Setting up iPad and Apple Pencil

When you first receive your iPad and Pencil there is some set up required. For now, please set the Pencil aside until the iPad is fully set up. Inside the iPad box will be your iPad, a charging cable and power block, and a visual guide to using the iPad and what the buttons on the device do. When you unbox the iPad, press and hold the top (power/lock) button to turn it on, as this is the first-time setup for this device, you will be walked through each step. Follow the on-screen instructions to complete the process; the only required information for this setup will be an Apple ID account, which can be created here https://appleid.apple.com/account or during the iPad setup process. If you already have an Apple ID, use that to sign in.

During the setup, many of the features are optional such as touch ID, password, Apple Pay, Location services, etc. Many of these setup pages have a "Set up later" option, you can choose to skip these steps if you do not plan to use them. Please note that the Apple ID section can be skipped but an Apple ID is required to use the App Store to download applications on your device.

Once your iPad has been set up and is ready, we can now unbox and pair your Apple Pencil. Inside the box you will find the Pencil, the charging adaptor, and a replacement tip, along with another visual guide to set up and charge the Pencil. The charging adaptor will use the charging cable from your iPad to charge the Pencil. The first thing that needs to be done is to remove the cap from the pencil and plug it into the charging (Lightning) port on the bottom of the iPad to complete pairing. The screenshot below shows the removable cap and charging adapter.

Using the App Store and Downloading Apps

Once you have the iPad and Pencil set up and paired, please take some time to familiarize yourself with the device and how to operate it. When you are ready to download additional apps, please open the App store and sign in with your Apple ID. The app store image is to the right.

The first apps we recommend downloading are Microsoft Whiteboard and Microsoft Authenticator. Search for both of these apps in the store and install them, they are both free. You will need to sign in to the Authenticator application

with your NetID to link your Microsoft profile and credentials to use the Microsoft suite on the iPad. Once you have done this launch the Whiteboard app and test out using your Pencil to draw, write notes, etc. This Whiteboard app is very user friendly, has several useful options, and can be a great addition to your teaching tools.

In addition to these apps, it is also recommended to download the rest of the Microsoft suite of programs, Powerpoint, Word, Excel, Teams, and Outlook. Your iPad can be an excellent tool for working on the go, and having these programs downloaded and synced to your Microsoft account is always a bonus. You can access documents in these apps between your computer and iPad through the cloud.

AirServer Application and Usage

AirServer is a desktop program for both Windows and Apple computers, it is used to "mirror" your iPad screen to your desktop computer screen as an application window. This application showing your iPad screen can then be used in Panopto Recordings, collaborative learning sessions, etc. The screenshot below shows my computer screen with both a PPT file and AirServer running on the same monitor; what I wrote on my iPad appeared simultaneously on my desktop screen.

AirServer is a paid application, ETD has licenses available for your use. If you would like to get started using AirServer, please contact us at ETD@Dal.ca and we can help with program setup, account activation, and getting started sharing your iPad screen.