

## **Introduction to iPad Lesson 1**

COVID-19 has changed all of our lives. Staying at home has pushed us to find new ways of staying connected. Many have turned to technology to use video conferencing platforms such as Zoom. Many people in Our Community find themselves tasked with getting their loved ones online. Keiro has consolidated its 6-week Introduction to iPad course to just four lessons for family members to download and use to help get an older adult comfortable with using an iPad. These four lessons will go over the basics of using an iPad and help get your loved one comfortable enough to download and utilize Zoom.

Teaching a loved one how to use technology can be a challenging task. These facilitator notes can be used to guide you through Lesson 1 of the Introduction to iPad curriculum. You can follow these notes to help teach your loved one the basics of how to use an iPad or similar touch screen device. Before you begin, please review these tips on how to be a good facilitator:

- Be patient
  - Learning takes time. Stay positive and be prepared to repeat yourself several times.
- Encourage making mistakes
  - Making mistakes is part of the learning process. Remind your loved one that making mistakes will help them learn.
- Review the basics
  - Get comfortable with the basics (tapping and swiping on the touchscreen) before moving on to more complex tasks.
- Be Hands-off
  - Have your loved one be the only one who touches the device. Provide verbal cues for them to follow.
- Write down important information
  - Encourage your loved one to take notes or draw pictures of what they are doing so they can reference them later on.
  - Keep track of usernames and passwords used on the device in case your loved one forgets them.
- Take breaks
  - Breaks allow your loved one to process information and reinforce what they are learning.

**Lesson 1 Objectives:**

This is what your loved one can expect to learn and practice at the end of Lesson 1:

- Learn what the different functions behind the iPad hardware
- Learn how to turn the iPad on/off
- Learn how to open and close apps
- Learn how to charge the iPad

**Materials:**

Equipment:

- iPad
- Pen
- Paper

**Lesson 1 Agenda:**

- iPad Hardware: Buttons
- iPad Hardware: Other Hardware
- iPad Hardware: Turning the iPad On
- iPad Hardware: Turning the iPad Off
- iPad Hardware: Charging the iPad
- iPad Hardware: Home Screen
- iPad Hardware: Opening and Closing Apps

**iPad Hardware: Buttons**

1. You will begin to familiarize your loved one with the iPad hardware. It may be easier for your loved one to go through this activity with their iPads turned off, that way nothing happens while they are pressing the buttons.
2. You will now introduce the iPad hardware. Hardware refers to the actual buttons, switches and features that are designed on the device.
3. **Practice: Holding the iPad**
  - a. Instruct your loved one to hold the iPad in front of them vertically with the small black circle on the front of the iPad towards the top.
  - b. Apple chooses to minimize the number of buttons on the iPad, so it is important to realize that buttons will do different tasks depending on how

short or long you press down on them. Have your loved one identify where the different buttons are on the iPad.

#### 4. Practice: Identifying Hardware

- a. Point to the 'Lock Button'
  - b. Point to the 'Home Button'
  - c. Point to the 'Volume Button'
  - d. Point to the 'Mute Switch'
5. When handling the iPad, people are often very delicate with the device, as they might be afraid of breaking or damaging the iPad. However, Apple has designed the iPad to be a very durable device. Tell your loved one to be firm with the iPad when they are using it but please note that they are not indestructible. Dropping your iPad or spilling liquids on your iPads can result in very costly repairs.

### **iPad Hardware: Other Hardware**

1. Have your loved one identify other parts of the iPad

#### 2. Practice: Identifying Hardware

- a. Charging Port
- b. Speakers
- c. Headphone Jack
- d. Front Camera
- e. Rear Camera

### **iPad Hardware: Turning on the iPad**

1. You will now teach how to turn our iPad on and off. Turning off the iPad will save its battery. Your loved one might be in situations which require them to turn off all electronic devices, such as being in an airplane.

#### 2. Practice: Turning on the iPad

- a. How to turn on the iPad
  - i. Press and hold down 'Lock Button'
  - ii. Release 'Lock Button' once you see a white screen with an Apple Logo
  - iii. iPad will be turned on

## **iPad Hardware: Turning off the iPad**

### **1. Practice: Turning off the iPad**

- a. How to turn off the iPad
  - i. Press and hold down 'Lock Button'
  - ii. Release 'Lock Button' once you see the screen change color
    1. On the top of the screen you will see a slide appear that reads 'Slide to Power Off'
    2. Use your finger to drag the circle icon from left to right
    3. iPad will be turned off

## **iPad Hardware: Charging the iPad**

1. iPads must be charged on a regular basis depending on how much you use your iPad. The more you use your iPad, the more often you must charge your battery. Also, the older your iPad is, the quicker your battery will drain. Remember, leaving our iPads on will drain their battery so turning our iPads completely off will prolong the battery life. In order to charge, take the charging cable and insert the smaller end into the charging port on your iPad. Insert the larger end into the 'Wall Cube' and then plug into an electrical outlet.
2. Your iPad's battery life can be found in the upper right-hand corner of your 'Home' screen. Your iPad will give you a warning when your battery has 20% and 10% remaining.

## **iPad Hardware: Home Screen**

1. Have your loved one 'Unlock' the iPad, which will take them to the iPad's 'Home' screen. The 'Home' screen will be the place from which everything on the iPad can be found. Go over what are the various icons you can find on your 'Home' screen.
2. Applications
  - a. Applications are also known as 'Apps'. The squares found throughout the home screen are the various applications on the iPad that already come pre-installed.
3. Touchscreen
  - a. When using the touchscreen, your loved one must be conscious on how they use their fingers. Make sure to only use the pads of the fingers and not the fingernails. Additionally, they can use special 'stylus' pens instead of

fingers. These 'stylus' pens have a special rubber tip that allows them to use them on touchscreen devices like the iPad.

#### 4. Practice: Opening and Closing Apps

- a. Now have your loved one practice opening an 'App' from the 'Home Screen'.
  - i. Tap an 'App' to open
- b. Now have your loved one practice going back to the 'Home Screen'. Unlike a normal computer where you can click an exit icon, you must use our 'Home' button on the iPad.
  - i. Quickly press the 'Home Button' to return to the 'Home Screen'
    1. If the 'Home Button' is pressed for too long, the iPad will perform a different function. All you need to do to get to the home screen is to quickly press the 'Home Button'.
5. The 'Touchscreen' on the iPad enables your loved one to interact with what is being displayed by using simple or multi-touch gestures. This means that depending on how many fingers are used or how long the screen is pressed, the action the iPad performs will change.
6. If you were to press down and hold a finger against an 'App' instead of quickly tapping the screen, we should notice that a different action is performed. If your loved one is trying to open an 'App' and notice that the 'App' is not opening, it may be sign that they are holding their finger down for too long.

## **Introduction to iPad Lesson 2**

COVID-19 has changed all of our lives. Staying at home has pushed us to find new ways of staying connected. Many have turned to technology to use video conferencing platforms such as Zoom. Many people in Our Community find themselves tasked with getting their loved ones online. Keiro has consolidated its 6-week Introduction to iPad course to just four lessons for family members to download and use to help get an older adult comfortable with using an iPad. These four lessons will go over the basics of using an iPad and help get your loved one comfortable enough to download and utilize Zoom.

Teaching a loved one how to use technology can be a challenging task. These facilitator notes can be used to guide you through Lesson 2 of the Introduction to iPad curriculum. You can follow these notes to help teach your loved one the basics of how to use an iPad or similar touch screen device. Before you begin, please review these tips on how to be a good facilitator:

- Be patient
  - Learning takes time. Stay positive and be prepared to repeat yourself several times.
- Encourage making mistakes
  - Making mistakes is part of the learning process. Remind your loved one that making mistakes will help them learn.
- Review the basics
  - Get comfortable with the basics (tapping and swiping on the touchscreen) before moving on to more complex tasks.
- Be Hands-off
  - Have your loved one be the only one who touches the device. Provide verbal cues for them to follow.
- Write down important information
  - Encourage your loved one to take notes or draw pictures of what they are doing so they can reference them later on.
  - Keep track of usernames and passwords used on the device in case your loved one forgets them.
- Take breaks
  - Breaks allow your loved one to process information and reinforce what they are learning.

## **Lesson 2 Objectives:**

This is what your loved one can expect to learn and practice at the end of Lesson 2:

- Practice swiping on the iPad
- Practice tapping on the iPad
- Learn how to type on the iPad using the built-in keyboard

## **Materials:**

Equipment:

- iPad
- Pen
- Paper

## **Lesson 2 Agenda:**

- Review Lesson 1
- Practice 'swiping' on the iPad
- Practice 'tapping' on the iPad
- Use the built-in keyboard

## **Review Lesson 1**

### **1. Practice: Review Hardware**

- a. Identify the different buttons and pieces of hardware on the iPad.
  - i. Lock Button
  - ii. Home Button
  - iii. Volume Button
  - iv. Mute Switch
  - v. Charging Port
  - vi. Speakers
  - vii. Headphone Jack
  - viii. Front Camera
  - ix. Back Camera
- b. Have your loved one explain how to charge their iPads
- c. Have your loved one explain how to turn their iPad on and off.
- d. Have your loved one explain what they can find on their home screens.

## **Swiping**

1. Swiping on the iPad can help your loved one get used to using the touchscreen.
2. Practice: Swiping
  - a. Using their index finger, have your loved one swipe on the touchscreen of their iPad. Swipe in all directions to practice getting used to swiping.

## **Tapping**

1. Tapping is used on the iPad for various tasks ranging from opening applications to typing on the built-in keyboard.
2. Practice: Tapping
  - a. Have your loved one practice tapping on the iPad by opening the Camera app. Using their index finger, tap the Camera app icon to open it.
  - b. Have your loved one close out of the Camera app by pressing the Home Button.

## **Typing on your iPad**

1. One of the main differences between an iPad and a normal computer is the lack of a keyboard. However, the iPad does have a special built in keyboard that allows you to perform all the normal typing functions you would do on a computer.
2. In order to practice typing on the iPad, you are going to use the 'Notes' Application.
3. Practice: Opening the Notes App
  - a. Have your loved one open the 'Notes' Application from your home screen. The 'Notes' Application icon can be found in your handouts and is designed to look like a notepad.
  - b. Open the 'Notes' Application
    - i. Go over the layout to familiarize your loved one with the features of this application. On the upper right-hand corner, there will find three icons. The 'Trash' icon allows you to delete your note. The middle icon is not relevant for this class. The 'New Note' icon allows you to create a new note. In the middle of the screen you will find a blinking blue or yellow line, which is the cursor and indicates the location of any character you type in your document.
  - c. Practice: Making a New Note
    - i. Have your loved one tap the 'New Note' icon
    - ii. In order to access the built-in keyboard, they might have to tap the center of the screen.
  - d. Typing in the 'Notes' App



- i. If your loved one has used a computer or a typewriter, they should be familiar with the layout of the built-in keyboard. They can find individual keys associated with letters, numbers and punctuation characters. Additionally, on the right or left side of the keyboard they will find special function keys.
- ii. The 'Backspace' key will delete a character to the left of the cursor. The 'Return' key will move the cursor to the next line.
- iii. The 'Uppercase' key will make characters uppercase or lowercase. When you tap the uppercase key, you will notice the letters on the keyboard change to the corresponding size.
- iv. The '?.123' key switches the keyboard to show additional numerical and punctuation characters. When you tap the '?.123' key, you will notice your keyboard no longer shows the letter characters and that the '?.123' key changes to an 'ABC' key. The 'ABC' key changes the keyboard back to the letter characters.

#### e. Practice: Typing

- i. Have your loved one practice using the keyboard by typing their first and last name.
  1. Red lines appear on the 'Notes' Application when you type words that are not found in the English Dictionary. Many last names or Japanese words will have this red line underneath.
- ii. An iPad does not have a mouse attachment; however, your finger serves as a mouse on the 'Notes' App. Simply tap on the screen where you would like the cursor to move.

#### f. Practice: Correcting a Mistake

- i. Tap the backspace key until the entire mistake is deleted.
  1. Point out to that after you tap the uppercase key and type the first letter of your last name, the keyboard automatically goes back to lower case letters.
- ii. On the document, tap behind the error you created. Point out to how the cursor moved to where you tapped.

## **Introduction to iPad Lesson 3**

COVID-19 has changed all of our lives. Staying at home has pushed us to find new ways of staying connected. Many have turned to technology to use video conferencing platforms such as Zoom. Many people in Our Community find themselves tasked with getting their loved ones online. Keiro has consolidated its 6-week Introduction to iPad course to just four lessons for family members to download and use to help get an older adult comfortable with using an iPad. These four lessons will go over the basics of using an iPad and help get your loved one comfortable enough to download and utilize Zoom.

Teaching a loved one how to use technology can be a challenging task. These facilitator notes can be used to guide you through Lesson 3 of the Introduction to iPad curriculum. You can follow these notes to help teach your loved one the basics of how to use an iPad or similar touch screen device. Before you begin, please review these tips on how to be a good facilitator:

- Be patient
  - Learning takes time. Stay positive and be prepared to repeat yourself several times.
- Encourage making mistakes
  - Making mistakes is part of the learning process. Remind your loved one that making mistakes will help them learn.
- Review the basics
  - Get comfortable with the basics (tapping and swiping on the touchscreen) before moving on to more complex tasks.
- Be Hands-off
  - Have your loved one be the only one who touches the device. Provide verbal cues for them to follow.
- Write down important information
  - Encourage your loved one to take notes or draw pictures of what they are doing so they can reference them later on.
  - Keep track of usernames and passwords used on the device in case your loved one forgets them.
- Take breaks
  - Breaks allow your loved one to process information and reinforce what they are learning.

### **Lesson 3 Objectives:**

This is what your loved one can expect to learn and practice at the end of Lesson 3:

- Learn the basics of WiFi
- Learn how to use the App store

### **Materials:**

Equipment:

- iPad
- Pen
- Paper

### **Lesson 3 Agenda:**

- Review Lesson 2
- Learn about WiFi
- Learn how to use the App Store

### **Review Lesson 2**

1. Have your loved one explain how they can type in their Notes app
2. **Practice: Using the Notes App**
  - a. Open the *Notes app*
  - b. Tap the 'New Note' icon
  - c. Tap the center of the screen to bring up the built-in keyboard
  - d. Type your first and last name
3. Have your loved one explain how to fix a mistake or typo.
4. **Practice: Fixing a Mistake**
  - a. Tap behind 'box' to move the cursor
  - b. Tap the 'Backspace' key to delete the typo
  - c. Type the correct word

### What is WiFi? (5 minutes)

1. We recommend for this section that you already have their iPad connected to the WiFi. This way, their main focus for the lesson can be on downloading Apps instead of having to worry about the various taps it takes to connect to the WiFi.
2. You will teach your loved one how to connect their iPads to WiFi, or wireless internet. This can allow them to do even more on their iPads
3. WiFi stands for wireless connectivity and it is the technology that allows devices like iPads, cell phones and laptops to be connected to the internet. This technology uses radio signals to transmit information between these devices and the internet.
4. A device known as a 'hub' or a 'router' is used to transform the information from the internet into the radio waves. However, these radio waves cannot travel far, therefore a 'router' can only transmit WiFi within a small local area around itself. Therefore a 'router' might be able to provide WiFi throughout your house, but it will not be able to provide WiFi to you down the street.
5. Now it is common for houses, businesses, churches, community centers, hotels and even restaurants to have these 'routers' so patrons can utilize WiFi. However, in order to access their WiFi, you will often have to use a password.

### App Store

1. Your loved one has learned how to interact with various applications, or apps, on the iPads. Each app has its own unique purpose. Some apps come pre-installed on the iPad. However, the *App Store app*, was created to allow users the ability to download apps that are more user specific for your needs. You can download and install any of these millions of apps from the *App Store app* to your iPad.
2. Have your loved one open the *App Store app*. The *App Store app* icon can be found in your handouts and is designed to look like the letter 'A'.
3. **Practice: Using the App Store**
  - a. Open the *App Store app*
  - b. Go over the layout to familiarize your loved one with the features of the application. On the bottom of the app there are different icons. These icons allow you different ways to browse through the apps that can be downloaded. The icon that is highlighted in blue indicates what option you are in.
  - c. The 'Search' field allows you to search for specific apps. You can search by either the specific name of the app or by keywords associated with the app.
  - d. Tap the 'Search' field

- e. Input 'Zoom'
- f. Tap 'Search'
- g. When you search for the 'Zoom' app, you will notice that the *App Store* app will display the 'Zoom' app and other apps that are similar to it. Use the index finger to tap the 'Zoom' app search result to see more information regarding the app.
- h. When you tap the 'Zoom' app you can see more information regarding its features.
- i. You can proceed to download it to the iPads. We can tell that this app is free because it displays the 'Get' icon. If an app costs money it will display the price.
- j. Tap the 'Get' icon
- k. Tap the 'Install' icon
- l. Your loved one might need to input their Apple ID or password, so be sure to have that information on hand.
- m. When an app is completely downloaded to the 'Home screen', your loved one will be able to open it and access all the features of the app.

## **Introduction to iPad Lesson 4**

COVID-19 has changed all of our lives. Staying at home has pushed us to find new ways of staying connected. Many have turned to technology to use video conferencing platforms such as Zoom. Many people in Our Community find themselves tasked with getting their loved ones online. Keiro has consolidated its 6-week Introduction to iPad course to just four lessons for family members to download and use to help get an older adult comfortable with using an iPad. These four lessons will go over the basics of using an iPad and help get your loved one comfortable enough to download and utilize Zoom.

Teaching a loved one how to use technology can be a challenging task. These facilitator notes can be used to guide you through Lesson 4 of the Introduction to iPad curriculum. You can follow these notes to help teach your loved one the basics of how to use an iPad or similar touch screen device. Before you begin, please review these tips on how to be a good facilitator:

- Be patient
  - Learning takes time. Stay positive and be prepared to repeat yourself several times.
- Encourage making mistakes
  - Making mistakes is part of the learning process. Remind your loved one that making mistakes will help them learn.
- Review the basics
  - Get comfortable with the basics (tapping and swiping on the touchscreen) before moving on to more complex tasks.
- Be Hands-off
  - Have your loved one be the only one who touches the device. Provide verbal cues for them to follow.
- Write down important information
  - Encourage your loved one to take notes or draw pictures of what they are doing so they can reference them later on.
  - Keep track of usernames and passwords used on the device in case your loved one forgets them.
- Take breaks
  - Breaks allow your loved one to process information and reinforce what they are learning.

## **Lesson 4 Objectives:**

This is what your loved one can expected to learn and practice at the end of Lesson 4:

- Learn how to use the Zoom App
- Practice using a Zoom call

## **Materials:**

Equipment:

- iPad
- Pen
- Paper

## **Lesson 4 Agenda:**

- Review Lesson 3
- Download the Zoom App
- Create a Zoom Account
- Join a Practice Zoom Call

## **Review Lesson 3**

5. Have your loved one explain how they can download a game or app onto their iPad.
6. **Practice: Using the App Store**
  - a. Open the *App Store app*
  - b. Tap the 'Search' field and input 'Blackjack'
  - c. Tap the 'Blackjack' app
  - d. Tap the 'Get' icon
  - e. Tap the 'Install' icon

## **Create a Zoom Account**

1. Have your loved one download the 'Zoom' app if they haven't already done so.
2. Once the 'Zoom' app is downloaded, you will teach your loved one how to set up a Zoom account
3. **Practice: Creating a Zoom Account**
  - a. Have your loved one tap on the 'Zoom' app to open it
  - b. Have your loved one tap on the 'Sign Up' icon

- c. Have your loved one input their date of birth, filling in the corresponding, month, day, and year fields.
- d. On the next screen, have your loved one input their email address and first and last name
- e. Then have them tap the button next to 'Terms of Service'
- f. Then they will tap on the 'Sign Up' icon in the upper-right hand corner of their screen
- g. Have your loved one go to their email and find the confirmation email from Zoom.
- h. Once they open the email, they can click the blue 'Activate Account' icon in the email.
- i. Your loved one will have to input their first and last name and create a password for their Zoom account.
  - i. Encourage your loved one to write down their password so they have it on hand in case they forget it.
- j. Then, have your loved one tap the 'Continue' icon

### **Join a Zoom Meeting**

1. Have your loved one practice using the 'Zoom' app by joining a practice Zoom meeting.
2. You will have to set up a Zoom meeting on your own device (computer, mobile device, or tablet).
3. Next, you will have to provide your loved one with the Meeting ID.
4. **Practice: Joining a Zoom Meeting**
  - a. Have your loved one tap on the 'Zoom' app to open it.
  - b. If they are not signed into the app, have them log in.
  - c. Next, have them tap on the blue 'Join' icon
  - d. Have your loved one input the Meeting ID you provided them
  - e. Have your loved one tap on the blue 'Join' icon
  - f. Your loved one should now be in your Zoom meeting