

**Candidate Handbook**

# IBITTY PROJECT

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Improving Behavior and  
Instruction Using Technology  
Tools with Youth

**DR. CYNTHIA VAVASSEUR AND  
DR. DEREK SHANMAN**



# WELCOME

Thank you for being a part of the iBITTY project. The iBITTY, or Improving Behavior and Instruction Using Technology Tools with Youth project, is the result of a large grant from the Louisiana Board of Regents. The PI's, or Primary Investigators, of the grant are Dr. Cynthia B. Vavasseur and Dr. Derek Shanman.

The primary goals of the grant are:

1. To improve behavior management techniques for Elementary Education teachers through the use of technology.
2. To improve behavior of K-5 students in the areas of greatest need as identified by parents and teachers.

This eBook will be your guide for your involvement in the project. It contains user agreements and procedures which must be adhered to as well as an introduction to apps that are preloaded on the iPad. It also contains instructions and resources for projects that will be created in your EDUC 487 course.

Again, thank you for your participation in this project. We are very excited to make a difference in the behavior and instruction of the exceptional student you will be working with.

Sincerely,

The iBITTY Team

Dr. Cynthia B. Vavasseur, PI

Dr. Derek Shanman, PI

Alexis Guedry, iBITTY Graduate Assistant

Brooke Mazac, Summer 2017 iBITTY student worker

Jacqueline Nguyen, Fall 2017 iBITTY student worker



CHAPTER 1:

iPAD USE

AND CARE

This chapter will give you an introduction to the “techie” side of this project. If you have worked on iOS devices (e.g. iPhones and iPads) before, some of the information may not be new to you. However, there are very important items that require your attention. Remember that your participation in the iBITTY project is the key to the success of the project! Thanks for being a part of it!

# Section 1:

## iPad Rights and Responsibilities

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1. I understand that this iPad is the property of Nicholls State University and is for my use while enrolled in EDUC 487, and as such, I will use this device in a responsible manner in accordance with university policies.

2. I understand that this iPad is the property of NSU. I have no expectation of privacy regarding the device or its contents. I will return the iPad to NSU when requested.

3. I will take the appropriate steps to protect the iPad and its data against loss or theft, including but not limited to the following:

- I will not leave the iPad in any public place.
- I will not leave the iPad in my car unless my car is locked and secured.

- I will not pack the iPad in checked luggage.
- I will accept financial responsibility for the loss or theft of the device and the disclosure of information resulting from my failure to take the appropriate steps to protect the iPad.

4. I understand that the iPad and its use is part of a research study funded by the Louisiana Board of Regents. Therefore, when requested, I will agree to participate in the evaluation and provide feedback to Dr. Vavasseur and Dr. Shanman.

# Section 2:

## iPad User Agreement

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NICHOLLS STATE UNIVERSITY retains sole right of possession of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in this document. The Faculty and Staff retain the right to collect and/or inspect the iPad at any time and to alter, add, or delete installed software or hardware.

### Student Responsibility:

#### 1) Caring for the iPad

- Candidates are to keep the protective iPad case on at all times.
- Never drop or place heavy objects on the iPad.
- Only use a soft cloth or approved laptop screen cleaning solution to clean the screen.
- Defacing of the iPad, including the NSU identification sticker, is prohibited.
- To extend the battery life, always turn off and secure the iPad after work is completed.
- Do not store the iPad in extreme hot or cold. (Never leave in your car!)

#### 2) Safeguarding and Maintaining the iPad

- The iPad is to be at NSU every time you are. The iPad is required to be at every class associated with the iBITTY project and every tutoring intervention session. Be sure the iPad is fully charged when bringing it to school.
- Preloaded apps may not be deleted, and they must be updated periodically.

- The whereabouts of the iPad should be known at all times. It is the candidate's responsibility to keep the iPad safe and secure and not allow any non-candidate or tutee use the iPad.
- The case should remain on the iPad at all times. The provided case meets military standards so that the iPad is protected from drops, cracks, and spills. Removal of the case is prohibited, and the candidate will be responsible for the repair of the iPad should it be damaged.
- Candidates will be required to return the charging cable and USB power adapter along with the iPad at the end of the semester. If a student fails to return the cable and adapter, he or she will be responsible for the amount of \$50.
- Candidates are not allowed to delete any of the apps preloaded on the iPad.

### 3) Lost, Damaged, or Stolen iPad

- If the iPad is lost, stolen, or damaged, you must notify Dr. Vavasseur immediately.
- iPads can be tracked through Mobile Me which each candidate is required to enroll in upon receiving the iPad.
- Candidates are responsible for the entire cost of the iPad, including the protective case, if lost, stolen, or damaged. The amount the student will be responsible for is equal to \$399.



#### 4) Prohibited Uses

- Accessing inappropriate materials
- Illegal activities
- Violating copyrights
- Malicious use or vandalism

### iPad User Agreement

I have read, understand, and agree to follow all responsibilities as outlined in the iPad User Agreement.

Student's Name: \_\_\_\_\_ (please print)

Student's Signature: \_\_\_\_\_

# Section 3:

## Lost or Stolen iPad



If your iPad is lost or stolen, contact the iBITTY student worker immediately. (See contact information on the next page.)

### Lost, Damaged, or Stolen iPad:

- If the iPad is lost, stolen, or damaged, you must notify Dr. Vavasseur immediately.
- iPads can be tracked through MobileMe which each candidate is required to enroll in upon receiving the iPad.
- Candidates are responsible for the entire cost of the iPad, including the protective case, if lost, stolen, or damaged. The amount the student will be responsible for is equal to \$399.

iBITTY project managers and student workers may be able to locate the location of the iPad and will contact local law enforcement if necessary.

# Section 4:

## Contact & Support

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Project Manager

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phone: 985.448.4334



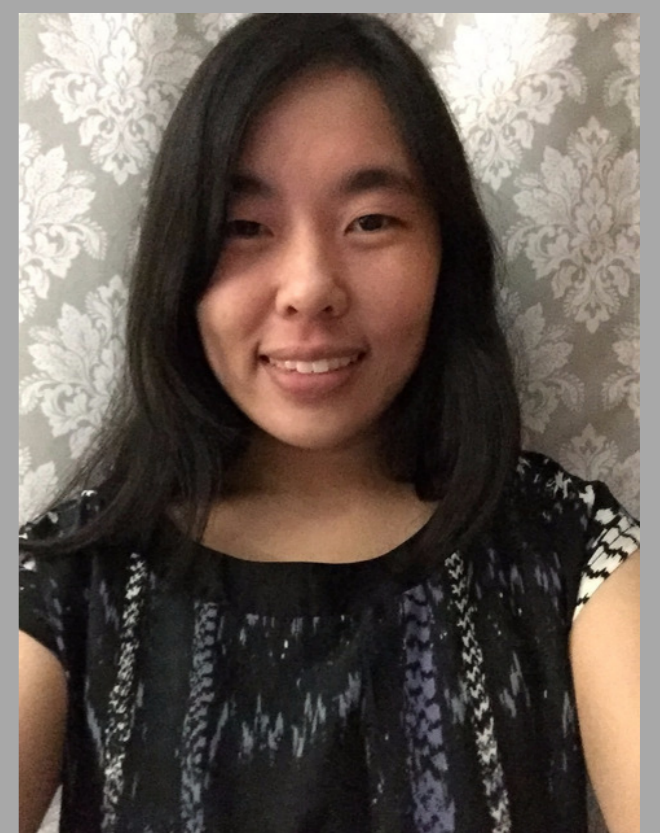
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**\*PLEASE EMAIL FOR CURRENT OFFICE HOURS\***



# Section 5:

## Troubleshooting & FAQs

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### Troubleshooting:

- If you need any apps on your iPad to be updated, bring the iPad to the student worker. The student worker will enter the password and update any apps necessary. (See contact information for worker's hours.)
- If the iPad will not turn on, or if the display stops responding, follow these steps, testing after each:
  1. Turn the iPad off and turn it on again. To do this, press and hold the Sleep/Wake button on top of the iPad for a few seconds until a slider appears. Slide the slider. Then, press and hold the Sleep/Wake button until the Apple logo reappears.
  2. Reset the iPad. To do this, press and hold the Sleep/Wake button and the Home button simultaneously for at least ten seconds until the Apple logo appears.
- If you cannot access email or the web using a Wi-Fi network:
  1. Check the Wi-Fi signal strength using the icon in the status bar at the top of the screen.
  2. If possible, move closer to the Wi-Fi router or hotspot.
  3. If you are not currently connected to a Wi-Fi network, locate and join a network nearby using Settings > Wi-Fi.

4. If the issue persists, [CLICK HERE](#) for additional troubleshooting steps.

If you are in need of further assistance, contact a student worker.

## FAQs (Frequently Asked Questions):

### **Apple ID**

1. How to manage or reset your Apple ID:

- [CLICK HERE](#) - This page will allow you to edit your ID information, recover your ID, or reset your password.

### **Apps/Applications**

1. How to delete or remove an application that is stuck installing:

- Reset or reboot the iPad by holding the home and sleep buttons at the same time until the iPad restarts.

2. Do iPhone apps work on the iPad?

- Yes. All iPhone applications will work on the iPad even though some apps have not been optimized to fit the larger screen.

3. How to stop screen rotation:

- Place your finger at the bottom of the iPad screen and swipe upwards, and the Control Center will appear.
- Choose the icon that looks like a lock with a circle arrow around it. The icon will turn white.
- To turn off orientation lock, select the icon again. Ensure that it turns back grey.

## **Audio**

1. Does the iPad have a mute option?

- To mute sounds, use the volume down button on the side of the iPad by pressing and holding it down until the sound turns off. Alternatively, you can use the small switch above the volume buttons to mute the sound.

## **Battery**

1. Why won't my iPad battery charge when connected to a USB port?

- The iPad requires more energy to charge than smaller devices. The iPad can be charged when plugged into high-power USB 2.0 ports. A non-high-power USB port will sync the device but will not charge it.
- For the most efficient charge, use the wall charger that came with the device.

## **Calendar**

1. Can I turn off iPad calendar notifications/reminders?

- While you cannot turn off notifications completely, you can turn off the sounds that the notifications make.
- To turn off the reminder sound, go to Settings > Notification Center > Calendar.
- Choose "None" under alert style, turn off the "Badge App Icon," choose "None" under calendar alert tones and "None" under vibration, turn off "Show in Notification Center," and turn off "Show on Lock Screen."

## **Email & Messaging**

1. How can I change my email signature on the iPad?

- Go to Settings > Mail, Contacts, Calendars > Signature.
- Delete "Sent from my iPad." Then, you can add a signature or leave it blank if you do not want a signature added to your emails.

2. Can I read/set up my Hotmail account on the iPad Mail app?

- Go to Settings > Mail, Contacts, Calendars > Add Account.
- Select Other > Add Mail Account.
- Enter your name, complete Hotmail email address, and account password.
- Touch the save button and wait for your account information to be found.
- Hotmail will be listed under your accounts in the Mail app.

## **General iPad Questions**

1. Why won't my iPad turn off and on?

- If you encounter a black screen or a continuously spinning wheel, try the method below.
- Hold the home and sleep buttons together for at least 10 seconds to restart/reboot the iPad.
- The iPad should reboot normally, and the Apple logo will appear. If the iPad continues to be unresponsive, contact an iBITTY student worker or a manager.

2. Where can I download an iPad user manual or guide?

- [CLICK HERE](#) for the iPad User Guide for iOS 10 Software.

3. Does the iOS rotation/orientation lock offer portrait and landscape locking?

- The rotation/orientation lock is only to lock the device in portrait mode. This will cause the device to remain in portrait mode even when the device is turned.
- To turn the portrait lock on, swipe up from the bottom of the device and choose the lock icon.
- To turn the lock off, repeat the previous step.

4. How can I search my iPad for music, apps, and files with Spotlight?

- Spotlight allows you to search the contents of your iPad.
- To access this search feature, navigate to the home screen.
- Place your finger in the middle of the screen and swipe down.
- A search bar will appear at the top of the screen.
- To find an app, song, artist, book, email, or other item, enter text in the search bar.

5. How can I find/look up my iPad serial number?

- Go to Settings > General > About.
- The serial number will be listed along with other information.
- If your iPad is unresponsive, contact a student worker who will keep a list of iPad serial numbers.



## 6. How do I restart/reboot the iPad?

- Hold down the sleep and home buttons simultaneously until the iPad restarts.
- The shut-off slider will appear but keep holding the buttons.
- The screen will go black, and the Apple logo will appear as the iPad restarts.
- Resetting/rebooting the iPad does not change any of the data on your iPad.

## 7. How do I take a screenshot on the iPad?

- Press the home and sleep buttons simultaneously.
- The screen will flash, and the iPad will take a picture.
- The screenshot will be saved to the camera roll in the Photos app.

## **iBooks**

### 1. How can I add PDF files/free ePub books to my iPad?

- Download the PDF or ePub file you wish to read onto your computer and run iTunes.
- In iTunes, go to File > Add to Library.
- Find the file you wish to add and select it.
- From the left menu in iTunes, select iBooks.
- You should see the file added to your library.
- Right click or control-click the file and select "Get Info."
- Choose the "Options" tab and make sure the media type is set to "Book."
- Connect the iPad to your computer.
- Select the iPad and go to the "Books" tab.

- Check the box next to "Sync Books" and choose all books or the individual one you wish to add.
- Click the sync button to transfer files to the iPad.
- Open the iBooks app on your iPad once syncing is finished. The file or book will be in your library.

2. Does iBooks come with the iPad? / How much does iBooks cost?

- iBooks does not come with the iPad, but it is free. However, books that are compatible with the iPad must be downloaded from iTunes. While some are free, many of the books do cost money to download and read.

3. Can I add free eBooks to the iPad/iBooks library?

- Add the file for the free eBook to iTunes and sync it to your iPad.
- See question under iBooks for assistance with adding eBooks on iTunes.

## **iPad Backup**

1. How can I backup my iPad with iTunes?

- Connect the iPad to a computer using a USB cable.
- Open iTunes.
- Choose the iPad under "Devices."
- Select the "Summary" tab.
- Choose "Back Up to This Computer" under the backup section.
- Click the "Sync" button.

2. Where are iPad backup files stored on my Windows computer?

- On Windows 7, 8, or 10:  
\\User\USERNAME\AppData\Roaming\Apple Computer\MobileSync\Backup\
- Replace USERNAME with your computer's user account name.

3. Where are iPad backup files stored on my Mac?

- In the search bar on your top menu bar, type ~/Library/Application Support/MobileSync/Backup/

4. What iPad data is backed up by iTunes?

- [CLICK HERE](#) to read more about iTunes backups.

## **iPad Care and Protection**

1. Can I use Windex on my iPad screen?

- No. Chemical solutions such as Windex should never be used on the iPad.

2. What is the best way to clean my iPad?

- Use only water to clean the iPad screen.
- A lint-free scratch-resistant cloth (microfiber) can also be used.

## **iPad Troubleshooting**

1. How do I fix the "not enough disk space" error on the iPad?

- You will need to clear space before taking any more pictures or videos with your device.
- This can be done by deleting photos or videos from your camera roll or removing music.

## 2. How can I force quit an iPad application?

- If an application becomes unresponsive, you can force quit the app.
- Double click the home button.
- This will bring up a screen showing multiple apps.
- Touch the app you wish to close and swipe it up.
- This should close the application.

## Mobile Safari

### 1. How can I create bookmark folders in Safari on the iPad?

- In Safari, choose the icon that looks like a book.
- Choose EDIT when the window appears.
- Press NEW FOLDER and enter the title of the new folder you would like to create. Then, select the location of the new folder.
- Touch BOOKMARKS then DONE. Your new folder will be in the list.
- Folders can be rearranged or deleted by choosing the EDIT button.

## Printing

### 1. Can I print directly from the iPad?

- AirPrint allows you to print directly from the iPad over a wireless network.
- [CLICK HERE](#) for more info about AirPrint.

# Section 6:

## iPad Care



### **Caring for the iPad**

- Students are required to keep the protective iPad case on at all times.
- Never drop or place heavy objects on the iPad.
- Only use a soft cloth or approved laptop screen cleaning solution to clean the screen.
- Defacing the iPad, including the NSU identification sticker, is strictly prohibited.
- To extend battery life, always turn off and secure the iPad after the work is completed.
- Do not store the iPad in extreme hot or cold. (NEVER leave it in your car!)

Chapter 2:

There's an APP

for that!



This chapter is an introduction to the applications you will be using throughout the project as well as how to use them.

# Section 1:

## Login or Create Apple ID



The iPad you receive will not be set up with an Apple ID but will come pre-loaded with only one extra icon on the home screen. This will be the link to this instructional eBook.

The following pages will list, describe, and provide tutorials for the applications that you will need to download to this iPad.

Please login using your Apple ID, or create one if necessary, in order to download the necessary applications.

**CLICK HERE** to view a tutorial on how to create a FREE Apple ID if you do not have one.



# Section 2:

## General Applications

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Google Drive

Drive provides you with 15 GB of free Google online storage, so you can keep photos, stories, designs, drawings, recordings, or videos. Access them from anywhere on any device by logging into your account.

**[CLICK HERE](#)** for a  
Google Drive tutorial  
video.





## Google Docs

Docs is a word processing application similar to Microsoft Word. Docs can be used on any device when you log into your Google account. You can write, share, and even collaborate with classmates on assignments.

**[CLICK HERE](#)** for a Google Docs tutorial video.



## Google Sheets

Google Sheets is similar to Microsoft Excel. You can create, edit, manage, and share spreadsheets. All of your spreadsheets are accessible by logging into Google anywhere at anytime.

**[CLICK HERE](#)** for a Google Sheets tutorial.



## Google Slides

Google Slides is similar to Microsoft PowerPoint. Create, edit, collaborate, and share slideshows with Google Slides. Access your creations from any device.

**[CLICK HERE](#)** for a Google Slides tutorial.



## Explain Everything

Explain Everything is a screencast creator on the iPad. A screencast is a video recording of everything happening on your iPad screen as well as your voice as you speak.

**[CLICK HERE](#)** for an Explain Everything tutorial.



## Discovery VR

This virtual reality app by Discovery Channel offers 360 hi-def videos of some of the most amazing sights on Earth! Browse their selection of VR content from popular Discovery shows like Mythbusters, Deadliest Catch, and Shark Week.



## Google Expeditions

Google Expeditions is a virtual reality tech tool that lets you and your class go on excursions around the world from the comfort of your own classroom. The teacher takes the role of the tour guide while the students are the followers.

**[CLICK HERE](#)** for a Google Expeditions tutorial.



## Google Maps/Streetview

Using the streetview feature on Google Maps, you can enter an address and view a 360° photo of the place you are searching for.

View famous landmarks and cities around the world from the comfort of your own device!

**[CLICK HERE](#)** for a Google Maps Streetview tutorial.



Gmail

Google's mail app is compatible with your Nicholls email address. You may use the Apple mail app if you prefer, but syncing this app to your other Google apps will make everything more efficient.

[CLICK HERE](#) for a Gmail App tutorial.





## Google Earth

Google Earth allows users to explore the Earth from the comfort of their iOS device. Search destinations or look through the suggested places.

**[CLICK HERE](#)** for a Google Earth tutorial.

# Section 3:

## Catalyst App

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The Catalyst app by DataFinch will be used by candidates in this course for data recording and observations. The app has lots of useful features for all things ABA!

Your account must be set up online. Once the account is set up, you can download the application and log in. To learn how to create an account, please refer to the next two pages.

**[CLICK HERE](#)** for a "Getting Started" tutorial.

# Creating an Account

To create an account, [click here](#).

- Click "Start a free trial."
- Enter your information under Contact Info.
  - \*For Organization/Family Name, enter your **first initial and last name** (e.g. jsmith).
  - \*For Organization Type, click University.
- Click "Next."
- Enter the following information under Admin

Account:

\*The Organization ID is automatically generated for you based on the Organization/Family Name you entered, so it should already be your **first initial and last name** (e.g. jsmith). Leave it as is.

\*Change the username to **nsu**.

\*At this point, your Full Login Name should read as follows: **firstinitial&lastname.nsu** (e.g. jsmith.nsu). This is automatically generated for you, and you cannot change it unless you change the Organization ID and/or username. Leave it as is.

\*For password, enter the following as is:

**Educ487!** (including the capitalized E and exclamation point).

- Click "Next."
- Read the software subscription agreement and check off "Agree to terms" located underneath the agreement.
- Click "Start Trial."
- After successfully creating an account, DataFinch Technologies will send you an email with your account information for Catalyst.  
\*It is important that you save this email in case of emergency. It includes your username, password, and device pin that you will use to log into the web portal and the mobile app.

If you need any assistance in creating an account, please contact the iBITTY student worker.  
(See Section 4: Contact & Support page.)

# Catalyst Mobile App

Following the video linked on the previous page, the YouTube channel continues with

11 more video tutorials on using the application to collect various types of data.

Watch these videos before beginning your data collection.

# Catalyst Web Portal

You will use the web-based portal to manage and review your data that has been collected with the application. The video series linked below will take you through 8 videos regarding the portal side of the program.

**[CLICK HERE](#)** for the Web  
Portal tutorial.