

# SENICT

Training and Consultancy

## A step-by-step guide to using **GUIDED ACCESS**

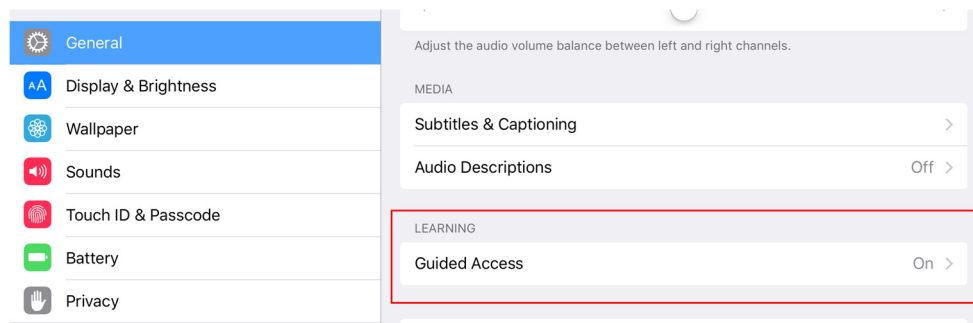


Guided Access is a set of tools that we can use to manage how the iPad and apps are being used by our students. These tools lock a user into a specific app by disabling the HOME and other buttons on the iPad.

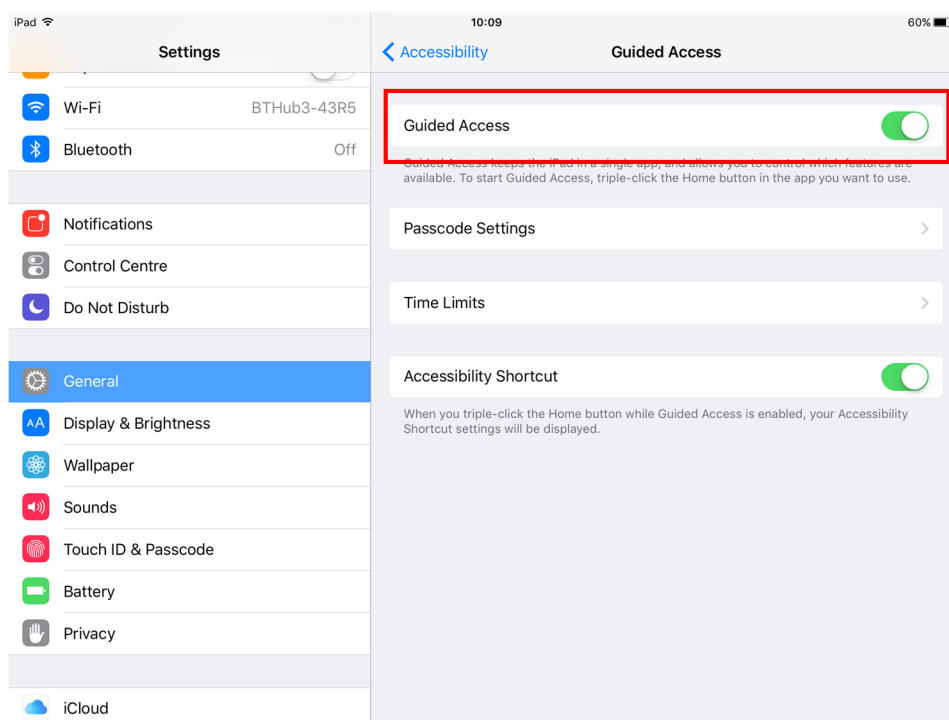
## Getting Started

Before you use Guided Access, you'll need to turn it on and adjust the settings to match the activity you're planning. Guided Access remembers the setting for each app so you will only have to do this once per app.

Touch the 'SETTINGS' icon followed by 'GENERAL' from the list on the left side of your iPad screen. Now scroll down the options on the right side of the screen until you see the 'LEARNING' section. Touch 'GUIDED ACCESS'



This will open the Guided Access Menu

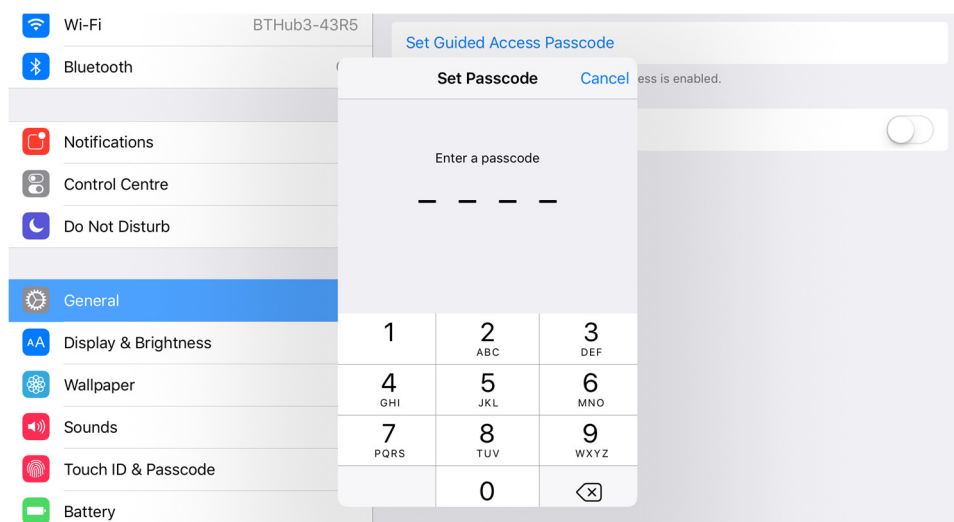


Use the slider switch to turn Guided Access ON.

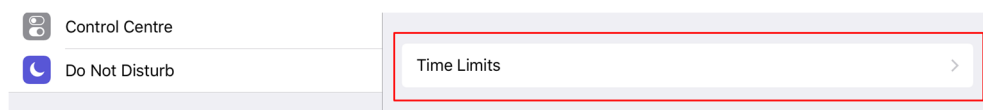
Guided Access locks the user into an app. To escape the user must enter a code that matches one you set in the 'PASSCODE SETTINGS'. Touch 'PASSCODE SETTINGS' and you will see these options.



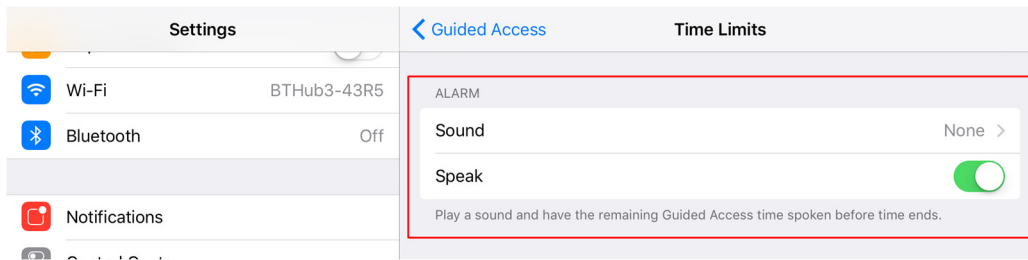
You can choose to enter a passcode (recommended for schools) or use TouchID fingerprint recognition. Touch 'SET GUIDED ACCESS PASSCODE'.



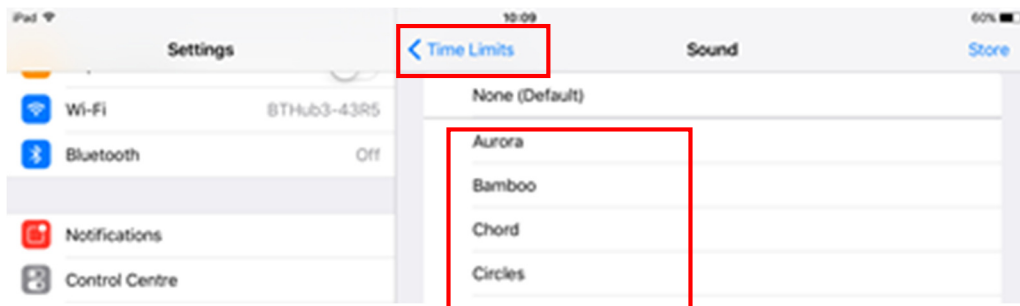
Enter a four digit code that will unlock Guided Access. You will have to enter the code twice to confirm that it is correct. You can change the Guided Access passcode here at any time. Once complete, you will return to the Guided Access menu. Touch 'TIME LIMITS'



Guided Access allows you to set a specific time limit for using the iPad. This is very useful for young people who are learning to share or those who find the iPad a little too 'absorbing'. You'll see this screen.

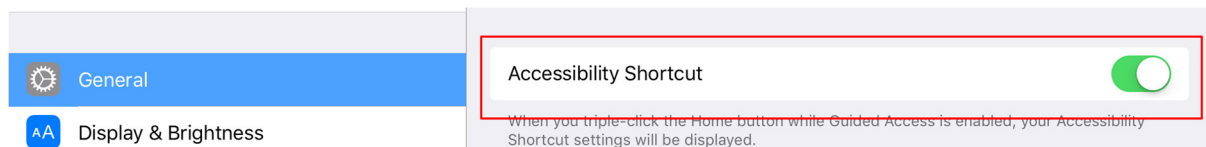


Here you decide how to announce that the time period is over. Touch 'SOUND' and choose a sound effect from the list.



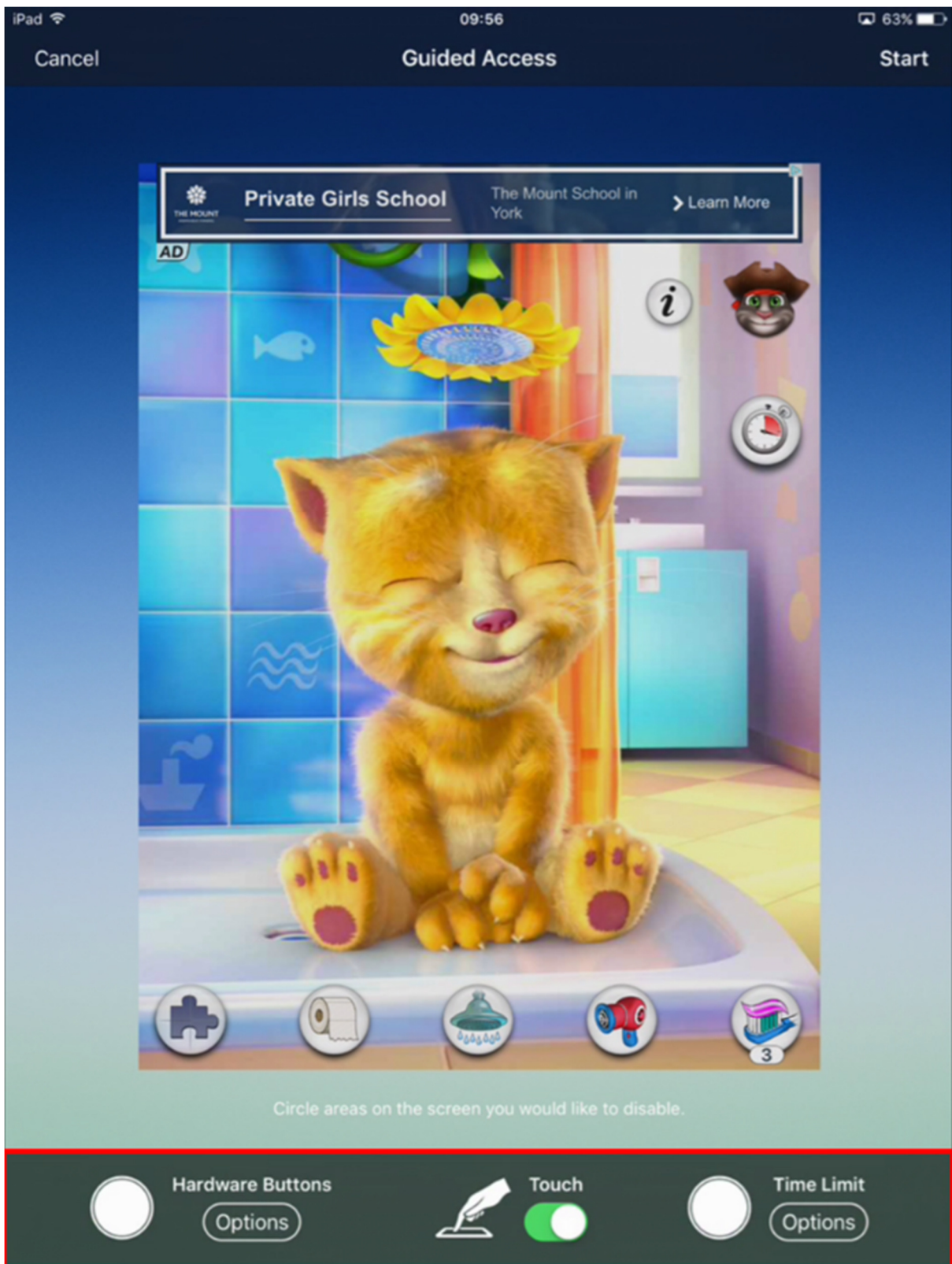
You can also use the 'SPEAK' setting to count down the last few seconds of the time limit. When you are done, touch 'TIME LIMITS' then 'GUIDED ACCESS' at the top of the screen to return to the main menu.

Accessibility features on the iPad like Guided Access are turned on by pressing the HOME button quickly three times. If you plan on using more than one accessibility feature, for example Guided Access and Switch Access, you'll need to turn on the Accessibility Shortcut. If you want to do this then use the 'ACCESSIBILITY SHORTCUT' slider to turn it on.



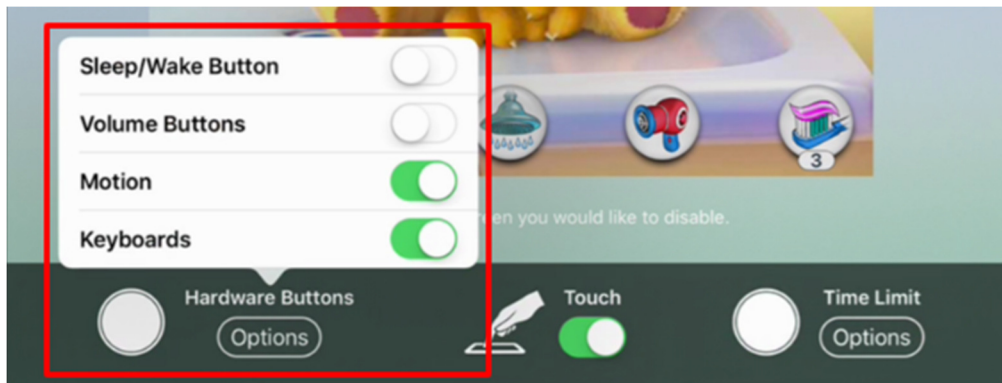
If you need to manage which features are in your Accessibility Shortcut menu you can do this by using with the 'ACCESSIBILITY SHORTCUT' setting in the main 'ACCESSIBILITY' menu. You don't need to do this now as the iPad automatically adds the access features you enable to the menu.

That's all of the settings finished now and you can close them. Whenever you want to use Guided Access with an app, make sure the app is running and tap the HOME button three times. You'll be prompted to enter your passcode. Once the passcode is accepted, you'll see this screen. Your app might be different.



We can use the tools at the base of the screen to adjust the settings for this specific app or this session. Guided Access will remember these settings and use them whenever you use it with this app. Touch 'HARDWARE BUTTONS' and you'll see this screen.

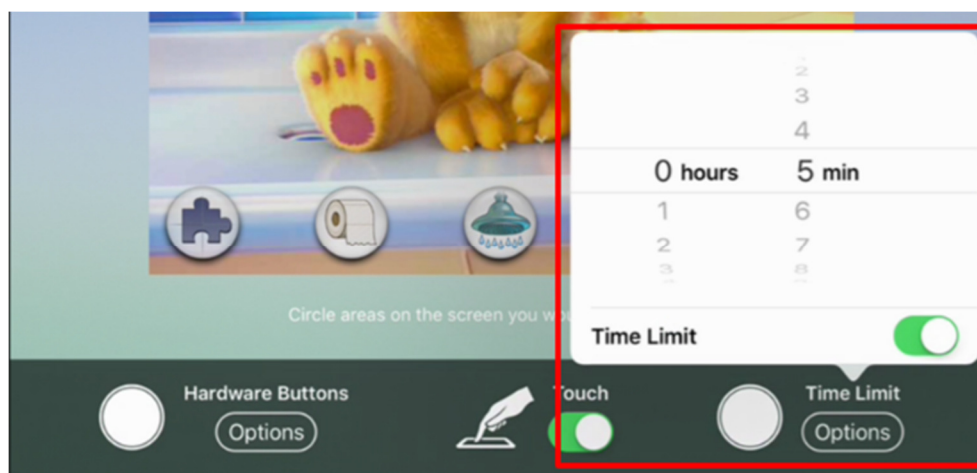




This setting allows us to choose which buttons and features are active. By default, Guided Access turns off ALL of the buttons on the outside of the device. If you would like to enable the VOLUME or SLEEP/WAKE button you can do that here. Choose if you want keyboards to appear. This is only useful if the app requires typed input from the student. Turning off 'MOTION' stops the screen from rotating in the app. This is useful for some students who may have difficulty holding the iPad level. It should also be set to OFF if you plan to turn off the touch on any part of the screen. More about that later.



Turning off the 'TOUCH' setting will disable ALL touching on the iPad screen. This can be useful where you may be giving the iPad to a student to watch a video clip or automated presentation.

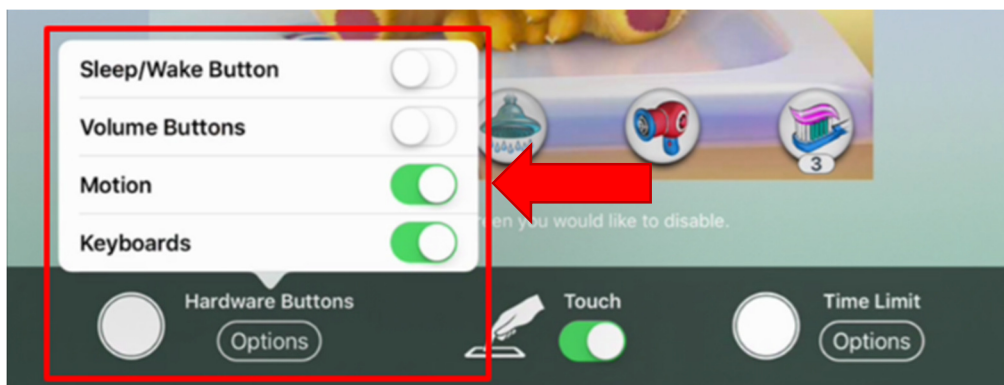


Guided Access allows you to set a time limit for an app. Touch the 'TIME LIMIT' button and use the scroll bars to set the time allowed for the session.

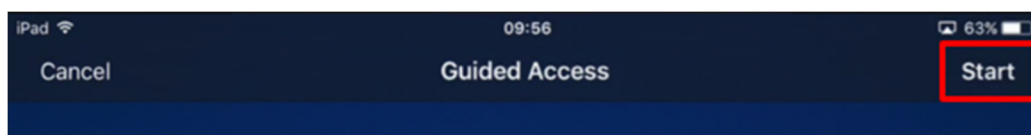
One of the most important features of Guided Access is the facility to turn off touch on specific areas of the screen, for example where an advertisement may appear or if there is an on-screen button you would rather the student didn't have access to.



To turn off touch in specific areas of the screen, simply draw around the area you wish to disable with your finger. Guided Access will convert that area into a grey box. You can move or resize the box with your finger. You can create as many boxes as you need. Remember if you are going to disable areas of the screen, make sure you have turned 'MOTION' OFF in the 'BUTTONS' menu.

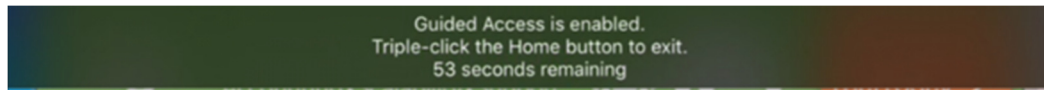


This stops the screen rotating and will keep your grey buttons in the correct place in the app. When you are ready to start the app touch 'START'



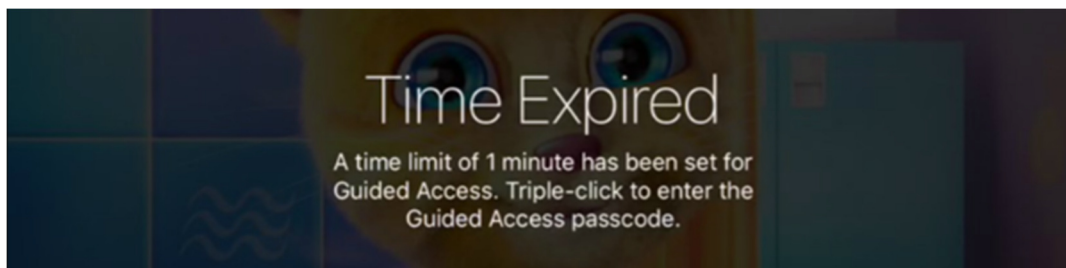
Your app will now start to play with the Guided Access settings applied.

If the student attempts to get out of the app by pressing the HOME button, a brief message flashed on the top of the screen.

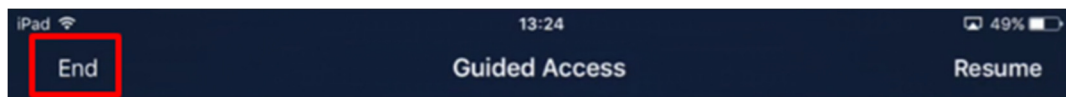


The only way to exit the app is by tapping the HOME button three times and entering the correct passcode. If your student manages to get to the passcode screen and enters an incorrect passcode, they will be prevented from entering any further passcodes for a short period. To return to the Guided Access menu, enter the correct passcode.

If you are using the 'TIME LIMIT' function, when the available time runs out, the app screen will darken and this message will be displayed. Nothing will work on the iPad until this message is cancelled.



To cancel the message, tap the HOME button three times and enter the correct passcode to return to Guided Access.



To quit Guided Access altogether, touch 'END' from the menu at the top of the screen. All of the settings changes you have made for this app will be saved.

We hope you have enjoyed using this step-by-step guide. You can find more like this on our web site.

<http://www.ianbean.co.uk/resources/docstore>

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