iPad App Guide for Teachers

Overview

This document is a description of how Teachers can Request, Install and Manage Apps on their iPads. Now this process is only required for Apps that are not free. <u>Meaning that any apps that</u> <u>are free to download from the App store, teachers are free to install on their classroom</u> <u>iPads at their discretion</u>. All you need is a iTunes Account.

This can be broken down into a handful of steps:

- 1. Requesting Apps that you want.
- 2. Creating an iTunes Account (if you don't already have one)
- 3. Getting your iTunes account enrolled in your school/department's Volume Purchase Program (VPP).
- 4. Downloading the Apps to your iPads

The Tech Dept has been working on making this process as fast and painless as possible and in most cases we are aiming to have requests for paid apps completed within 2-3 Days at most.

Requesting Paid Apps

Just a reminder, if the App you want is Free in the App Store, just download it with your iTunes account! No need to put in a ticket!

To Request a Paid App, go to the helpdesk and pull up the iPad Request Form (Tech Dept. > MacBooks, iPads & PCs > Paid App Request). In the instructions, there is a link to download the form, which you will attach to the ticket. In the form you will need to fill in the following information:

- The name of Each app that you are Requesting <u>This must be the name in the App</u> <u>Store, NOT the name listed under the App when its installed on a Device!! If this</u> <u>name is not correct you may not get the right App!!</u> See image below.
- The name of the Developer again this must be correct or you may not receive the right app!
- Please provide the asset tag numbers (orange and white tag) of the devices you would like the apps sent to in the help desk ticket <u>***App Requests will not be</u> <u>completed without these numbers***</u>

| App Store > Education > FikesFarm, LLC | | | | | | |
|--|---|----------|--|--|--|--|
| | Literacy Leveler - Level Books in Your Children's Reading Library | | | | | |
| | FikesFarm, LLC > Developer Name | App Name | | | | |
| | Details Ratings and Reviews Related | | | | | |

| | FikesFarm, LLC > | <u></u> |
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| + \$3.99 Buy • | ISBN 0-670-45149-5 Q. Seuss Cancel Green Er Green Er | oos and H |

Filling out the Request Form

| 1. | Go to the Helpdesk and go to the Paid Apps Request Section. | Help Request Request Type Tech Carbon Copy (Cc) Location Jose Department | nology Dept. : Accounts & Genesis Google Drive ID Cards, Cameras, and Door Access Internet, E-mail, and Schoolwires MacBooks, Pads, and PCs Other Paid App Request Phone Support Presentation Setup Printer/Copier/Fax Projectors & Smartboards |
|----|---|--|--|
| 2. | Click the link to download the iPad Request Form. | Request Type Tec This Instructions To I atta iPac For | chnology Dept. Paid App Request s Request Type requires approval. Request an app please download the following e ach it to your ticket. d App Request Form more information and instructions, see the iPad |
| | | oon Copy (Cc:) | Add File |
| | | | |

| 3. | Go to your Downloads folder and open the form. | Ownloads Downloads FAVORITES Dropbox All My Files AirDrop AirDrop Applications Desktop Documents Movies Ownloads |
|----|--|--|
| 4. | Fill out the form, and be sure to save it before closing it. | Preview File Edit View Go Tools Window Help New from Clipboard %N # 2014-iPadAppRequestForm_v1.1.pdf (page Open Recent # 0 Close Window # W Close Selected PDF Document 0 # W Save # 5 Duplicate 0 # S Rename Move To Export.as PDF Revert To Enter Password Import from Camera Import from Camera # P Print # P Building/Department: Joseph R. Bolger Middle School Room Number: 42 |
| 5. | Go back to the helpdesk "Paid App Request" section, and click "Add File". A pop up window will appear, click the "Choose File" button to select the file from your downloads folder. Then click the upload button to attach the file, then submit the ticket. | Attach File Attac |

Creating an iTunes Account

Your own iTunes account is required to install Apps on the iPads. The Tech Dept. HIGHLY discourages use of a personal account that you use on your home devices for use on district iPads. Your personal account has your address, credit card and personal email attached to it and is viewable on ANY iPad you log into it on. In addition, when a personal account is used and you have automatic app downloads on, ANY apps you download on your personal phone or iPad, will automatically download on district iPads that have it enabled!!

On your Mac

- 1. Open iTunes
- 2. Click the iTunes Store Button
- 3. Make sure that you are NOT signed into an account. If you are, select "Store" from the menu bar, then click "Sign Out".
- 4. Find a free App, it can be any app, for example you can search for "iTunes U"
- 5. Click the "Free" button to purchase it.
- 6. When the sign in prompt comes up, click the "Create Apple ID" button.
- 7. On the first page, click Continue
- 8. Check the box and click "Agree" to Accept the Term and Conditions.
- 9. Fill out the form with your school information. Use your district email and a password that is easy for you to remember. Click continue when you are done.
- 10. On the next page, make sure "None" is selected for the Payment Type. You need to fill in the billing address. You can use your buildings address, or if you don't know it use Bolger's: 100 Palmer Place, Keansburg, NJ 07734. When done, click the "Create Apple ID" Button.
- 11. You will receive an email at the address you used to register your account. You must click the "Verify" link in the email before you can use your account.

Enrolling your iTunes account in VPP

Once you have submitted a request, if your account is not already enrolled in the VPP program, you will receive an email to get your account enrolled. Enrollment is a one time thing. You will only need to do it again if you change schools or departments.

- 1. You will receive an email from your departments App Store Program (for example "Caruso App Store Program").
- 2. In the email is a link that will open a page. Click the connect to app store button on that page.
- 3. If you are using Chrome or Firefox you may get a "External Protocol Request" popup. If you do just click "Launch Application"
- 4. The Mac App Store will open, and as you to log in. Please use your District Apple ID, not your Personal one!

- 5. Check the box and Click the agree button to accept the terms and conditions.
- 6. Click done on the last page.

Once this is completed your account is enrolled and we can start assigning apps to your account.

Downloading Apps to your iPads

Once a Technician assigns an app to your account, you can install it one of two ways. If you enable "Automatic Downloads" in the App Store Settings on each of your iPads, any apps assigned will automatically download to each iPad. NOTE* This must be done BEFORE the App is assigned to you! If you do not have it enabled, you can manually download it by going to the purchased tab in the app store. It will appear among your purchases like any other app. You will be able to update it as well when new versions come out.