



Thanks to the Penguins Foundation, we now have a cart of 20 Kindles available for use in your classroom. The Foundation is hoping to motivate students to learn through this “innovative educational program.”

How to reserve the Tablet cart:

You can check out the Tablet cart through the Library. A Weekly Usage Chart has been created to log which room is reserving the cart, the amount of time it is being used and how you will be utilizing the cart (skill/subject reinforcement). This chart is necessary for reporting back to the Penguins Foundation.

The cart can be signed out in increments or for the entire day. However, the cart will have to be returned to the Library at the end of each day.

Kindle FreeTime:

Kindle FreeTime has been set up on each tablet, which allows students to only access age appropriate apps and books that have been installed for their use. As new apps are updated by the Penguins Foundation, the Technology Department will download and install them on the Kindles.



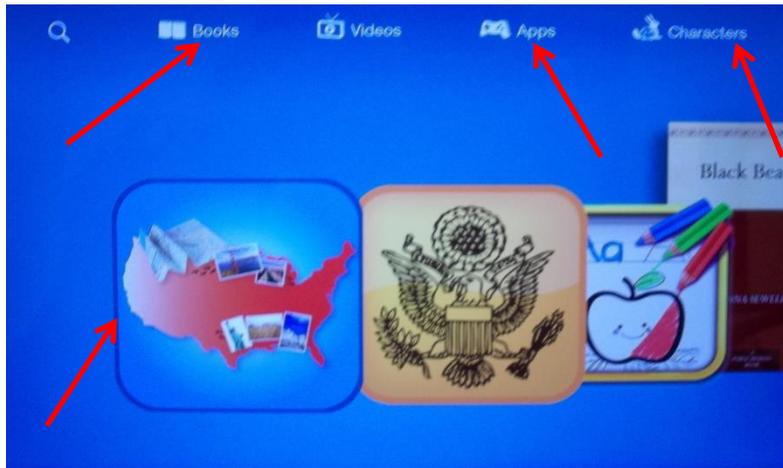
To unlock screen:

Unlock the screen by pressing and dragging the lock icon to the left side of the screen.



Accessing Apps & Books:

You can tap Books see a list of all downloaded books. You can tap 'Apps' to see a list of all downloaded apps or you can swipe through the carousel to view both apps and books. You can also tap on Characters to view by category.

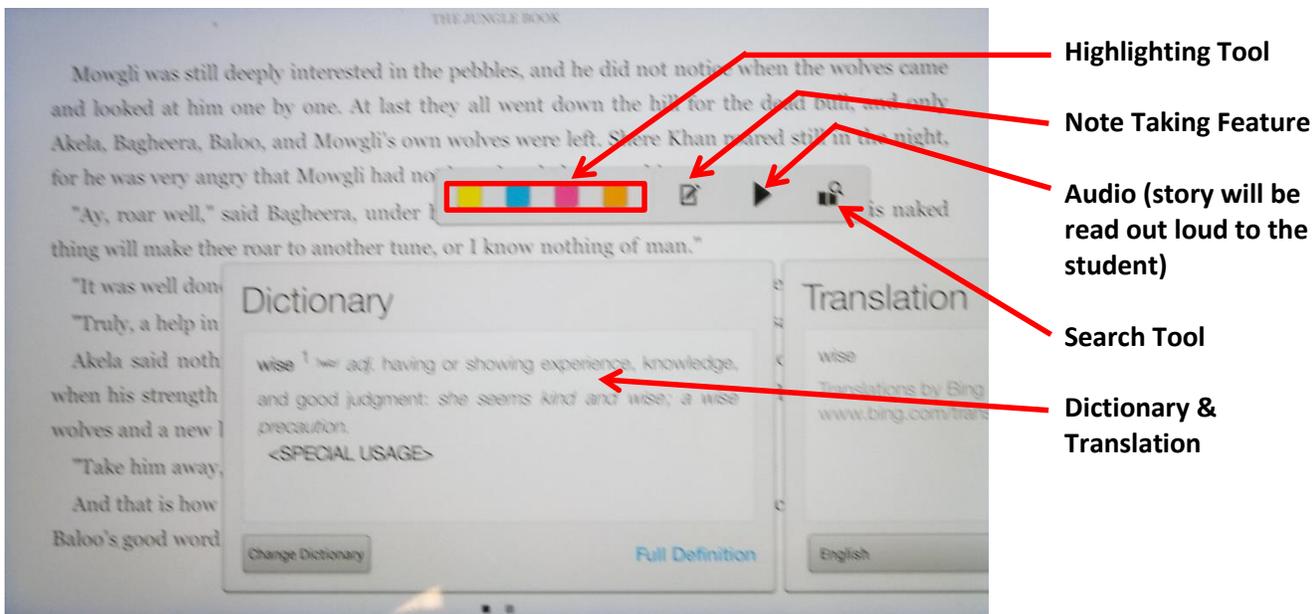


New Apps and Books:

The Penguins Foundation will update the Kindles with new apps and books periodically, however, if you have any suggestions for new content please provide the Technology Department your suggestion and a formal request will be submitted to the Foundation for their review.

Helpful Tips & Hints:

- If plugging in the charging cords, please note that the plug goes in on a slant. Please do not force the plug into the device.
- There are Stylus pens available. Some of the tracing apps require a stylus.
- You may notice ads that pop up in an app. If a student taps on the ad, they will get a message that the feature is blocked and will have to close the message in order to return to their activity.
- Tapping twice while reading a book will bring up the page number, home button, back button, view settings, notes page, and bookmarks.
- Pressing on a word will bring up the Dictionary, Translation, Highlight, Notes, Audio, and Search feature. If you want to highlight more than one word, simply drag your finger over the text.



- Do not be alarmed if the Kindle restarts inadvertently. There is a chance that an update is transmitting to the device, at which time the Kindle will restart on its own. This process only takes about a minute or two.
- If a device freezes, it might be necessary to do a “soft reset.” To do so, simply hold in the power button until you see the message “Do you want to shut down your Kindle?” Tap ‘power off’ and the Kindle will shut down and power back on. This process only takes about a minute or two.
- An internet connection is not needed to run the apps. However, if you need to search the web and lost internet connection it might be necessary to do a “soft reset” to reconnect.
- Any other problems or questions can be reported to the Technology Department via the Ticketing System.