

Guided Access

Guided Access on the iPad can be used to support students with self-regulation. When enabled, it essentially “locks” a student within a single app, rendering navigation to other areas of the iPad (or the app itself) impossible. It can also be helpful for students who find transitions challenging; many students who find the iPad engaging, have a difficult time relinquishing it when required. Guided Access can prevent the student from re-engaging, giving them an opportunity to focus on the calming and reasoning required to allow them to transition. It also often reduces negative behaviours as it empowers them to be the decision maker while the disabled iPad simply maintains the required expectation.

Guided Access is customized specifically for an app; meaning that options are set for each app individually. When using Guided Access with an app, it will be important that you are familiar with the features of the app itself and which ones require being disabled or blocked.

Guided Access is a feature that will remain in the background until enabled; it will not automatically engage each time an app is used, however, once used with a particular app, it will remember the settings used and automatically apply them when re-enabled in subsequent sessions.

Turning on Guided Access

Settings>Accessibility>Guided Access

- **Passcode Settings** - Create a passcode that will be required each time the features is turned on and off.

Enter a 4 digit passcode that the student is not familiar with. *It is imperative that this passcode be remembered, or the iPad will need to be rebooted.*
The passcode will be entered twice.

- Enable the **Touch ID** to exit Guided access is an option on newer iPads.

Enabling Guided Access

- Open the desired app
- **Triple click the Home button or the Top Button** to open the Accessibility Shortcuts window
- Select Guided Access

From the Option menu the following can be enabled/disabled

Sleep/Wake Button – when turned **OFF**, will **disable** the POWER button functionality

Volume Buttons – when turned **OFF**, will **disable** the ability to adjust the volume

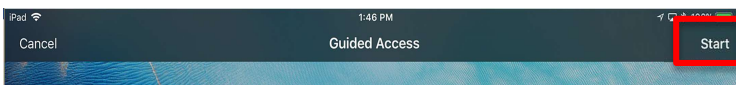
Motion – when turned **OFF**, will **disable** the ability for the screen to turn when the iPad is rotated

Keyboards – when turned **OFF**, will **disable** access to the keyboard

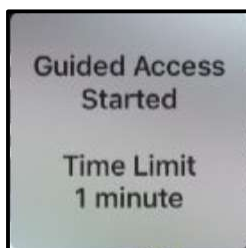
Touch - The Touch feature disables app controls and parts of the app screen. When touch is used, it creates a barrier on the screen that does not recognize touch – for example, you can use assistive touch to block the part of the screen that allows users to access settings, repeat the instruction or exit the app.
To block access to an area of the screen draw a box around the section. Use the handles to resize the disabled area.

Dictionary Lookup - To use the Look Up feature when you select text, turn this on.

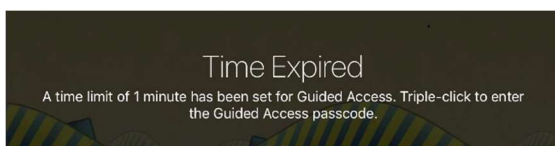
TimeLimit -Time Limits for app use can be set to keep users on schedule. At the completion of the time limit set, the iPad will indicate that time is expired and prevent users from accessing anything on the device.



- Once options have been selected, select **Start** in the top right corner of the screen.

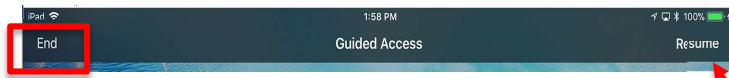


- Guided access will indicate that it has been started and list the Time Limit (if selected)



- If a Time Limit was selected, it will indicate when the time has expired with a message and disable all functionality of the iPad as determined by the pre-selected settings

Exiting Guided Access



- Triple click the Home Button or the Top Button
- Re-enter the Guided Access password
- Select **End** to disable Guided Access

OR

- Readjust option settings and **Resume** to continue using the app

Guided Access will remember options set for each app it is enabled with. When Guided Access is enabled for the same app in future sessions, it will automatically start with the previous settings engaged. If options require adjusting, simply triple click the Home button again and the Guided Access window will open.