

Staff iPad Check-in Procedure

1. For the teacher leaving the district. Turn the iPad into the Principal. Make sure the teacher logs in and erases all content and settings. This will reset the iPad to factory so that you can check-out the iPad to your new teacher.

- A. Go to Settings
- B. Click "General"
- C. Click "Reset"
- D. Click "Erase All Content and Settings" (you will need teachers passcode)