



## iPad: Getting Started

Worcester County Public Schools is excited to begin its **#FlipToFutureReady** with its 1:1 iPad initiative for all teachers and students. As you open your iPad here are a few steps to get you started.

### Out of the Box Setup

Upon powering on your iPad, each WCPS employee will be prompted to go through a handful of setup steps that include: Language, Country, Connect Device to Wi-Fi, and (yes) Enable Location Services. Please, follow the directions below in sequential order to ensure a smooth setup.

### Azure Web Clips

Each WCPS employee is required to go to the Azure Web Clips app to connect the iPad to our remote management system. After completing the setup using your @worcesterk12.org email address and password, the application will disappear off the iPad desktop. All employees should follow the [video link](#) to learn the proper steps to connecting to this application.

Link: <https://tinyurl.com/iPadWCPSAzure>



### Managed Apple ID:

Each WCPS employee has been given a designated Apple ID which is the same as their district email account. All employees should follow the [video link](#) to learn how to login using their Worcester Apple ID.

Link: <https://tinyurl.com/WCPSiPadLogin>

### Notes:

Each WCPS employee should keep their notes attached to their WCPS Apple ID. All employees should follow the [video link](#) to ensure the proper setting is marked as this feature will be used in training.

Link: <https://tinyurl.com/WCPSiPadNotes>

### Microsoft/Office:

Each WCPS employee will continue utilizing Office 365 components in their professional work. All employees should follow the [video link](#) to learn how to connect their Office 365 account.

Link: <https://tinyurl.com/WCPSiPadMSO365>

### Email:

Each individual will be expected on utilizing their district email account on their iPad. There are two programs available – [Apple Mail](#) and [Outlook](#). Follow the video links for your respective mail choice.

Links: <https://tinyurl.com/WCPSiPadAppleMail>

Link: <https://tinyurl.com/WCPSiPadOutlook>

### Schoology:

Each individual will continue using Schoology as they have been doing during Continuity of Learning. It is recommended teachers use the Safari web browser, not the app, when creating materials for their respective course.

### Apple Pencil Pairing:

- Pair your Apple Pencil (1st generation) with your iPad
- Remove the cap and plug your Apple Pencil into the Lightning connector on your iPad.



- When you see the Pair button, tap it.
- After you pair your Apple Pencil, it will stay paired until you restart your iPad, turn on Airplane Mode, or pair with another iPad. Just pair your Apple Pencil again when you're ready to use it.

### Apple Pencil Charging (1st generation):

- Plug your Apple Pencil into the Lightning connector on your iPad. You can also charge with a USB Power Adapter by using the Apple Pencil Charging Adapter that came with your Apple Pencil.
- Apple Pencil will fast charge when plugged into either power source.



### Power School Gradebook:

Individuals who are using the *new* Power Teacher Pro (PTP) gradebook can continue accessing this feature through logging into Power School; the PTP is the *new* gradebook update all employees will be using beginning in September 2020. If you wish to move your gradebook over to PTP for the remainder of the year 2019-2020 academic year you may submit a [Help Desk Ticket](https://tinyurl.com/wcpscred) (tinyurl.com/wcpscred) request and Dr. Thomas Hamill will reach out to you individually for the update; however, individuals who update cannot go back to the older version.

WCPS employees who opt to continue using the same version of the gradebook can continue to do so for the remainder of the 2019-2020 academic year. However, those individuals will not be able to input grades into the gradebook using the newly issued iPad.

### iPad User Guide:

The [iPad User Guide](#) is filled with all the necessary components one might need to know when beginning to work with an iPad. To support you in using the iPad User Guide, it's good to know you have been issued a 7th Generation iPad and Apple Pencil (1st Generation).

**iPad Updates:** Apple and WCPS will frequently send updates to your iPad to ensure the maximum efficiency of your device. If an update notification appears on your iPad, accept the update. Updates not immediately accepted will still be available in the Settings app under the General>Software Update tab.

