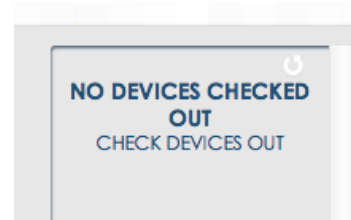
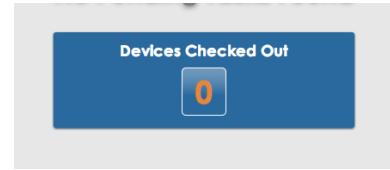
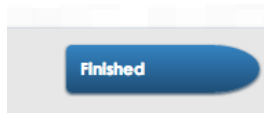
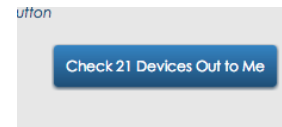
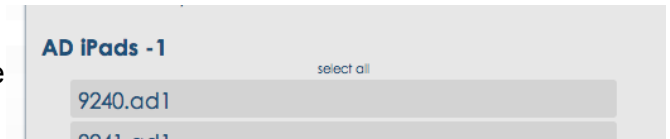


APTRACK Procedures To Launch and Lock App on the iPads

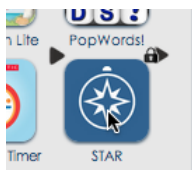
1. Login to Apptrack: <https://d70.apprack.mobi>
 - a. (TIP: bookmark the link)
 - b. use your normal username and PW
2. Click Devices Checked out in the middle of the page
3. In the right hand corner, click the link "Check Devices Out"
4. Find the Cart of iPads you are using (Cart 1, Cart 2, etc...)
5. Click the link "Select All" at the top of the list to highlight the entire cart.



6. Click the link "Check ___ Devices out to me"
7. You will see your name assigned to the devices
8. Click Finished



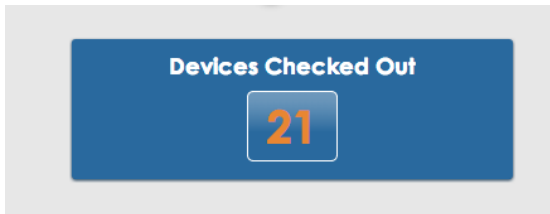
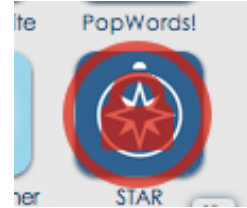
9. Find the app in the list that you want your students to use (for this handout we are showing the STAR app but it can be ANY app that's on the iPad)
10. Hover over the desired app until you see a lock appear in the upper right hand corner.



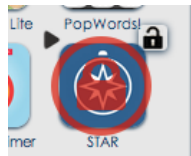
11. Click the lock in the upper right hand corner to “lock and launch” the app on the iPads.
The app will then have the “lock” icon over the app. The selected app will launch on the devices.
12. You can only launch and lock ONE app at a time.

APPTRACK Procedures To Check In and Unlock the STAR App

1. Ensure all students are done using the app
2. Login to Apptrack: <https://d70.apptrack.mobi> (normal UN and PW)
3. Click “Devices Checked Out” box



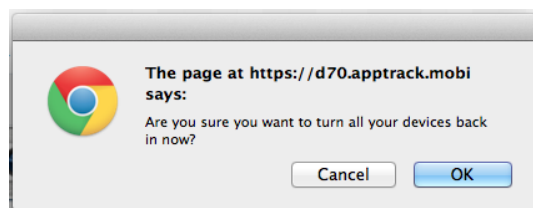
4. Find the app with the lock icon on it
5. Hover over the app until the Unlock icon appears (It looks like an open padlock)
6. Click the unlock icon to “unlock the app”



7. In the Upper right hand corner, click the “Check in Devices” link



8. Click OK to the prompt



9. Your devices have successfully been checked in and ready for the next teacher.
10. Log out of Apptrack