



## Foundations

# OS X for Education

### Agenda

- Device orientation and navigation
- Organisation tips and tools
- Advanced multitasking gestures
- Personalisation settings
- Accessibility features for learning
- Learning resources: iTunes U, Safari and iBooks
- iCloud features for education
- Built-in productivity apps: Notes, Calendar, Contacts and more
- Collaboration and communication apps: Mail, Messages, AirDrop and more

### Audience

This workshop is for educators who are new to OS X and want to know how to use the features of Mac in an educational context.

### Description

Participants build navigation and productivity skills and explore key settings, features and learning resources.

Learning objectives for this workshop include:

- Explore basic navigation, organisation and settings of your Mac
- Learn to use your device as a tool for learning and teaching
- Discover how to increase productivity and collaboration with built-in apps and iCloud

### Details

- Workshop length: 1 day (6 hours)
- Maximum number of participants: 20
- Site resource/technical requirements:
  - Wireless Internet access
  - Speakers
  - Projector and screen
  - Mac computers with default System Preferences
  - For optimal learning, provide participants with:
    - the same model of the same device
    - devices assigned for the year
- Individual participant requirements:
  - A Mac with the latest version of OS X
  - A personal Apple ID
  - Headphones with mic (optional)
  - The latest version of the following apps:
    - iTunes

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

