

Winter
2025

JOHNSTON

iPad Setup

Secondary Student - JMS

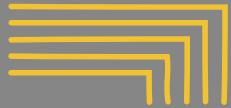
iPad Roll-Out December 2025





O1 Setting a Passcode

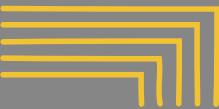
iPad Set Up



Step #1

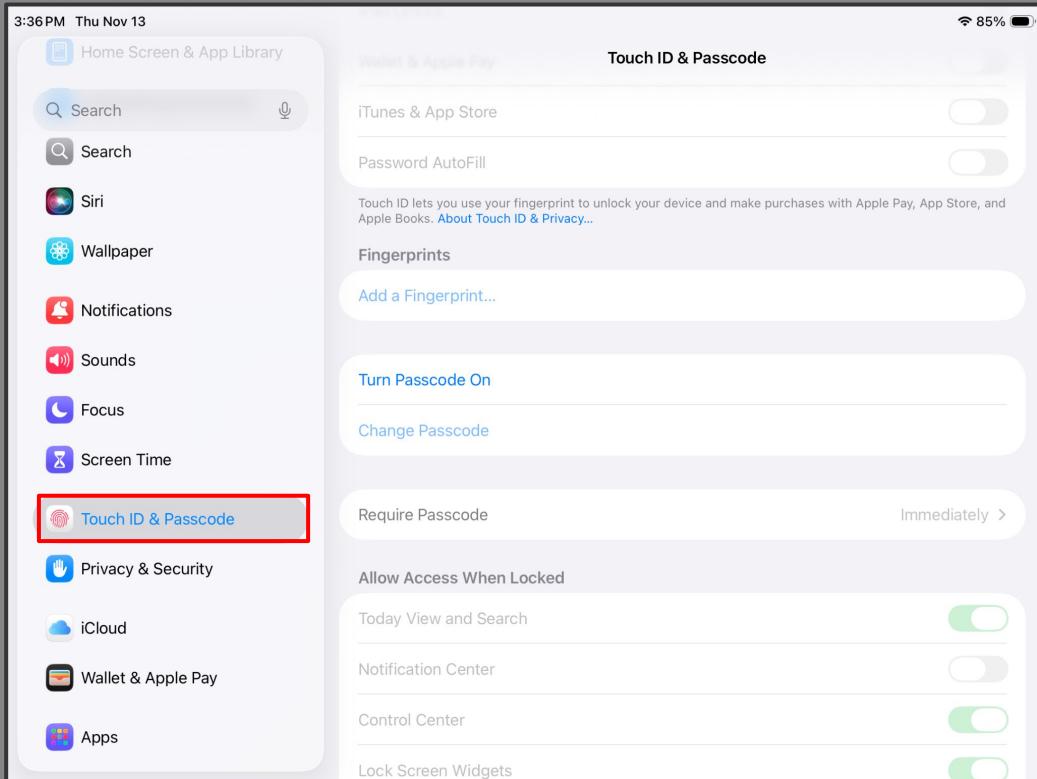
Click on the
settings icon.

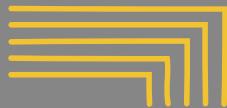




Step #2

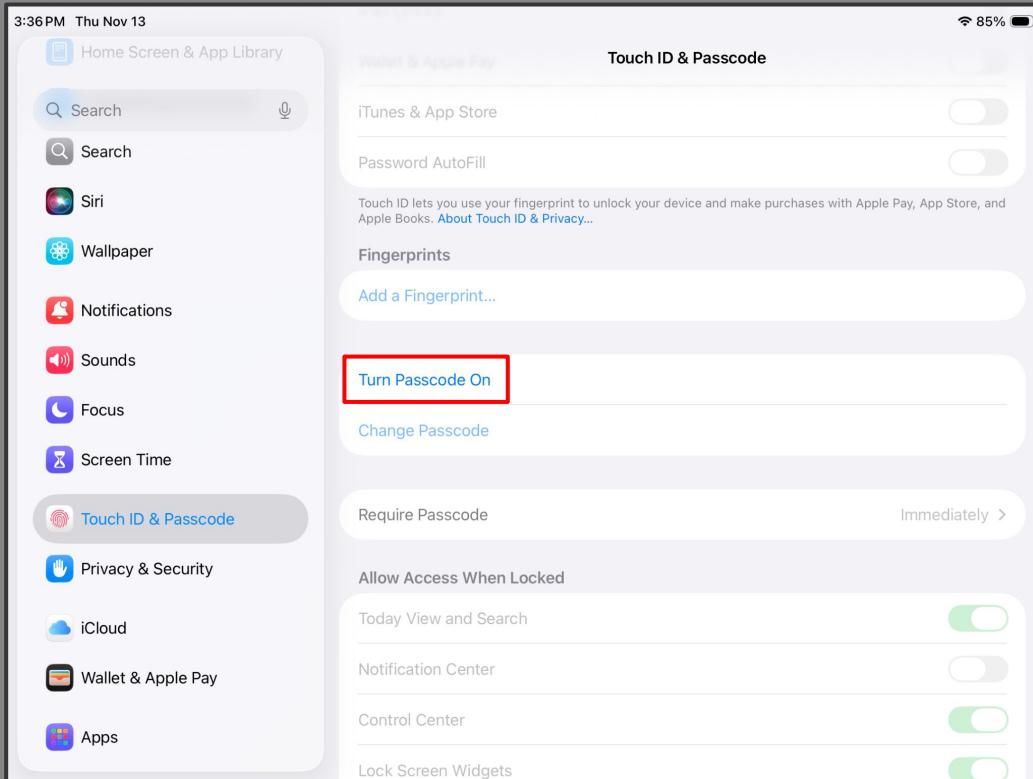
Select Touch ID & Passcode in the left toolbar.

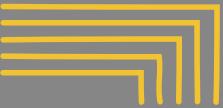




Step #3

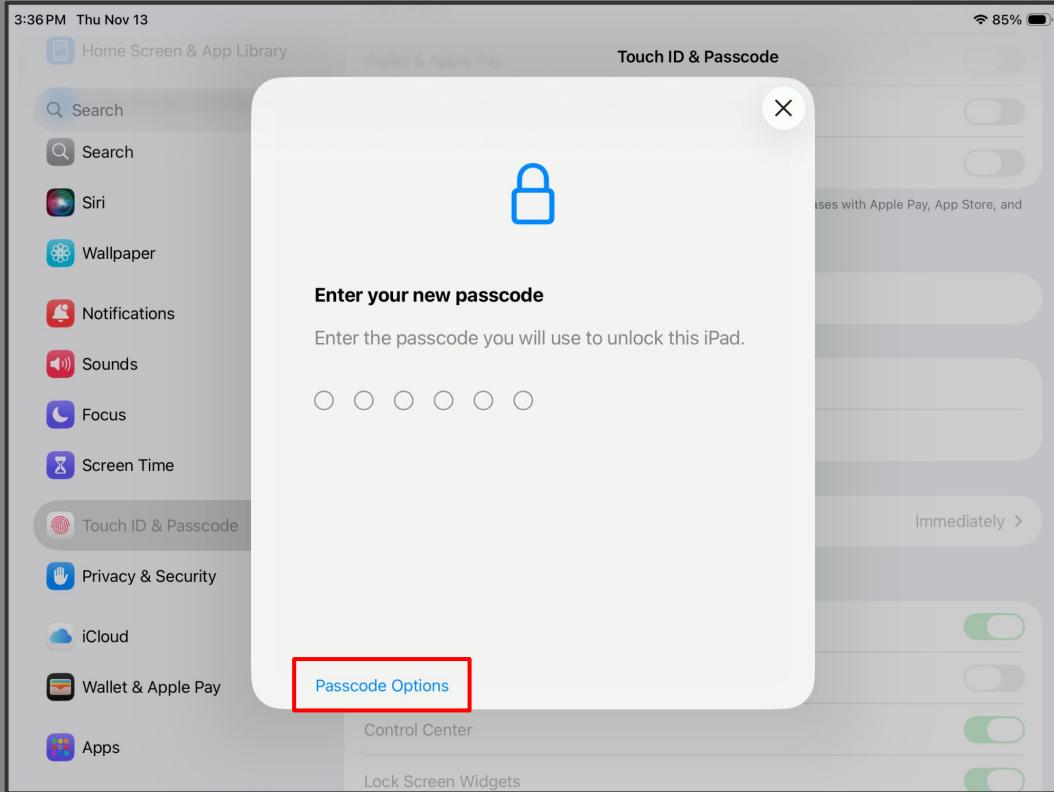
Click Turn
Passcode On.





Step #4

Click Passcode Options.





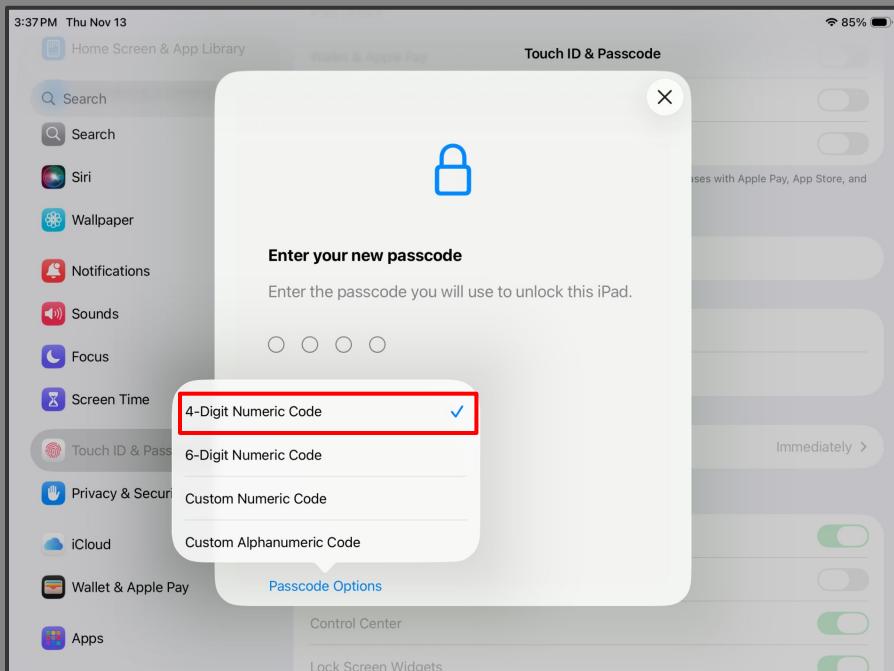
Step #5

Select 4-Digit Numeric Code.

The code **MUST** be the **4 digits in your district issued password**.

Passwords can be found in the Technology UN/PW tab in Infinite Campus.

Enter the code twice.





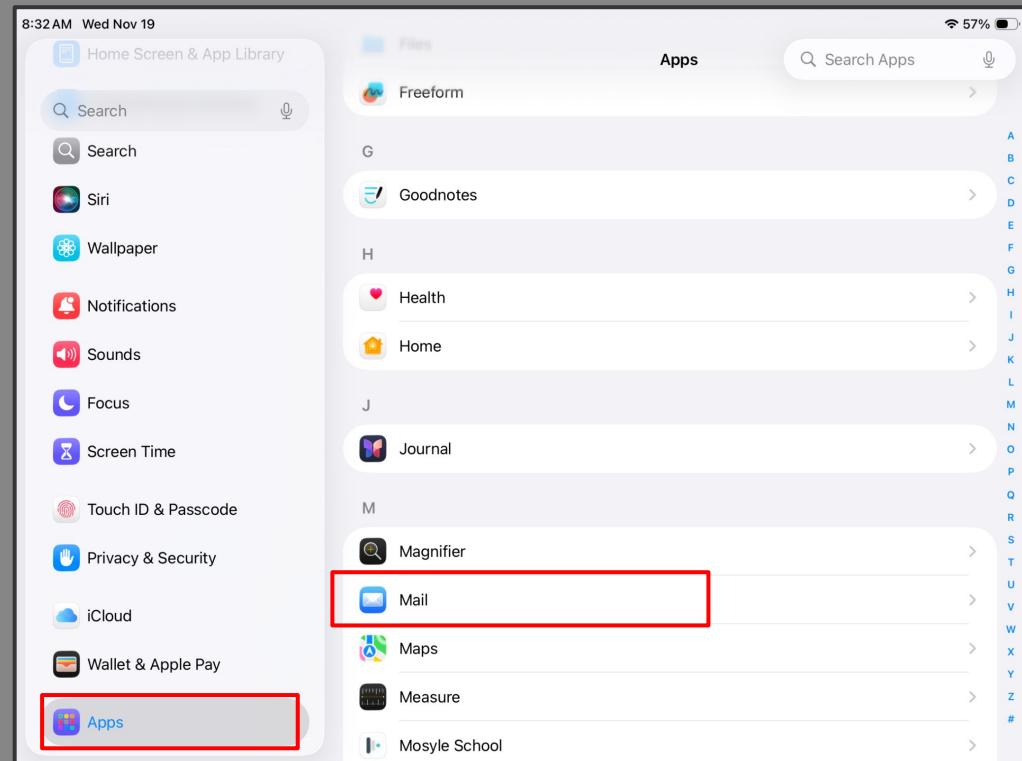
O2 Mail Signature

iPad Set Up



Step #1

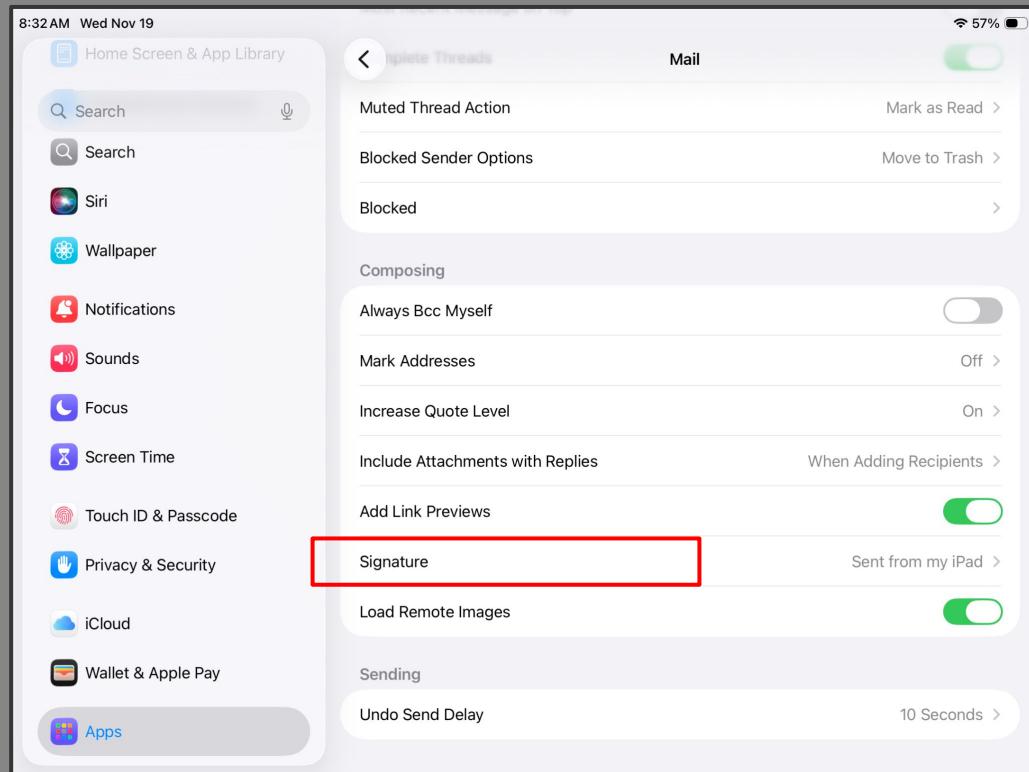
- Select Apps from the Settings menu and choose Mail.





Step #2

- Choose Signature - towards the bottom of the right side screen.





Step #3

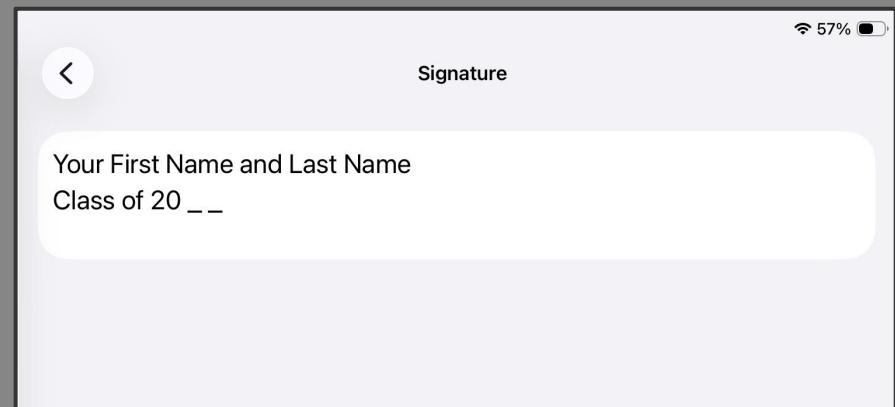
Your signature should be
the following...

**First Name Last name
Class of 20 __**

Graduation Year

8th - 2030

9th - 2029





03 Goodnotes Backup

iPad Set Up



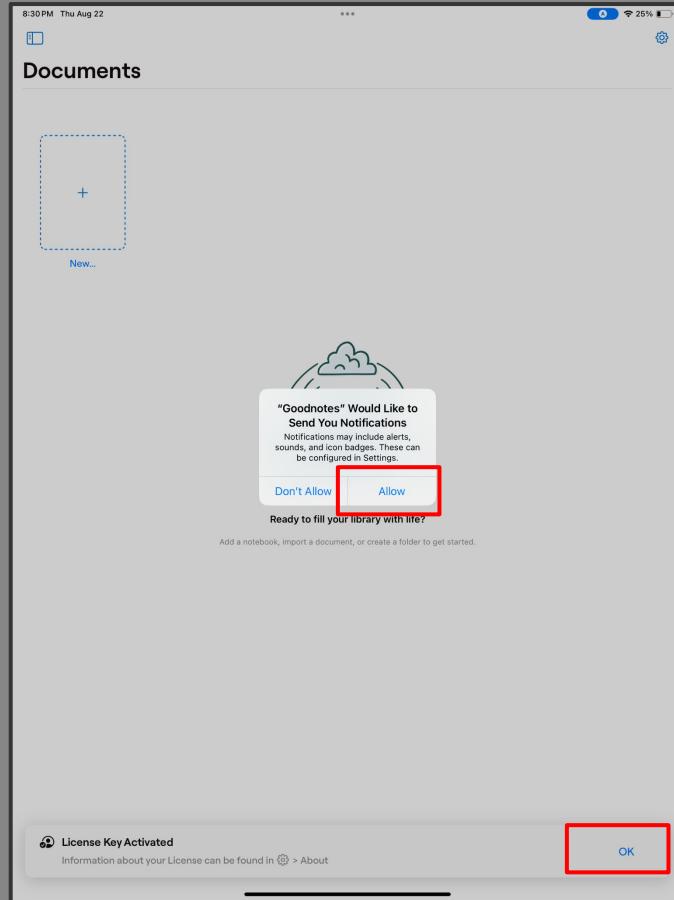
Step #1

Click on the
Goodnotes App



Goodnotes

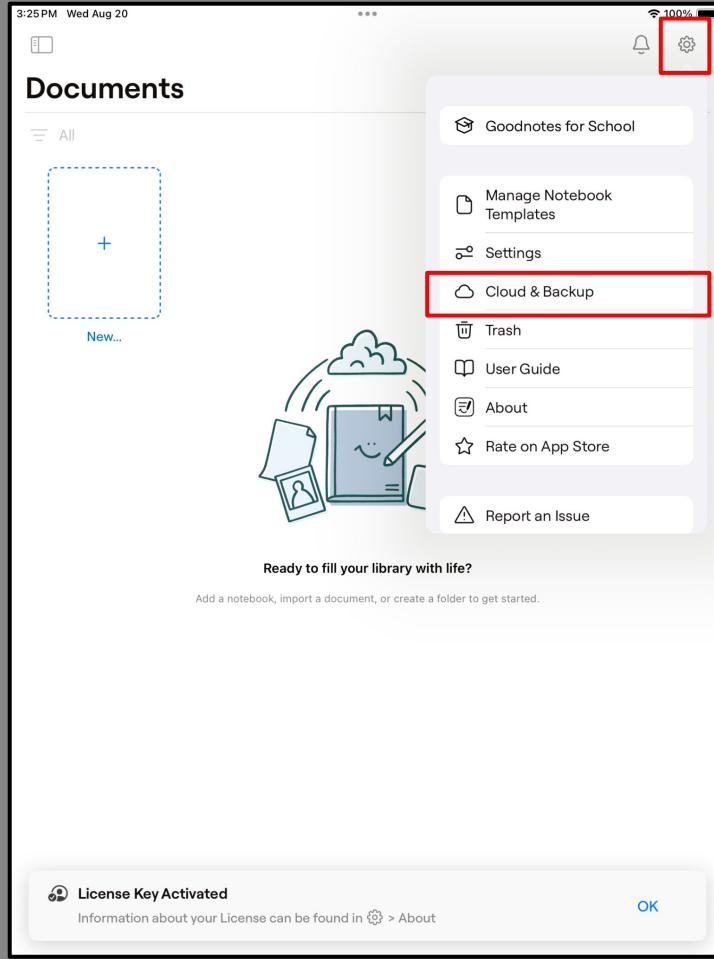




Step #2

Click **Allow** and then
OK if prompted.

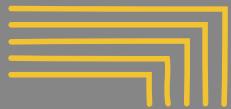




Step #3

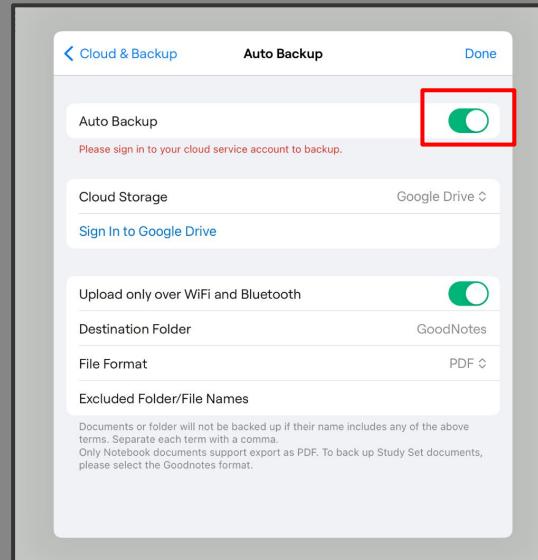
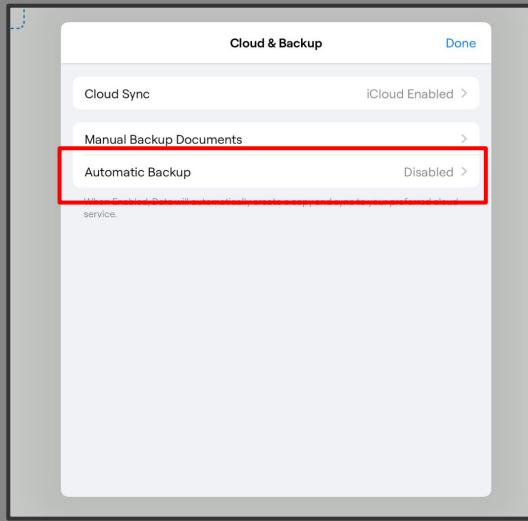
Click the **Settings** Gear and choose **Cloud & Backup**

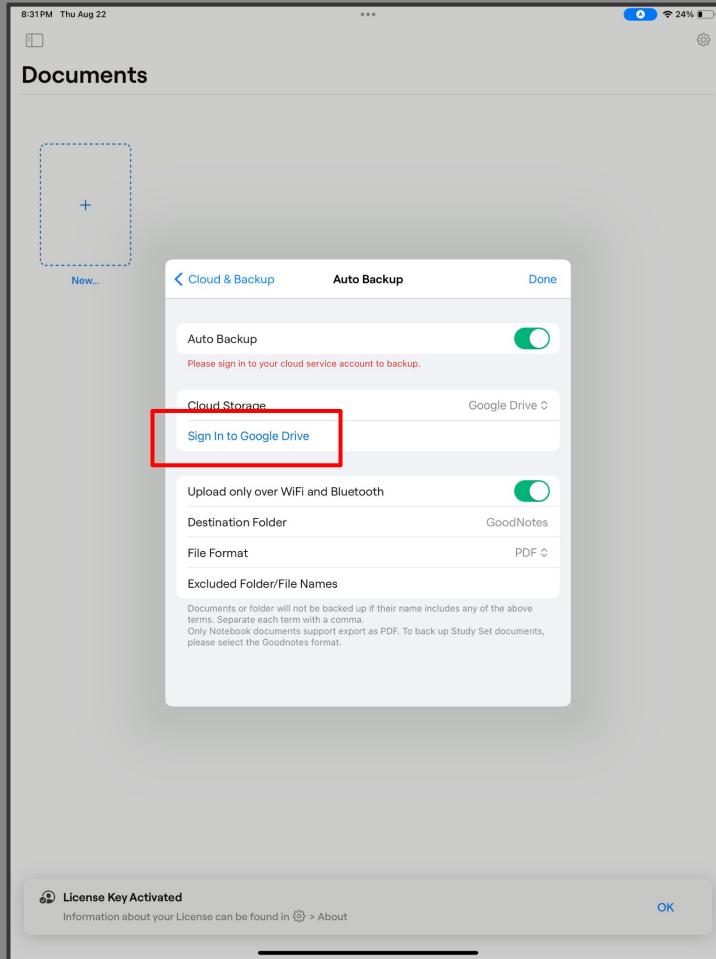




Step #4

Click on Automatic Backup and toggle on Auto Backup.

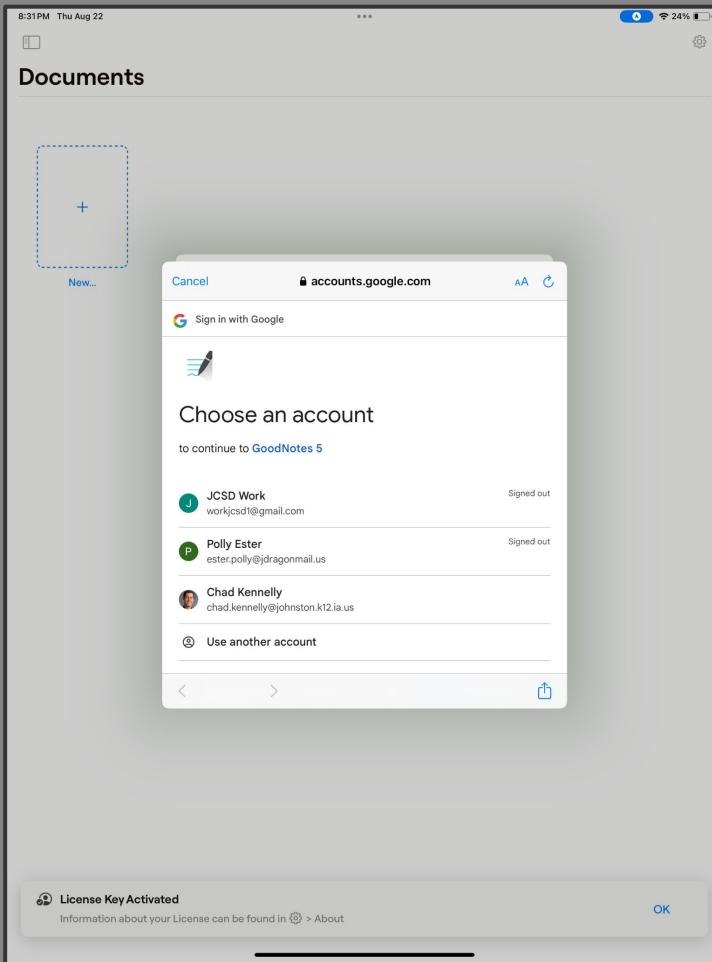




Step #5

Choose Sign in to Google Drive and then Continue.





Step #6

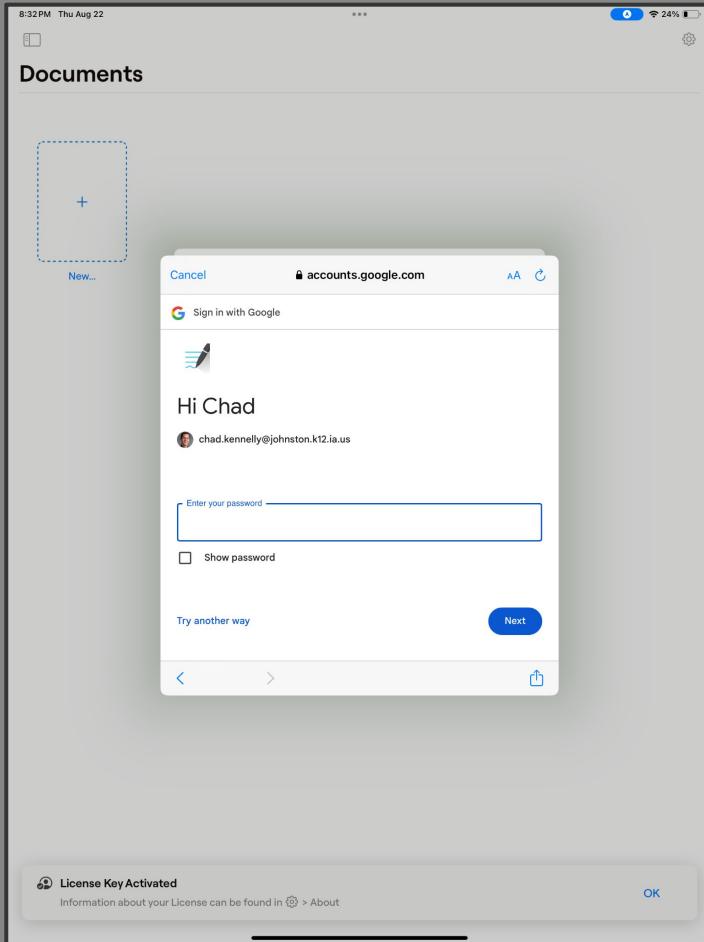
Choose your
JDragonmail
account. If you do
not see it, enter it.
lastname.firstname@jdragonmail.us





Step #7

Click on your saved password or enter your password.





Step #8

Select Allow

The screenshot shows a mobile application interface. At the top, there's a navigation bar with a back arrow, the text "Documents", and a search icon. Below this is a toolbar with a "New..." button (highlighted with a blue dashed box) and a "+" button. The main content area displays a Google Account permission dialog from "accounts.google.com". The dialog title is "Google Account" and it shows an email address: "chad.kennelly@johnston.k12.ia.us". It asks for permission for "GoodNotes 5" to "See, edit, create, and delete only the specific Google Drive files" you use with the app. A note below states: "Make sure you trust GoodNotes 5" and provides a link to learn about data sharing and privacy policies. At the bottom of the dialog are "Cancel" and "Allow" buttons, with "Allow" being highlighted by a red rectangle. At the very bottom of the screen, a small "License Key Activated" message is visible.





O4 Goodnotes Import

iPad Set Up



Google Drive

Step #1

Click on the **Google Drive** app and locate the Goodnotes backup file. It will be titled Backup 2025 and the date of the backup.

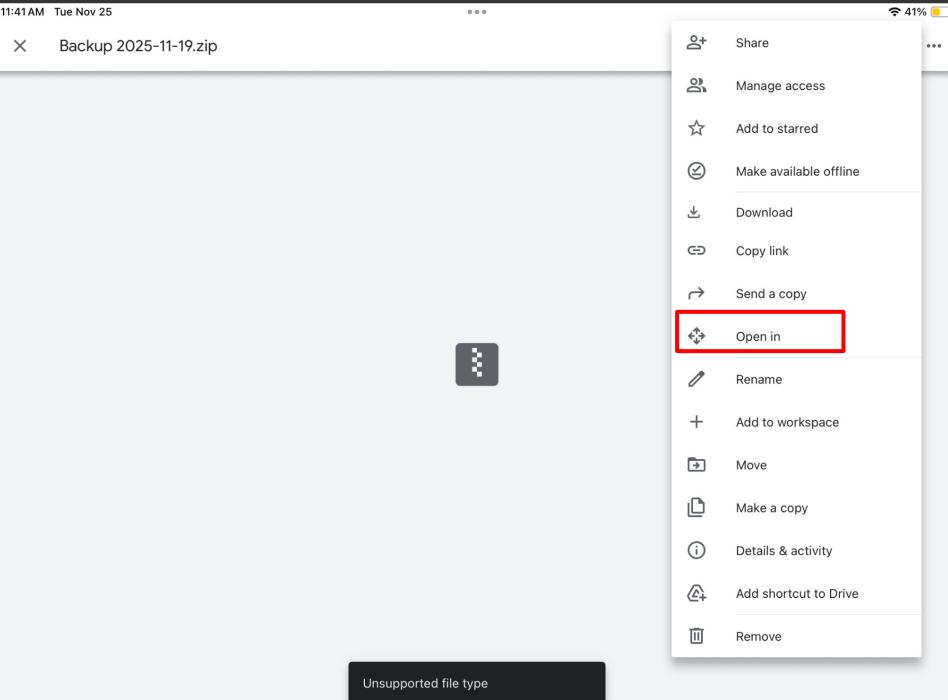




Step #2

Choose the **three dots** in the top part of the screen and select **Open In**.

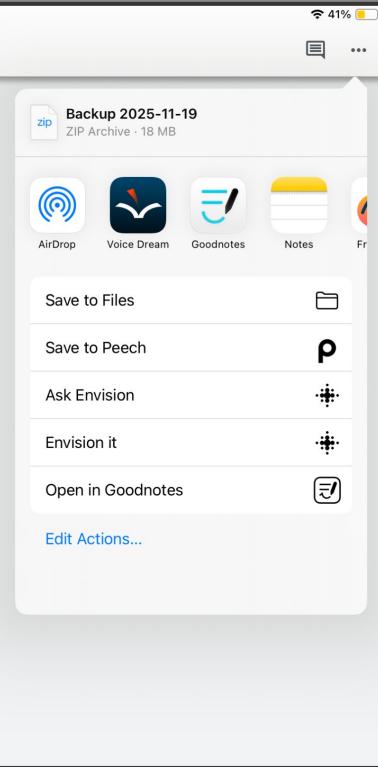
Google Drive





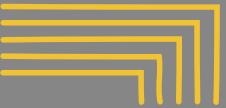
Step #3

Choose **Goodnotes** from the menu after the backup is prepared to export.



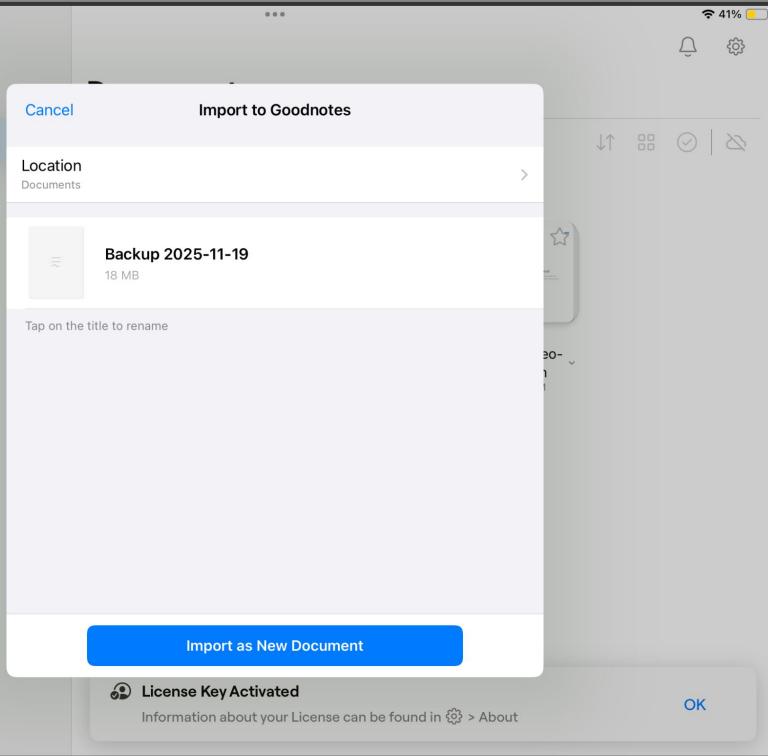
Google Drive





Step #4

Select **Import as New Document** when Goodnotes automatically opens.



Goodnotes





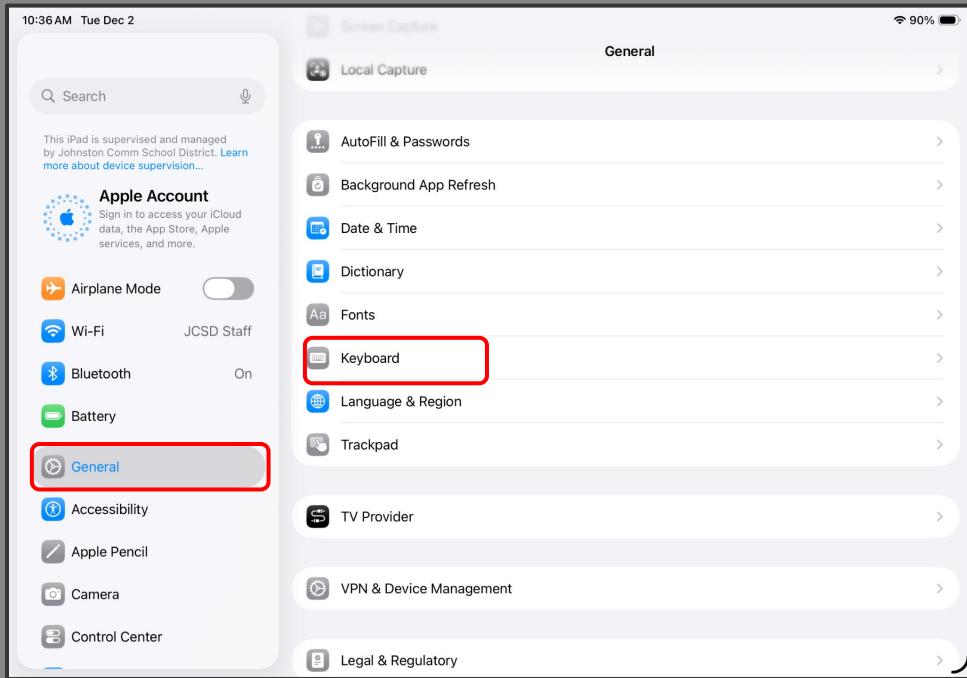
05 Other Information

iPad Set Up



Step #1

Open Settings and
select General >
Keyboards





Step #2

Toggle off Show Math Results.

The screenshot shows the iPad's Settings app with the 'General' tab selected. In the center, the 'Keyboards' section is displayed. A red box highlights the 'Show Math Results' toggle switch, which is currently turned on (green). Other options shown include Auto-Capitalization, Auto-Correction, Predictive Text, Show Predictions Inline, Check Spelling, Enable Caps Lock, Shortcuts, Smart Punctuation, Enable Key Flicks, Slide on Floating Keyboard to Type, Delete Slide-to-Type by Word, and ":" Shortcut. The status bar at the top shows the time as 10:36 AM, the date as Tue Dec 2, and the battery level at 90%.





REMINDER

If you are unable to access WiFi outside the district remember to CLICK the PROXY APP.

Thank you!

iPad Set up

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