

How to More Successfully Use the Three Most Important Applications

Instructions for Students that Use Classroom iPads

Spanish 304 Introduction to Hispanic Literature

Fatima Cornwall

Blackboard>Dropbox>Notability

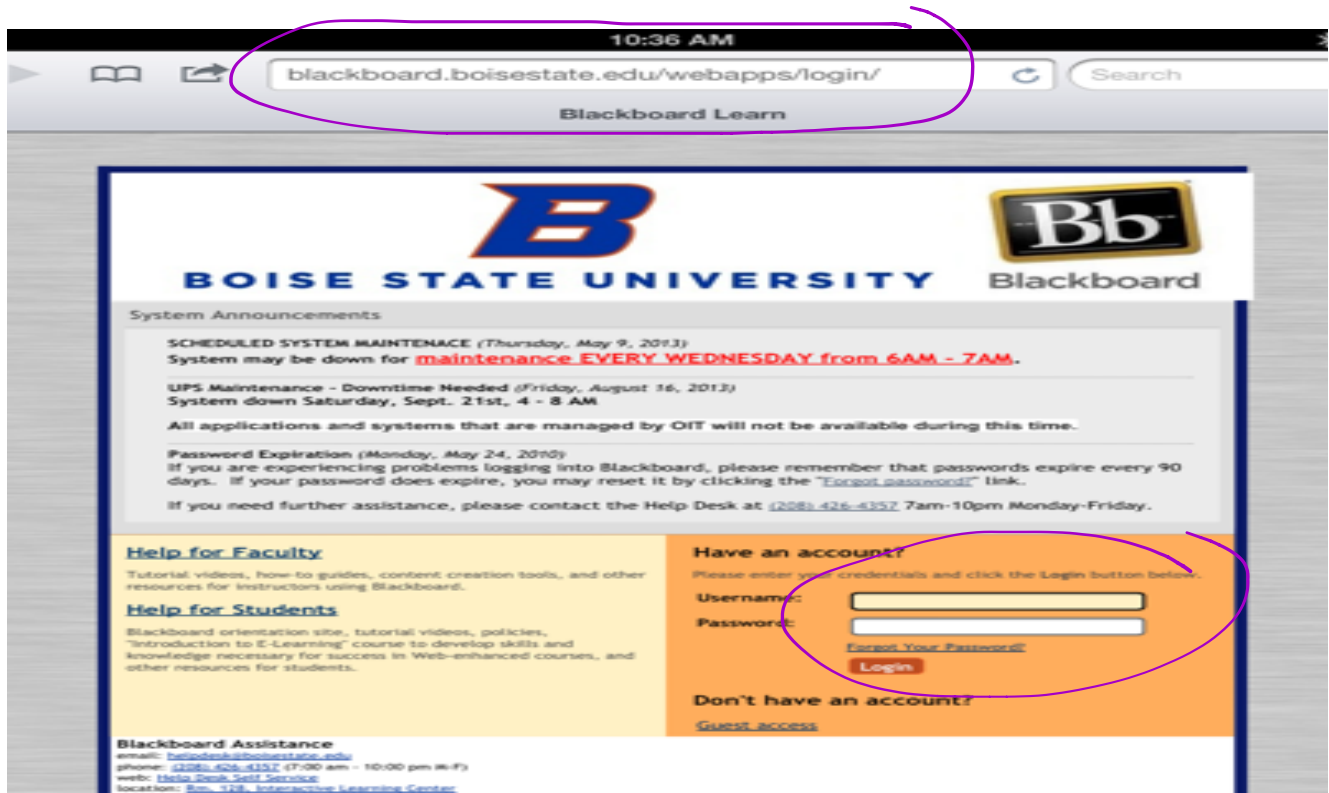
OJO: Soon logging in and out of all these applications will become second nature to you, but until then, please try to be in class a few minutes early so that you are all ready to go once class starts, specially if you need a little bit of help. Remember that Fatima is also new at this.

- 1) There are only three main applications that we will be using in our Spanish 304 Introduction to Class: Blackboard¹, Dropbox, and Notability.

At the Beginning of Each Class

- 2) The very first thing you should do when you walk into our classroom is to pick up an iPad from the cart by the chalkboard. Make sure you look and note down the number of the particular iPad, and make that your “own”, that is, use the same iPad all semester long. That way, if you do forget to “save” you materials, you may more easily retrieve it the next class period. Fatima will ask you what number you have chosen, and keep it in her files as well.

Using Blackboard



¹ For Blackboard, you may also use the application, but it seems that if you go through the browser Safari you will be more successful.

3) Now let's go to Blackboard in case Fatima has handouts, or you need to consult the etextbook under Courseload (last button on our Blackboard site). Just go through the Internet browser Safari, go to Blackboard by typing in blackboard.boisestate.edu, and login just as if you were on a laptop or a desktop.

(See picture on page 1)

IMPORTANT ICONS FOR OUR CLASS



Safari icon



Dropbox icon



Notability icon



Settings icon



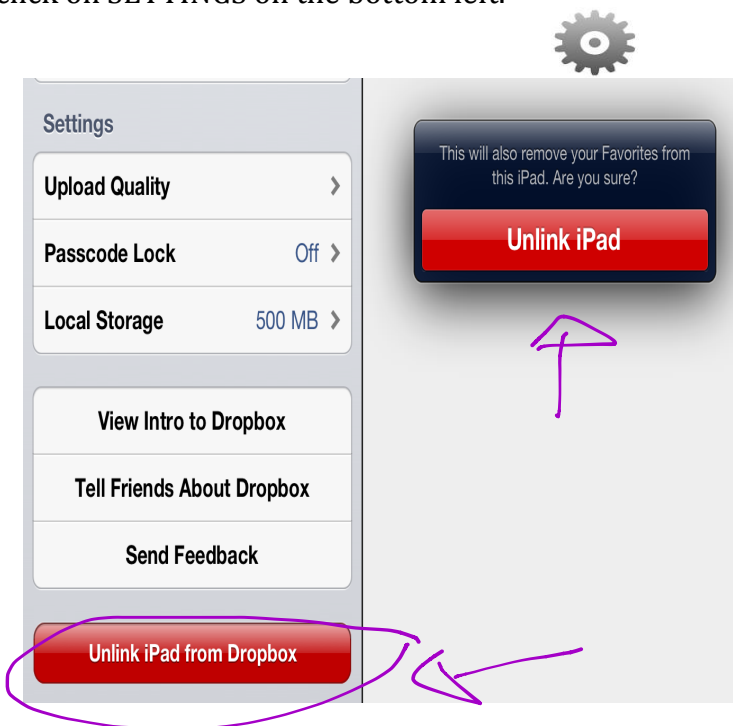
Export icon

Using Dropbox


- 4) Now login to the Dropbox application. If the previous student did NOT logout, then unfortunately you will have to do so. That is why it is so very important that we login and logout of these three applications, and be respectful of other students that need to use the classroom iPads.
- If the previous student has not logout, click on SETTINGS on the bottom left.

Then click on the bottom red button that says **Unlink iPad from Dropbox**, and then again another red button **Unlink iPad**.

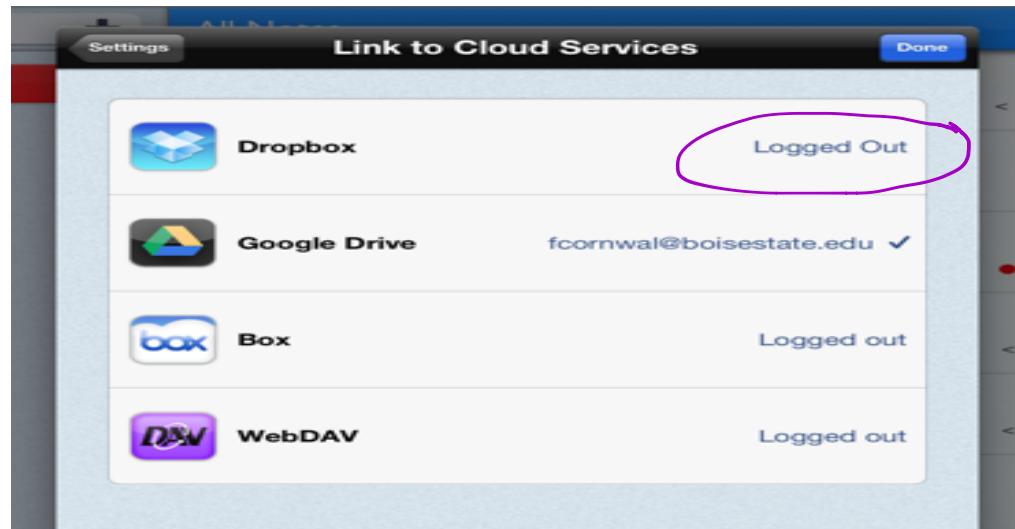
- Login by using your email and the password you used when you created your Dropbox account.
- You will use this application to save all your notes, homework, pictures, etc. At the end of class this will be like your "backpack", that is, it is here you will put all your class materials in the appropriate folder you created specifically for this class and already shared with me.



Using Notability

- 5) Second important item. Click on the Notability application. First, let's make sure you are NOT on someone else's account. If you start a new document or you have opened a document from Blackboard (or even Dropbox), pretend you want to export it to Dropbox, (hit Dropbox, then folder). If you do not see your own folders that means you are in someone else's account.
- To logout of someone else's Notability account, Go to Settings  by clicking on at the upper left corner. Setting is at the bottom right hand corner, then Manage Accounts (at times Cloud Services has been the appropriate option), and logout of Dropbox by simply clicking on Dropbox, and then hit ok.

(Export)



- 6) Take as many or as little notes as you want. The amazing feature from Notability is that you may also add pictures or video to your notes. So if there are many lists or important info on the whiteboard and you cannot possibly write everything down, you may take pictures right from Notability! And remember that taking notes is also part of your participation grade (See class policies and rubric).

At the End of Each Class

- 7) Important reminders for the end of class:
 - a. Save all your Spanish 304 files, documents, pictures, etc. to your Dropbox folder that you have shared with Fatima.
 - b. Logout of Blackboard (just like you would one a laptop or desktop)
 - c. Logout of Dropbox (See instructions above under 4a)
 - d. Logout of Notabilty (See instructions above under 5a)
 - e. Return the iPad to the cart and place it in the corresponding slot (all numbered). Make sure you plugin the charging cable as a courtesy to all your Spanish major and minor colleagues, as well as your professors.