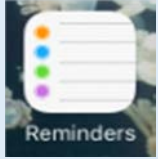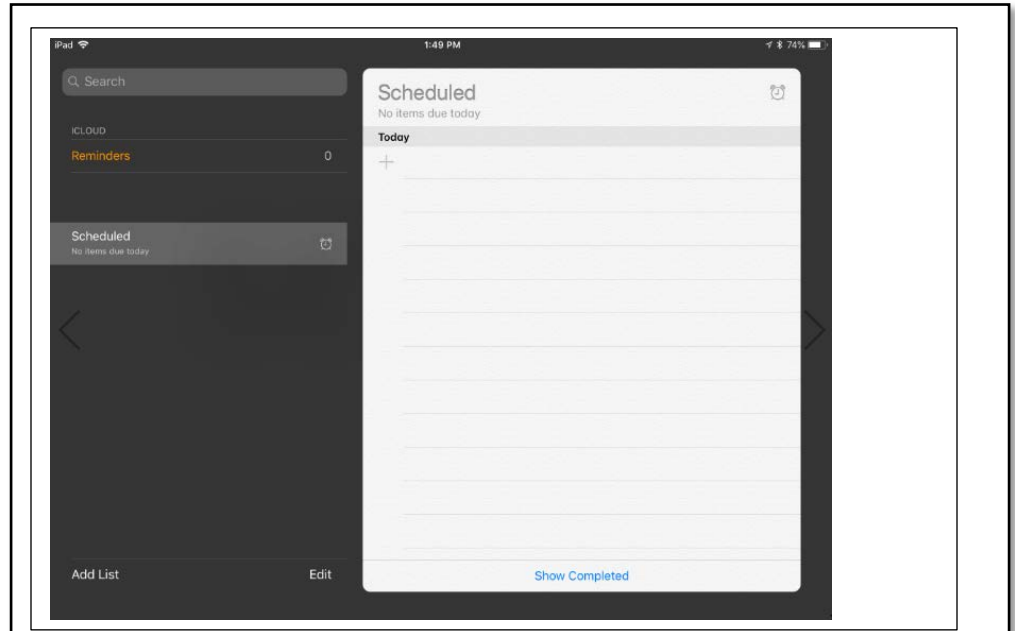# Using the Reminders App on iPad

Introduction

The Reminder App, found on both the iPhone and the iPad, is an alarm that can be used to remind you upcoming events or tasks that need to be completed.

Integration Ideas

- Homework
- Class work time
- Project time line

Task Challenge/Activity

- Launch the **Reminders App**.
- Add a reminder. To do this, tap on the plus sign on the left hand side.
- Add your reminder. For example, add a science test.
- Tap on ⓘ to add any additional details like the alarm time, repeat, priority and notes. Add the time of your reminder. When finished tap on done (upper right hand corner).
- You can further edit your reminder. Tap on the word edit on the top right hand corner. You can change the colour or share the reminder. Change the colour of the reminder to green. Tap on done.
- When you have completed the task, tap on the empty circle to mark it as complete.
- If you receive a reminder notification on your Locked screen, tap and hold onto the "Now ". You will see the following options :
  - Marked as Completed
  - Remind me in 1 hour
  - Remind me tomorrow.
- Tap Mark as Completed. To see the completed reminders, launch the reminders app. Tap on Show Completed in the Reminders list.