

## Basic Starter Steps for Your 1:1 iPad.

You have just received your iPad and signed in with your school User Id and password.  
Congratulations!

Here are some initial steps you should take so that everything is set to go when you need it.




### The HUB

What is the HUB and how do I log in to it?

The HUB is the place you go to do many things, such as:

- Get your course content
- Upload assignments to your teachers
- Access your Google Drive
- Check your course calendars
- Receive news feeds for your classes
- And so much more

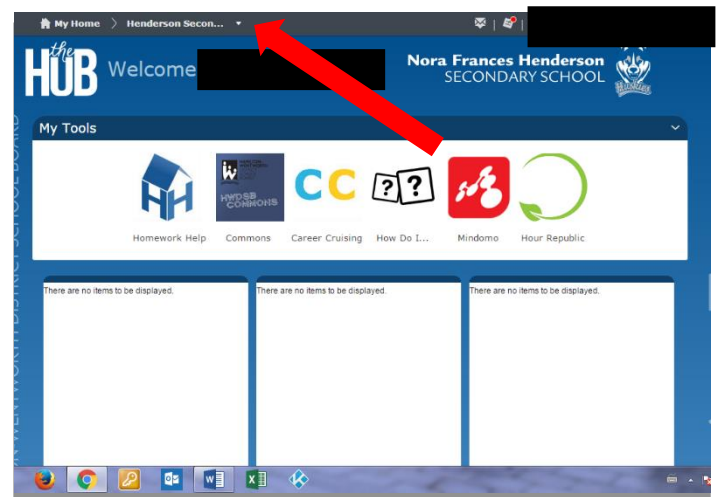
How to log in:

- Select the HWDSB Home icon on you iPad. It looks like this:  

- Next select the “I am a Student” button:  

- Select the purple HUB button next:  

- Now use your username (example: japplese1234) and your password to sign in.

**HWDSB**

Sign in with your organizational account

Now that you are in to The HUB you will be able to access all of your courses through a drop down menu found at the top of your screen beside the words My Home > In this case the first screen is for a student from Nora Frances Henderson Secondary School. Your home screen will be from your school. This is where you will go every day to check announcements. From the drop down arrow select any one of your classes so that you can now sync your Google Drive account to your HUB.



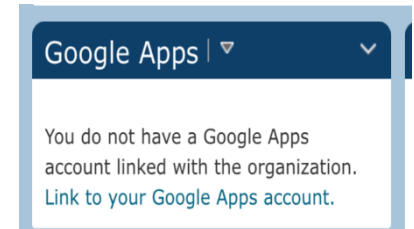
To sync your Google Drive in your HUB follow these steps:

- ✓ Select any course from your drop down menu. You must be in a course - this cannot be done from your home page.
- ✓ On the left hand side of the page, about ½ way down is a widget called Google Apps. This area may have one of three messages. Follow the steps for the message you have for linking your Google Apps to the HUB.

### Linking Your Google Drive

If your Google Apps has this message, follow these steps:

- 1) Click on the blue “Link to your Google Apps account.” message.
- 2) The next screen will autofill your username in to the line for your Board email. You simply have to select the “Create Link” button as the rest of the information is already correctly done for you. If the line fills in with something other than your correct user name, stop there. Tell your teacher you need to be directed to your school’s ITC or Teacher Librarian, because there is a problem with your account and it would be best to fix this right away. The next screen may take a few minutes to show up. Once it does go to the next set of instructions below, which are to “Authorize your Google Drive” account.



Google Apps Username

thprice @ hwdsb.on.ca

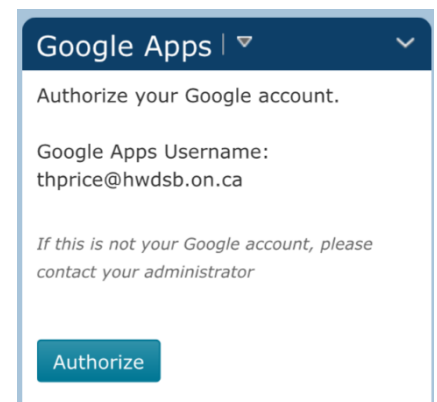
Note: it may take some time to access the Google Apps server.

Create Link Cancel

### Authorizing your Google Drive

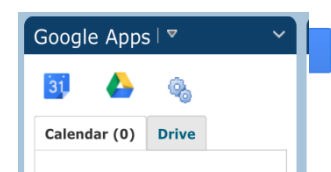
If your Google Apps widgets has this message, follow these steps:

- 1) Make sure that the email listed under your Google Apps Username matches the username you log on to the computer with. If it DOES NOT - do not authorize! Tell your teacher you need to be directed to your school’s ITC or Teacher Librarian, because there is a problem with your account and it would be best to fix this right away.
- 2) If your username matches the username listed on the email, then select the blue “Authorize” button. Once you have done so it may take a minute for the next screen to appear.
- 3) On this screen you will be asked to allow The Hub Google integration to have access to certain things. You must “Allow” all of these changes so that the sync between your Google Drive and your HUB is working. Select the blue “Allow” button now.
- 4) The next screen may take a few minutes to show up. Once it does you are set to go and your Google Drive is now synced with your HUB page. It will now look like this and you are set to go!



▼ The Hub Google Integration would like to:

8 Have offline access

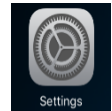


## The HWDSB Catalog

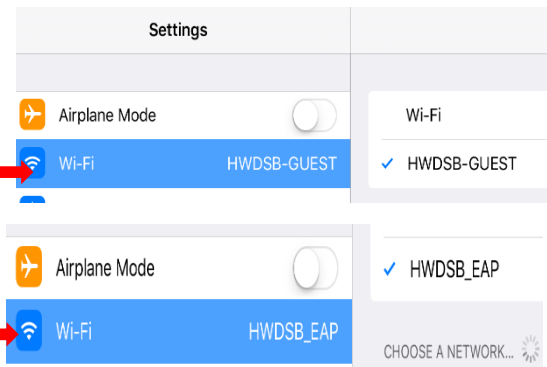
The HWDSB Catalog is the place you will go to download the apps you will need for school. These apps are selected to help improve your learning experience. You cannot access the Apple App Store from the school device so this is the only place you will be able to download apps from.

### Steps to Downloading Apps from the HWDSB Catalog

- 1) Before you even go to the catalog, go to the Settings gear on your icon and select it. It looks like this:

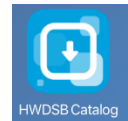


- 2) Select “Wi-Fi” (the second option down on your Settings side). Make sure you are using the HWDSB-EAP Wi-Fi option (not HWDSB Guest). If in Settings, under Wi-Fi it says HWDSB-Guest - like this:

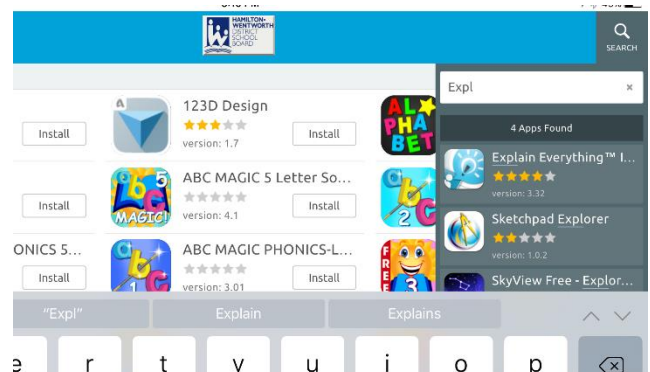


Select the Wi-Fi button and when the list of Wi-Fi Options comes up on the right hand side, select HWDSB-EAP instead. It will look like this:

- 3) Once this is done go back to your home screen and select the HWDSB Catalog. It looks like this:



- 4) Once you have opened the Catalog you are brought to a screen which shows ALL of the apps that the Board has provided for you. At this point you can either search down the list of apps and select the “Install” button for any apps you wish, or if you are looking for a specific app select the “Search” button with the magnifying glass. This allows you to type in the name (or partial name) of the app you are looking for. It looks like this:



- 5) Once you have selected an app to install, a screen will pop up that asks for a confirmation of the installation of the specific app. If you have selected the correct app select the blue “Install” button. If not, select “No, thanks”.

#### Confirm Installation

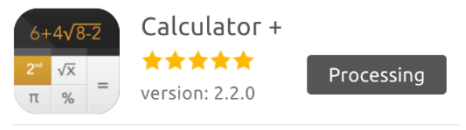
Install Google Slides?

The app will download automatically and appear on your device.

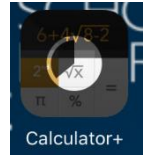
Size: 122.3MB

[Install](#) [No, thanks](#)

- 6) Once you have selected an app to download you will get a message across the bottom of your screen, in green that says “Your request....” And the button beside the app will have changed to a black button that says “Processing”. It looks like this:



- 7) At this point you can either exit the HWDSB Catalog or select another app to download. You do not need to wait for the first app to download. In fact, that “Processing” button will not change until you exit the Catalog and go back in the next time.
- 8) The app(s) you have downloaded will appear on your screen. This is what they look like when they are downloading:
- 9) Sometimes an app may not download and you may have to go in and tell it to “Install” a second time. If you go back in and the app says “Processing” then be patient, the app is coming.



To get you started using the HWDSB Catalog, and to have you set up with the most used apps, right away - take a few minutes now to go into the Catalog and download the following apps:



Google Drive



Google Docs



Google Slides



Explain Everything



Notability

Your teachers will let you know if there are other apps that you need. For now you are well on your way to using your iPad! Congratulations and enjoy!

### **Dos & Don'ts for Students:**

1. PROTECT your iPad - you MUST use the front and back cover correctly when carrying or storing your iPad.
2. Remember to back up your files to your Google Drive - this is especially helpful if you ever need to use a school loaner iPad.
3. DO NOT DELETE the Airwatch Agent app as it is required and will lock your IPAD after 5 days if it is deleted.
5. Remember to check your email regularly for Airwatch messages or problems on your iPad
6. Bring your iPad to school fully charged every day.
7. Leave your chargers and cords at home in a safe place so that it is in good working order when you need to charge your iPad mini. You are only issued one charger and cord and it is your responsibility to take care of it.
8. If you have issues with your iPad - seek help immediately. Ask your teacher, locate your schools ITC (teacher who helps out with issues) or go to the Library/Learning Commons for help.
9. If your iPad appears damaged in any way, or you have checked at home and in your classes, and you cannot find your iPad - seek help immediately. Ask your teacher, locate your schools ITC (teacher who helps out with issues) or go to the Library/Learning Commons for help.