FLLS iPad Storytime Lab Policy and Procedure

This Lab Includes:

- 13 iPad Air 16GB WiFi
- 13 Fisher Price Laugh and Learn Cases
- 13 Laptop cases
- 6 USB charging cables and plugs in a black case
- 1 Apple TV, power cord, HDMI cable, remote and instructions in a blue case
- Guide to using the lab and handouts from the New Media Training

<u>Information about the Lab:</u>

- This lab has been made available through the 2013-2016 Family Literacy Grant and is intended for conducting Storytimes for birth - K.

- The lab must be checked out to a **STAFF** library card. Patrons are **NOT** to use this lab outside of Storytime.*

- When in transit, all iPads **MUST** be **locked** in their Laugh and Learn cases and zipped inside the laptop cases in the **off** position. Instructions are included to easily remove the Laugh and Learn cases.

- Apps are to be loaded by the system. **DO NOT INSTALL APPS YOURSELF**. If you have suggestions for apps, please let Amanda know: aschiavulli@flls.org.

- Surveys are provided to monitor use. Please fill one out **each time** you use the lab. Visit http://www.flls.org/storytimeresources/ for the link to the Survey Monkey version of the survey. Surveys are also included for patrons to fill out. The surveys are replenished after each circulation during the grant cycle. Please place completed surveys in the provided envelope or send through the delivery attention Amanda.

- **<u>When you receive the lab, inspect the iPads fully</u>**. We do not guarantee they will have a charge. If you notice any damage, (something missing, etc.) DO NOT check it in and notify FLLS **immediately**. Failure to do so may result in a charge to your library.

- All items are inspected at FLLS to ensure they are complete. If something is returned incomplete or damaged, your library will be charged per our **Billing Policy**.

*Agencies outside FLLS member libraries must get prior approval by FLLS to use these resources and must fill out the **Equipment Loan Agreement**

Using the iPad Storytime Lab

About the Trainer Tablet

The Trainer Tablet is the only tablet that is connected to the Apple TV. It also has the same restrictions as the entire lab with the exception of the camera. The camera is used in some apps to create photo albums such as digital felt boards. The sample "5 Green and Speckled Frogs" has been loaded onto this tablet. Please feel free to create your own Felt Board or story albums on this tablet.

Types of Storytimes with the iPad

- **Fleet:**
    - This kit was designed to provide one tablet per family. Families will be able to follow along with your actions and learn how to use the device as a co-reading activity.
    - The storytime provider would model a behavior and the families would follow along.
    - This can occur with or without the Apple TV depending on the size of your audience.
    - Before handing out the iPads to your families, the devices must be turned on and locked into their Fisher Price Cases. (see laminated handout in back of kit)
    - Binder clips have been made available to lock and unlock the cases in lieu of coins.

- **Hand Held Extension**
    - Using 1 iPad, incorporate a story or activity in addition to print books.
    - Sit on the floor (optional) with your group to better show the app(s).
    - Invite children to tap the iPad one at a time. This models the desired behavior of patience in waiting for their turn to touch the iPad.

- **Complete Tablet Tales Storytime**
    - Design an entire storytime using the devices.
    - A template for advertising is available at http://www.flls.org/storytimeresources/

iPad Air Quick Tips

On/Off
Sleep/Wake

Silent/Screen
rotation lock

Volume
up/down

Home

Closing Apps:
- Apps will remain open until you close them, even after you turn the iPad off.
- Double click the Home button to see all the apps that are currently running.
- Tap the app you want to close, hold and swipe up.

Powering off vs Sleep Mode
- Press the top button once to enter sleep mode.
- Press and hold the top button to be prompted to shut down the iPad.

Using the Apple TV

- The Apple TV is available if you choose to display the actions on your iPad on a source other than the iPad (projector or High Definition TV).
- The Trainer Tablet is the **only** device in this kit readily tethered to the Apple TV.
- Your library MUST have strong WiFi to use the TV.

Steps:

1. Using the power cord, insert one side into the Apple TV and the other into an outlet.
2. Using the HDMI cord, insert one side into your TV or Projector and the other side into the Apple TV.

3. Select the input on your TV until you reach the main menu of the Apple TV.
4. Using the Apple TV remote, select the Settings Icon.
5. Select the General tab.
6. Scroll down to Network and select the Wi-Fi tab.
7. Choose your wireless network and enter in your information to connect.
8. Power on Trainer Tablet.
9. Swipe the screen to the left and touch the DNT folder. Swipe to left until you see the Settings app.
10. Set up the Wi-Fi like you did the Apple TV.
11. Swipe up from the bottom of the tablet and click the AirPlay Icon:
12. The Trainer Tablet should now be mirrored onto your TV or Projector.