



## Foundations

# iOS for Administration

### Agenda

- Settings and customisation
- Security
- Web
- Camera
- Messaging
- App organisation
- Folders
- Web clips
- Apps for administrators
- iBooks
- iTunes and iTunes U

### Audience

This workshop is for administrators who want to use iPad, iPhone or iPod touch effectively in their work.

### Description

Participants learn how to use iOS features and apps for daily school operations and administrative tasks, such as communication, collaboration, planning, presentations and observation.

Learning objectives for this workshop include:

- Explore basic navigation, organisation and settings of your iOS device
- Identify how to use iOS devices to improve the performance of administrative tasks
- Discover how to increase communication and collaboration with built-in apps and iCloud

### Details

- Workshop length: 1 day (6 hours)
- Maximum number of participants: 20
- Site resources/technical requirements:
  - Wireless Internet access
  - Speakers
  - Projector and screen
  - iOS devices with default settings
  - For optimal learning, provide participants with:
    - the same model of the same device
    - devices assigned for the year
- Individual participant requirements:
  - An activated iOS device (an iPhone 4 or newer, second-generation iPad or newer, or fourth-generation iPod touch or newer), with the latest version of iOS
  - A personal Apple ID
  - Headphones with mic (optional)
  - The latest version of iBooks and iTunes U, downloaded from the App Store

Failure to provide required elements will reduce the accomplishment of the stated objectives.

