DCPS PreK Technology
User Guide
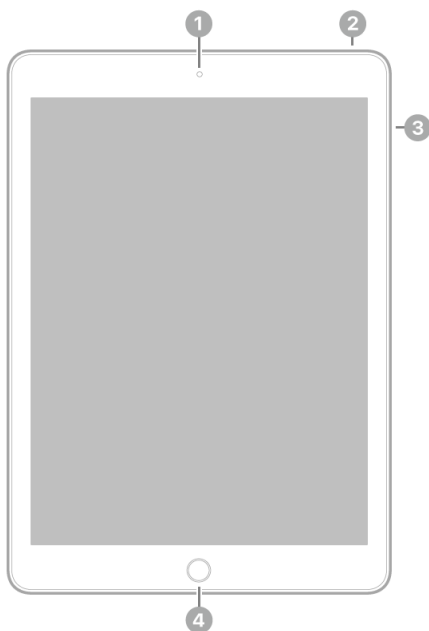
PreK Technology User Guide- Table of Contents

Section 1: Device Overview

Pre-K students will use DCPS-Provided 7th Generation 32GB Apple iPad for virtual learning at home. Please refer to the quick-start user guide to use the device and access required ECE learning platforms.

1 Front-facing camera

2 Top button

3 Volume buttons

4 Home button/Touch ID

5 Rear camera

6 Headphone jack

7 Lightning connector

8 SIM tray (Wi-Fi + Cellular)

Section 2: Turning on and Accessing Your iPad

Step 1: Press and release the top button until you see the lock screen – Proceed to Step 2. If you do not see the lock screen, press and hold the top button until the Apple icon appears. If the iPad does not turn on, you may need to charge the battery. For more information about charging the battery on the iPad, please see section 3 in this guide.
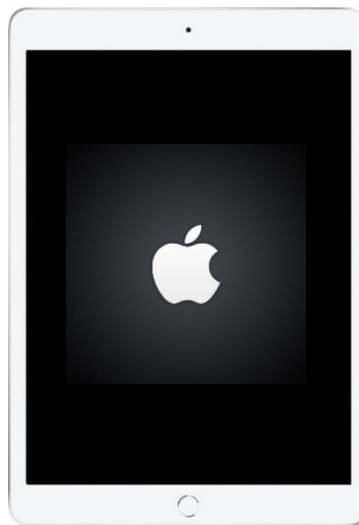
Step 2: When you see the lock screen with time and date, press the Home button to access the iPad.
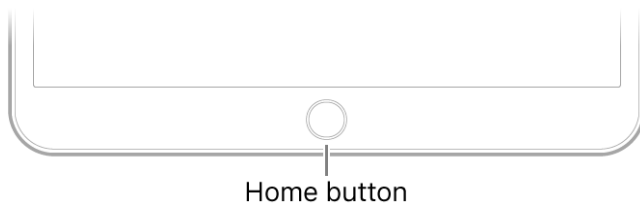
Section 3: iPad Settings and Functions

Wake and Unlock iPad

The iPad turns off the display to save power when not in use. You can quickly wake and access the iPad when you want to use it again. In order to wake the iPad, please do one of the following:

1. Press the top button.

Top button
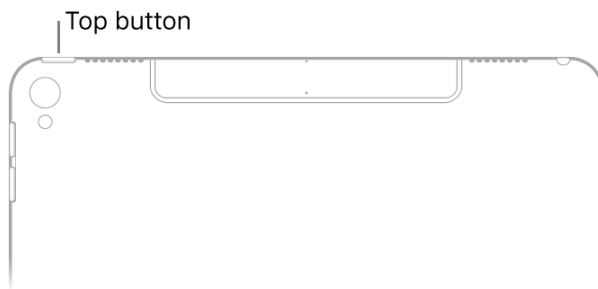
2. You may also press Home Button to wake the iPad.

Home button

Section 3: iPad Settings and Functions

Interacting with the iPad
You may control the iPad and its applications using a few simple actions, including tap, swipe, scroll, and zoom.

**Tap**: Lightly touch one finger on the screen.

Swipe: Move one finger across the screen quickly.

Scroll: Move one finger across the screen without lifting. You may swipe to scroll quickly and touch the screen to stop scrolling.

Zoom: Place two fingers on the screen on the screen near each other. Spread them apart to zoom in and move them toward each other to zoom out.

Adjusting the Volume on the iPad
Use the volume buttons located on the side of the iPad to adjust the volume of sound effects, alerts, and other media on the iPad. In order to mute the sound, press and hold the volume down button.


Volume buttons
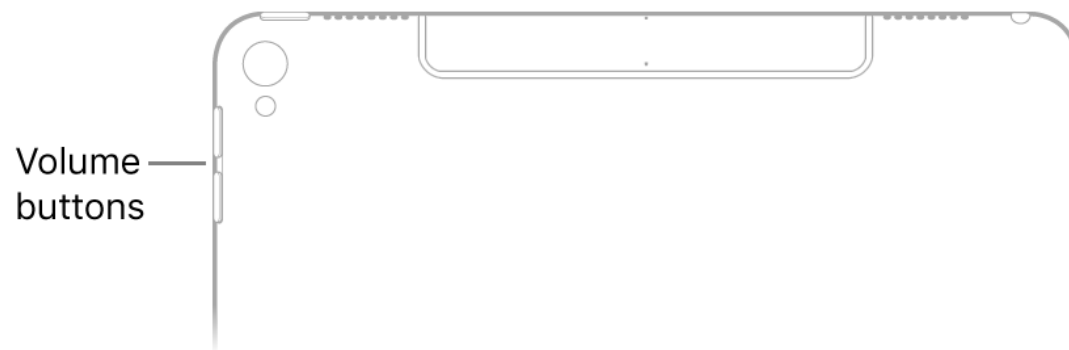
Section 3: iPad Settings and Functions

Entering Text Using the Onscreen Keyboard

In any app that allows text editing, open the onscreen keyboard by tapping a text field. Proceed to tap the keys to type the text.

While entering text, you can do any of the following:

- *Type uppercase letters:* Tap Shift or touch the Shift key and slide to a letter.
- *Turn on Caps Lock:* Double-tap Shift.
- *Quickly end a sentence with a period and a space:* Double tap the Space bar.
- *Enter numbers, punctuation, or symbols:* Tap the number key (.?123) or the symbol key (#+=).
- *Undo the last edit:* Tap ↶ .
- *Enter accented letters or other alternate characters:* Touch and hold a key, then slide to choose one of the options.
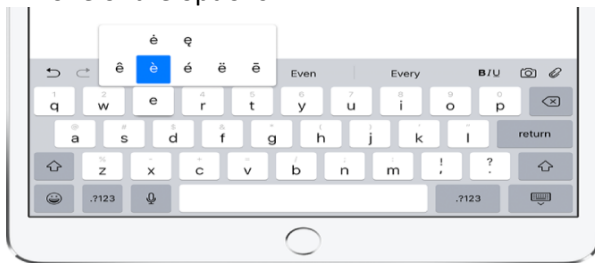
- *Hide the onscreen keyboard:* Tap the keyboard key ⌄ .

Charging the iPad Battery

In order to charge your iPad battery, connect the iPad to a power outlet using the included cable and power adapter.
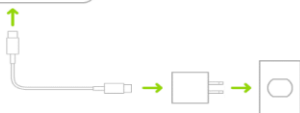
Section 4: Connecting to the Internet

Your iPad is always connected to the internet through the cellular carrier, T-Mobile. You may also connect your iPad to an available Wi-Fi network if needed. In order to connect to a Wi-Fi network, please follow the steps below.

1. Go to Settings > Wi-Fi, then turn on Wi-Fi.

2. Tap one of the following:

    - *A network:* Enter the password, if required.

    - *Other:* Joins a hidden network. Enter the name of the hidden network, security type, and password.

If appears at the top of the screen, iPad is connected to a Wi-Fi network. (To verify this, open the Safari web browser to view a webpage. The icon for the Safari web browser should look like this:) iPad reconnects when you return to the same location.

Browse the Web Using Safari

Open the Safari application to begin using the Internet. Enter the website address in the address bar at the top of the browser to navigate to the webpage. You can easily navigate a webpage on the iPad with a few taps.

- *Get back to the top:* Double tap the top edge of the screen to quickly return to the top of a long page.

- *See more of the page:* Turn iPad to landscape orientation.

- *Refresh the page:* Tap next to the address in the search field.

- *View the desktop version of a site:* To see the full desktop version of a site instead of the mobile version, tap , then tap Request Desktop Site.
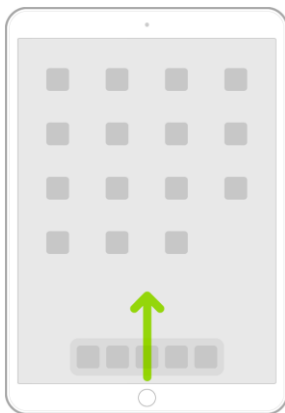
Section 5: Exploring the iPad Homepage

The iPad home screen allows you to view all the applications or apps installed on the device. Pre-K students will use a multitude of apps including Safari, Canvas, Microsoft Teams, Seesaw, and Hatch.

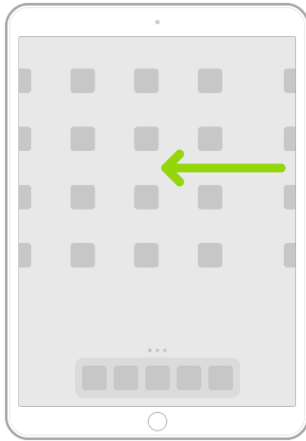1. To go to the Home screen, swipe up from the bottom edge of the screen or press the Home button.

2. Swipe left or right to browse apps on other Home screen pages.

3. To open an app, tap its icon on the Home screen.

4. To return to the first Home screen page, swipe up from the bottom edge of the screen or press the Home button.
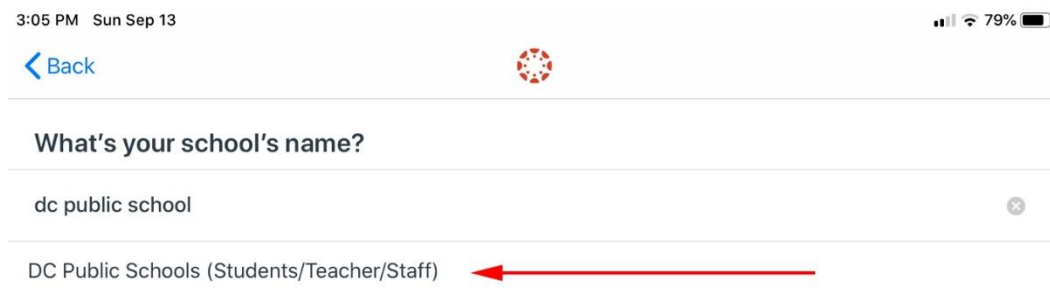
Section 6: Accessing DCPS Canvas

Pre-K students will use the Canvas platform for virtual learning. Canvas, our online learning management system, is used by teachers and students to host learning resources. Canvas can be accessed using the "Student" app.

Step 1: Tap the "Student" app.

Step 2. Tap the "Find my school" button.

Step 3. Begin typing "DC Public Schools" and click on "DC Public Schools (Students/Teacher/Staff)" when it appears.

Step 4. Sign in using the student's username (e.g. 12345678@students.k12.dc.us) and click "Next." When asked for the password, enter the student's account password. The student's password is their date of birth in the MMDDYY format. For example, if your birthday is June 8, 2017, then your password is 060817).

Section 7: Accessing Microsoft Teams

Microsoft Teams will be used for live, daily classroom sessions using video and audio conferencing hosted by your child's teacher. Please follow the steps below to access Microsoft Teams.
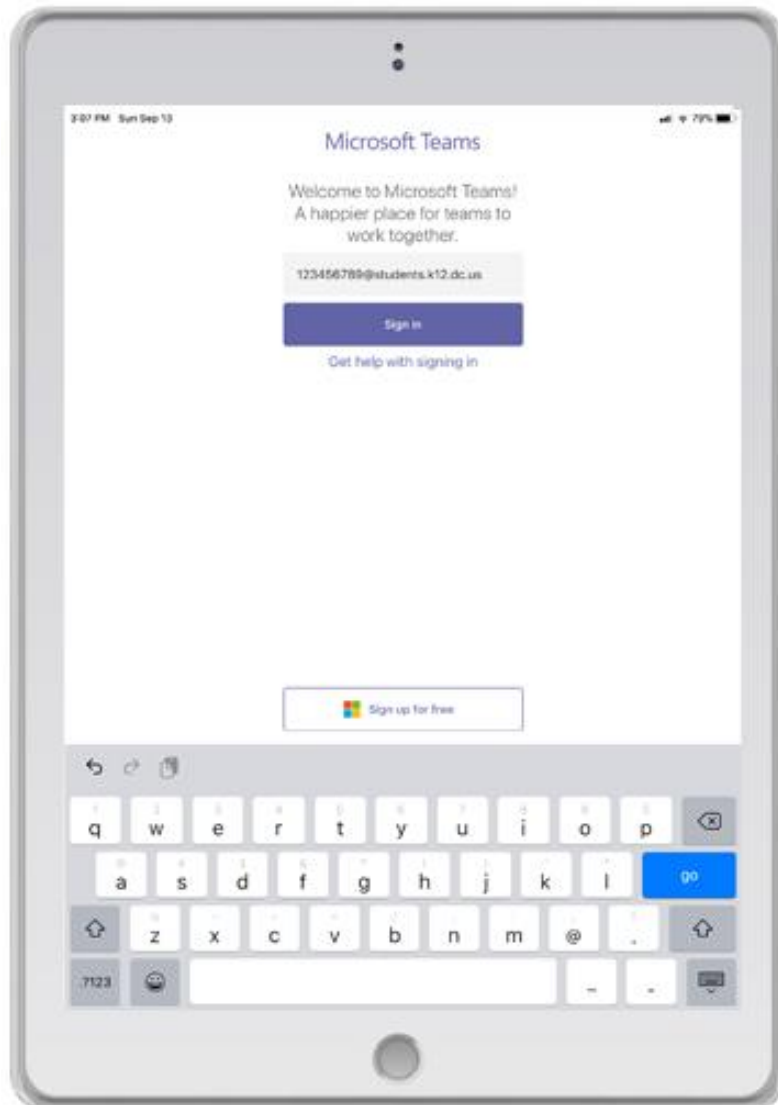
Step 1: Tap the Teams App.

Step 2: Sign in using the student's username (e.g. 12345678@students.k12.dc.us).

Section 7: Accessing Microsoft Teams

Step 3: Enter the student's account password. The student's password is their date of birth in the MMDDYY format. For example, if your birthday is June 8, 2017, then your password is 060817).

Step 4: Please tap "Allow" on the "Teams would like to Send You Notifications" message.
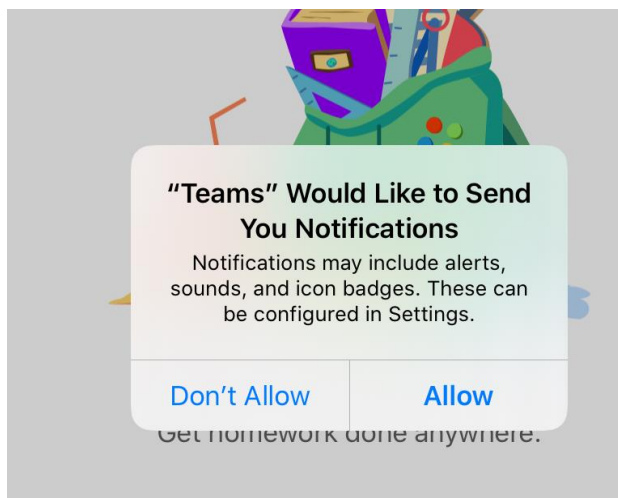
Step 5: Please press "OK" on the "Teams would like to access the Microphone" message.
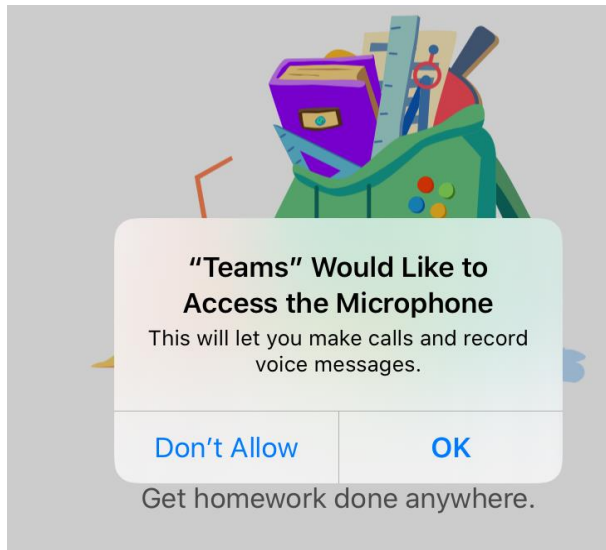
Section 7: Accessing Clever

Clever is a secure portal from which student can access many different educational applications. Please follow the steps below to access the Clever apps.

Step 1: Tap the Clever app.

Step 2: You will see the "Scan Clever Badge" screen which will activate the camera. You may have to tap on "Allow" if you are prompted to permit access to the camera. Now Scan the student's Clever badge if you have already been provided one by your school. If you do not have a badge, tap "Log in with username/password"
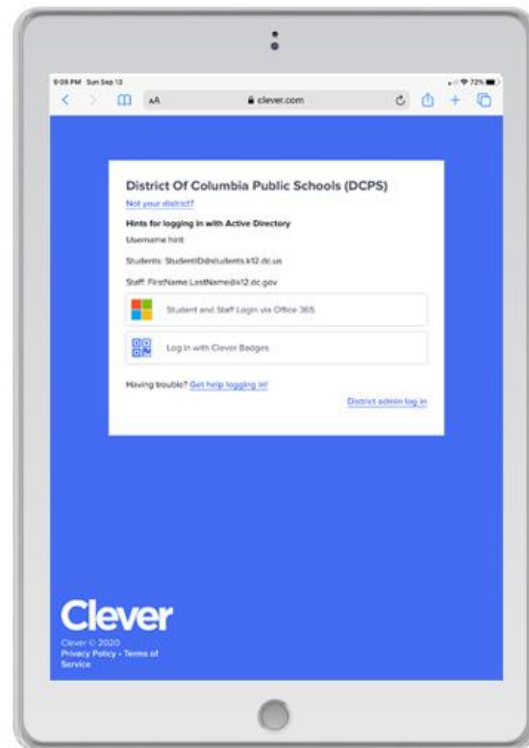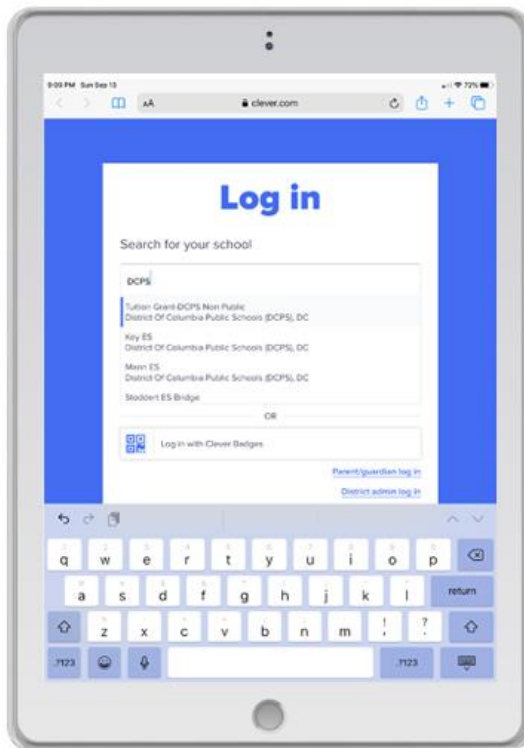
When you tap "Log in with username/password" for the first time, you will be asked to "Search for your school." Please type in your school name and the app will display a few choices in the drop-down list. Select the correct school. After you have selected your school, it will redirect you to the login page. Select "Student and Staff login with office365."

Step 3: Sign in using the student's username (e.g. 12345678@students.k12.dc.us) and click "Next" to sign in. When asked for the password, enter the student's account password. The student's password is their date of birth in the MMDDYY format. For example, if your birthday is June 8, 2017, then your password is 060817).
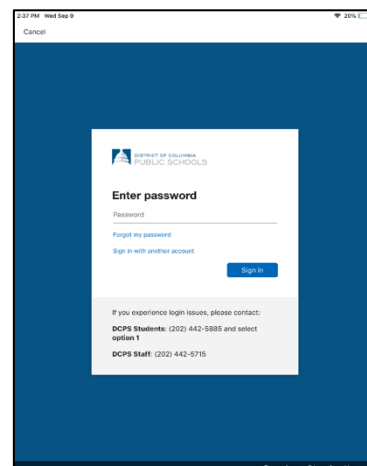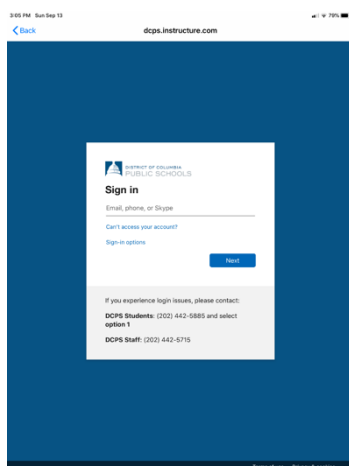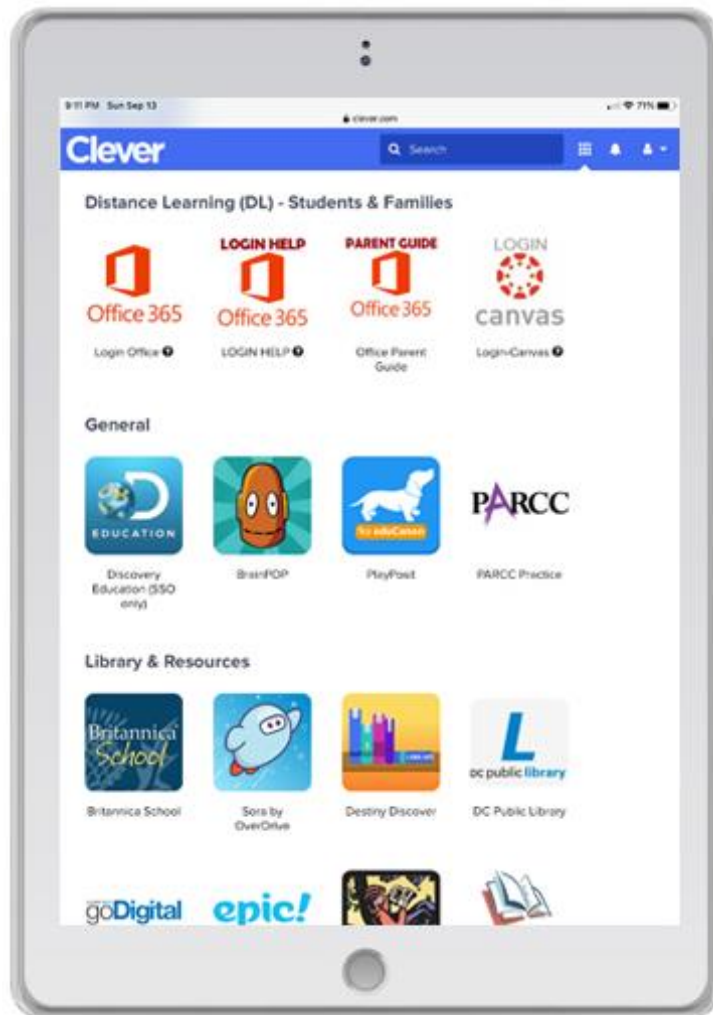
Step 4: Browse Clever portal.

Section 8: iPad Case Stand

DCPS-distributed iPads come with protective cases that can also act as a stand for the iPad. To use the stand feature of the your iPad, make sure the corners of the protective flap are latched under the small tabs as shown in the picture below.

Section 8: Troubleshooting

Call the hotline at **202-442-5885** to get help with student logins/passwords or other technical issues with accessing learning platforms (i.e., Canvas, Teams) or DCPS-issued device support. Technical assistance is available 24/7 because we know learning at home looks different for every family.
Visit backtoschool.dc.gov for additional troubleshooting support.

You may also contact your school for questions about Canvas.
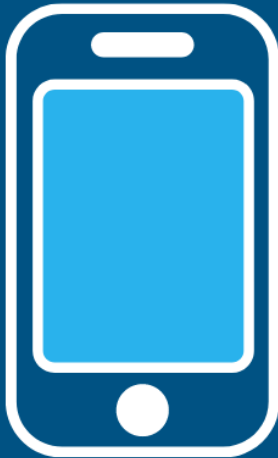
24/7 Tech Support for Families

Need help with student logins/passwords, accessing Canvas or Teams, or issues with your DCPS device?

Call us! (202) 442-5885