



iPad Guide

UVM Tutoring Center

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Introduction

Hello from us, former Peer Academic Coaches! We recently graduated with our bachelor's degrees and are excited to share some insights from our time at the UVM Tutoring Center. As student employees, we supported students across a variety of subjects, with a special focus on Peer Academic Coaching. In this role, we helped students strengthen their study habits and executive functioning skills to support their academic success. As part of that work, we also had the opportunity to collaborate with Apple Technologies to learn how students can make the most of their iPads as learning tools. We're excited to share what we learned, along with tips and strategies that we found especially helpful throughout our academic journeys. We hope you find these insights useful and inspiring as you continue your own path to success!

Device Set-Up

Note: This section is for iPads that have not previously been used and need to be set up for the first time.

1. Follow on-screen prompts to connect your Apple ID to the iPad. If you do not already have an Apple ID, follow prompts to create an apple account
2. Connect to UVM Wi-Fi and/or personal Wi-Fi.
3. Select what you want to transfer from other Apple devices, if applicable.

We recommend not transferring everything over to allow for separation between devices, specifically when it comes to photos, social media apps, and other entertainment apps (e.g. Netflix).

4. Format appearances to your personal preference (i.e., light vs dark mode, etc.). This can be found in *Settings* → *Display & Brightness*)

Configurations

Manage iPad focus and screen time with **Settings** → **Screen Time** to track usage, set app limits, and schedule downtime. Use **Settings** → **Focus** to customize notifications and app access for specific activities.

Focus:

Navigate to **Settings** → **Focus** and click the “+” in the upper right corner to add a new focus setting. Choose from the list of Focus examples or make a custom one. Then select “Customize Focus”

From here, you can choose which people to allow notifications from. You can also customize your home and lock screens to prevent certain apps from being visible. You can filter how Apps behave as well, and filter Inboxes and Messages.

Focus also allows you to set a schedule for Focus to turn on automatically at a set time, location, or when using a certain app. Apple has a “Smart Activation” feature that you can turn on to have Focus come on at relevant times based on your typical routine.

As “doomscrolling” becomes a common issue, screen time is a useful piece of information to allow us to better manage our time. In settings, daily or weekly screen time limits for specific apps may be helpful, specifically for non-academic apps that students may elect to have on the iPad. Note: when used correctly, the Pomodoro method of studying can be helpful, and will be discussed later, relating to the iPad.

Lock Screen:

The lock and home screen of the iPad can be arranged in infinite ways depending on user preferences!

To add a **widget**, long-tap on an app until they all shake, then press edit in upper left to add a widget. Widgets are larger versions of apps; for example, you can create access to OneNote notebooks from the home screen rather than having to open the app first. You can also turn **websites into Widgets**, such as Brightspace. To do so, begin by

adding a widget in the same way as before but click the search browser as your app. From there, you can select the specific website you want to make a widget. Widgets have numerous size options and can be moved around the home screen as desired.

For additional ease, organize similar apps into **folders** by long-tapping on an app until it shakes, then dragging an app on top of another app. If you forget where you moved an app, you can drag one finger down on the home screen to launch a search bar where you can search for any app.

Apps

UVM self-service includes many useful apps. You can also make your own apps using websites.* Specifically, or in addition to, we recommend incorporating the following (types of) apps in your workflow. They are free unless specified otherwise:

- Calendar Apps
 - Apple Calendar
 - Google Calendar
 - Outlook Calendar
- To-Do Lists
 - Microsoft To Do
 - Google Tasks
 - Apple Reminders
- Note-Taking
 - OneNote: Microsoft's note taking app
 - FreeForm
 - infinite whiteboard app for brainstorming, sketching, and collaboration
 - Apple Notes
 - PDF Expert
 - PDF editor and reader for editing, annotating, signing, and organizing documents
 - Notability**: Notetaking App
 - Goodnotes**: Notetaking App
- UVM-related apps
 - Pulse
 - Navigate
- Miscellaneous
 - FocusPomo: productivity app based on the Pomodoro Technique, designed to help users stay focused

- Forest: gamified productivity app that encourages users to stay focused
- Focus Friend
 - A cozy focus timer, where your bean friend will focus when you do and you can decorate his house
- Notion
 - Organizational tool with high levels of customization; also available on desktop
- Grammarly: writing assistant that will check for spelling, grammar, and word choice.
- Apple Intelligence: iPad specific generative AI. Settings → Apple Intelligence & Siri

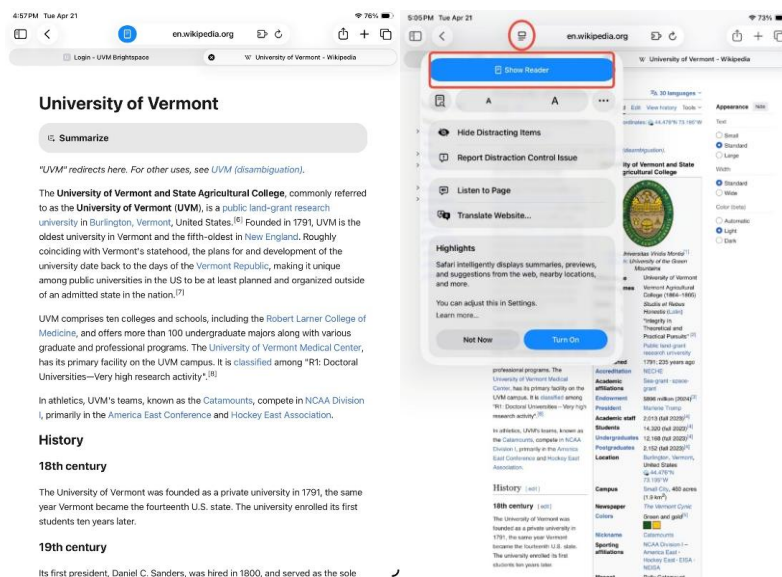
*Select the *share button*, then select *add to home screen* for your desired website.

**Apps that are paid.

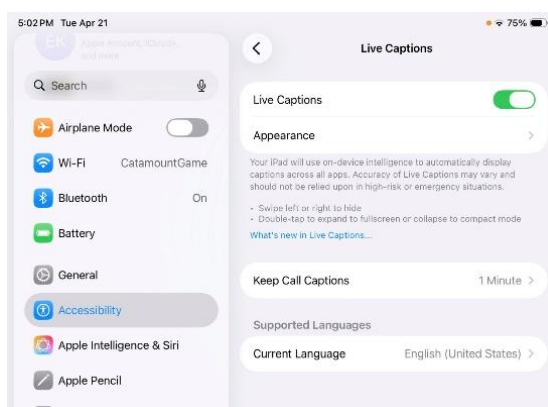
Tools

The iPad can be enhanced by numerous tools. See more details below.

- Apple Pen: great for notetaking, various notetaking apps can convert your handwriting into text in real time; double tap to switch from pen to eraser
- Safari Reader: Click on the 3 lines at the top of the search bar, and it will turn the website into an ad-free and filtered, PDF-like site great for reducing distractions. See the following screenshot.



- Live Captioning: for example, OneNote can add text transcripts as audio is played
- Text Size: *Settings* → *Accessibility* → *Display & Text Size* → *Larger Text* → slider
- Password Manager: the *Passwords* app can be used to store passwords and sign into websites and apps for you automatically.
- Using it as a monitor: swipe down from the upper right corner to access the control center. Then select the screen mirroring icon (two rectangles overlapping) and select the device you want to mirror to. This will only work with Apple Devices, and Bluetooth has to be on for both devices.
- Live Captions: See the following screenshot. It will allow you to read what is being said in real time.



Resources

If you run into any issues or questions not mentioned above, there are several resources to aid you.

- Tips App: a preinstalled Apple app to help optimize your user experience. Open the Tips app, tap a collection, and then tap a tip.
- Shortcuts App: create personal shortcuts with multiple steps to automate commonly used tasks. Click on the Shortcuts app and either start from a large selection of examples in the Gallery or drag and drop to create your own.
- Google and YouTube: There are several videos on YouTube and discussion boards on Google that should be able to address any questions you may have.

Exemplar Student iPad Workflow

Before class:

- Use the Pulse (Brightspace) app to download lecture slides and skim them
- Complete required readings using Safari Reader while taking notes via a notetaking app using split screen

During class:

- Upload the downloaded lecture slides into your notetaking app and write directly on the slides (or take notes separately from these slides)
- (Listen and ask questions!)
- Take note of any assignments or upcoming exams the professor mentions

After class:

- Draw a mind map of information from the readings and their corresponding notes, as well as from the lecture slides and their corresponding notes, using your notetaking app
- Utilize a calendar app to complete homework assignments on time and prepare for exams well in advance