



# 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!