

Instructor Guide:
Apple ID Creation and Login
For the iPad

by Andrew Stevens

Background:

The School of Washington has received a grant from an alumnus for the purpose of assistive technology in the classrooms. After careful consideration, the iPad has been determined as offering the most utility. Much of the utility of an iPad lies in online storage and sharing services called iCloud and iTunes & App Store accessed through a wireless internet connection. In order for an individual to access and utilize these services offered by Apple, a user account called an “Apple ID” must be created and signed in on that particular iPad. The successful creation and login with a Apple ID on the faculty member’s iPad is a prerequisite before the iPad may be released into the care of the teachers

Introduction:

Full-time faculty members will receive a iPad the week preceding the beginning of the 2014-15 school year. Following distribution, workshops covering various topics on training and application shall be available for sign-up at their discretion. Two workshops are required for faculty members following receipt of the iPad. The first workshop covers the creation and login of an Apple ID onto the device and the second covering the application of technology in instruction. This instructors guide concerns only the first workshop regarding the creation of an Apple ID.

When a Apple ID is signed in on a iPad, it is possible to download apps, use security features and also allows for the backing up and restoration of user data tied to that ID. Concerns regarding data loss, anti-theft, and privacy have all been expressed to the information technology department by faculty members. By applying the behavior modeling methodology to the design of this instructor’s guide, the aforementioned concerns will be nullified.

Audience:

Twenty-eight (28) full time faculty members from the elementary, intermediate, junior high, and high school divisions are scheduled to attend the Apple ID workshops. Each division’s faculty members shall receive their iPads and attend the required workshops separately from the other divisions.’

Instructional Setting:

The Apple ID training workshop will be held at the School of Washington in conference room 103. The conference room has seating for 50+ and will more than accommodate the class size of the workshop. The equipment needed for the setup of this training is available in this room 24/7.

Pedagogical Model:

A behaviorist model of instruction using the behavior modeling methodology is the best strategy in instructing faculty members on the creation and login of a Apple ID. In behaviorism, "Learning is accomplished when a proper response is demonstrated following the presentation of a specific environmental stimulus" (Ertmer, P., & Newby, T. (2013). Account creation requires learners to recall their created username and password as well as the physical location of menus before they can progress further. B. F. Skinner's, operant conditioning, was also applied in the design of the instruction. "Instruction is more effective when (1) teachers present the material in small steps, (2) learners actively respond rather than passively listen, (3) teachers give feedback immediately following learner's responses, and (4) learners move through the material at their own pace." (Schunk, 2012). Each step of this instructors guide is broken into no more than three parts and students are expected to actively create their accounts during the demonstration. Additionally, Apple ID creation was programmed with no time limit and mind and restricts users from progressing before they have address areas requiring attention. The desired outcome of this instruction is the successful recall and application of the learners Apple ID username and password to login prompts by both iTunes & App Store as well as iCloud.

Behavior Modeling Methodology	
Prescribed Critical Steps/Behaviors	<ul style="list-style-type: none"> • iTunes/App Store and iCloud menu locations for the login and account management • ID Account creation setup steps • Applying Apple ID account information during login
Credible Model	A member of the information technology department with 7+ years experience will have a iPad connected to a projector and lead the demonstration of the process by creating a Apple ID and logging into the created account on that iPad
Skills Practice Exercises	Pop up windows following account creation require the successful input of Apple ID account information to proceed
Specific Feedback and Social Reinforcement	The account setup will not allow the user to progress to the next part without the successful completion of each section.
Transfer Strategies	The faculty members will witness a Apple ID account being created by the instructor as a guide.
On-the-job Reinforcement	The faculty's knowledge of their Apple ID will be reinforced with their interactions with the App store on the iPad. In using the App store to download applications, they will be required to use the created account information at times to complete the download process

Materials/Demonstration Setup

(1) iPad 3rd Generation (or older)

(1) 30pin iPad to HDMI adapter- Example #1 *

(1) One Projector connected via HDMI cable*

(Estimated Setup Time: 5 minutes)

Connecting a iPad to display via
projector

1. Insert end of HDMI cable
from projector into
30pin iPad to HDMI
adapter slot



Example 1



***provided in conference room 103**

**2. Insert 30 pin adapter
into iPad**



3. Turn on Projector

4. Setup Complete

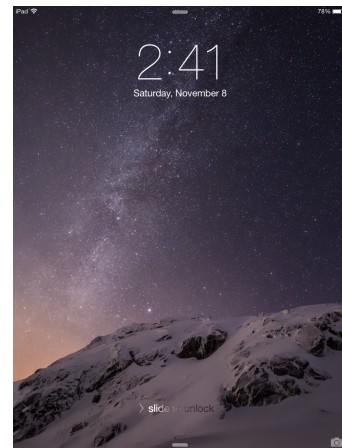


Instructor Script

-Instructor's speech prompts are in italics

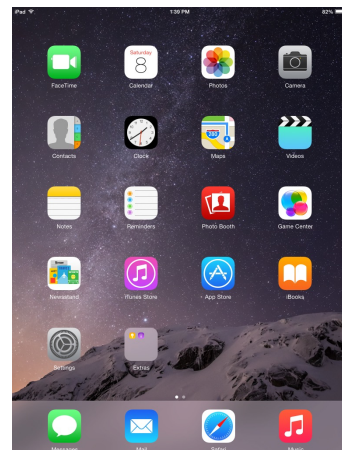
Hello, and welcome to the Apple ID creation and login workshop. The projected image on the screen in front of you will offer a visual demonstration of the process that will be covered. Everyone is asked to follow along with their iPads that they have received.

Step 1: *"To begin, if we press any button on the front or top of our iPad, you will see that the screen comes on telling us to "slide to unlock". If we slide our finger across the screen in the direction the arrow is pointing it will then take us to our main screen for the iPad".*



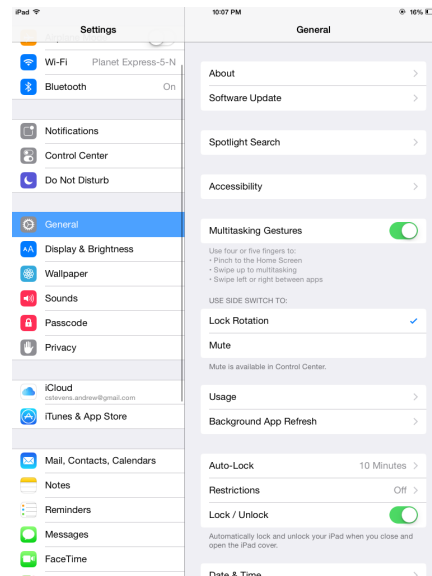
Step 1

Step 2: *"From this screen we can navigate to the application titled "Settings". This icon looks like a gear. Tapping on this icon will open a new screen for us."*



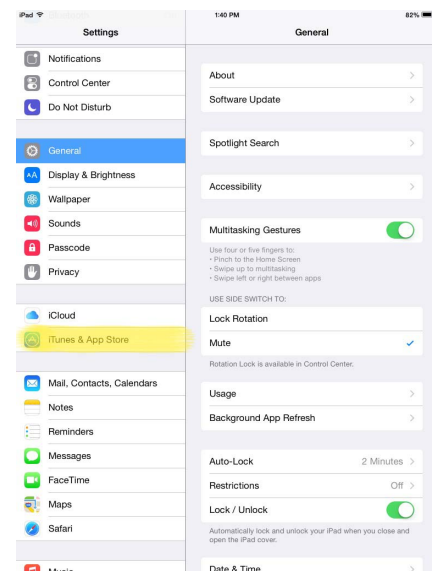
Step 2

Step 3: “In this new screen titled “Settings” there are a variety of options to choose from. We navigate to the section we want by using our finger and dragging it up or down over the left hand menu”



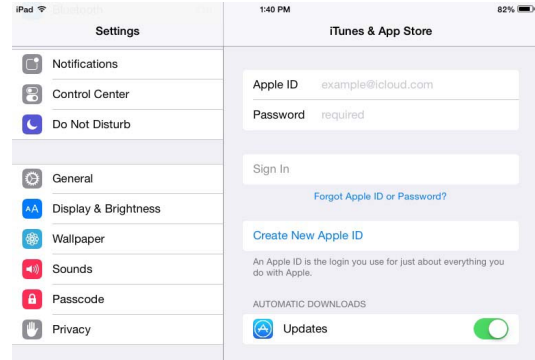
Step 3

Step 4: “On this screen we are looking for the sections “iTunes & App Store “ Select this to bring up the options for this menu.



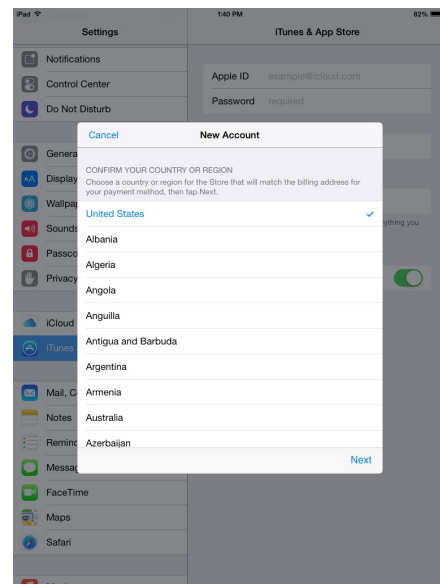
Step 4

Step 5: *“Clicking on the iTunes & App Store menu brings us to a login screen. As we do not yet have an account created, the option we should select is “Create a new Apple ID”*



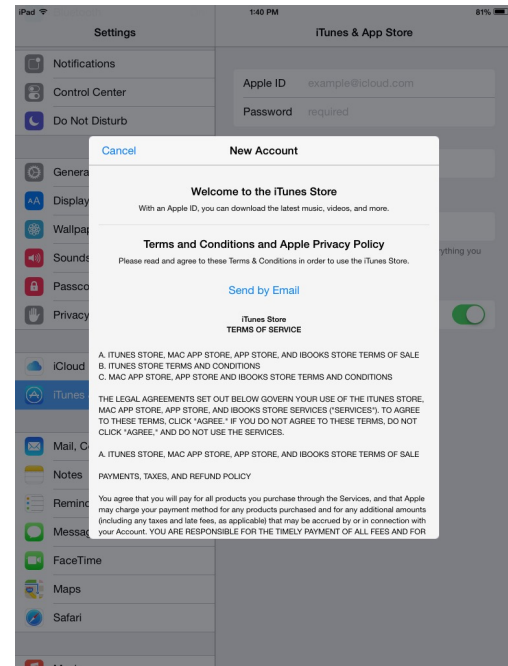
Step 5

Step 6: *“Selecting the “Create new Apple ID” option on the screen will open a new window asking us to select a country for billing purposes. The default is the United States so we may select the “next” button on the lower right hand corner of the screen”*



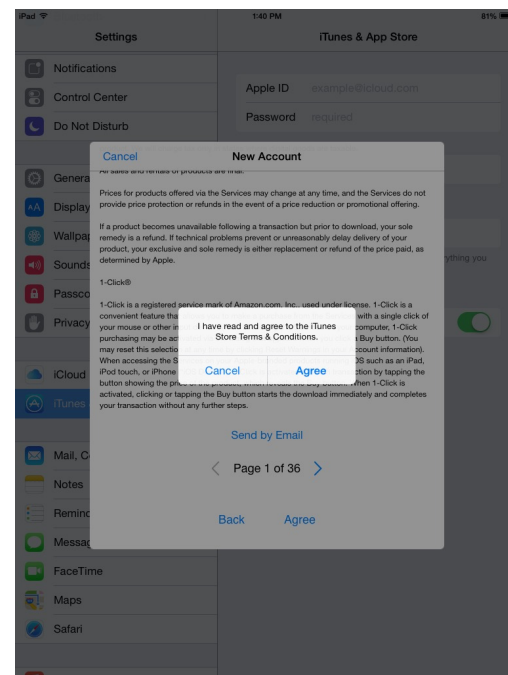
Step 6

Step 7: *“The screen will change and present us with a window titled “New Account” This is an end user license agreement alerting us to the proper use of the iPad according to Apple. If we navigate to the bottom of this window there is a option to Agree. We cannot proceed without agreeing to this so we will select agree. For those so inclined to read this agreement before proceeding please alert me”*



Step 7

Step 8: *“A small window will appear asking us if we have read the iTunes Store Terms & Conditions”. Select agree.”*



Step 8

Step 9: "A window will appear titled "New Account". As we can see this is asking for several pieces of information to be filled in by us.

-The first section titled "Apple ID and Passwords" asks us for an email address which will be the name of our Apple ID account or "Username. We will fill this in with our desired address.

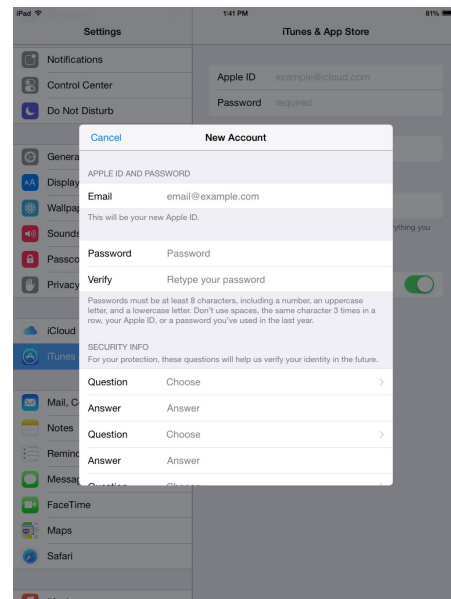
-Note

-This email can either be a school email or a personal email account. It is up to the discretion of the faculty member as to which they choose. So long as they will remember it.

Step 10: "Once we have typed in our email address we can now advance to the portion of the menu titled "Password".

"The password we are creating has certain requirements for how complex it has to be. It must be at least eight character long, have a number, a upper case letter, and a lower case letter as well. Also, it **CANNOT** be the same as your Apple ID"

Step 11: "We will need to put our password in **twice**. **First** in the section marked "**Password**" and the **second** marked "**Verify**" to confirm our password"



Step 9



Step 10-11

Step 12: *“Once this has been completed we can move onto the section marked ‘Security Info’.*

These are security questions used when we forget our passwords and are needed to prove who we are in order to reset or recover our account information.

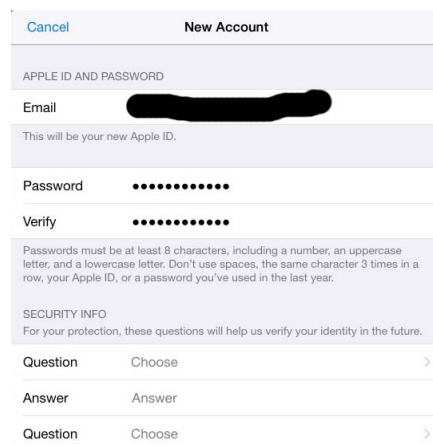
*“There are **three questions** that we have to choose and answer. Choose which questions you would like and answer them.”*

-Note

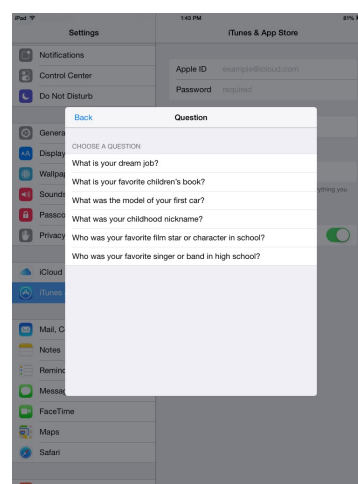
-Suggested to allow 5 minutes for the faculty to answer these questions

-Note

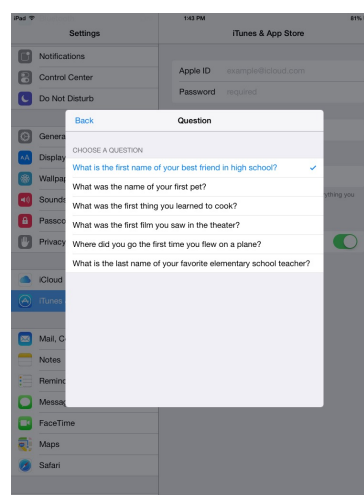
The instructor might wish to browse the password questions section and read off questions as potential choices for users



Step 12a



Step 12b



Step 12c

Step 13: *“Once this has been completed we can scroll down the menu to the next portion requiring our attention. This section marked “Optional Rescue Email” is used in case we forget our password we setup earlier.*

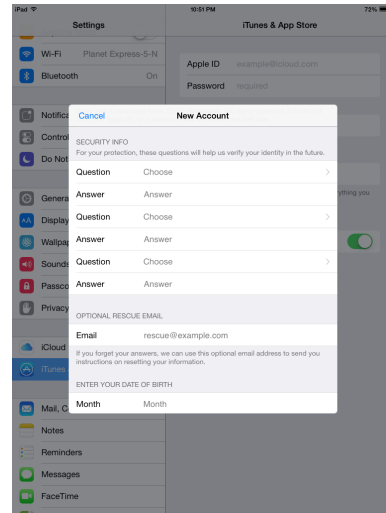
When we forget our password, we are asked to provide our Rescue Email address and a link to reset the password is sent to the email address.”

Input an alternative email address different to the one we used as our Apple ID.

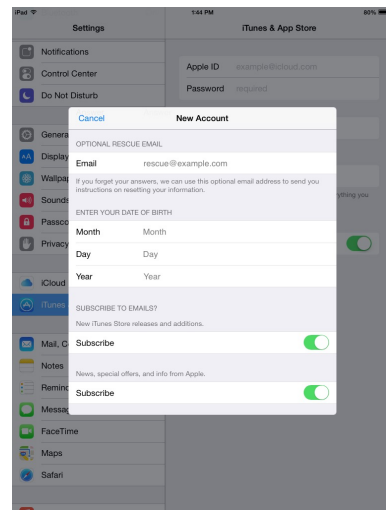
-Note

The alternative email can be either a school or personal email address. So long as it is different than the email used for the Apple ID

Step 14: *“The next segment asks us for our date of birth. Honesty is appreciated.”*



Step 13



Step 14

Step 15: *“These next two segments titled “Subscribe to Emails?” asks us if we want emails sent by Apple iTunes regarding offers and new music. We should switch these to off by tapping the green segments with our finger once”*

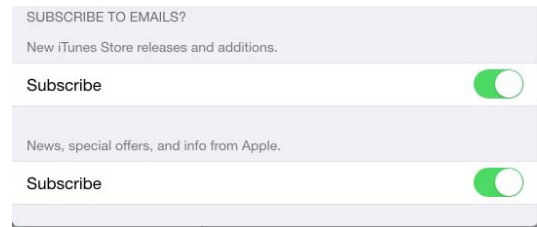
Step 16: *“With these switched off we may hit the “Next” button at the end of the page.”*

Step 17: *“The next screen is titled “Billing Information”. The first section we see is asking for a credit card to be put in when we purchase music and apps from Apple. In the listing of credit cards is the option to have no credit card tied with the account we are making. **DO NOT PUT IN PERSONAL CREDIT CARD INFORMATION.** This is very important. As this is a school iPad, we don’t want a personal credit card on the iPad.”*

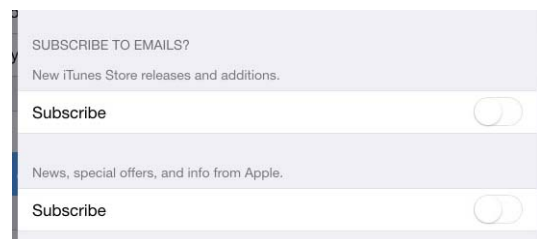
Step 18: *“For the next sections, we see that it is asking for a title, first and last name, as well as address. Put Mr, Ms., or Mrs. As your title, your first and last name in for the name and then use the address of the school for the address field.”*

-Note

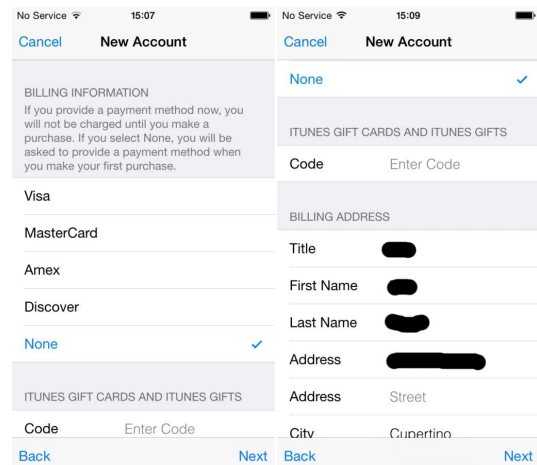
The address of the school is
8675 Happy Street.
Washington, DC. 20007



**Step 15
Before**



**Step 15
After**



Step 17-18

Step 19: *"Once this is set we can hit the next button and a window will appear titled "Verify your Account". The window will confirm a email address which a confirmation email address was sent to complete setup of the account"*

Step 20: *"Select the done button in the top right corner of the window."*

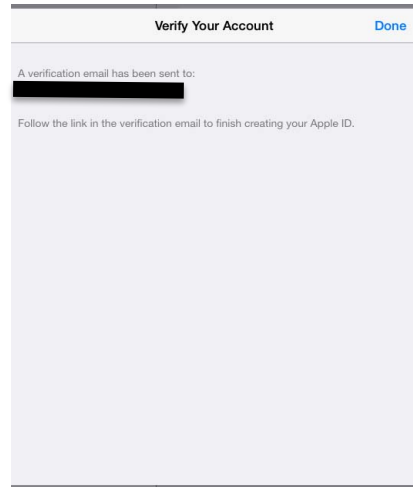
-Note

-At this point the users should browse to their various email providers to access the verification email sent

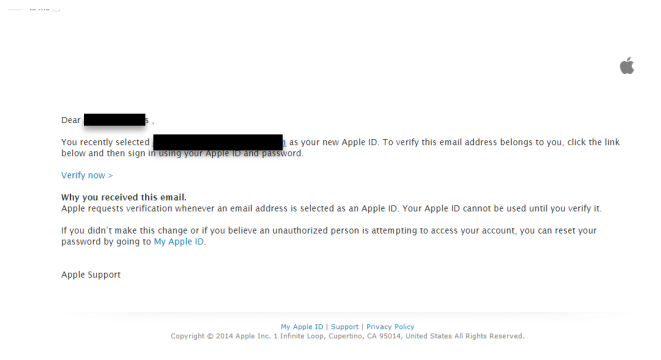
Step 21: *"A confirmation email from Apple should arrive in the next minute or so to confirm the name of our Apple IDs. In the email is the name of the ID and a "Verify Now" link highlighted. Select this link and a web browser will open for Apples website titled 'My Apple ID'"*

Step 22: *"On the "My Apple ID" screen we can see that it is asking us for our Apple ID and password. Put in your full email address, which was used as for your Apple ID. This can also be located above the Apple ID and password section for reference."*

-Continued on pg. 16

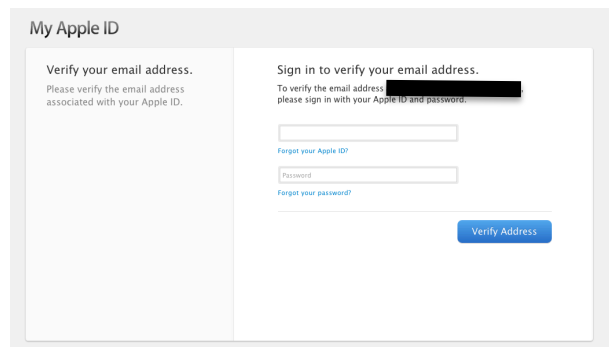


Step 19



Step 21

Verify now >



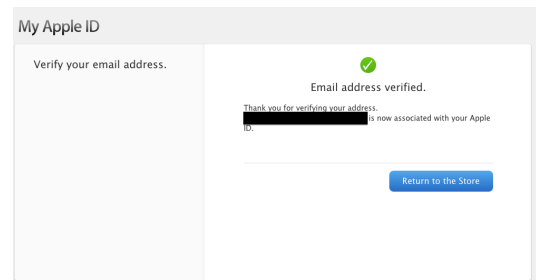
Step 22

Step 22 continued from page 15: *If we have put in our Apple ID and password successfully we can select the “Verify Address” button*



Step 22

Step 23: *A new page announcing the successful addition and verification of the email with the Apple ID will now appear.*



Step 23

Step 24: *“Once we have seen that this is verified, we can return to the iTunes & App Store menu on the iPad we were on earlier. Enter your full email address and password that we have just verified into the blank Apple ID and password fields”*



Step 24

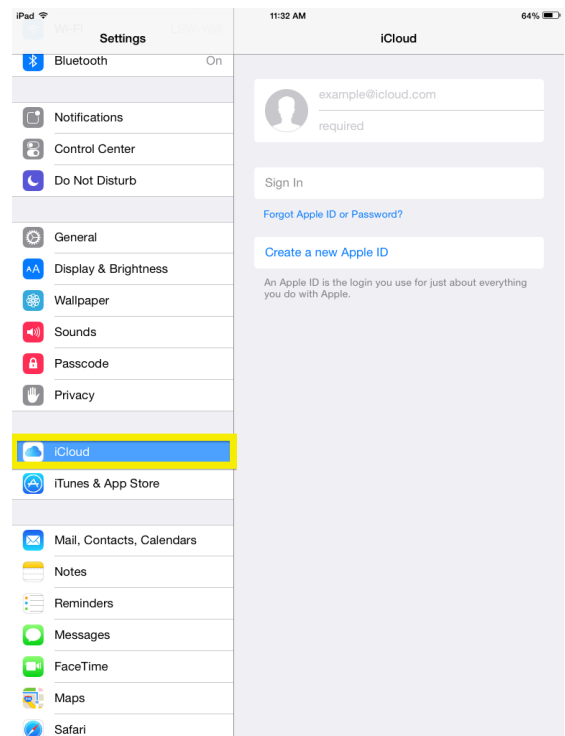
Step 25: *“If we have correctly put in the email we used for our Apple ID and the password we made earlier then the screen should change to show us our Apple ID up top with several menu items available”*

-Note
-The default settings are recommended but faculty members may alter these settings as they so choose.



Step 25

Step 26: *“There is one last section that we will need to login to with our Apple IDs to complete our setup. On the left hand side of the “Settings” menu, above the iTunes & App Store menu is a section titled ‘iCloud’”*



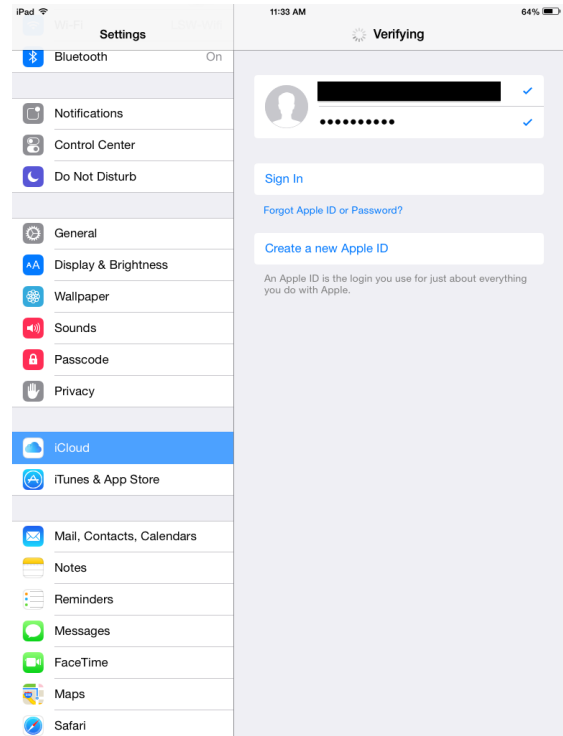
Step 26

Step 27: “We can see that once again we are asked for our Apple ID’s and password. Put in you information and select the sign in button below.”

Step 28: “If we were successful in putting in our Apple ID email and password the screen changes to show blue checkmarks next to them signifying they are typed correctly.”

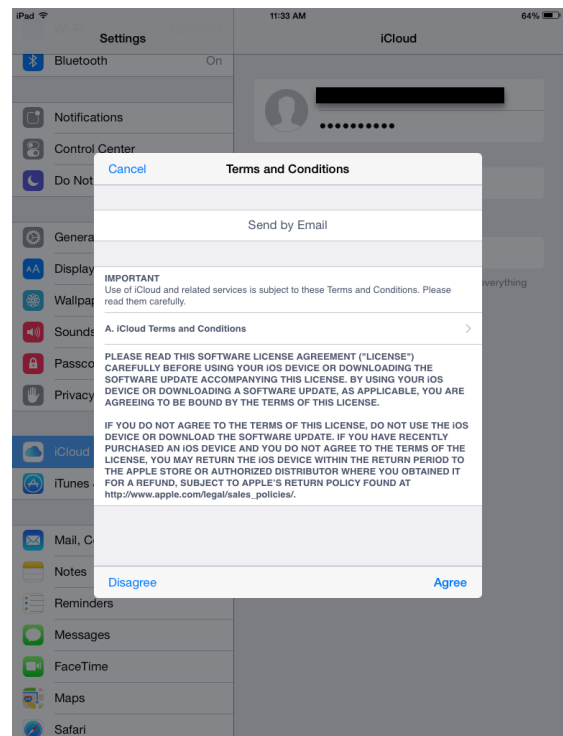
-Note

-The sign in may take a few moments



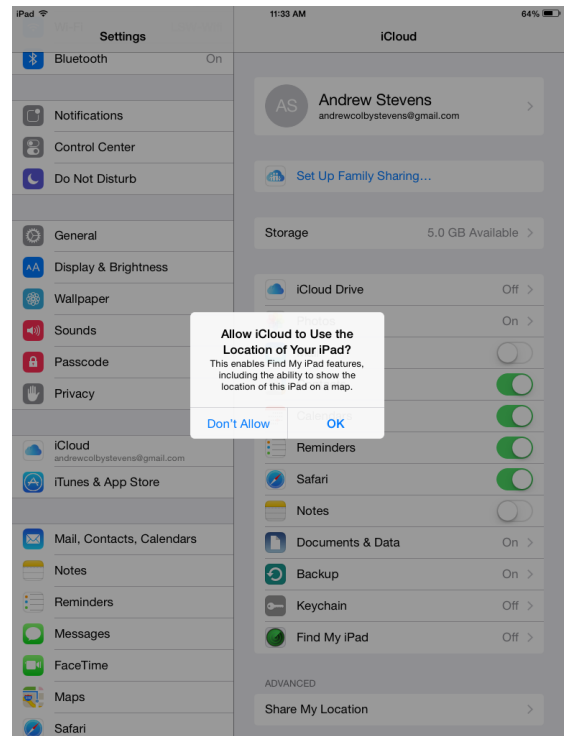
Steps 27-28

Step 29: “After a few moments we see that a popup box titled “Terms and Conditions” has appeared. If you wish to read the document and then select “Agree” we can advance to the next section.”



Step 29

Step 30: “Agreeing to the Terms and Conditions page will show another popup has appeared asking us if we would allow iCloud to use the location of the iPad. We should select **OK**”



Step 30

Step 31: “When we have selected OK, the window will close and we can see that we are now signed into iCloud. From here we can see that several applications are backed up to iCloud wirelessly. When we download applications in the future and we worry as to whether or not its data is being backed up, this is the menu that lets us know if it is or isn’t.”

“With iCloud and iTunes & App Store now logged in with our Apple ID, we are able to begin using our iPads! Thank you for your time!”



Step 31

Works Cited:

Ertmer, P., & Newby, T. (2013). *Performance Improvement Quarterly* (2nd ed., Vol. 26, p. 48).

Schunk, D. (2012). *Learning theories: An educational perspective* (6th ed.). Boston: Pearson.