

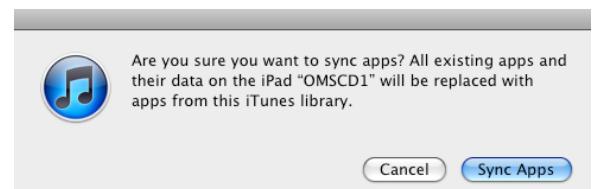
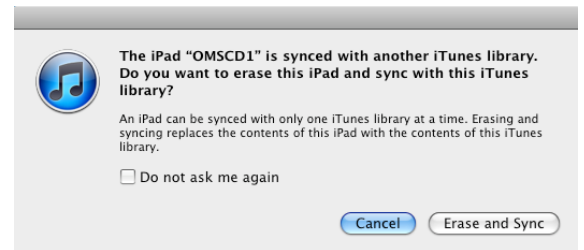
Program Facilitator – Your first step: Preliminaries

Created by Dan King, Instructional Technology Specialist

1. Make sure you have your unique Apple ID and Password from your Program Manager.
2. If you will be using an iPad yourself and adding apps to it, decide on the computer that you will use. (If you will not be adding apps, syncing etc., designating a computer is not important.)
3. If you plan on obtaining free apps, you'll need to set up a separate iTunes account that is not associated with a credit card. Please refer to directions listed at the end of this document.
4. The computer that you use must have iTunes software on it (if it needs updating, do so) and be in a place where you can connect and sync your iPad device(s).
5. You are now able to make app purchases to download to your iTunes software and redeem vouchers.

Second Step: Connecting your iPad for the first time.

1. Use the cable that came with your iPad. Connect the USB end to an empty port on the back of the computer and the other end to your iPad.
2. If iTunes does not start up by itself, open iTunes manually.
3. You will be presented with a message about syncing and erasing. Choose: “Erase and Sync”
4. The name of your iPad now appears in iTunes on the right. Click once on the name of your iPad.
5. In the next window, choose “Apps” from the tabs at the top.
6. Check the box next to the word “Sync”
7. A message appears. Click “Sync Apps” and click “Apply” at the bottom right.
8. Your iPad is now joined with your computer and is ready for syncing apps at your choosing.



Third Step: Redeeming your volume voucher from Apple.

1. Go to volume.itunes.apple.com/us/store. When site comes up bookmark it for future use. (This site is also available at danking.net)
2. Click “Sign In” and enter your Apple ID and Password given to you from your program manager. Note: You may have to click “Sign In” several times before it works. You know you are signed in when your unique Apple ID appears after the word “Account”.
3. Click “Redeem Voucher”

4. On the back of the card, use a coin to scratch off and reveal the redemption code.
5. Enter the code on the website and continue.
6. Your new \$ balance will be reflected on the website.

Fourth Step: Purchasing Apps for yourself or another person (end user).

1. Go to volume.itunes.apple.com/us/store. When site comes up bookmark it for future use. (This site is also available at danking.net)
2. Click “Sign In” and enter your Apple ID and Password given to you from your program manager. You may have to click sign in several times before it works.
3. Use the search function to find your app.
4. When you find the app, just click on it to learn more and have the purchase option.
5. Above you will see the purchase price. Enter the quantity and the other fields will populate automatically. Click “Continue”
6. You will be redirected to the download area of your account screen. Apple is processing the spreadsheet that will contain the codes. Please wait. Refresh your browser and you’ll see “download spreadsheet”.
7. Click on download spreadsheet. This is the spreadsheet with the redemption links. Find where the downloaded spreadsheet went and open it using Excel.
8. Apple will also send you an email when you they are done processing the spreadsheet of redemption codes.

You’ll see the redemption links. These can be copied and pasted into the “Redeem Code” area of the iTunes store where the app can be found. **THIS IS NOT A VERY EFFICIENT PROCESS**> Copy the codes and email them yourself or others. They will be rendered as simple hyperlinks that (by clicking on) place the app directly into iTunes on your computer.

9. By clicking on them, you will be prompted once again for your Apple ID and Password. The apps will then be added to your iTunes account.
10. The next time you sync the iPad, you may choose these apps and sync them to your iPad.

Fifth Step: Taking Care of your iPad(s)

1. Clean with a microfiber cloth.
2. Be careful as you put in and remove the dock connector. Be gentle, but firm.
3. Be sure that your students are handling the iPads appropriately. Set aside some time to discuss how to hold them, what screens they may access, what to look for and what to leave alone.
4. You should be the person that plugs in the iPads for charging and syncing. Not your students.
5. Leave your iPads on and let them sleep when not in use. They will be ready to wake for you or your students in seconds.

6. Watch for signs of wear and tear.
7. Keep you iPad(s) secure at all times when not in use.

What about free apps? You unique Apple ID and Password do not work for free apps

1. Set up an iTunes Store Account: (Without a credit card) (This is also available online at danking.net/ipad under the first column) Do this even though you may have a personal iTunes account anyway. Just use a different password.
3. Make sure you have the latest version of iTunes. If you open iTunes and it prompts you to update iTunes. Do this first. Just follow the directions.
 - a. Open iTunes on the computer that you will use with your iPads. Make sure you are seeing the whole open window.
 - b. Go to the “iTunes Store” link on the left.
 - c. When the iTunes store appears, look along the top row of tabs and choose “Apps” from the list. This will bring you directly to the apps store.
 - d. Look for “free apps” by scrolling down and looking to the far right for the Free Apps section.
 - e. Choose a free app. Don’t worry, you can always get rid of it. It really does not matter what app it is, as long as it is free.
 - f. Once you click on your free app you will be prompted to complete an account. Choose “Create New Account”
 - g. Complete the rest of the information. When you get to payment options, choose “none”. This way no credit card info is being used. This account will only be used to add apps to your iTunes that are free or already have been purchased.
 - h. After you complete the info, you will be sent an email with a link to verify what you did was indeed done by you. Open your email and look for this link. You’ll be asked for your new Apple ID and Password you just set up.

Once done, you can go back to iTunes and your app will download to your iTunes account. It will be listed when you click on the “Apps” link on the far right of your iTunes window.

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