iPads: Deployment Welcome Kit

Modified date: 06/02/14
Welcome to the 1:1 classroom! We know that there are many things running through your mind as you start planning to deploy iPads in your classroom. We want to make sure that you start building your 1:1 classroom on a solid foundation.

This packet contains key information related to access and maintenance of iPads in, including account information, pass codes and combinations. This information is sensitive. Please exercise discretion.

Before getting into any particulars we want to point out that the iOS Support Team has posted and continuously updates training documentation and other support materials, all which can be found at ipads.cps.edu. We ask you to browse the site often.

**Key Information**
*(this is the only information that should be written down)*

Teacher name: _______________________________________________________________

Room number/Instructional Space: ____________________________________________

Cart number: __________________________________________________________________

Your Apple ID is: __________________________________________________________________

Your Apple ID p/w is: __________________________________________________________________

PowerSync Cart lock combo is: __________________________________________________________________

Your iPad lock code is: __________________________________________________________________

The Volume Purchase Program Facilitator at your school: ________________________________

**Note:** The screen lock code should only be set on teacher-issued iPads. Do not set screen lock codes on devices used by students

**Note:** See Guidance on the next page for insights pertaining to the information above
Guidance: The information on the previous page is the only information that should be written down. Please do not post, text, email, write down or in any other way transmit or record any user credentials or passwords that are provided by the iOS Support Team or your school’s support staff (e.g. your TechCo).

None of the information recorded in this packet should be shared with anyone other than the TechCo, the teacher(s) to whom the cart is(are) assigned, and any other principal designee.

The iOS Support Team recommends that the PowerSync Cart lock combo and the iPad screen lock code be the same number. This provides security but reduces the number of codes that the teacher needs to memorize.

The Apple ID assigned to each teacher is specific to the MacBook and iPads found in that teacher’s cart. Do not share assigned Apple IDs or passwords with students or other teachers.

The Bundle: CPS offers several iPad Solutions for schools. For more information on these solutions, go to [ipads.cps.edu](http://ipads.cps.edu) and click Ordering iPads. The most common iPad Solution includes the following items:

1. One Bretford sync cart.
2. A class set of 32 iPads.
3. One MacBook Pro laptop.
4. A plastic kit containing two padlocks, a metal tether and a bracket.

Note: The number of iPads your cart contains may be different if your school leadership has re-allocated some of your devices to other purposes

PowerSync Cart by Bretford: Each PowerSync Cart (referred to as the Cart) has laser cut numbered slots (up to 30). The Cart comes with a pad of stickers to be used to label the iPads and help the teacher know which number iPad s/he is holding and which slot it should go into. The Cart is capable of supporting 30 iPads at one time. If more than 30 iPads are assigned to a teacher, additional white iPad charging cords can be stocked in the cart.

MacBook: The MacBook is used to update and sync the iPads. The MacBook should be signed out to the teacher. If the cart is shared it is up to the teachers and building leadership to decide to who shall be assigned the MacBook. The teacher may take the MacBook home. The MacBook is not intended for personal use. It is a resource that should be used to serve the classroom.
**MacBook Login Credentials:** Though teachers are able to log into the MacBook using their CPS user name and password, the iOS Support Team encourages teachers to log into the MacBook using **Administrator** credentials. All functionality between the CPS account and the Administrator account are the same. Logging in as Administrator has the added benefit of giving the teacher access to Apple Configurator.

To login as Administrator, type **Administrator** (with a capital ‘A’) in the user name field. The teacher can request the password from his or her school’s TechCo or by reaching out to the iOS Support Team at *ipads@cps.edu*. When the teacher successfully logs in as Administrator, a red wallpaper should appear on the screen with the CPS logo fixed in the center.

CPS has Apple pre-set various settings and install software on the MacBook and iPads prior to their arrival at a school. This work is done using the following Apple ID: *macdeveloper@cps.k12.il.us*. From time to time the teacher will notice an update alert in the AppStore on the MacBook. Please contact the iOS Support Team directly to receive this password. We can be reached at *ipads@cps.edu*.

To run updates on the MacBook follow the following steps:

**Updating the MacBooks:**
1. Click the Apple icon in the upper left-hand corner of the screen.
2. Click **Software Update…** This action will launch the AppStore.
3. Once the AppStore launches you will be brought to the **Updates** tab.
4. Look at the update(s) that are available and check with your TechCo to see if it is safe to run the update(s). The iOS Support Team encourages teachers and TechCos to email us at *ipads@cps.edu* if there any questions or concerns about running particular updates on the MacBook.
5. Once a teacher or TechCo knows the update(s) is(are) safe to run, they may run it. Each update affects different software and applications. It is not possible to approximate how much time an update will take.

**Note:** There is an 8am-4pm Apple Block in place at all CPS sites. In order to successfully run an update on the MacBook, a school would need to request that the block is lifted. A school’s TechCo can submit a request to have the Apple Block lifted at *ipads@cps.edu*. Please allow 48 hours for the requested to be processed and to receive email confirmation.
Need Help?

We are here to support you! For all technical issues, simply call the IT Service Desk at (773) 553-3925, option 9.

Our team works with the IT Service Desk to make sure your issues are routed to the proper iOS Support Team member as quickly as possible.

We encourage you to email your feedback and non-technical questions to the iOS Support Team at iPads@cps.edu.