Design Document: Tablets – Getting Started

Class Description

Learn basic features and functions of your tablet like how to navigate, connect to WiFi, download apps, adjust settings and more in this class.

**Curriculum Track**

Software & Apps

**Audience**

Adults

**Course Length**

90 minutes

**Training Method**

Lecture/Demo

**Purpose**

To help educate tablet owners/users on settings involving their device or potential device purchase. Familiarize students with tips and suggestions for care and usage. Introduction to app stores as well as introduction to general tablet language

Equipment Requirements

Projection screen, laptop with internet connection, laser pointer, tablet for demo (helpful)

Software Requirements

Windows 7

Material Requirements

Pens or pencils, handouts, participant surveys

**Learning Objectives**

At the end of the session, learners will be able to:

* Identify external buttons, such as the Power button and Volume controls
* Navigate the home screen(s) and access notifications
* Identify, open, and close apps
* Access and use the onscreen keyboard
* Access Settings and be able to connect to Wi-Fi and Bluetooth (if applicable)

**Assessment Technique(s)**

Question and answer

Content Outline

***Agenda (2 mins.)***

* External Buttons
* Home Screen Navigation & Settings
* Apps
* Entering Text
* Charging & Care

***Talking Points, Topics, and Activities (85 min)***

* **Tablet Buttons**
  + Explain where the buttons on an **iPad** are located and what they do
  + **Power Button**: The Power button is what turns your device on or off.
    - Press the Power button for 2-3 seconds to turn the device on or off.
    - Tap the power button while the device is on, to put it in “sleep” mode.
    - “Wake” it by tapping on the Power button again
  + **Rotation switch**: Slide the switch to lock the screen from rotating
  + **Volume Button**: push the button up to increase volume and down to lower volume. If you hold down the volume button it will mute your device.
  + **Home Button**: Click the home button once to bring you to the home page, double click the home button to open up the task manager and hold down the home button to open up Siri
  + Explain where the buttons on an **Android** are located and what they do. Note: Android devices vary and buttons may be located elsewhere
  + Explain that some Android devices do not have physical buttons. Instead the buttons will be integrated into the bottom of the touch screen.
  + **Power Button**: The Power button is what turns your device on or off.
    - Press the Power button for 2-3 seconds to turn the device on or off.
    - Tap the power button while the device is on, to put it in “sleep” mode.
    - “Wake” it by tapping on the Power button again
    - Hold down the power button down while the device is on for options such as, Restart and Airplane Mode.
  + **Camera button**: Tap this open up your camera. This will allow you to take pictures quickly without unlocking your device. (New devices have eliminated this button. Some new devices allow you to pull up the camera by double taping the power button)
  + **Volume Button**: push the button up to increase volume and down to lower volume. If you hold down the volume button it will mute your device.
  + **Task Manager button**: The task Manager button allows you to switch between apps as well as close down apps you are not using.
  + **Home button**: Pressing the home button will bring you back to the home page. If you hold the home button it will activate Voice command or open the google app. Some devices have functions if you double tap the home button
  + **Back button**: The back Button allows you to move back a page, app, website, or almost anything else you do on your tablet.
  + Explain where all of the buttons on a **Kindle** device are and what they do.
  + Kindle’s only have two controls and power button and a volume button. You will control your device primarily by using the touch screen.
  + **Volume Button**: push the button up to increase volume and down to lower volume. If you hold down the volume button it will mute your device.
* *The* ***Home*** *button*
  + The Home button provides you with additional features depending on how you press it
  + iPad
  + Click the home button once to bring you to the home page
  + Double click the home button to open up the task manager
    - Hold down the home button to activate Siri (iPads assistant that can use voice commands to answer questions and accomplish certain tasks)
  + Android
    - Clicking the home button once will bring you to your home screen
    - Holding the home button will activate Voice command or open the Google Search app
    - Some devices have functions if you double tap the home button
* *Unlocking Your Device*
  + With a tablet you can unlock your device by simply swiping your finger (we will get into passwords and other secure forms of logging on later)
  + **Android/iPad:** Use the *Slide/Swipe to Unlock* feature and swipe in the direction indicated
  + **Kindle:** Place your finger on the lock and slide left to unlock your device

**ACTIVITY:** Have participants complete **Activity #1** on the *Activity Sheet*

* + **Home Screen Navigation & Settings**
  + The Home screen allows you to easily access apps you use often by customizing the display.
    - Homepage/Dashboard indicators, in the form of dots, dashes, or something similar, can be seen at the bottom of an Android or iPad screen and alert you to which page you are on
    - Swipe left or right (depending on the page you’re on) to access the other pages
    - **iPad**
      * The Home page and subsequent pages contain all your installed apps. There is no additional place to find them. More apps = more screens. You cannot manually add or remove screens. Changing wallpapers and everything else is available under Settings.
      * The **Docking Area/Tray**: A row of customizable icons that remain ‘docked’ and visible on every screen
      * **Customizing**: When you press and hold an app, it will appear to “shake,” which allows you to then do any of the following:
        + Create a folder with by moving your app directly on top of another app. Both apps will then be placed in the folder
        + Move an app elsewhere on the home screen or to another screen by dragging it
      * Delete an app by clicking on the “X” that appears next to the app icon. Note: If you delete an app from your home screen, it will be removed from the device.
        + Stop apps from shaking by tapping the Home button
    - **Android**
      * You have one, main Home screen but you can add or delete additional screens to customize how you access apps (themed pages – work, entertainment…)
      * Holding down on a blank part of the screen provide you with options, like adding/deleting screens, changing wallpapers, or adding widgets
      * The **Docking Area/Toolbox**: A row of customizable icons that remain ‘docked’ and visible on every screen if the feature is enabled
      * Explain that short-cuts to apps can be added or deleted from the main screen but will still remain in the “all apps” area of your device.
      * **Customizing:** Options will appear at the top of your screen when you press and hold on an app. You can:
        + Create a folder to put the app in
        + Move the app elsewhere on the home screen or to another screen by dragging it
        + Delete the app from your home screen by dragging it to the “delete” or “remove” bin
        + Most androids will return to their normal state after completing one of the previous tasks, but if not, tap the Home button
      * **Kindle:** Kindles have a custom home screen that has a carousel instead of icons. The carousel contains previously used apps. To look through the carousel swipe left and right.
      * To access different parts of your Kindle, choose an option from the Navigation bar at the top of your screen (ex: shop, music, videos, etc.). To view all of your apps, tap **Apps**.
    - ***Notifications Screen***
* The notifications screen alerts you to activity on the device or from apps such as text messages received, missed calls or voicemails, Social Media activity, etc.
* Depending on your device and apps, notification settings may be changed in individual apps or by accesses your main Settings.
* To reach the notifications screen on any device place your finger on the upper bezel of the home screen and pull straight down. “Roll” the screen up or tap the Home button to return to your home screen.
* To clear notifications, you can swipe to the left or right (depending on the device), tap on the notification to open the app, or select “Clear”
* On **Androids**, you can also quickly change common settings such as volume, Wi-fi and screen brightness from the screen. On **iPads**, it may inform of the weather or news. On **Kindles**, it is your main source of navigation.

**Activity**: Have participants complete **Activity #2** on the *Activity Sheet*

* ***Settings***
* Settings hold the key to changing how your device functions and includes information on your account, connecting to Wi-Fi, how you want to be notified of alerts and more
  + **iPad**: Click on the gear icon to access settings (it can usually be found with the docked apps).
    - The **General** tab is where you can adjust **Screen Rotation** (if you want it to move when you move the tablet) and **Auto-Lock** (how quickly the screen will fade to black)
    - **Display & Brightness** – Adjust the screen brightness and text size
    - The **Privacy** tab allows you to turn location services on and off
  + **Android**: Use the Notification screen to access certain settings or tap the cog wheel icon for more options
    - The **Display** tab is where you can adjust **Screen Rotation**, **Screen Timeout**, and the **Brightness** and **text size**
    - **Location** is usually located near the Wi-Fi function
    - **Users:** A big difference is that Androids allow multiple accounts, like a computer while iPads are synced to a single individual and all of their information
  + **Kindle**: Open the notifications screen and tap on **More** to view your settings
  + **Wi-Fi**: Explain that turning on Wi-Fi is what connects you to a network so that you don’t use up your data. In our case, Gailnet is a free, public network, while others require a password. Tap on a network to connect to it.
  + **Bluetooth**: Explain the Bluetooth allows you to pair your devices with others such as wireless speakers or a Fitbit. Click on Bluetooth to see a list of “pair-able” devices. Tap on the item you would like to pair.
    - Some newer Kindles have Bluetooth, but most Kindles do not have this feature.
  + **Security Features** – related to the Unlock screen
    - **iPad**: From Settings, tap on **Passcode**. To change it, it will require you to enter the current one then you can enter a new one by selecting **Change passcode**. Some
    - **Android**: From Settings, tap on **Lock Screen**. Select **Screen Lock** to choose the type of passcode you want such as Pattern, Pin or Password.
    - **Kindle**: From Settings, tap on **security** and select **lock screen password.** Tapping **On** will open a new screen prompting you to enter your passcode.

**Activity**: Have participants complete **Activity #3** on the *Activity Sheet*

* + ***Apps -*** “Apps” or “applications” are the programs that run on your tablet, similar to a computer
* ***Opening and Closing Apps***
* From your home page tap on the app you would like to open. To leave the app click on the home button or the return button
  + Explain that even though you return to the home screen, the app is still running in the background, which can drain the battery and eventually slow down the machine. This is also helpful if apps become unresponsive.
  + **iPad**: Double tap the Home button to bring up the task manager. Scroll left to right to view all open apps. To close an app, swipe up.
  + **Android**: Use the task manager button. Tap on the X that appears in the top right corner or swipe the app to close it. Scroll up and down to view all open apps.
  + **Kindle:** Kindles don’t normally need to close apps, but if you want to close one follow these steps. Go to **settings** by opening the notifications screen and taping settings on the right. Tap **applications**. Tap **installed applications**. Choose the application you want to close from the list by tapping on it. Finally tap **Force Stop** to close out the program.
* Remind the class that installing and uninstalling apps will be part of the next class in the series called Tablet Apps.

**Activity**: Have participants complete **Activity #4** on the *Activity Sheet*

* + **Entering Text/Typing**
* The on-screen keyboard appears only when text entry is necessary (Ex: Search boxes, notes, adding new contacts, etc.)Treat it like you would a computer keyboard, by tapping the keys.
  + **iPad** keyboard
    - Explain what the keys on the standard keyboard do
    - Explain what the keys on symbols keyboard do
    - Explain what the keys on the second symbols keyboard does
    - Explain what the keys on the emoticon keyboard does
  + **Android** Keyboard
    - Explain what the keys on the standard keyboard do
    - Explain what the keys on symbols keyboard do
    - Explain what the keys on the second symbols keyboard does
    - Explain what the keys on the emoticon keyboard does
  + **Kindle** Keyboard
    - Explain that the Kindle keyboard is exactly the same as an Android keyboard just a different color scheme. Note: Not all Kindles keyboards have emoticons.

**Activity**: Have participants complete **Activity #5** on the *Activity Sheet*

* ***Charging & Care***
  + If you leave your tablet plugged in all the time it will decrease the life of your battery. To maximize the life of your battery run it down to 10% or less then fully charge it. Once the battery is fully charged unplug the tablet.
  + Avoid 3rd party chargers
  + Plug your tablet into an outlet instead of a USB port on your computer for faster charging
  + If you do not use your tablet for a while, the battery will run out. In cases like this charge your batter to full every 2-3 months to maintain the life of the battery.
  + Avoid taking your tablet out into the sun on very hot days, burying it in blankets, leaving it next to a heating vent, etc.
    - If your tablet gets overly hot to the touch turn it off or put it in standby until it cools down.
    - If your tablet overheats and turns off let it cool down before you turn it back on.
  + Investing in a case, screen protector and stylus extend the life of your tablet and protect it from damage.
  + use a microfiber cloth to clean the screen. Avoid harsh chemicals. Buy screen cleaner from the store or mix one part distilled water and one part 70% isopropyl alcohol. Never apply your cleaning solution directly to the screen. Apply solution to a cloth, then gently wipe the screen. Use a dry cloth to remove any remaining cleaning solution to prevent streaks and smudging.

**Wrap Up (3 min)**

* Highlight the upcoming technology classes and share the types of topics that will be covered
* Ask if there are any questions and answer any that were “parked” during the session
* Thank participants for coming and ask them to complete the class survey before leaving