

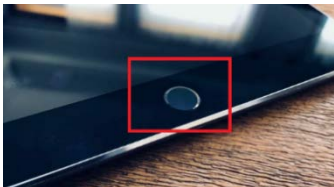
How to Use iPad in Your Classroom

How to Turn on, Lock, and Unlock KPU iPads

1. Press the power button located in the top-right corner of the iPad to turn it on.



2. Once the screen is on, press the circular (home) button at the bottom of the iPad.



3. Enter the password “201912” to unlock the iPad. Password may change per semester.
4. To lock the iPad, press the power button from the first step again.

How to Charge KPU iPads and iPad Pencils

1. Locate your charger and connector.



2. Ensure the USB cable is connected to the charger.



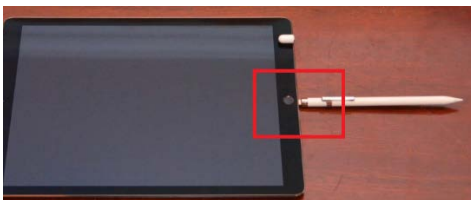
3. Manually flip the two metal prongs on the charger upwards.



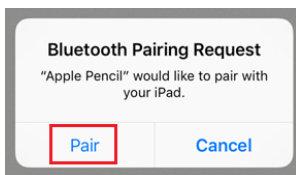
4. Plug the charger into an electrical outlet.
5. Insert the opposite end of the USB cable into the slot below the home button.



6. To charge the Pencil, remove the cap on the pencil and plug it into the same slot as the cable in step 5.



7. Make sure you select “Pair” after plugging the iPad pencil into your iPad.



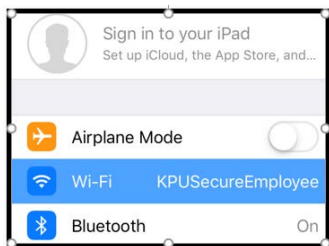
How to Connect iPads to KPU Secure Wi-Fi

1. Locate Settings on your iPad.

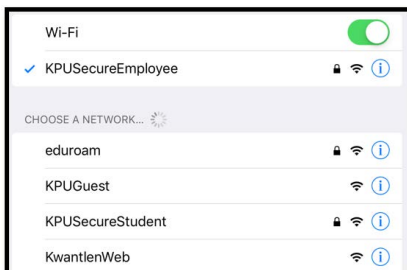


Settings

2. Tap Wi-Fi on the left upper corner.



3. Select "KPU Secure Employee" and sign in with your KPU Employee User Name.

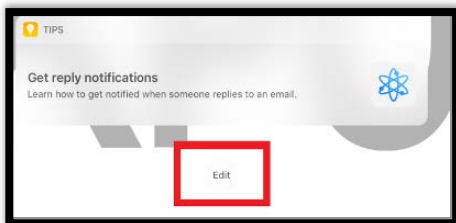


4. Select "Trust" if this is your first time.

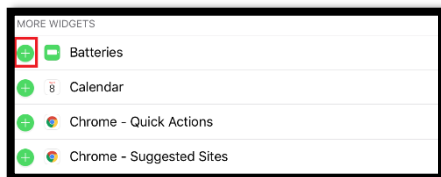
5. You are now connected to KPU Wi-Fi.

How to Check KPU iPad Pencil's Battery

1. Unlock the iPad and swipe right to the widgets page.
2. Scroll down to the bottom of the page and tap "edit".



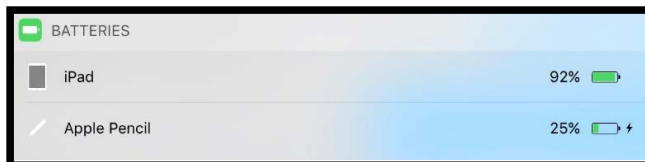
3. Under the "More Widgets" header, tap the green "+" icon, next to "Batteries".



4. Tap "Done" at the top of the screen.



5. Battery charge will now be listed.



How to Connect iPads to e-Classroom Projectors

1. Locate your adapter.
2. Connect the adapter to the iPad in the slot below the circular home button.



3. Connect HDMI to the adapter.



4. Turn on "Display" and select screen 2.

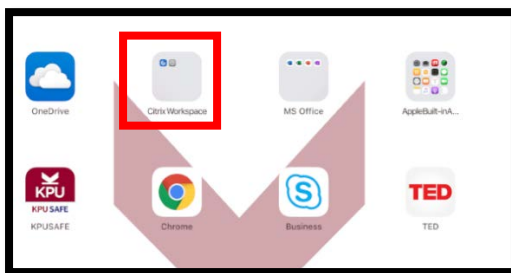


5. Your iPad will now be displayed on the screen.

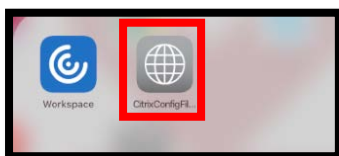
How to Access Your Virtual Desktop via Citrix on iPad

Important Note: Citrix allows you to access KPU Virtual Desktop on iPad, which means you have the option to use iPad as a Windows PC.

1. Select the Citrix Workspace folder.

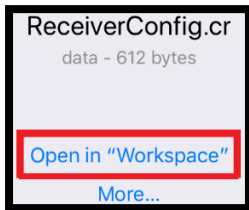


2. Select CitrixConfigfile.



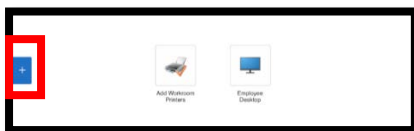
3. Log in with your KPU user name.

4. Select “Open in Workspace” on the next window.

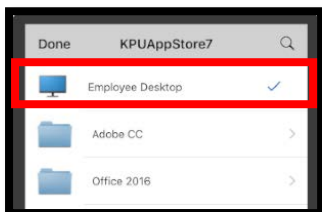


5. Sign in with your KPU username and password again. It will take some time to load if this is your first time.

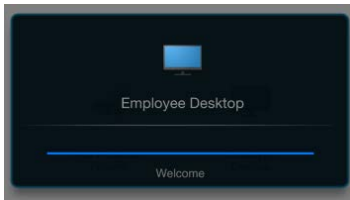
6. Click the “+” icon on the left.



7. Select Employee Desktop.



8. Virtual Desktop will be initiated in a few seconds. It'll take a bit longer for the first time.



9. You are now connected to the KPU virtual desktop.

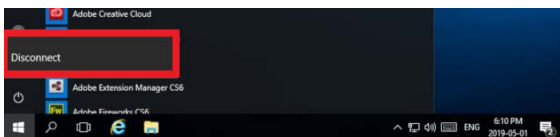
10. To exit, select the windows icon in the bottom left corner.



11. Select the power icon right above the windows icon.



12. Select "Disconnect" to exit.



How to Use OneDrive for Teaching

Important Note: OneDrive is a secure Microsoft Canadian based service that allows you to store, share, and access your files from any device. It is highly recommended to use OneDrive to store and share your files at KPU.

For OneDrive Documents, Please go to
Our.kpu.ca > Services > Information Technology
> Office 365 > OneDrive for Business

Direct Links (For Digital Version)

[How to Use OneDrive via the Internet](#)

[How to sync OneDrive to your computer](#)

To learn more about OneDrive, please refer to
[Microsoft's website.](#)