Elementary iPad App Request Process

Outline

• App Request Process

• App Request Timeline for Deployment

• App Submission Details to Include

• FAQ

App Request Process

**This section describes the steps needed to request an app for distribution.**

1. Teacher finds an app that they would like students to use on a large scale (Grade level wide)

2. Teacher sends this app to their grade level team for review and collaboration across the rest

of the teachers contained in the department

3. If the grade level team confirms they would like this app, then it is passed on to the school

principal

4. Pending principal approval and the proper allotment of funds to the correct VPP account the

 the principal will then email Chief Information Officer for final approval.

5. App is then deployed to iPads by System Administrator

**Visual representative of the steps above**

1. Teacher 2. Grade Level Team 3. Principal Approval 4. CIO Approval 5. Tech Deploys App

Approval

Canvas

App

**MSD of Decatur Township**

App Request Timeline for Deployment

• **App request needs to be turned in by Wednesday and will be deployed to the iPads the**

**following Monday at 11:30 PM.**

• Once the principal approves the app and confirms the proper allotment of funds is in the

school's Volume Purchase Program Account, the principal will then send an email to

iPad.Apps@msddecatur.k12.in.us. **Only principals have access to send emails to this ac- count.**

App Submission Details to Include

• As of writing this, the Apple App Store currently has 1.6 million apps. To confirm the correct

app gets pushed out we need the URL of the app from the iTunes store. Video tutorials are

attached below on how to get this URL. Having the link will minimize any confusion for app

deployment and save valuable time when it comes to collaboration on picking apps to de- ploy.

Video Tutorials

• Get App URL from iTunes on a Mac: View Video

• Get App URL from the App Store on an iPad: View Video

•Get App URL from iTunes on a Windows PC: View Video

Additional Submission Details

• **To deploy an app we need the following details:**

1. The App URL for the app you would like to deploy

2. Confirm the allocation of app money in the schools Volume Purchasing Program Account

• To get the current amount of money in the schools Volume Purchasing Program Ac-

count, please contact Nicholas Richardson

3. The number of students you want to deploy this app to

4. The total cost of the app licensing

• Contact System Administrator to get the price of the app deployment, higher volumes

change the pricing for select apps.

• For further information, or if you have questions, please contact System Administrator.

**MSD of Decatur Township**

FAQ

Q. If the student already has the app installed, will this cause there to be two of the same app

on the student's device?

A. No, the iPad is intelligent enough to know when the app already exists on the device.

Q. Is this application distribution process the same for free and paid apps?

A. Yes, we want to keep the same process to reduce any additional complexity.

Q. Can we still tell our class to download a free app if we wish it for a particular class?

A. Yes, this process is for the bulk deployment of apps only.

Q. How long does it take for the app to show up on the student's iPad?

A. This depends on many factors, network speed, VPP account association, etc. If the

student have set up their Apple ID correctly, this process is usually very quick as long as the app was assigned to the student two school days in advance.