



Student iPad Deployment Workflow

1. Planning

- ☐ Identify number of devices required
- ☐ Choose iPad 2, 4 or Mini
 - Lightning connectors recommended
- ☐ Identify separate Mac sync station computer
 - MacBook5,2 or later with 120GB hard drive
- ☐ Choose USB hub
 - [Plugable 4-Port BC 1.1 Charging Hub](#)
 - For large deployments, [Bretford PowerSync D20](#)
- ☐ Pick a case that meets your needs
 - For iPad Mini, [Ionic Rotating](#) case recommended
- ☐ Choose USB or non-USB cart(s)
 - [Anthro 40](#) non-USB carts recommended
- ☐ Staff vetting (evaluation) of apps they would like on the student iPads
- ☐ Update School Technology Use agreements
- ☐ Assess electrical power requirements for location

2. Ordering

- ☐ Order devices from [4J Apple edu price list](#)
- ☐ Order cases from Amazon or other vendor (be sure to check shipping costs per item)
- ☐ Order powered USB hub
- ☐ Order labels and any other needed supplies
- ☐ Order carts and have them shipped directly to school

3. Inventory

- ☐ Receive devices and cases
- ☐ Scan serial number and asset tag barcode into 4JTI
- ☐ Follow Lawson asset inventory process
- ☐ Plan deployment in steps according to carts or other system (e.g. Complete Cart A now, then Cart B, etc.)
- ☐ Finalize cart allocation and print name labels for iPads belonging to carts (A01, A02, etc.)
 - [Brother TZ labels](#) white text on black tape

- ☐ Affix labels to iPads and log label and asset tag for later input into inventory database
- ☐ Place iPads in cases, affix labels to cases if applicable

4. Setting Up

- ☐ Wire cables in carts as needed
- ☐ Set up Mac sync station with MacOS X 10.7 or later
- ☐ Set up separate school free and paid iTunes accounts, make purchases of apps on sync station
- ☐ Install Configurator (free) on sync station
- ☐ Use Configurator to install latest version of iOS
- ☐ Create master iPad and sync with iTunes. Set iTunes to wireless sync and copy new apps automatically
- ☐ Organize apps into folders
- ☐ Test apps and turn off notifications as needed
- ☐ Set up restriction code and verify settings
 - Allow Changes -> Accounts -> Set to Don't Allow
- ☐ Backup master iPad to iTunes
- ☐ Use iTunes to restore master iPad to target iPads
- ☐ Authenticate to wireless, install Meraki MDM profiles specific to your school
- ☐ Rename iPads by plugging in individually
- ☐ Repeat for iPads in next cart or batch

5. Ongoing Post Deployment Tasks

- ☐ Verify inventory database entries
- ☐ Install new vetted apps on sync station
- ☐ Wireless or USB syncing to get new apps onto the deployed iPads
- ☐ Use Configurator to install latest version of iOS

Don't forget staff trainings, staff apps purchases, and other important components of your project!