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| **Area** | **Skills** | **I candothis** | **I triedto dothis** | **I havenoclue** |
| **iPad****Hardware Operations** | **I can:** |  |  |  |
|  |  Turn on/off the iPad completely  |  |  |  |
|  |  Press home/ or password to enter the iPad |  |  |  |
|  | Make the iPad hibernate  |  |  |  |
|  | Lock the orientation of the iPad/ Mute the iPad |  |  |  |
|  | Identify the Home Button |  |  |  |
|  | Use the Home Button to close an app, or see Recently Use Apps menu (Multitasking), or activate Siri |  |  |  |
|  | See how many app pages the iPad has, and can scroll between the pages to find apps between pages  |  |  |  |
|  | Take a screen shot and find it in the Photos app |  |  |  |
|  | Turn up/down the volume on the iPad using the side control buttons |  |  |  |
|  | Select sounds for Ringers, Alerts and a variety of app sounds |  |  |  |
|  | Reveal the recently used apps menu (Multitasking) |  |  |  |
|  | In the Recently Used Apps menu (Multitasking), close one, two, or three apps at a time |  |  |  |
|  | Close the Recently Used apps menu(Multitasking) (using home button and/or tap) |  |  |  |
|  | Search for apps, documents, or any information I need to find on the iPad using the Search feature. |  |  |  |
|  | Rearrange App icons on my home screen |  |  |  |
|  | Add/remove apps to the bottom (static) tray |  |  |  |
|  | Create folders with names and drop specific apps into them |  |  |  |
|  | Access and adjust the brightness, playback and volume controls and access simple iPad tools (and how to close this control area) |  |  |  |
|  | Open/close the notifications centre  |  |  |  |
|  | Clearing notifications after reading them |  |  |  |
|  | Close apps using the Home Button or 5 finger close motion |  |  |  |
|  | Switch between open apps using the 4 finger sideways swipe |  |  |  |
|  | Undo/ redo written edits by shaking iPad. |  |  |  |

iPad Basic Skills Checklist for Native Apps

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| **Area** | **Skills** | **I candothis** | **I triedto dothis** | **I havenoclue** |
| **Native Apps** | **I KNOW HOW TO:** |  |  |  |
|   Notes: | Use the Notes app to type up ideas and email or air drop to an individual |  |  |  |
|  | Bold, italics, underline strike out, bullets, centering in Notes  |  |  |  |
|  | Use additional keyboard characters by tapping and holding on a character |  |  |  |
|  | Toggle between keyboards  |  |  |  |
|  | Add a checklist in Notes |  |  |  |
|  | Draw in notes |  |  |  |
|  | Add a photo or video Notes |  |  |  |
|  Reminders: | Use the Reminder’s app to organize a list of tasks, and how to show when they are completed |  |  |  |
|  Camera/ Photos: | Use the camera to take still images and video |  |  |  |
|   | Organize photos into student named albums in the Photo app |  |  |  |
|   | Take a Selfie and rotate the camera direction |  |  |  |
|  | Set the timer to take a photo |  |  |  |
|  | Edit and save images in the photo app: rotate, enhance, red-eye and crop |  |  |  |
|  |  Make an album and move photos into the album  |  |  |  |
|  Safari: | Use Safari to search for images  |  |  |  |
|  | Take a Screenshot  |  |  |  |
|   | Use Safari to save images for a project that will be created using another app  |  |  |  |
|  | Add an icon to the home screen that will take you directly to a specific URL |  |  |  |
|  | Add and organize bookmarks in Safari (check with yourteacher first, then make a folder with your name and add a bookmark into it) |  |  |  |
|  | Work with multiple browser windows in Safari |  |  |  |
|  | Close a browser window in Safari |  |  |  |
|  Clock: | Set an alarm, use the stopwatch, set a timer, and add a World Clock. |  |  |  |