

iPad Setup for Teacher iPads

(To be completed by technology staff prior to connecting the iPad to the computer.)

STEP 1 – iTunes Configuration

Configure iTunes on a designated machine in the Technology Coordinator's office. Make sure that you have created your Facilitator account (ex. mbecoordinator@mtnbrook.k12.al.us) in iTunes and at least one generic teacher iTunes account that is an alias on your coordinator account.

If iTunes has not been previously loaded:

- Visit <http://www.apple.com/itunes/download/>, and download the current version of iTunes.

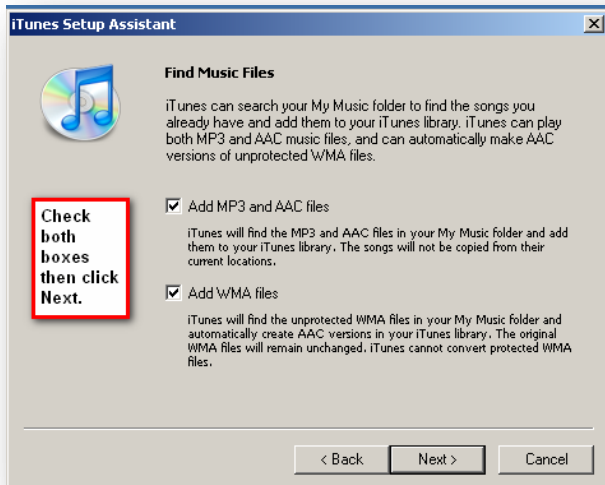
STEP 2 – In Teacher's Classroom, Setup iTunes and Teacher iPad

Start iTunes on your school computer. If iTunes has not been previously loaded, visit <http://www.apple.com/itunes/download/>, and download. If iTunes has been downloaded, skip to STEP 2.

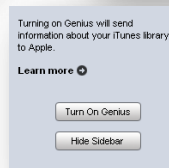
On the next screen...
Click "I accept the terms of the license agreement".

- Uncheck the boxes shown to the right; then click **Install**.

- If asked to close Outlook, do so. If asked to reboot your computer, do so.
- Once your computer reboots, go to Start→Programs→iTunes.
- Installation will continue. On the iTunes Software License screen, click "Agree".
- On the Welcome to iTunes screen, click "Next".

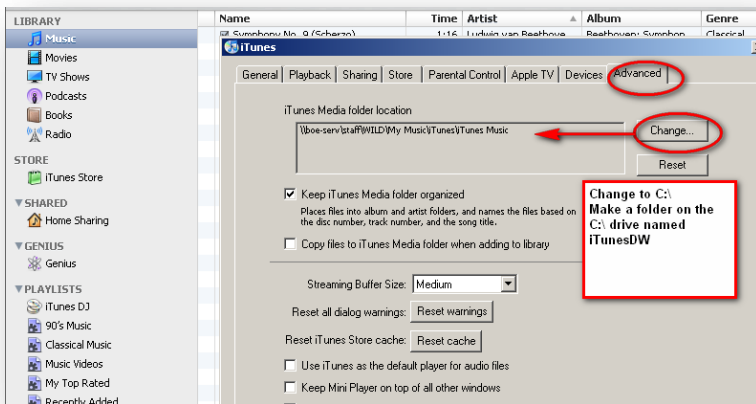


- Click Finish on the next screen.
- Click the Hide Sidebar button on the iTunes screen.

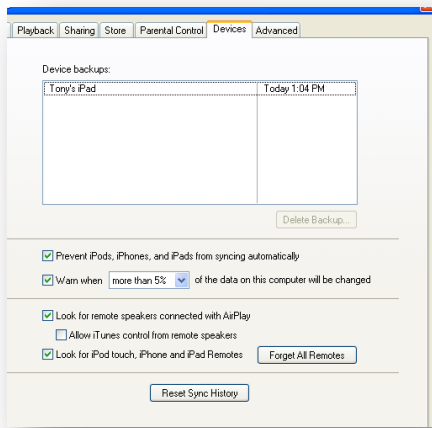


STEP 3: Configure iTunes - IMPORTANT! - One of the most critical configurations is to **change the Preferences so that your files go to your C:\ drive instead of your G drive. Read below.**

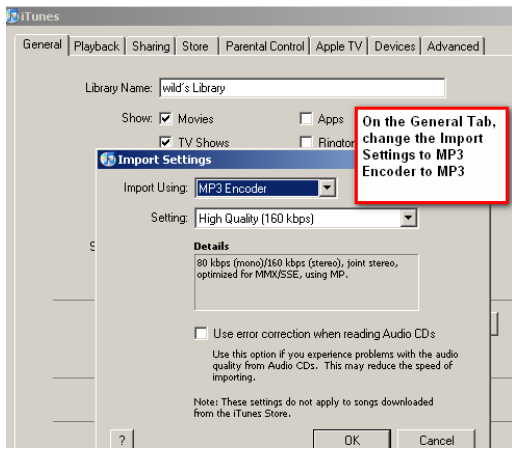
1. Create a folder on your C drive called iTunes Your Initials ex: iTunesDW) If you need help creating a folder, let the tech department know. (Start, My Computer, C:\, and Right click and choose New Folder, Rename folder to iTunes Your Initials ex: iTunesDW.)
2. Once in iTunes, click **Edit**, then click **Preferences**, then **Advanced**. Click the **Change** button and browse to the iTunes folder you created on C. Click the OK button at bottom of screen.



3. Also on **Devices** tab, place a check in the **prevent devices from syncing automatically**. Click OK.



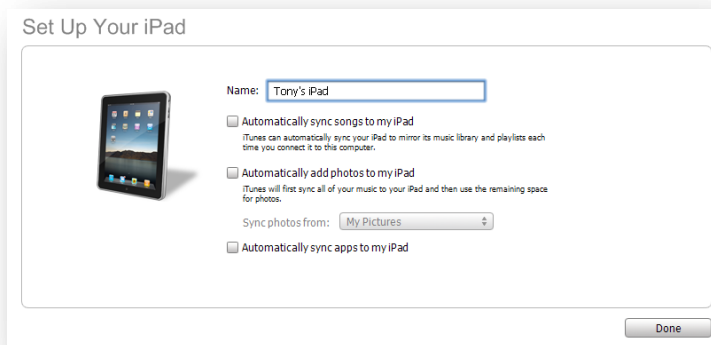
4. On the **General** tab:



Click OK.

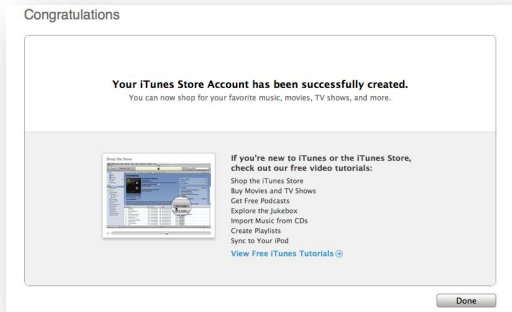
STEP 4: Plugging in the iPad and Creating Your iTunes Account

1. Connect iPad to the computer using the cable that was provided with the iPad. iTunes will launch and will indicate that the iPad is connected by showing up as a device in iTunes. A registration window will prompt for registration of the iPad. Once the required information is completed, click Continue.
2. A name has been assigned to the iPad by your school technology coordinator in the Name box. Deselect all automatically sync options and click Done.



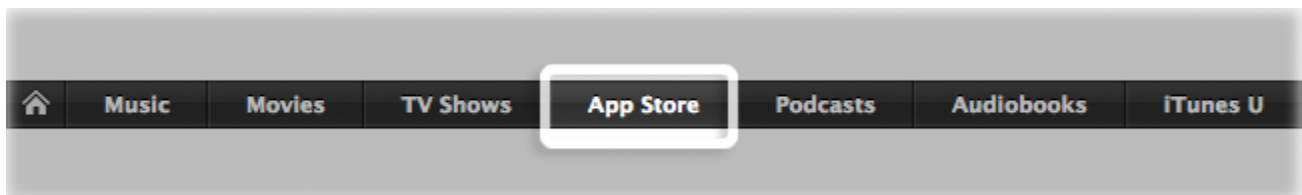
3. You will see the name of the iPad appear on the left of the iTunes window. You will then be prompted to set up an iTunes account. If you do not have an iTunes account, you can:

- Use your school **email address** to set up your iTunes account. You may set up the account with a **“credit cardless account”** if you are not ever going to purchase any apps, songs, or books for your iPad. Or if you will ever purchase anything personally from iTunes, you have to set up your iTunes account with **your personal credit card**. We do **NOT** use the school credit card with iTunes accounts because of tax issues. **If you decide to set up your iTunes as a credit cardless account, skip to STEP 5.**
- If you set up your iTunes account with your personal credit card, the "Congratulations" screen below appears, click **“Done”** to be taken to the App Store home page. There is a Free iTunesTutorial link that gives information regarding iTunes you are welcome to view. Go to STEP 6.



STEP 5- Setting up the assigned credit cardless account on the iPad. Follow the directions posted on the apple website for creating a credit cardless account, <http://support.apple.com/kb/ht2534>, or the directions below.

- If you already have an account, choose **Store > Sign Out**.
- Pick your country by clicking on the country flag located in the bottom right corner of the main iTunes Store page.
- If your country also has an iTunes Store, you'll need to navigate to the App Store by clicking on App Store from the top navigation bar. If not, proceed to step 4.



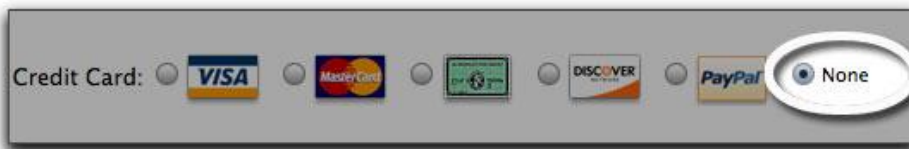
- Important:** Before proceeding to the next step, you must **purchase a free application** by clicking Free App.



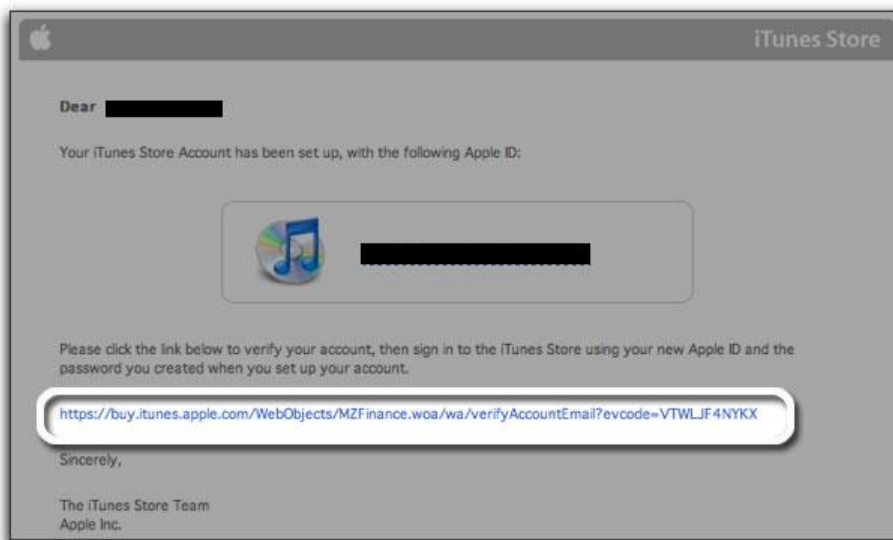
- Click **Create New Account**.



6. Click Continue.
7. You'll need to read and agree to the iTunes Store Terms & Conditions. Make sure you check the box next to where it says "I have read and agree to the iTunes Terms and Conditions."
8. Click Continue.
9. Enter your email address, create your password, continue to create and answer your security question, then enter your birthday. Click Continue.
10. Select None as the payment option.

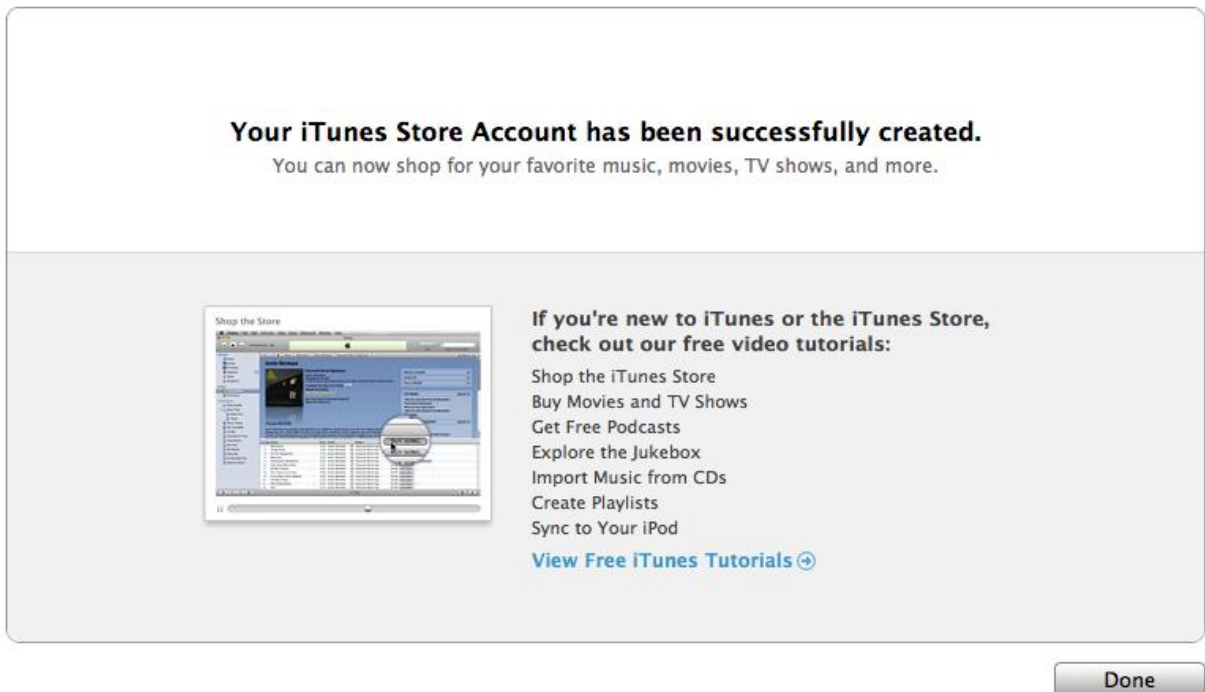


11. Continue to fill out the required name and address fields.
12. You'll then see a screen that says 'Verify your Account'. Click Done and then check your email for a verification email from iTunes Store.
13. Open the email and click the link enclosed in the email to activate your account.

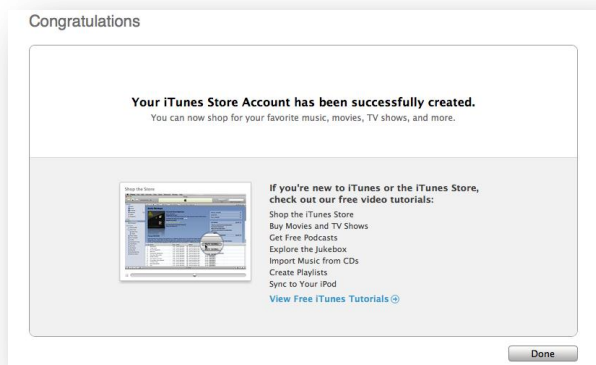


14. Once you click on the link, iTunes should then prompt you to sign in with your account name and password.
15. You'll then see the below "Congratulations" screen. Click Done to be taken to the App Store home page.

Congratulations



16. After the "Congratulations" screen below appears, click "Done" to be taken to the App Store home page. There is a Free iTunes Tutorial link that gives information regarding iTunes.



STEP 6: Syncing: When the teacher plugs in the iPad to the classroom computer to sync, launch iTunes, and click once on your iPad that appears on the left and click the tabs across the top to choose what you want to sync. Sync.

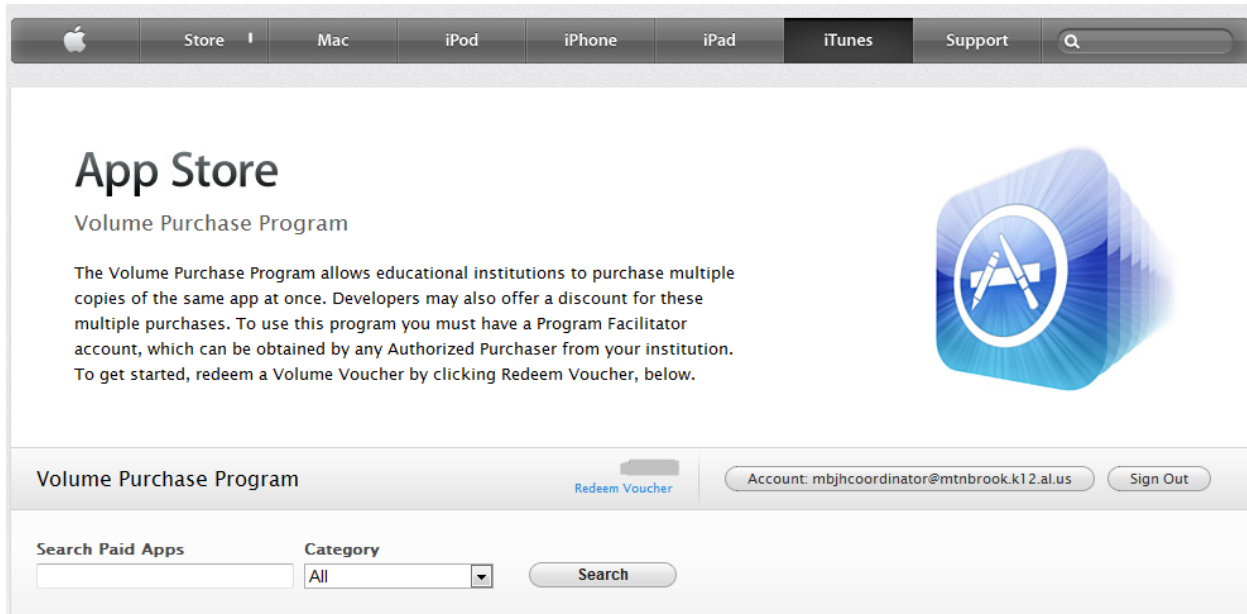
STEP 7- Setup Wireless, Email, Security Code, and Download Apps for Mountain Brook Schools Use

(Use the generic school iTunes account to set up Find My iPad.) Make sure the teacher has the generic teacher iTunes account assigned to her for Apple Volume Purchasing Program.

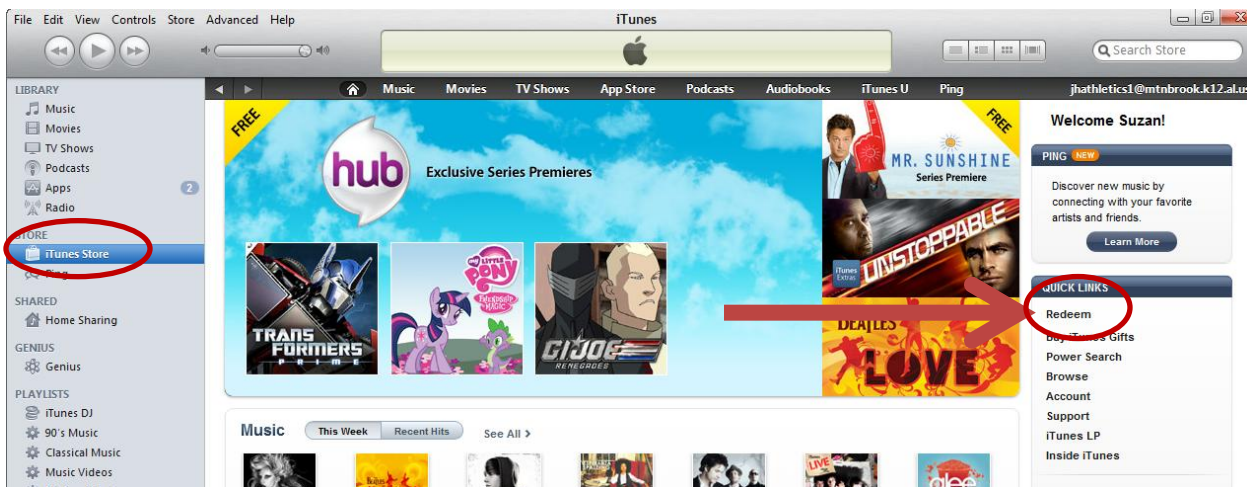
Step 8- Purchasing a tax free App Through iTunes

The following steps must be followed in order to purchase school purchased apps on school purchased iPads.

- Technology Coordinator fills out a Requisition to Apple for Educational Software in the amount of \$100, \$500 or \$1000. The local school will process the request and issue a PO.
- The P.O. is submitted to Donna Williamson, the district's authorized Educational Volume App purchaser.
- Please allow 3-5 days for the voucher to arrive.
- Once the voucher has arrived, the coordinator will log into the Volume Purchasing App Store, <http://volume.itunes.apple.com/us/store/>, using the email account created by the Technology Department for educational app purchasing purposes and redeem the code.



- The coordinator will search for the app and purchase the needed licenses (1 per iPad). Once the App is purchased, the Volume Purchasing Program website will generate a URL and a redemption code.
- The coordinator will then log into iTunes on the machine that has been designated to manage all iPad accounts (see step 1) using the email alias (Apple ID) of the account that requested for the paid App.
- Once logged into iTunes, click on "iTunes Store" and then click on the Redeem link to enter the code generated by the Volume Purchasing Program website.



- After the App has been downloaded on the Technology Coordinator's machine. The coordinator will then inform the teacher who requested the App that she/he may log into the App Store on the iPad, as the generic iTunes

account assigned to the teacher by the coordinator and download the App. Since the coordinator already downloaded it to the teacher's iTunes account, the teacher will receive the message "This App has already been purchased. Would you like to download it for free?" The teacher clicks ok and the app will be downloaded.