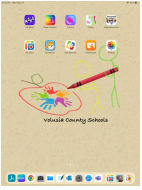# Apple Classroom

1

- **Make sure ALL iPads, plus teacher's, are on VCS-014**
- **Ask students to go to iPad Home Screen**
- **Tap Classroom App**
- **Tap to start class**
- **See offline? Ask child to go to Home Screen**

2

to lock iPads

to unlock iPads

- **Tap LOCK icon to lock all iPads**
- **Tap UNLOCK icon to unlock all iPads**

3

app list

Lock in app after opening ✅

- **Tap STACK OF PAPERS to find all apps**
- **Toggle lock to ON**
- **Tap chosen app**
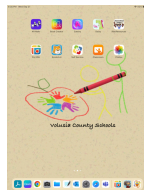- **Forget to lock? Repeat steps again**

4

to unlock app

to close out app and go to Home Screen

- **Tap UNLOCK icon to unlock kids from app**
- **Now tap the EYEBALL to push kids back to Home screen**

5

thumbnail view on teacher dashboard

view screen icon

- **Tap an iPad from your dashboard view**
- **Tap VIEW SCREEN icon**
- **Tap DONE to go back to actions box**

6

‹ Actions goes back to individual student iPad commands

- **Tap the LOCK icon to lock this student only**
- **Tap ACTIONS to go back to command choices**
- **Tap UNLOCK icon to unlock this student only**

7

Open

- **Tap PAPERS to view app list**
- **Toggle LOCK on and push an app for this student only**
- **Tap ACTIONS**
- **Tap UNOCK icon to unlock the app for this student only**

8

ellipsis icon

- **Tap the ELLIPSIS**
- **Tap END CLASS at the end of the day or before kids go to lunch and/or special area**
- **REPEAT STEP 1 to reconnect student iPads**

9

Order a Teacher iPad

- **Create a new ticket**
- **Choose Other/Procurement**
- **Request new equipment 2x**
- **Write *"I need a teacher iPad to run Apple Classroom in my _____ grade class."***