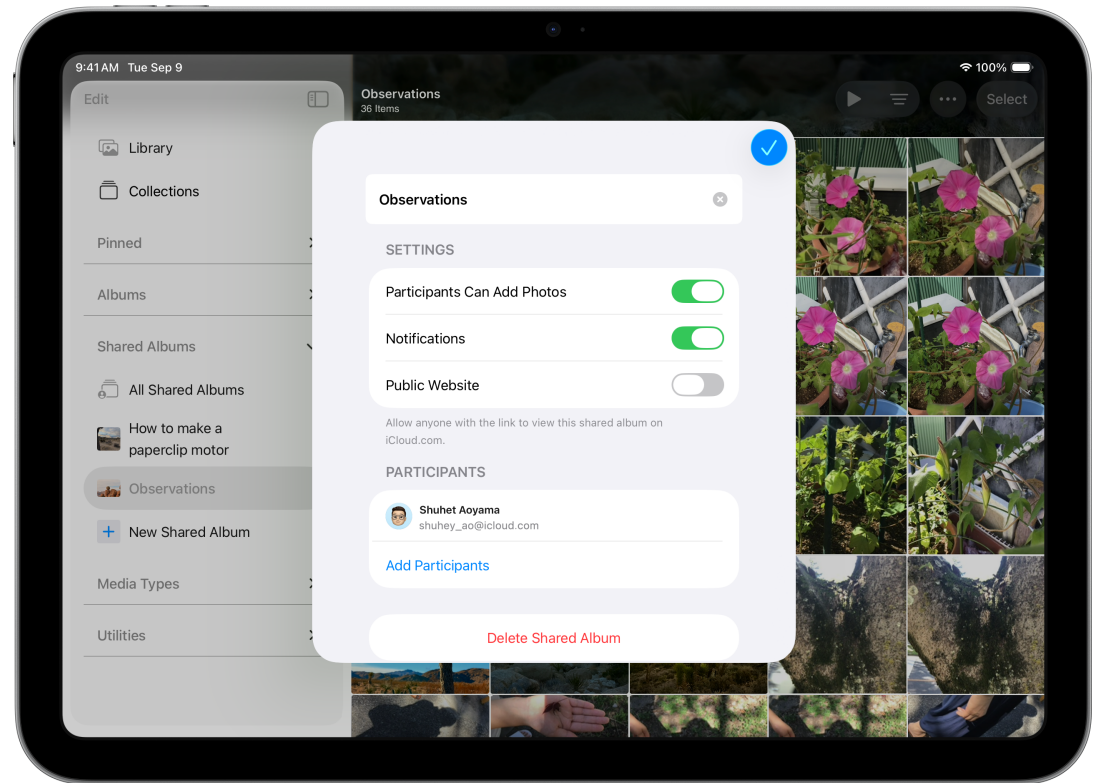


You can add a schedule to turn on Focus automatically based on the conditions that have been set.

# 4

## Sharing Information


You can use your iPad to share data and files in a variety of ways, easily and securely. Share teaching materials with your colleagues, and exchange files between students to improve the efficiency of collaborative work.





# Using AirDrop

AirDrop is a convenient function for sharing information between nearby Apple devices. You can send photos, videos, websites, locations, etc. wirelessly. This makes it perfect for sharing files between students and for teachers to transfer materials from their Macs or iPhones to their iPads, not just from their iPads.








## 1. Turn on Wi-Fi and Bluetooth

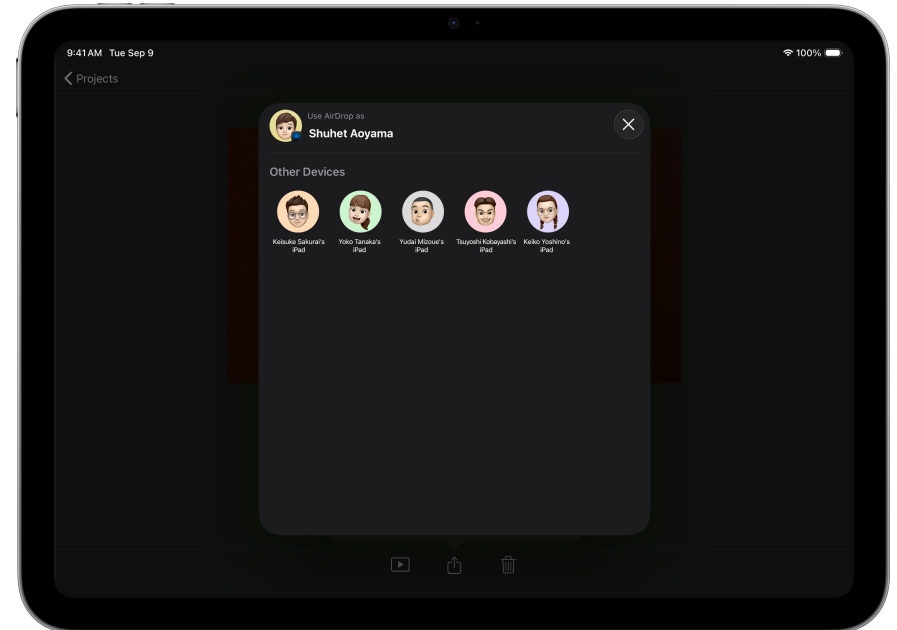
On the home screen, tap "Settings"  > "Wi-Fi", and check that Wi-Fi is turned on for both the receiver and the sender. Similarly, tap "Bluetooth" to turn it on.

## 2. Allow others to send items

The receiver should open Control Center, touch and hold the control group on the top left side, tap , and then select "Everyone for 10 Minutes". You can choose whether to accept or reject each request you receive. You can check the name of the iPad that is displayed on the AirDrop screen of the sender in "Settings"  > "General" > "About" > "Name."

## 3. Submit an item

The sender starts by opening the content they want to share. For example, to access photos, videos, and screenshots, go to "Photos" , for web links go to "Safari" , and for PDF files go to "Books"  or "Files" . Tap  and then tap  to show nearby AirDrop users. (See the image on the right.) If  is not displayed, your educational institution might have disabled the AirDrop function. If no nearby users are displayed, the user you are sending the item too will need to perform the step described in 2.





If the recipient has set AirDrop to "Everyone for 10 Minutes", that user will appear on the sender's iPad.




# Using AirPlay

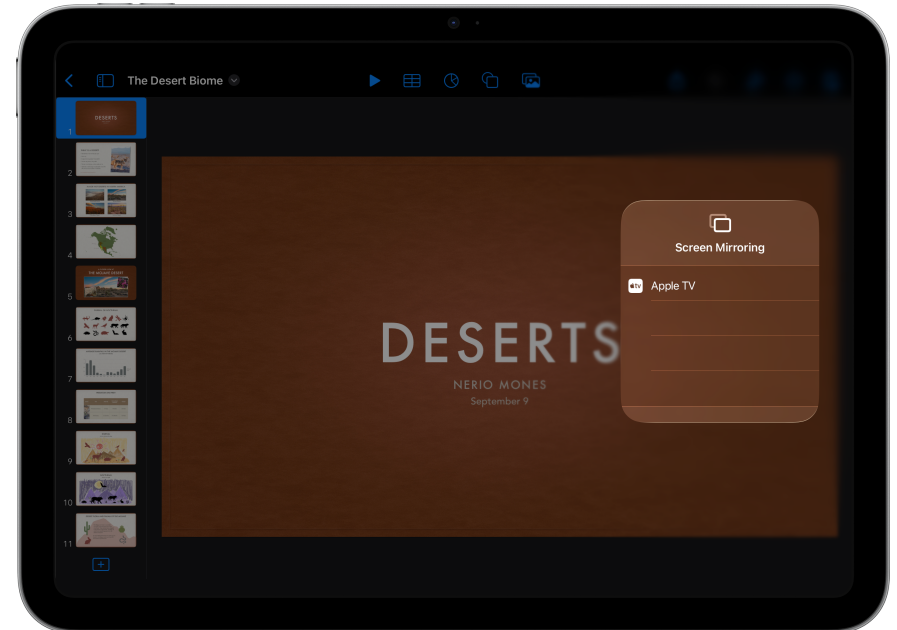
AirPlay is a convenient function for displaying the screen of your personal device on a large screen. If your classroom is equipped with Apple TV, you can wirelessly display the screens of Apple devices, including iPads, on a projector or external display, allowing you to share the information with the whole class from anywhere in the classroom.

## 1. Share the screen of your device

Open Control Center. Tap , and then select the Apple TV on which you want to mirror your screen. (See the image on the right.) If an AirPlay passcode appears on the screen, enter the passcode. To stop mirroring your display, open Control Center again, tap , and then tap "Stop Mirroring."

## 2. Share the screen of a student's device

If the student is unable to perform the step **1** even after opening Control Center on their iPad, stop mirroring on the device that is currently using AirPlay and then have the student perform step **1** on their device. If you are using "Classroom" , AirPlay can be enabled on students' iPads from the teacher's device. Tap "Classroom" , and select a class from the sidebar. Select a student and the "Actions" window will appear. Tap the "AirPlay" button .




Tap the Apple TV on which you want to mirror your screen.




# Sharing Photos

Using the Shared Albums feature in the Photos app, you can share photos and videos with specific people only. If you share an album with students and colleagues, they can add their own photos and videos and add comments. This is convenient for school events such as field trips and school excursions, and for reviewing lessons. In order to use the Shared Album feature, your educational institution must allow sharing and use of iCloud.


## 1. Turn on shared albums

Select "Settings"  > "[your name or ID]" > "iCloud" > "Photos," and turn on "Shared Albums." (See the image on the right.)

## 2. Create a new shared album

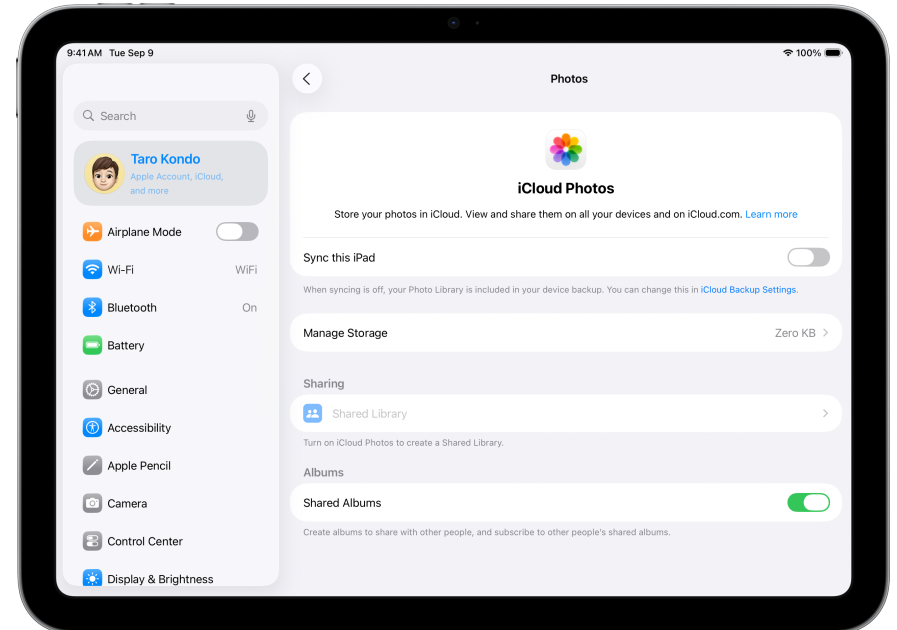
Tap "Photos"  and then swipe from the left edge of the screen or tap  to display the sidebar. Under "Shared Albums", tap "New Shared Album." Give the album a name, tap "Invite..." to add the people you want to invite, and then tap "Done". To add subscribers after an album has been created, tap  on the top right side, tap "Shared Album Details" and then "Invite..."; add the people you want to invite, and then tap "Done." To remove subscribers, select their name in "Shared Album Details" and tap "Remove Subscriber." To invite users who do not belong to the same educational institution (exchange students or parents), you will need to change the sharing settings, so please consult with your IT administrator.

## 3. Add photos and videos to a shared album

Select a shared album in the sidebar, and then tap  > "Add photo" on the top right side. Select all the photos and videos you want to add next, and then tap "Add." Add a comment if necessary, and then tap "Post." If you do not want to allow subscribers to post, tap "Shared Album Details" and disable the option "Participants Can Add Photos."

## 4. Join a shared album

To accept a request to join a shared album tap, "Accept."





Turn on shared albums in the settings.



# Sharing Folders and Files

Using the Files app, you can easily organize and share folders and files on your iPad and in the cloud. It is also possible to scan paper documents and organize them with your other data. In order to use iCloud Drive, your educational institution must allow the use of iCloud.


## 1. Check your iCloud Drive settings

Select "Settings"  > "[your name or ID]" > "iCloud" > "Drive," and confirm that "iCloud Drive" is turned on. Tap "Files" , and then tap "iCloud Drive" under "Location" on the left side.


## 2. Create a folder

Files are easier to find if you keep them organized in folders. To create a new folder, in "Files"  tap  on the top right side and enter a name for the new folder.

## 3. Scan a paper document

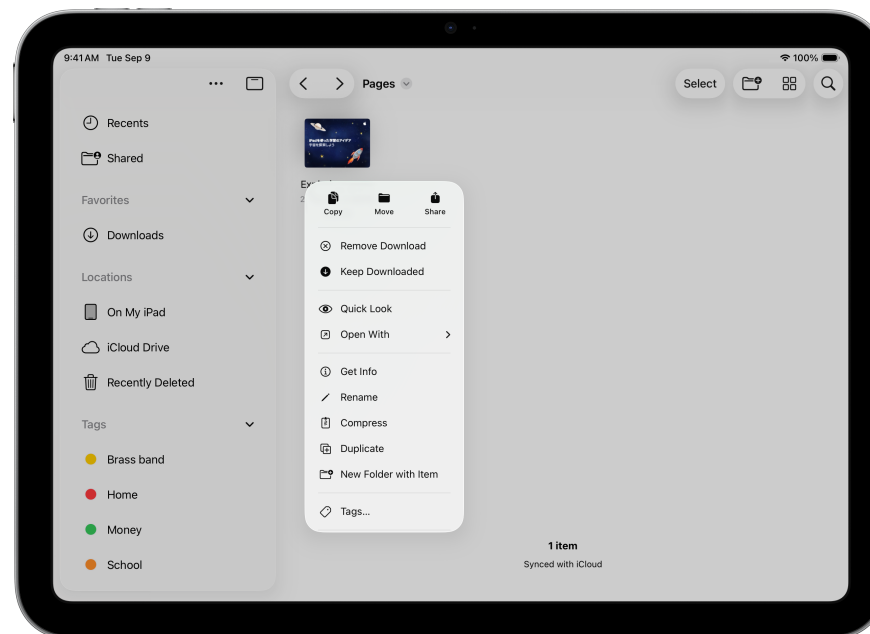
Tap  on the top left side, and then tap "Scan Documents" and position the document so that it fits within the iPad screen.

## 4. Organize and share files and folders

Tap and hold the desired files or folders in "Files" , and select from options such as rename, duplicate, move, and share. To select multiple files or folders at the same time, tap "Select" on the top right side, select the desired files and folders, and then tap the options displayed at the bottom of the screen. (See the image on the right.) To share files or folders, please select the method of sharing that is permitted by your educational institution, such as AirDrop, email, or Messages.

## 5. Collaborate on files and folders

From the sharing options, tap "Only people you invite", change the options as necessary, and then select the sharing method.

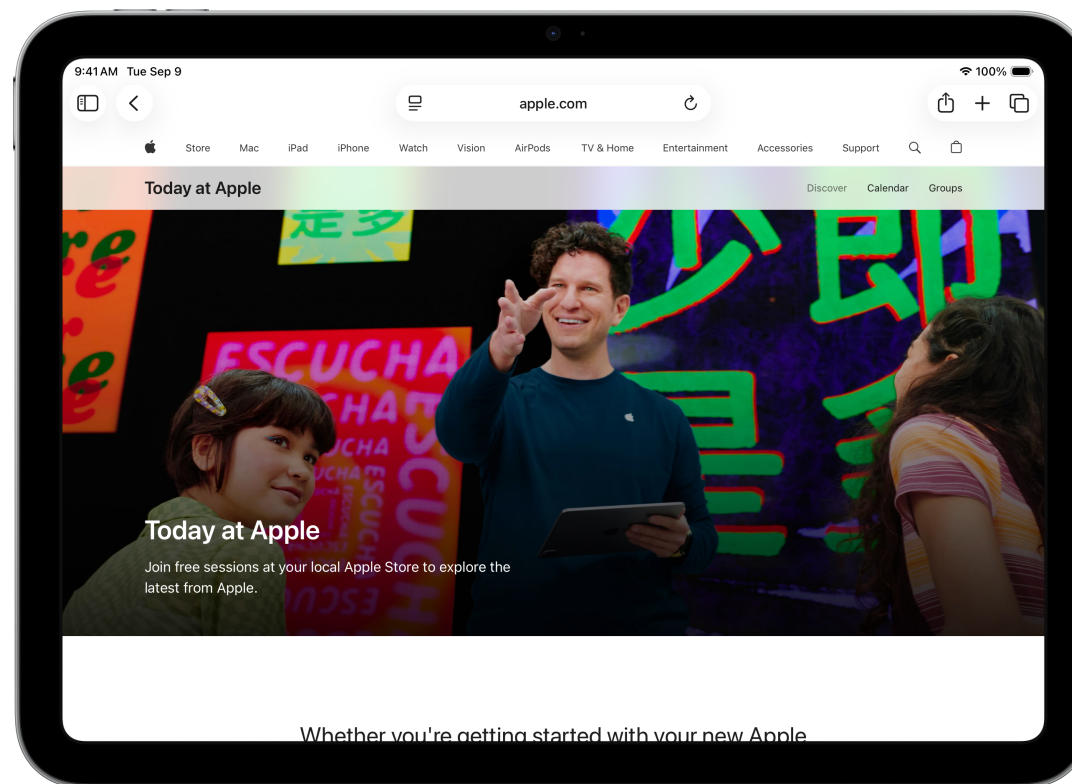


Tap and hold a file or folder to display the options.

# 5

## Learning More

About Your iPad This section introduces ways to deal with any problems that occur as well as additional information to help you get the most out of the device.



# Troubleshooting

If the screen freezes or the home screen does not appear even after waking the device from sleep mode, first try restarting your iPad.

## 1. Turn off the power

Press and hold the top button and the volume button at the same time. "slide to power off" appears on the screen. Move the slider to turn the power off. You can also turn the power off by selecting "Settings" > "General" > "Shut Down."

## 2. Force a restart

If the iPad does not respond even after you have tried step 1, press the volume button closest to the top button, then the volume button furthest from the top button, and then press and hold the top button until the device restarts. If the problem persists, please consult with your IT administrator.

## 3. Close the app and open it again

If a specific app is not responding, closing it and then opening it again might solve the problem. To close the app, swipe up from the bottom of the screen, and hold your finger there for a moment. When the app switcher appears, release your finger and then swipe up on the app you want to close. (See the image on the right.) To open it again, go to the home screen and tap the app. If the problem persists even after restarting the app, try restarting your iPad.



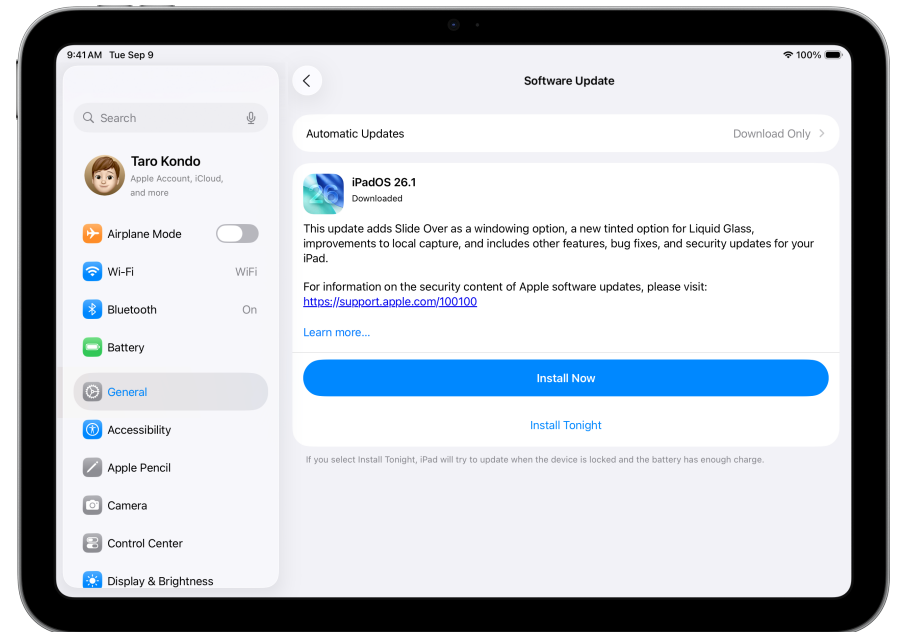
Use the App Switcher to exit an app.

# Updating iPadOS

Problems such as collaborations not working as expected or bugs in an app might be solved by updating the OS. In addition, by updating the software, you can use the latest functions more safely, and your iPad will evolve even further. To avoid interfering with your teaching, when you receive a notification that an update is available, you can update it at home or after school. You will need a Wi-Fi connection to perform an update.

## Update manually

You can check for and install software updates at any time. Select "Settings" > "General" > "Software Update" to see the version of iPadOS currently installed on your device and whether an update is available. To perform an update, select "Update Now". (See the image on the right.)



You can update manually from this screen.

# Learning More About the Functions

If you want to learn more about your iPad or check out what you can do with the new OS, refer to the [iPad User Guide](#). Below are a few examples.

## 1. How to use other built-in apps

- Books: Save and view PDF files and digital books you have created.
- Calendar: Manage and share schedules, and add files and links.
- Freeform: Give shape to your ideas by writing on the infinite canvas and adding various files.
- Magnifier: Enlarge items around you to make them easier to see.
- Maps: Look up routes to your destination and information on cities.
- Measure: Use the AR function to measure the length and height of objects.
- Reminders: Set dates, times, and locations you need to remember.
- Voice Memos: Record and edit audio.
- Weather: Check the weather and meteorological data for your current location or other specified location.

## 2. Siri

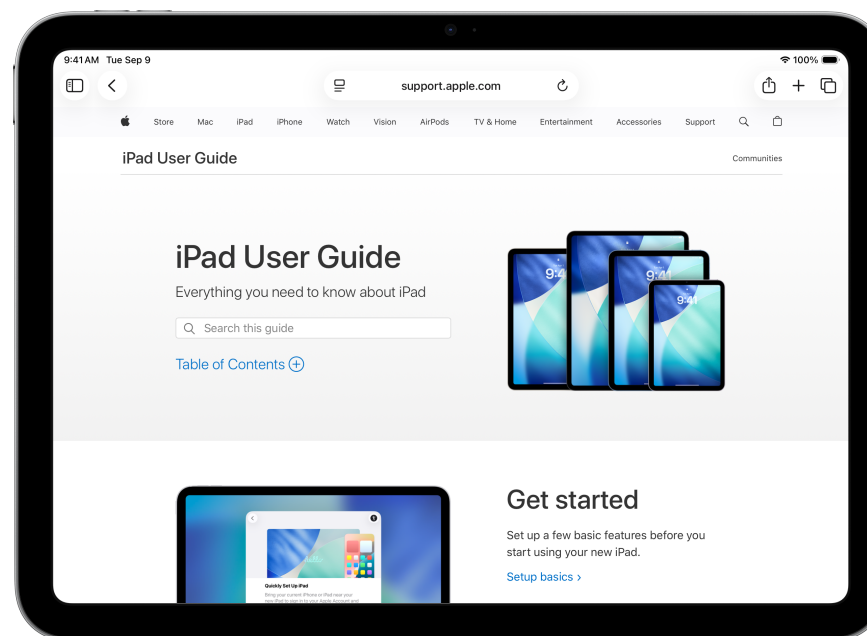
This voice assistant will help improve your work efficiency. You can ask it to do a variety of things, such as translating, setting an alarm, and telling you the weather.

## 3. Screen time

This function allows parents to check how their child is using their iPad, and allows them to get involved in how their child uses their iPad at home.

## 4. Widgets

Widgets allow you to check the latest information at a glance on the home screen and lock screen, such as the weather, reminders, and battery level, without opening an app.



iPad User Guide

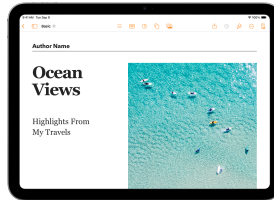
# Free Apple Apps that are Useful for Education

There are many powerful apps available for the iPad that can be used to stimulate students' interest and creativity. You can use them immediately in your daily lessons and assignments.



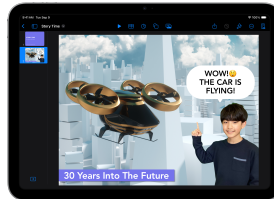
## Pages

This is a powerful word processor for creating attractive documents. Use beautiful templates to express the lessons you have learned in reports, posters, digital books, etc.



## Keynote

Create presentations that summarize what you have learned, and clearly convey your ideas by combining photos, videos, hand-drawn illustrations, animations, etc.



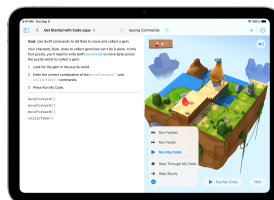
## iMovie

Use a variety of functions, such as beautiful templates, filters, and background composition, to easily create attractive videos. iMovie is perfect for reviewing and summarizing what you have learned.



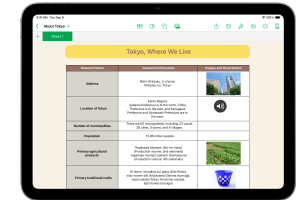
## Swift Playground

Using the full-fledged programming language Swift, have fun learning the basics of programming and how to make apps while progressing through interactive puzzles and tutorials.



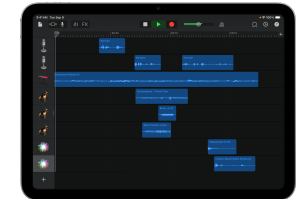
## Numbers

Easily create beautiful spreadsheets with colorful graphs and images. Numbers is also useful for visualizing data and organizing what you have researched.



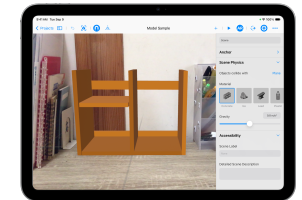
## GarageBand

Easily play music or create your own songs, even if you can't read sheet music or play an instrument. You can also make podcasts using your own voice.



## Reality Composer

Easily create 3D objects and use AR to display them overlaid onto the real world. Reality Composer is useful for observing things from various perspectives in order to deepen your understanding.



# Other Support Information

## Apple Education Community

This space for professional learning was created for educators who use Apple technology. There are resources available for all skill levels, from educational content that can be learned in a short amount of time to inspirational ideas for lessons. You can use this resource to build connections, exchange opinions, and share stories with other educators and Apple experts. [For more information >](#)

## Today at Apple

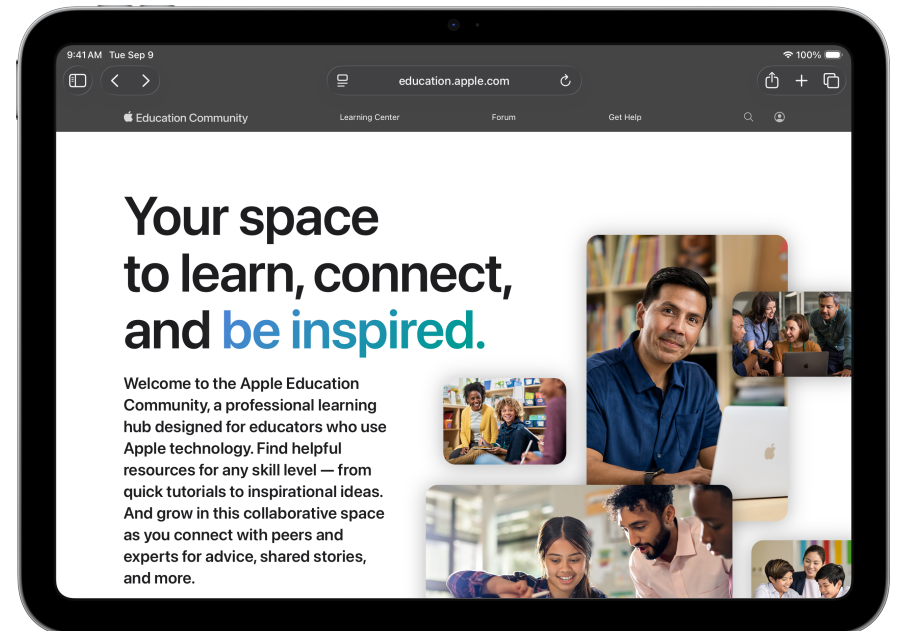
You can try a free session of Today at Apple at an Apple retail store. A variety of programs are offered, from how to use Apple products to creative sessions on music, art, programming. Applications for group sessions are also accepted. [For more information >](#)

## Free telephone consultation for educational institutions

Apple has set up a free telephone consultation line for teachers, ICT support staff, and members of school boards of education who belong to educational institutions that have introduced iPads under the GIGA School Initiative. Apple specialists are available to answer your questions by phone regarding topics such as how to use the iPad, troubleshooting, how to use the built-in apps, and how to set up accessibility features.

0120-679-350

Monday to Friday: 9:00~18:00



Apple Education Community

