



These “Bite-sized” Training Program guides are designed to help Lifelites Volunteers and champions to train and support hospice staff on the use of the magical Lifelites equipment in small bite-sized chunks.



Introduction to iPads

1. Introduction – checking previous knowledge

Begin the session by checking if your trainees have used iPad or an iPhone before.

2. Explain the benefits

- iPad is a great intuitive tool because of it’s ease of use and it’s portability.
- Other benefits include:
 - –Size and weight
 - –Battery life
 - –Start-up time
 - –Touch screen
 - –User interface (IOS)
 - –Versatile
 - –Mainstream
 - –App Store - loads of specialised and fun apps for a whole range of activities and uses.
 - –Built-in access features
 - –Engaging and motivating
- We have also provided durable case to go with the iPad that are easy to hold and should protect against drops. They are not waterproof remember!

2. Basic operation

- Basic iPad operation is by touching the program you want to open.
- To return to the home page press the button on the bottom of the iPad.
- Volume controls are on the side of the device.
- The button on the top of the device closes it down if you hold it down and “hibernates” the device if you press it once.
- To restart the device press and hold the button on the top again.
- Apps will often continue to run in the background - to close these down, double click the home button and then swipe the applications up to close them completely. (if you don’t do this the speed and performance of the IPad will be affected)

3. Apps and Games



Lifelites has selected and installed a number of apps, some specialised and some more mainstream on your iPads. We have categorised them into folders so it is easy for you to locate them:

- Music
- Art
- Sensory
- Stories
- Communication
- Games
- Augmented Reality
- Photos and Video

You can watch our training videos for information on these apps and also see the iPad apps guide 2019 <https://www.lifelites.org/hospicestaff/learning-resources/software/ipad-apps/>



[Guide to your Lifelites iPad apps 2019](#)



[Lifelites apps 2019 - Music and Art](#)



[Lifelites apps 2019 - Communication](#)



[Lifelites apps 2019 - Stories and Sensory](#)



[Lifelites apps 2019 - Augmented Reality and Games](#)



[Lifelites apps 2019 - Guided Access](#)



[Lifelites apps 2019 - Photos and Video](#)

4. iSwitch and Helpkidzlearn.

HelpKidzlearn can be logged into on the iPads using the shared login (login: Lifelitesshared password: password1) and the apps that are suitable for playing on the iPad are marked with an iPad banner.

Many of these games can be played by touching the screen or by using a switch.

Details of how to pair the iSwitch can be found here:

<https://www.lifelites.org/media/652638/Getting-Started-Guide-iSwitch-for-iPad.pdf>

Once you open a game in HKL – it will ask how you want to play the game – select 1 switch if you want to use your switch.

5. Bluetooth Speaker




You can use a waterproof Bluetooth speaker to increase the sound of the iPad or play music from it.

- Press and hold the power button on the speak until a tone sounds and the light comes on the front comes on.
- Make sure the iPad you wish to pair has its Bluetooth turned on (– go to Settings, and then Bluetooth) and then press and hold the Bluetooth button on top of the speaker. A tone should sound and the light on the front should flash.)
- On the iPad, the speaker (jbl go) should appear on the list of available devices.
- Press the name of the speaker and you should hear a tone; the blue light will stop flashing as well. This means it should be paired.
- On the devices list it should say paired next to the speaker name as well.

6. Accessibility Options

The iPad has good in built accessibility options for Visual, Hearing, Learning and Physical and Motor accessibility issues.




- To explore accessibility go to the settings icon  , go to 'General' and then Click 'Accessibility'.
- go to the relevant section and ask your trainees to explore the Visual, Hearing and interaction options (the learning option is covered in later sections of this guide)



7. Guided Access



- To enable guided access go to the settings icon  , go to 'General' and then Click 'Accessibility'.



- Scroll down the page to a section called 'learning' and click on 'Guided Access'. Slide the slider to on for guided access AND the accessibility shortcut



- Open the application you want to use and triple click the home button. Select Guided Access from the accessibility options menu. You can draw circles around any areas you wish to disable, you can disable the whole screen by turning off the touch option and you can set time limits. The hardware button will allow you to enable other button controls such as volume controls, sleep button, motion sensor, any additional keyboards attached to the iPad
 - Once you have selected the options you need, click start. Set a 4 or 6 digit passcode as requested. Guided access is now turned on.
 - To modify or turn off guided access click the home button again and either make changes and click 'resume', or to end guided access click 'end'
8. Ask your trainees to take turns to on guided access – an app like Hand drums is good for demonstrating this – use different settings to show its versatility.