105 – 1750 West 75th Avenue, Vancouver, B.C., Canada V6P 6G2  
Phone: 604.261.9450 Fax: 604.261.2256 **www.setbc.org**

# iPad Basics: Guided Access

Introduction   
This is a brief overview of how to use Guided Access on your iPad.

### Learning Objectives

Completion of this tutorial will give you experience with the following:

* Guided Access

### This tutorial assumes

* that you have an iPad

### Case Study

Ralph is working on writing a paragraph for class and is using the iPad to support his written output. He loves watching YouTube videos on the iPad and has a difficult time staying on task. His teacher will set his iPad to Guided Access for ten minutes, so that he can focus on writing for ten minutes, and then have a break.

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| Guided Access | | |
| 1 | Open **Settings** and tap General, then **Accessibility**. |  |
| 2 | Scroll to the bottom and tap **Guided Access**. |  |
| 3 | Toggle the Guided Access switch on (green). |  |
| 4 | Tap **Passcode Settings**. Tap **Set Guided Access Passcode**. Enter a passcode. Re-enter you passcode to confirm. |  |
| 5 | Hit the home button and go to the app your student will be working in (in this example, Notes). Set up the page so that the student is ready to work. Triple click the home button. Guided Access will begin. | C:\Users\dklassen\Dropbox\File 2016-05-30, 2 45 48 PM.jpeg |
| 6 | To exit Guided Access, triple click the home button again. Enter your passcode. |  |
| 7 | You will now see the Guided Access screen. (If you don’t see it, triple click again to resume). Tap **End** (top left corner) to end Guided Access and **Resume** (top right corner) to resume. | C:\Users\dklassen\Dropbox\File 2016-05-30, 2 50 08 PM.jpeg |
| 8 | Tap **Hardware Button Options** (bottom left) to change access to hardware buttons. |  |
| 9 | Tap **Touch** (bottom centre) to block access to certain areas of the screen. Once the switch is toggled on (green), draw a circle around the area of the screen you would like to prevent access to. These shaded areas can then be moved around by dragging, or deleted by tapping the x. | C:\Users\dklassen\Dropbox\File 2016-05-30, 2 22 47 PM.jpeg |
| 10 | Tap **Time Limit Options** to set a time limit for Guided Access. |  |