

# **DODGE CITY MIDDLE SCHOOL**

## **CHECKLIST FOR SETTING-UP A STUDENT IPAD**

1. Setup Gmail Account
  - A. Setting
  - B. Mail, Contacts,Calendar
  - C. Add Account
  - D. Click Google
  - E. Enter Name, Email, Password, and Description
  - F. Click Next
  - G. Leave all on
  - H. Save
  
2. Change iPad Name
  - A. Settings
  - B. General
  - C. About
  - D. Name
  - E. Type Last Name, Underscore, First Name, and Graduation Year
  
3. Set Lock Screen
  - A. Camera
  - B. Flip Camera
  - C. Take a Suitable Picture
  - D. Go to Camera Roll
  - E. Select Photo
  - F. Click the Box with an Arrow in Lower Left Corner
  - G. Click Use as Wallpaper
  - H. Set as Lock Screen
  - I. Lock iPad and Check Lock Screen