Chapter 1: Preparing Your iPad for Optimal Assessment Experience
Introduction

To prepare your iPads for Q-interactive you'll need to configure the Settings for both iPads. This is necessary to make sure the iPads:

- a) pair correctly to share stimuli and capture data from each other;
- b) display stimuli in a standardized manner;
- c) are configured so that there are no distractions that could affect the assessment.

The screenshots used in this document were generated from an iPad operating on iOS 7, Apple’s most recent system update. The content presented here is also presented in the training video, Preparing Your iPad for Optimal Assessment Experience. However, the screenshots showed in the video were taken from an iPad using iOS 5. This video and other training videos are available at Qiactive.com under the Support tab.

In this chapter you will learn about the features of the iPad and how to configure your iPads for Q-interactive, including:

- Activating Bluetooth
- Activating Wi-Fi
- Adjusting Brightness
- Installing Q-interactive Assess App
- Locking screen view
- Securing the iPad
- Setting Application Mode
- Turning off opening new Safari tabs in background
- Turning on Audio Capture
- Setting Language and Region Format

If you are already familiar with the iPad, you can quickly configure the IPads for Q-interactive with the Q-interactive iPad Configuration Checklist, located in Appendix A.

Other Resources:
The information provided in this chapter is also presented in a tutorial video, Preparing iPad for Optimal Q-interactive Experience and in the On-Boarding Q-interactive Webinar, Session 1: Q-interactive: Proper iPad Settings & Q-interactive Central Workflow. View the webinar schedule.
Become familiar with your iPad.

Before you begin using your iPads, take a few minutes to become familiar with its switches, buttons, and ports.

(A) Front Camera. The iPad has two cameras: a front-facing camera primarily designed for FaceTime conversations and a camera located on the rear of the tablet. Please see Letter E for a description of the back camera.

(B) Touchscreen Display. The iPad doesn’t have a tactile keyboard or many hardware buttons. Using the LED-backlit glossy widescreen glass display you can surf the Internet, compose e-mail messages, navigate apps, and change settings. The display screen has an oleophobic coating, so it’s easy to wipe off fingerprints and smudges.

(C) Home Button. One of only four buttons on the device, and the only one on the front of the iPad, the Home button primarily acts as an escape option, but has other functions as well:
1. If you press the Home button while in an app, you will be returned to the Home screen where all your apps are displayed.
2. If you double-press the Home button, you’ll pull up the multitasking shelf, which allows you to see recently running apps and access device shortcuts.
3. If you press the Home button while you are on your Home screen, you will be taken to the Spotlight search screen.
4. If you have multiple Home screens, pressing the Home button will take you back to the first page.
5. If you press the Home button while the device is off, the iPad will wake up.
6. If you press the Home button twice while the iPad is awake and locked, the iPad controls will be displayed.

(D) Sleep/Wake and On/Off Button. Located on the top right of the iPad is the Sleep/Wake button.
1. To put your iPad to sleep, press the Sleep/Wake button once.
2. To wake up your iPad, press the Sleep/Wake button once and slide your finger across the lock slider located at the bottom of the touchscreen to unlock your iPad.
3. To turn your iPad off completely, hold the Sleep/Wake button down for a few seconds, until the Slide To Power Off slider appears at the top of the touch screen.
4. To turn your iPad back on, press and hold the Sleep/Wake button until the Apple Logo appears and slide your finger across the lock slider to unlock your iPad.

(E) Back Camera. The second of the iPad’s 2 cameras is located along the back of the device, in the upper left corner. This camera shoots video and stills, and can be used for FaceTime conversation, quick movie-making, or a still shot or two. The software offers a tap-to-focus feature and a digital zoom.
(F) **Side Switch.** The iPad’s Side Switch, located on the right side of the tablet, near the top, can be set to lock the screen orientation or to act as a mute switch, depending on your preference.

Click on Settings and tap General, and then tap Lock Rotation or Mute in the Use Side Switch To section.

1. If you choose Lock Rotation, toggle the screen-rotation switch on the side of the iPad to expose the orange dot, and your iPad will stay in either landscape or portrait view, regardless of how you’re positioning it. When the rotation lock is engaged, a small icon showing a lock with an arrow around it will appear on the right side of your status bar, near the battery icon.
2. If you select Mute in the settings screen, the switch will control the iPad’s Silent mode, which mutes alert noises. Be advised that you can still hear the audio from music and videos on the device’s speaker when the iPad is in Silent mode.

(G) **Volume Up/Down Buttons.** Directly below the Side Switch are the iPad’s volume buttons. Press the top of the button (Volume Up) to increase the volume and the bottom of it (Volume Down) to lower the volume. You can also quickly mute the iPad by holding down the bottom button for two seconds. These buttons affect app sounds, as well as audio and video playback.

You can make these buttons affect your alert and ringer volume as well by enabling Change With Buttons in Settings -> General -> Sounds -> Ringer And Alerts.

(H) **Built-in Speaker.** You’ll find a speaker on the bottom right edge of the iPad (when facing forward). It will play anything that makes noise on your iPad, including music, video, or app sounds. Because the iPad has just one speaker, it only outputs mono (single-channel) sound. You can also connect the iPad to third-party speakers via the headphone jack, Bluetooth, or the dock-connector port.

(I) **Dock-Connector Port.** To charge and sync your iPad, you use the device’s dock-connector port, on the bottom center of the device. You can also use this port to hook up your iPad with third-party accessories, such as Apple’s Camera Connection Kit. Keep in mind that only some Macs and AC adapters can charge the iPad; others cause the iPad to declare that it is not charging, although your computer shows that the device is connected and able to sync. When plugged into the included 10-watt USB power adapter, the iPad can charge while awake or asleep. On high-powered USB ports—such as the ones on most recent Macs—the iPad charges but it takes longer, according to Apple. On Macs and PCs without high-powered USB ports, the iPad will charge only in Sleep mode; when it’s awake, it will display a “Not charging” message in the status bar at the top of the screen.
(J) **Micro-SIM Card Tray.** Available only on the Wi-Fi + 3G (GSM) iPad model, the micro-SIM card tray along the back left edge of the tablet is where your GSM SIM card is stored. With one of these cards and a cellular data plan, you can get 3G data service on your iPad. Even if you don’t have an active 3G plan, you can still connect your iPad to the Internet over Wi-Fi. To eject a micro-SIM card, insert the end of a paper clip into the small hole adjacent to the tray and push.

(K) **Headphone Jack.** Located at the top left edge of the iPad is a standard 3.5mm audio jack, the same type that’s found in iPods and iPhones. You can use either wired or Bluetooth-enabled wireless headphones with the iPad. If you plug in headphones that have a microphone, the iPad will recognize it and allow you to use it for apps with audio-recording capabilities. Otherwise, the iPad will use its built-in microphone.

(L) **Microphone.** The iPad’s internal microphone is on the top center edge of the device, right above the front-facing camera. You can use it to record audio in any app that supports audio recording.

(M) **3G Antenna (3G iPad only).** For optimal reception, the 3G antenna in your iPad is at the top of the device, housed under a black plastic shield.

**Practice using your iPad.** Your iPad is a touchscreen where you can interact by using your finger or stylus. For taking notes and for such subtests as the WIAT-III Oral Reading Fluency where you mark the edits directly on the iPad screen, it is recommended that you use a stylus. While you may assume that writing with a stylus is the same as writing with a pen, there are nuances which you should familiarize yourself with prior to completing an assessment.
Adjust Brightness on the Examiner’s and Client’s iPads. To ensure text and stimuli are visually displayed properly, follow these steps to adjust the brightness of the iPads:

**Step 1:** From the iPad home screen, tap on Settings to access the Settings menu.

**Step 2:** Scroll down until you see “Wallpaper & Brightness” under the Setting menu and tap on the words.

**Step 3:** Maximize the brightness by dragging your finger across until the line is solid blue and Turn off Auto-Brightness.
Activate Wi-Fi. If you have a secured Wi-Fi connection, Q-interactive can stay connected to the Internet and will save your data both locally and to Q-interactive Central throughout the administration.

**Step 1:** Under Settings Menu scroll up until you locate Wi-Fi in the Settings Menu and tap on it.

**Step 2:** Turn Wi-Fi on by moving the slide to the right. The slide background will change from white to green and Wi-Fi Network options will display. Choose your network and a checkmark will appear once connected.

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Turn Off Safari Open New Tabs in Background. Safari automatically opens new tabs each time you access the Internet. To maximize performance, it is recommended that this function is off.

**Step 1:** In the Settings screen, scroll down the left navigation bar until you see the Safari and tap on it.

**Step 2:** On the right side of the screen under General, locate “Open New Tabs in Background” and turn it off by moving the slide to the far left, background will be white.
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Now we are going to change a few of the settings under General, Assess, and Bluetooth.

**GENERAL SETTING**

**Secure the iPad.** To protect client and proprietary information, there are a few security settings that need to be made.

**Step 1:** Under the General setting, find Auto-Lock and tap on it.

**Step 2:** It is recommended that you set the auto-lock at 15 minutes. To set the auto-lock, tap on 15 minutes.
In addition to setting up auto-lock, a passcode should be created.

**Step 1:** Just below Auto-Lock are the words, Passcode Lock. Tap on Passcode Lock.

**Step 2:** On the next screen, turn off “Simple password”.

**Step 3:** Tap on “Turn Passcode On”. By activating Passcode, you will be prompted to set your passcode. Once you have keyed it in, activate Require Passcode Immediately.

**Step 4:** Tap on the General button at the top of the screen to go back to the General menu.
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Lock the screen view. During the administration of a subtest you do not want the stimulus image to rotate. To ensure that the image does not rotate, the screen view should be locked.

Step 1: Under General, scroll down the screen until you find, “Lock Rotation” under “Use Side Switch to.”

Step 2: Tap on “Lock Rotation” until a Checkmark appears.

Note: There are a few subtests that require audio being played from the client’s iPad. Prior to administering these subtests, you will be prompted to play a sample track to calibrate the audio volume. If you do not hear any sound upon playing the track, there are two possible reasons:

1. Increase the volume by pressing up on the volume button on the side of the iPad. (See G, page 4)

2. If the side switch (see image above) is set to mute audio, make sure the Side Switch (See F, page 4) is pushed to the top until the orange dot is covered. However, if the screen is locked, the side switch can be in either position.
Multitasking Gestures should also be turned off to prevent distractions during the assessment session.

**Set the language and region format.** Q-interactive uses the language and region format settings from your iPad to display text, dates and other formatted values in the correct format for your country. They are also used to ensure the correct contact details are displayed for Technical Support where such messages are shown.

**Step 1:** Under General, scroll down the screen until you find, “International”

**Step 2:** Tap on “International” and locate “Region Format”. Tap on this and set the country as per the table below depending on where you live.

**Step 3:** Tap on “Language” and set this as per the table below depending on where you live.
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<table>
<thead>
<tr>
<th>Country</th>
<th>Region Format (Step 2)</th>
<th>Language (Step 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States</td>
<td>United States</td>
<td>English</td>
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</tr>
<tr>
<td>United Kingdom</td>
<td>United Kingdom</td>
<td>British English</td>
</tr>
</tbody>
</table>
ASSESS SETTING

Install Q-interactive Assess App. Assess is an application that you can download from the Apple iTunes Store. Before we can make the necessary updates to the Assess Setting, we need to install the Q-interactive Assess app. While the instructions below walk you through how to download the Assess app either from your computer or the iPad, the images below only reflect how to download the app to the iPad.

To download the app to your computer, you need to have iTunes installed. To install iTunes, go to apple.com/itunes and follow the instructions to download the software.

Step 1: From your iPads, go to the home screen and tap on the App Store icon. If you are using a computer, go to iTunes and click on “App Store” and then “iPad”.

**Step 2:** For both devices, go to the “Search Store” (located top right on the iPad) and key in q-interactive. The Q-interactive app will display in the results section.

**Step 3:** Click FREE and then INSTALL and follow the instructions on the screen.
Step 4: If you installed the app on your computer, the last step you need to perform is to sync your iPad to your computer.

Now that you have performed these steps, you can now access Q-interactive Assess from your iPads.

Note- For iCloud users, Q-interactive stores data in a file that is intentionally excluded from iCloud for reasons of data security. Therefore, assessment data will not be permitted in iCloud nor permitted to sync to the Apple Servers.

Changing Application Mode. Q-interactive requires two iPads, each serving a specific purpose. Therefore, it is important that you set the iPad mode. One iPad should be in “Practitioner mode” and the other iPad should be in “Client Mode”.

Step 1: Tap on Settings from the home screen.
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Step 2: Scroll down the Setting Menu until you locate the Q-interactive Assess and Tap on it.

Step 3: On the right side of the screen, you see “Application Mode” tap on the arrow to edit the mode.
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**Step 4:** Set one iPad to Practitioner Application Mode by touching on “Practitioner”.

**Step 5:** Perform the same steps on the second iPad, this time setting the iPad to “Client Mode”.

**Step 6:** Tap on Assess to go back to the Assess Menu.
Audio Capture. For subtests where a client responds verbally to the stimuli, Q-interactive will record the client’s response via the iPad. When scoring responses following testing, you can refer to the recording to validate or clarify scoring if necessary. To enable the microphone so that client responses will be recorded, please follow the following steps.

Step 1: Under Settings, scroll until you see “Privacy” on the left side and tap on it. Then tap on "Microphone", which is located on the right side of the screen.
Step 2: Tap on Microphone. Any apps that request access to the microphone will display here. Find the Q-interactive Assess app, and enable the microphone by moving the slide until the green background displays.

We recommend using audio capture for test accuracy and optimized Q-interactive experience. However, in some instances you may be unable to obtain consent from a client for audio recording. You can deactivate the audio recording within the iPad Settings.

On the Practitioner iPad locate “Enable Audio Capture” within the Assess App Setting menu. Move the Slide to the far right, green background will appear.
**BLUETOOTH SETTING**

**Activate Bluetooth.** Bluetooth allows the iPads to “talk” to each other. The Practitioner iPad sends images to the Client’s iPad and the Client’s iPad sends responses to the Practitioner’s iPad.

**Step 1:** Tap on General under the Settings menu.

**Step 2:** Locate “Bluetooth” and turn on by moving the Slide to the far right, green background will appear.
To eliminate Bluetooth connectivity interference, it is important that you name your Bluetooth. This action needs to be completed on both iPads and the name needs to be the same on both iPads.

**Step 1:** Scroll down on the left navigation bar until you see the Asses App icon. Tap on the Assess icon.

**Step 2:** On the right side screen, go to the right side of the screen and locate “Bluetooth name”. In this field, type in a unique descriptor. It is recommended that you use your name. Make sure you type the same information on both iPads, they will not connect unless the Bluetooth Name for each is identical.
Housekeeping Tips:

- Check battery charge level before giving an assessment. Keep iPad fully charged for assessments. Monitor your battery charge level and have power cords available to connect if necessary.
- Review your alert notifications under Do Not Disturb, turning off alerts for emails, appointments, etc.
- Do NOT run other applications on the iPad while running “Give” during assessment days. To turn off apps in the background, following these steps:
  1. Double click the home button which will display all apps that are currently open.
  2. Place your finger on the image of the Q-interactive app you want to close.
  3. As you swipe your finger to the top of the screen the image will move off of the screen, closing the app.
- Reboot the iPads after each assessment session for optimal performance.
**Appendix A: Q-interactive iPad Configuration Checklist**

Be sure you have both iPads fully charged. The following checklist is for PRACTITIONER (Clinician) and CLIENT iPad Configuration. Begin by tapping SETTINGS icon on iPad desktop. When SETTINGS window opens, the settings choices are in the left column. Tapping on any one of the settings choices will open a menu in the right column. It is in the next right column that you will see a submenu (if available), and it is here where you will make your choices.

<table>
<thead>
<tr>
<th>Clinician's Tablet</th>
<th>Client's Tablet</th>
<th>Settings</th>
<th>Menu</th>
<th>Submenu</th>
<th>Choice</th>
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<tbody>
<tr>
<td>X</td>
<td></td>
<td>Brightness &amp; Wallpaper</td>
<td>(slide bar to right extreme)</td>
<td></td>
<td>Maximum</td>
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<tr>
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<td></td>
<td>Brightness &amp; Wallpaper</td>
<td>Auto-Brightness</td>
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<td>Choose Network</td>
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<td>Assess- Enable</td>
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