



SIMPLE CLASSROOM TECHNOLOGY

# TEACHER GUIDE



[www.learnpad.com](http://www.learnpad.com)

## Introduction

We've created this short guide to introduce you to the features and functions of your new LearnPad so that you'll be able to begin using them in the classroom confidently and quickly. If you need any help at any time then simply visit:

<http://learnpad.com/uk/support/>

LearnPad supports a wide range of curriculum resources including Apps, websites, documents and other types of digital content. It also supports access to your existing network resources so you can use much of the content and files you already use with your class.

Here's are a few essential terms you'll need to know:

- ✔ **Lesson Profile** – a collection of up to 6 different folders of content.
- ✔ **Category** – each of these folders is termed a Category.
- ✔ **Resource** – each element of content within a Category, such as an App, website or document, is termed a Resource.

Lesson Profiles offer a great deal of flexibility – you can use those we have created for you or create your own for a specific curriculum need.

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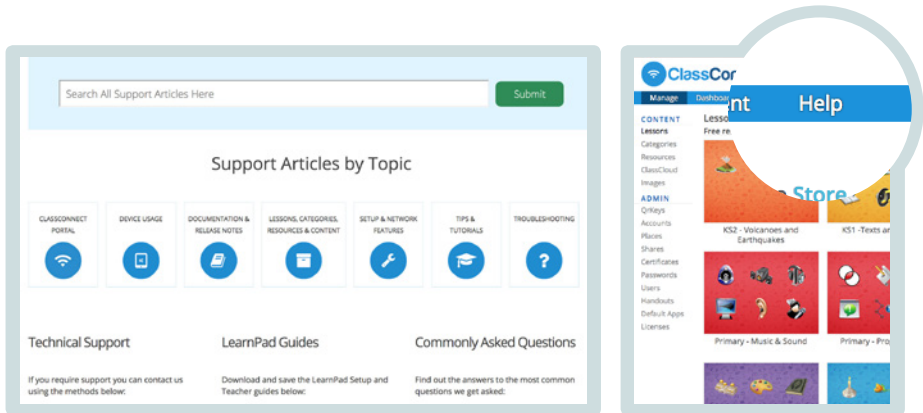
## Help and Support

### INSTALLATION

LearnPads have been designed specifically for schools and are quick and easy to set up. The checklist system (explained in the Getting Started Guide) makes sure that all the steps you need to get started are completed swiftly.

### HELP

There are a lot of features and actions available to LearnPad users and to ensure you have the support you need, there is a range of product guides and videos that can be found on the LearnPad Portal.



For immediate help, go to the LearnPad support site and choose the feature you need:

<http://learnpad.com/uk/support/>

### TECHNICAL SUPPORT

If you require further support, you can contact us by email, telephone, or the web:

Email: [support@learnpad.com](mailto:support@learnpad.com)

Telephone: 0845 862 3390

Web-based request for support: <http://learnpad.com/uk/customer-feedback-form/>

## About Your LearnPad

### 1 CURRENT SCREEN NAME

The name of the current Lesson or Category will be displayed in the top left hand corner of the screen.

### 2 LOGIN

Simple Login allows students to enter their name so they can be identified on the tablet and in ClassConnect. They can also connect to existing student network folders by entering an ID and password.

### 3 PADLOCK

Every LearnPad can be used in locked or unlocked mode. Given our commitment to security, we recommend that all devices remain locked when students are working. When the device is locked, access to the Teacher Tools and System Settings are restricted.



### 4 QrKEY SCANNER

QrKeys are similar to bar codes in that they store information that can be retrieved by scanning them with a camera. LearnPads come with a built-in Qr scanner that is activated by tapping the icon. Once it is activated, simply aim the red line on the screen at the QrKey until green dots appear on the screen and the LearnPad beeps.



## 5 TOOLBOX

The Toolbox gives students access to a range of Tools that can be used in a variety of learning scenarios. The Tools include an office App, a camera and video camera, an eBook reader, an animation tool, a calculator and many others. (See Tools – page 12.) The toolbox can also be customised to suite your requirements by adding and removing tools.

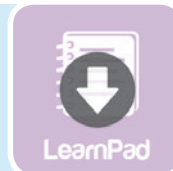


### ON-DEMAND DOWNLOADS AND NEIGHBOUR SHARING

On-demand downloads and neighbour sharing optimise the way LearnPad uses the available bandwidth within school.

Large files and Apps are not immediately downloaded as part of a Lesson but instead download only when they are run for the first time. This means large lessons won't use all the available bandwidth and will be quick to download.

Any resources that haven't downloaded or installed will be indicated with these icons.



Tap to download



Tap to install

Once a file or App has been downloaded by one LearnPad, that LearnPad will then share the file with other LearnPads conserving bandwidth by using the local school network.

You can download all the Apps and files in a lesson from the information screen (see overleaf) using the pre-emptive download button.



## Getting to Know Your Device



### EXTENDED MENU

In the top right corner of the screen, you'll see the Extended Menu icon. Simply tap it to display the extended menu, which offers access to a range of features.

### PLACES

Not all teaching happens in one classroom, so we developed Places, which is a way of managing locations within a school. A Place can be a classroom, an area, an office or even a building. This will be greyed out if the Places function has been disabled in ClassConect.

### TEACHER

The Teacher menu is a Category containing resources that can only be accessed by the teacher when the device is unlocked. When the device is locked, this option is greyed out.

### INFORMATION

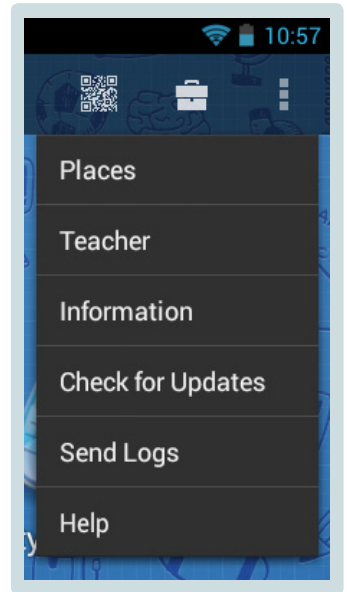
This screen is accessed in order to easily check on a device's connection status.

### CHECK FOR UPDATES

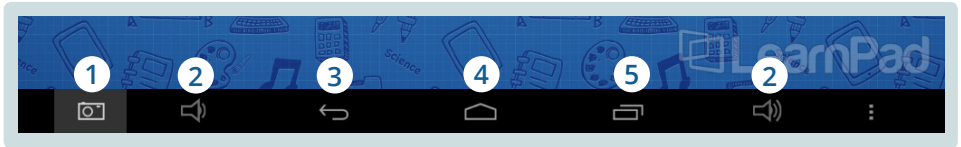
When you select this option, the LearnPad will check if the content on the device is the most up-to-date version available. If it isn't, then it will automatically download the most recent materials.

### HELP

This shows the status of the device and offers step-by-step instructions to get online and to start using LearnPad.



## Getting Around



Navigating your way around LearnPad is extremely simple with the icons on the Navigation Bar, which can be found at the bottom of the LearnPad screen.

### 1 SCREENSHOT

Tap this icon to take a screenshot of the screen currently being displayed. It is important to note that this does not start the camera function. (The camera is found in the Student Tools menu.)

### 2 VOLUME

These two icons control the volume of the speakers or headphones. These are especially useful if the devices are being used in a quiet library or a noisy classroom.

### 3 BACK

Tap this icon to return to the previous screen.

### 4 HOME

Tap this icon to return to the LearnPad home screen, which will display the Lesson Profile currently loaded.

### 5 RECENT APPS

If the Home button has been used to exit an App, then the App will continue running in the background. Tap this icon to view a list of all Apps that are currently running. From the list, tap an App to reopen it or swipe an App to close it.

*The buttons available and layout of the navigation bar may vary depending upon the device.*



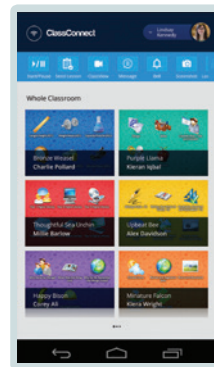
## Managing Devices

The LearnPad Dashboard provides an at-a-glance view of the devices in your organisation. It allows you to check your devices before a lesson starts and also to control them during the lesson.

The Dashboard can be accessed from your own computer or by using the new hand-held LearnPad Decimo device.



PC



DECIMO

### DEVICE LIST

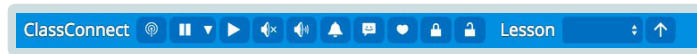
The left-hand side of the page shows the devices currently enrolled in your default organisation. Any actions you perform will be applied to the selected devices only.



## Managing Devices

### CONTROL

The buttons on the control bar at the bottom of the screen allow you to interact with the selected devices. The controls will only work if the LearnPads are available on the WiFi when the control button is pressed – with the exception of sending a lesson, which will be remembered and will be applied as soon as the device connects to WiFi.



Re-scan for devices on the in-school network.



Suspend the devices and switch off their screens. The split button allows you to include an optional PIN code to prevent students from resuming by tapping the device power button.



Resume the devices and switch the screens back on.



Mute the devices.



Unmute the devices.



Request a loud audio alert to be played by the devices.



Send a text message to the devices.



Request the devices contact the server as soon as possible. This is useful if a Lesson Profile has changed and you want the devices to get the latest updates. This is a remote control command.



Lock the devices into student mode. This is the equivalent of pressing the Lock LearnPad button locally. This is a remote control command.



Unlock the devices.

Lesson

Choose a Lesson Profile to push to selected devices from those that you have selected or added to your organisation.



Push the selected Lesson Profile.

## ClassView

ClassView is a premium extension of the standard device controls. On compatible devices, it allows teachers to display device screens in real time and take remote snapshots for saving or printing. It also allows you to browse the files on your LearnPads from your PC.

It encourages collaboration too. Through ClassView, teachers can select and display students' work and share it with the class, promoting group participation, inclusive learning and peer interaction. ClassView also allows teachers to interact with groups of students using LearnPads, even those outside the classroom, such as students in study groups in the library or peer groups in different classes.

### ClassView



Simple controls provide a significantly higher level of device control in the classroom:



Take a remote snapshot of the screen of the selected device. This is ideal for capturing work-in-progress or completed work, which can then be shared with pupils, staff or parents.



Show a thumbnail video from the screen of the selected device. This gives the teacher the ability to view work in real-time and to monitor progress or view problems.



Show the screen of the selected device in presentation mode. This is a fantastic tool for showing best practice or progress and stimulating whole-class discussion.



Browse the file system of the selected device. Remote access to the files on a device allows the teacher to troubleshoot and help before or during an activity.



Note that when student screens are being monitored, they will be notified on their devices to ensure a balance between privacy and visibility.

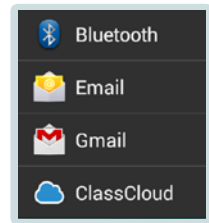
## Sharing Classwork with ClassCloud

LearnPad provides a quick and easy way for students to share their work, either with class peers or their teacher, via ClassCloud. Work can be sent from the LearnPad to either another person (a classmate or a teacher) or to a device (another LearnPad, a Tabulus table or Murus board). Teachers can also send work and files to individual or groups of students or devices.

### SENDING WORK FROM A LEARNPAD

It's really easy to do, just follow the simple steps below:

- ✔ From the Share menu of a supported application, select ClassCloud (you can also long press on a file in a folder).
- ✔ Rename your work file if required.
- ✔ Select who or where the work is coming FROM and going TO.
- ✔ Tap the 'Send' button.

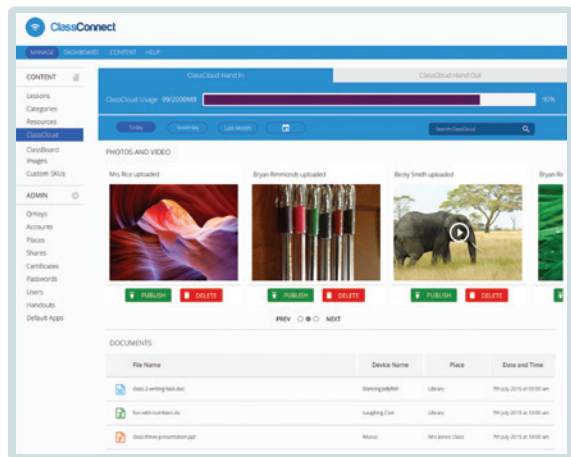


The file will be sent to the location or person specified and will appear as a notification on the device, in the ClassCloud folder in the Tools menu or directly on the screen if you are running the Annotate App.

### ACCESSING CLASSCLOUD STORED WORK

ClassCloud files can be accessed either from the ClassCloud folder of a LearnPad device or from the ClassCloud menu in the ClassConnect Portal.

ClassCloud 'online' storage allows each school to store up to 2GB of student documents free of charge. Additional storage capacity can be purchased if required.



## LearnPad Tools

Every LearnPad comes with a range of bespoke Tools to enable creative teaching and learning. The standard Tools are available by tapping on the Toolbox icon on the top menu bar. The Toolbox gives students access to common and cross-curricular Tools and is always available.

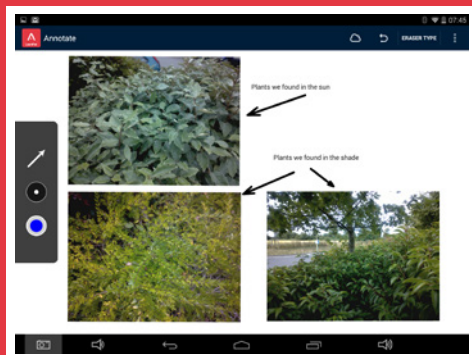
### Camera

Every device has a forward and backward-facing camera. This facility has innumerable uses such as capturing the stages of work in progress, gathering evidence, illustrating creative work and recording live events. It is an integral feature of the devices.



### Annotate

Annotate allows students to display their knowledge and understanding by adding comments or labels to images they take with the camera, retrieve from the internet or receive from the teacher. It could be used for a classification exercise, for a fieldwork project or a collaborative creative art project. A truly flexible tool.





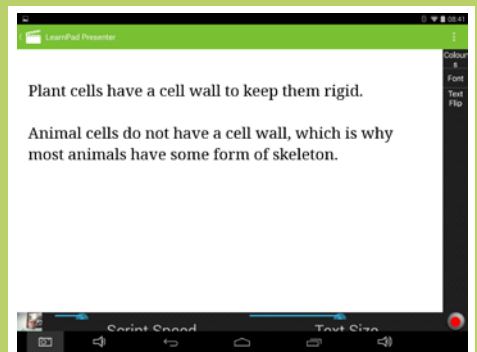
## Animator

A simple-to-use stop-frame animation App that gives students the opportunity to create fantastic short films quickly and easily. One of the all-time favourite Apps, Animator can be used in just about every subject – Geography (recording the movement of clouds or shadows), Science (filming the growth of a seedling) or English (using animation to finish a story). Its potential is limitless.



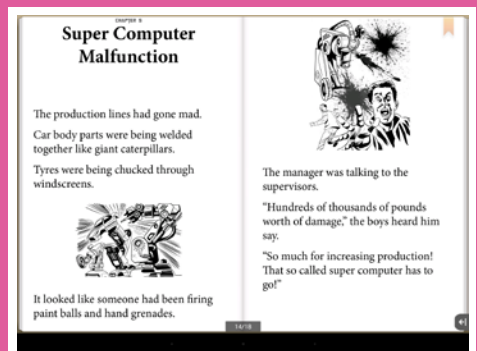
## Presenter

Presenter is a simple autocue program which brings students presentations to life by allowing them to create, film and deliver their work in a new and exciting manner. Designed to be used to create short reports, simulated work tasks and formal presentations, Presenter is a truly flexible tool.



## eBook Reader

By simply clicking on an eBook file the LearnPad eBook Reader will have you reading in seconds. This particular edition of eBook Reader is extremely user-friendly and fast. The App supports the common eBook formats ePub and PDF.



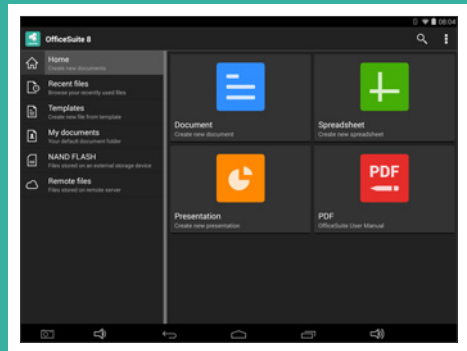
## Browser

Safeguarding what your students see on the internet is of critical concern and the LearnPad Browser has been developed with this in mind. When a device is locked down, the Browser will only access those sites have been recommended by LearnPad or chosen by you. When a device is unlocked there are no such restrictions.



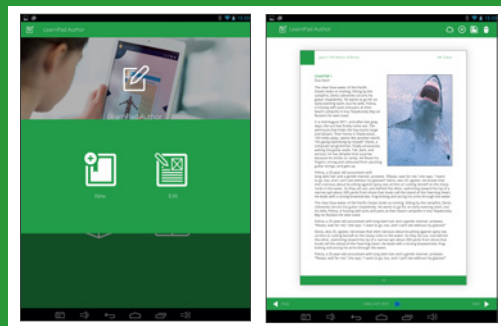
## Office Suite

A collection of word-processing, spreadsheet and presentation tools which are accessible at all times. Perfect for those pieces of work which need a more formal outcome or which eventually need to be transferred to another type of device for completion.



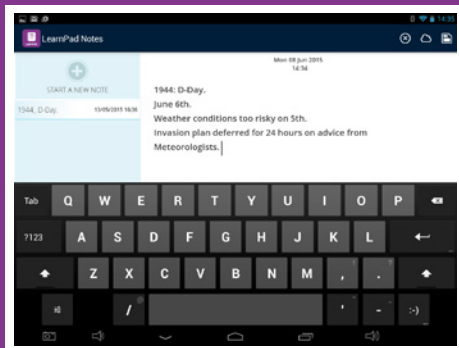
## Author

LearnPad Author allows students to write, develop and publish their own books. Full of features yet simple-to-use, Author can be utilised to create all manner of projects from short summaries to extended pieces of illustrated writing. The app encourages students to develop their writing, design and creative skills.

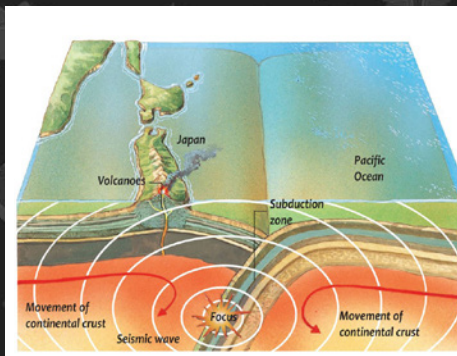




Notes is a simple note-taking App that allows students to record findings, thoughts and data. Considerably easier and quicker than using a word-processing document, this App is instant and practical.



Q-Files is the world's first comprehensive, free, advert-free, online encyclopedia designed specifically for children. Created by specialist children's writers, every page in Q-Files has been submitted to the detailed scrutiny of recognised subject matter experts ensuring the highest standards of accuracy and reliability.





## PREMIUM

CONTENT PACKS



LearnPad has partnered with the very best international educational publishers to create a new range of Premium Content Packs. The packs are designed to give teachers instant access to the high-quality content they need in the classroom.

### NESSY

HAIRY WORDS & PHONICS APPS

The Nessy pack includes seven apps to help early learners and dyslexics with phonics, basic words and word structure.

£300 Site License

This collection of playful and creative resources will bring six traditional tales to life and engage young children to recreate the drama in a multisensory way.

£300 Site License

### YELLOW DOOR

INTERACTIVE TRADITIONAL TALES

### PRIMARY CODING

PROGRAMMING TOOLS

Two sets of engaging and effective early programming tools to enable children to learn the basics of logic and coding.

£200 Site License

The Primary Maths Games pack contains ten different Maths games to support, challenge and encourage learners at KS1 and KS2.

£250 Site License

### PRIMARY GAMES 1

FUN MATHS GAMES

### LABCAMERA

SCIENTIFIC LABORATORY TOOL

The revolutionary LabCamera takes the camera in the LearnPad and turns it into a 7-function scientific laboratory tool.

£300 Site License

Carefully graded activities with bold, clear graphics and stimulating effects to engage children with visual or learning difficulties.

£300 Site License

### HELPKIDZLEARN

FROM INCLUSIVE EDUCATION

### CHOOSEIT!

FROM INCLUSIVE EDUCATION

Three award-winning ready-made activity sets designed to provide basic understanding in the key curriculum areas of Literacy, Numeracy and Science.

£300 Site License