

# Benton Junior High iPad Help



## How to turn on iPad:

To **turn iPad** on, press and hold the Sleep/Wake button until the Apple logo appears. To **turn iPad** off, press and hold the Sleep/Wake button until the red slider appears, then touch and drag the slider from left to right. To lock **iPad**, press the Sleep/Wake button.



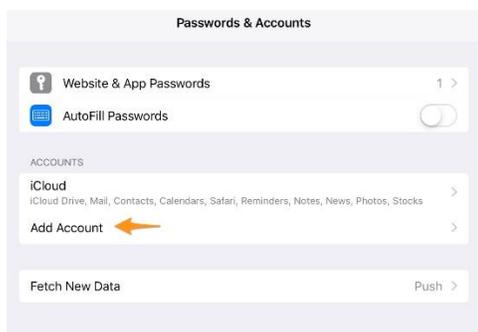
## How to connect iPad to wifi:

1. From your Home screen, go to Settings > Wi-Fi. 
2. Turn on Wi-Fi. Your device will automatically search for available Wi-Fi networks.
3. Tap the name of the Wi-Fi network that you want to join.
  - BPS-Staff
  - Enter your password (same password you use to log into device)

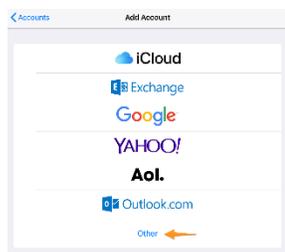
After you join a network, you'll see  next to the network and  in the upper-left corner of your display or the upper-right corner.

## How to connect to email on iPad:

1. From the Home screen, choose **Settings**. 
2. Next, tap **Passwords & Accounts**.
3. In the Passwords & Accounts section, select **Add Account**.



4. Choose your email account type. Microsoft Exchange.

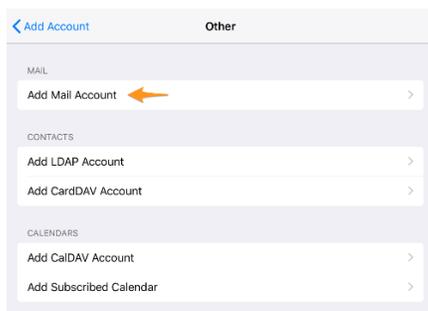


5.

# Benton Junior High iPad Help



## 6. Select **Add Mail Account**.



## 7. Enter your Account Information. Then tap **Next**.

Email: \_\_\_\_\_@[bentonschools.org](mailto:bentonschools.org)

Description: Exchange

Cancel	New Account	Next
Name	John Doe	
Email	user@mt-domain.com	
Password	●●●●●●●●	
Description	Mt-Domain	

## How to create Apple ID:

Create an Apple ID using the App Store on your device

1. Open the App Store and tap your profile picture .
2. Tap Create New Apple ID. If you don't see this option, make sure you're [signed out of iCloud](#).
3. Enter your email, password, and choose the country or region that matches the billing address for your payment method. The email address you provide will be your new Apple ID.\*
4. Read the Terms and Conditions and Apple Privacy Policy, then tap Agree to Terms and Conditions. Tap Next.
5. Enter your name and birthday, then tap to subscribe to Apple Updates if you'd like. This keeps you up to date on the latest news, software, products, and services from Apple. Tap Next.
6. Enter your credit card and billing information, then tap Next. You can also choose None, and learn what to do if None isn't showing or you can't select it. You will not be charged until you make a purchase. You can change or remove your payment details later.

# Benton Junior High iPad Help



7. Confirm your phone number. This can help to verify your identity and recover your account if needed. Tap Next.
8. Check your email for a verification email from Apple and follow the steps to verify your email address. Learn what to do if you need to [set up email on your iPhone, iPad, or iPod touch](#).

## How to clear an APP:

1. Swipe up from the bottom to the middle of your screen and hold until you see the App Switcher.
2. Swipe left or right to find the app that you want to use.
3. Tap the app.

## How to record your screen:

When you're ready to record, start the app or go to the screen on which you want to start recording.

2. Swipe down from the upper right of the screen to pull down the Control Center.
3. Tap the Record button, which is a circle with a dot inside it.



4. You should see the circle change into a three second countdown, and then it will turn red to indicate it's recording. You can use the countdown time to close the Control Center.
5. After the recording starts, you'll see a small recording indication at the top of the screen (and yes, this will also appear in the recording).
6. When you are ready to stop recording, tap the recording indication and then tap "Stop" to confirm this is really what you want to do.

One thing to keep in mind: If you tap and hold (perform a "long press,") the record button, you will see additional options, including where to send the complete video and if you want to turn the microphone on so you can narrate the video. By default, videos are saved to the Photos app.



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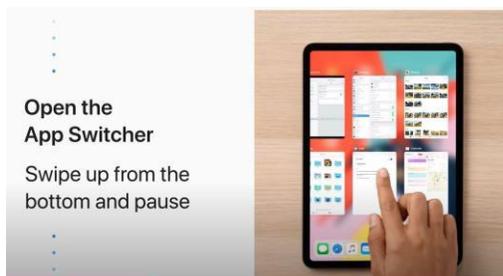
## How to add an APP to the Dock:

Hold down on the APP you want to move, wait until you see it “hovering.”

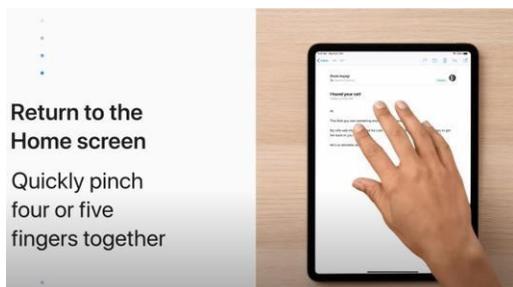
Drag it to the bottom dock until it “clicks.”



## How to switch APPS:



## How to return to HOME Screen:



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**How to return to access APPS pushed by the District:**



Open the Self Service app that looks like this.  
Search for App.