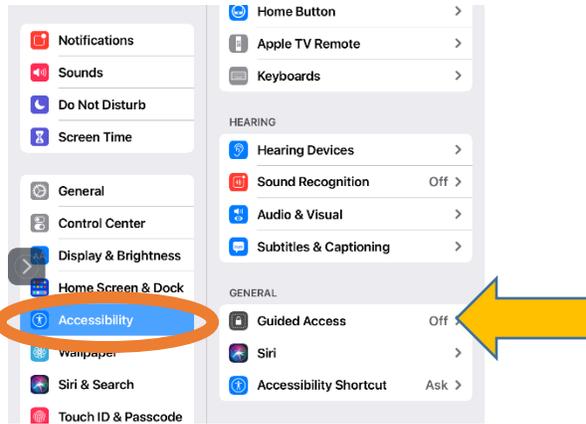
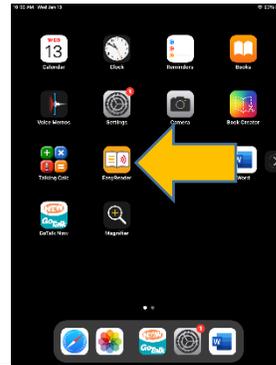
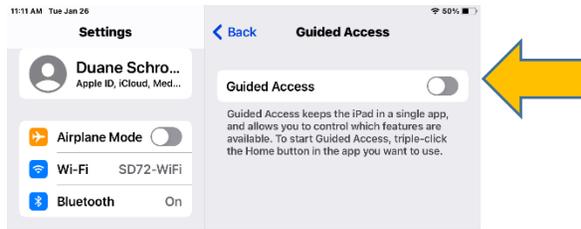


**1** In Settings, tap on “Accessibility”, scroll down and tap on “Guided Access”.



Guided Access locks the screen to keep the user from leaving the chosen app. See instruction guide for Accessibility Shortcuts for details on this feature.

**2** Tap on Guided Access to turn it on. It will now be available in the Accessibility Shortcuts.

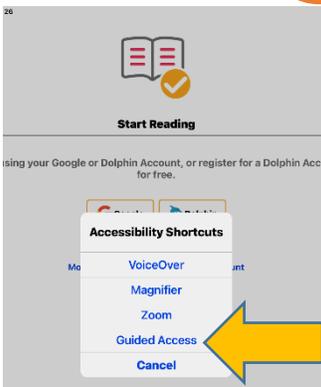


On the Home Screen, Find the app to be locked. Tap on the icon to open the app. The app must be open for Guided Access to work.

**3** Triple click the Home button of the iPad to see Accessibility Shortcuts. If there is no Home button, triple click the power button.

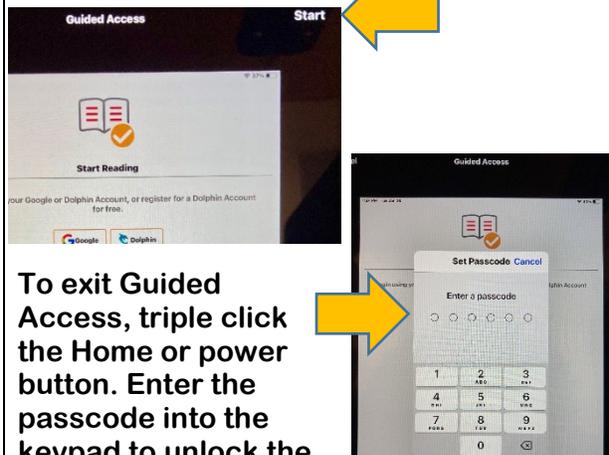


Click 3Xs



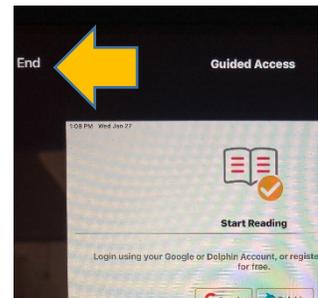
Tap on Guided Access.

**4** Tap on Start in the top right corner of the screen. A keypad opens. Enter a 6-digit passcode. (\*\*Record this code as it will be required to unlock the screen.)



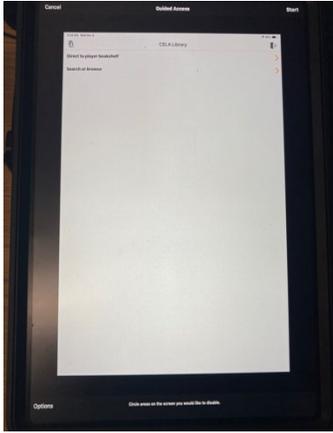
To exit Guided Access, triple click the Home or power button. Enter the passcode into the keypad to unlock the screen.

Tap on End in the top left corner of the screen. Click on the Home button or swipe up to return to Home Screen.



1

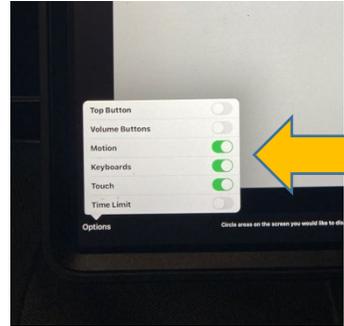
Guided Access has the option of blocking areas of the screen that have buttons or links. Also there are options of choosing what functions to turn on or off.



To block these areas so a student cannot access certain functions in an app, triple click the Home Button or power button to start Guided Access as described on Page 1 of this guide.

2

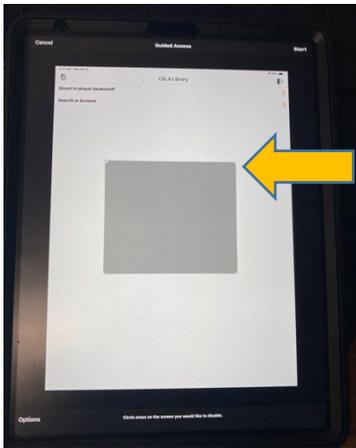
Tap on Options on the bottom left of the screen to see what functions of the iPad are turned on or off.



The Top Button and the Volume Buttons are the default functions turned off. This keeps the student from turning off the iPad or changing volume while using the app. These can be left at the defaults.

3

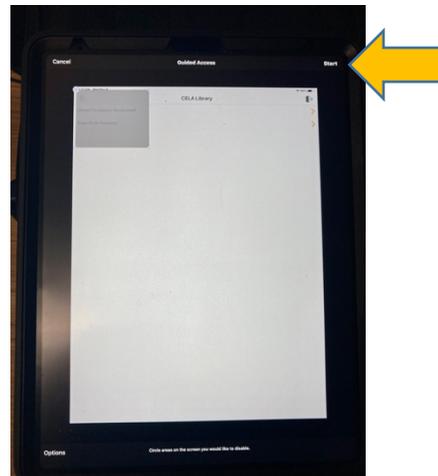
To block a specific area of the screen, draw any shape that fits the area to be blocked. The size of the shape can be changed by tapping and dragging the size handles.



The shape will be a light grey colour and will be slightly visible when Guided Access is turned on. If the shape needs to be changed, delete the shape by tapping on the small "x" on the side of the shape.

4

The shaped can also be moved around the screen by dragging it to the desired area to be blocked.



When the screen is ready for use, tap on Start to enable Guided access with the new blocked area. End Guided Access as described on page 1 in this guide.