Using your Android tablet device to make a real difference in your teaching

SESSION 1

All about Android tablet devices

CLASS NOTES

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Our Teachers. Our Future.

Course content

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Session 1: All about Android tablet devices

Class Notes

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Important information

1. You can download and print the Class Notes for personal use, but you may not share them.

2. Once you have watched all the videos and completed all the quizzes, reflections, tasks and assessments successfully, you can download your certificate and print it.

3. If you wish to earn SACE Professional Development (PD) points for this session, you must complete all the online assessments in the session successfully. Our system will notify us of your success, and we will send the points allocation request to the South African Council for Educators (SACE).

4. Remember that devices and apps are updated all the time. The device specifications and features that you see here might differ slightly from those of the device you are using. The app features and icons that you see here might also differ slightly from the app in which you are working.

Contents

Outcomes and content

Outcomes of the session

By the end of the session, you will:

- know about the different Operating Systems (Android, Windows, iPadOS, Huawei [HarmonyOS])
- know the various tablet types and their specifications; have knowledge of the different Operating Systems (Android, Windows, iPadOS, Huawei [HarmonyOS]); and unboxing and turning on
- understand how to create a Google Account
- be able to complete basic actions related to the Android device, for example, turning it off, using the camera, etc.
- understand how an Android tablet device operates in terms of navigation of the tablet and apps
- be able to change the orientation (landscape/portrait) of your Android device
- be able to personalise the look of your Android tablet device
- be able to organise your Android tablet device for effective use
- understand how to maintain the security of an Android tablet device
- appreciate how long a battery on the Android tablet device lasts, and how to manage it effectively
- understand the different types of connectivity
- appreciate data usage and how to manage it effectively

Content of the session

This session will focus on:

- tablet brands and Operating Systems
- setting up a tablet device
- creating a Google Account
- basic actions and navigation on an Android tablet device
- opening, closing, moving, and organising Android apps
- security settings
- battery life
- connectivity (WiFi, 2–5G, Bluetooth)
- data use

Overview

Welcome to **All about Android tablet devices**, the first session of **Using your Android tablet device to make a real difference in your teaching**. In this session, you will learn about Android devices and how to start using them.

We will cover three areas in this session.

1. Out of the box.
2. Organising your tablet
3. Tablet mastery.

There are regular tasks and quizzes just to check that you are developing the knowledge needed to move on.

Out of the box

In this digital age, tablets have become indispensable tools for teaching and learning. However, with various Operating Systems available, it's essential to understand the differences and similarities so you can get the most out of your device, and be able to make informed choices. We will refer to an Operating System as OS throughout the rest of this session.

What sort of tablet do you have?

OS

To determine the type of tablet you have, it's essential to consider the OS on which it runs. An OS is crucial software that manages computer hardware and software resources and provides common services for computer applications. We refer to these applications as apps.

The hardware is the actual device and the bits and pieces inside it that you can touch; the software is all the programs or apps that allow you do the things you want to do on your device. On a phone, some apps send messages, and emails, and make notes, the list is endless. And all of this is true for a tablet device.

There are several different OSs that power computers, smartphones, and tablet devices. We are focussing on tablet devices, so we will explore the OSs that you would expect to find on them. If you want to know more about OSs on other devices, then we suggest you do Session 2 of our **Digital Learning in Schools Course** – the session is called **Getting technical**.

Common features of OSs

While each OS has unique features, they share a set of common features.

- Each has a User Interface that provides a graphical user interface (GUI) for users to interact with the device. You can think of this as the look of the OS.
- The File Management System manages files and folders on the device.
- The Memory Management System allocates and manages memory for running apps.

- The Process Management System manages and schedules running apps, deciding which app should run when.
- All of the OSs offer security features to protect against viruses and unauthorised access.
- Each OS enables the device to communicate with other devices (like WiFi routers) and facilitates communication and data transfer between devices.
- All OSs have regular app updates to improve performance and security.

<table>
<tr><td>Task</td></tr>
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- Identify what brand of tablet you have.
- Identify the OS of your device.

Unboxing and turning on the tablet

Understanding the components of your tablet is crucial for basic navigation, power management, and using the tablet's features effectively. Here is a list of typical tablet device features.

- Screen: The main display where you interact with the tablet.
- Power Button: Used to turn the tablet on and off.
- Volume Buttons: Controls the device's audio output.
- Charging Port: Where you connect the charger to recharge the tablet.
- Audio Jack: For connecting headphones or external speakers. Some new tablets do not have an Audio Jack.
- Camera(s): Front and/or rear-facing cameras for capturing photos and videos.
- Home Button (if applicable): Some tablets have a physical Home Button for navigation.
- Microphone: Used for voice input and for recording audio.
- Speakers: Built-in for audio playback.
- SIM Card Slot (if applicable): These are found in tablets with cellular capabilities.
- MicroSD Card Slot (if applicable): Some tablets have these slots, used for expanding storage using a MicroSD Card.

Turning it on

Push and hold down the Power Button to turn on the device. You may have to hold it down for a few seconds before the tablet is activated.

If your device has been used before, you may now discover that your screen is locked. You must unlock the screen. This is done differently for different devices. You may need to use a PIN, face recognition, a pattern, or a password to unlock the device.

Setting it up

You can set up a new tablet device

1. On the Welcome Screen, tap Start.
2. Choose a language. Tap Next.
3. Select your country or region. Tap Restart.
4. Wait while the tablet device prepares.
5. When presented with legal items to review, read, and then agree to them. Tap Next.
6. Select a WiFi network. Or tap Skip.
7. Enter your password and then tap Next.
8. Allow the tablet to check for software updates.
9. It will take a few minutes to get the tablet ready.
10. You can choose to copy apps and data from an existing account if you have one. If you do not, tap Don't Copy. If you do have one, tap Next and follow the steps.
11. The device will do some checking, and then ask you to sign in to your Google Account. If you have an account, sign in. If not, you will need to create an account.

You can create a Google Account

1. Click Create Account.
2. Enter your name. You can choose to enter your surname. Click Next.
3. Enter your date of birth and gender. Click Next.
4. Create a Gmail Address. You can use letters, numbers, and full stops. Click Next. Your username may be already taken. Create a username that Google will accept by adding in numbers or initials or your nickname. Google will suggest other available usernames. You can accept one of these or try again with a variation of your username.

You won't be able to get a certain Gmail Address if the username you requested is:

- Already being used;
- very similar to an existing username;
- the same as a username that someone used in the past and then deleted;
- reserved by Google to prevent spam or abuse.

5. Create a strong password. Click Next.
6. You can give Google another email address that you can use (if you forget your password, for example). You can do this and click Next or click Skip.
7. You have an option to give Google a phone number that you can use if you forget your password, for example. You can do this and click Next or click Skip.
8. You can review your account information, and if you are happy, click Next.
9. Next, you are offered Google services like using your location, allowing apps to scan for WiFi, sending usage and diagnostic data, and accepting that apps will be automatically downloaded, and will use data. Tap Accept.
10. Next, set up protection for your tablet. Face recognition is the strongest option, but if you allow others to use your tablet this could be a nuisance.
11. Depending on your device, you may have an opportunity to sign up for an account with the manufacturer (for example, Samsung). You can do this, or tap Skip.
12. You are now set up, tap Finish.
13. Your Home Screen will open.

Navigation

Any tablet has a touchscreen, which means we use our fingers to work on the screen.

- Swipe to the sides; and in some apps up and down.
- Swipe up from the bottom of the screen to show the App Drawer. This is a collection of all of your apps. You may choose to have only a few apps on your Home Screen, but all your apps are in the App Drawer.
- Lightly tap an icon to open it.

- Long tap by touching the screen and holding for a couple of moments. This will open up several different options.
- Drag by lightly pressing on the screen and dragging your finger on the screen.
- Pinch with two fingers on the screen to zoom in or zoom out.

Soft Navigation Buttons

The Soft Navigation Buttons are at the bottom of the screen.

- The Overview Button (three vertical lines), shows you all the apps that are open on your device.
- The Back Button takes you back one screen.
- The Home Button (circle) takes you back to your Home Screen.

The Home Screen

Each icon on the Home Screen is for a specific app. Tap the icon to open the app. The Home Screen should have the following apps on it.

- Camera
- Clock
- Gallery (or photos depending on which device you are using) is where the tablet stores photos and videos.
- Messages
- Calendar
- Notes
- Play Store
- Mail
- My files
- Calendar
- Google Search Bar. You can search the internet from here.
- A Google Folder that contains all the Google apps.

Screen orientation

- In Landscape Mode, ▭ the tablet is wider at the bottom than it is high. This is perfect for surfing the internet or watching a video.
- In Portrait Mode, ▯ the tablet looks like a book and is higher than it is wide. This is ideal for reading a book.
- Orientation changes when the tablet turns.

You can stop orientation changes

1. Drag from the top of the tablet to reveal the Quick Settings Menu.
2. Tap the Rotation Icon to lock the rotation.

Taking care of your device

- Do not leave your tablet in bright light or sunshine because it may overheat.
- Do not ever put items on top of your tablet because they might scratch or damage it.
- Do not eat or drink when you are using your tablet.
- Do store it in a tablet bag to protect it from scratches and to minimise the chances of dropping it.
- Do clean your tablet screen gently with a soft cloth.

Task
• Set up your device.
• Practise tapping, returning home, and swiping left and right.
• Swipe up to view the App Drawer.

Getting to know your device

You can take a photo

1. Use the Camera App.
2. You can take photos in Portrait and Landscape Orientation.
3. You can use the camera at the back of the tablet – to take photos of something in front of the tablet.
4. You can use a front camera – usually for a selfie.
5. Tap the Camera App.
6. Point the device at the subject of the photo.
7. Tap the button.

You can take a screenshot

A screenshot is a photo of whatever is on your tablet screen at that time.

1. Press and hold the Power Button and the Volume Down Button at the same time and then release the keys.
2. The screenshot will be found in your Gallery or Photos App.

You can sort your photos into albums

The Gallery/Photos App is where all your photos and screenshots are saved.

1. Tap the Three Dot Menu in the top right corner.
2. Tap Edit.
3. Notice each image has a circle (also called a 'bubble') in the top left corner. Tap each of the photos. Notice the tick that appears in the circle and that a menu opens at the bottom of the screen.
4. Tap the Three Dot Menu on the bottom of the screen.
5. Select Move to Album.
6. Tap Create.
7. Name the album and tap Create.

You can zoom in and out on photos

1. You can tap on any photo you want to view.
2. Pinch with two fingers to zoom in and release the pinch to zoom out of the photo.

You can listen to music or voice recordings

1. Use the Audio Player App. Look through the apps – most Audio Player Apps have an icon in the form of a music note, a play button, or a speaker.
2. Swipe up from the bottom of the screen to open your App Drawer.
3. Tap to open the app.
4. If the app asks to access your photos and music, tap Allow.
5. The usual buttons you would expect when playing any media (forward, back, and play) are used in the player.

You can use the Voice Recorder App

1. Swipe up from the bottom of the screen to open your App Drawer.
2. Look through the apps for the Voice Recorder App.
3. Tap to open the app.
4. Give permission for the app to record audio using the microphone. You must give the app permission to access your phone calls, photos, and media.
5. To record, tap the Red Button. You can pause and stop.
6. Save your recording.
7. You can listen to your recording by tapping it in the left pane of the app.

Personalising your device

It is possible to have your tablet device reflect your uniqueness by changing the wallpaper, what apps you can see on the Home Screen, how bright the screen is, and so on.

You can change the wallpaper

Wallpaper is the picture, pattern or photograph that appears as the permanent background on a tablet's Home Screen. The icons for apps and other functions appear on top of the wallpaper. There are usually several categories of wallpaper to choose from, like photos, built-in wallpapers and live or dynamic wallpapers. Just tap and select!

Access the Wallpaper Settings on your device from the Home Screen.

1. Long tap on an empty space on the screen.
2. Tap Wallpaper and Style.
3. Tap My Wallpapers.
4. Choose from the pre-loaded wallpapers or photos in the Gallery.
5. Tap Done.
6. Tap Apply.

Access the Wallpaper Settings on your device from the Settings Menu.

1. The icon for the Settings Menu looks like a wheel or gear and will be found on the Home Screen, in the App Drawer or on the Quick Settings Menu.
2. Open Settings.
3. Scroll down in the left pane until you get to Wallpaper and Style.
4. Choose a wallpaper.
5. Choose whether you want that wallpaper to be visible on your Home Screen, Lock Screen or on both your Home and Lock Screens.

6. The device might ask if you want to allow Wallpapers to access photos, media, and files on your device. Tap Allow if this is shown to you.
7. Tap to complete the process.

You can change the notification sounds

1. Open Settings.
2. Look for Sounds. Tap on it. There will be options for different types of sounds, volume, and notifications.
3. Tap Notification Sound. A menu of the different sounds will open. Tap them until you find a sound you like.
4. Tap Volume and select your preferences for notification sounds, ringtones, etc.

You can change the screen brightness

The brightness of the tablet screen has an impact on how well we can read the screen in low light, and it also has an impact on battery life.

1. Open Settings.
2. Look for and then tap Display.
3. Change the brightness of your screen by moving the slider control to the left or the right.

Adaptive brightness will automatically adjust the brightness of your screen depending on how light or dark the room is where you are using your tablet. This setting will automatically give you the best brightness level for the conditions in which you are working. It is a useful setting to toggle on.

You can change the font size and style

1. Open Settings.
2. Look for and then tap Display.
3. Tap on Font Size and Style.
4. At the bottom of the screen, tap towards the big A or the little A and notice how the text on the screen changes size.
5. Choose a setting that you find easy to read.

You can change the Home Screen Layout

1. Open Settings.
2. Look for and then tap on Home Screen.
3. Change the layout, how many apps are in the grid, as well as whether or not you want any new apps to appear on the Home Screen.

You can change the Lock Screen Settings

1. Open Settings.
2. Look for and then tap on Lock Screen Settings.
3. The Screen Lock Type will allow you to change how you unlock your tablet. Choose a method that is easiest for you.

You can add widgets

A widget is a small self-contained app or tool that is designed to do just one thing – like tell the time for example. It can be placed on a Lock Screen or a Home Screen. Widgets enhance the user's experience by offering convenience and quick access to relevant information.

1. Open Settings.
2. Look for and then tap on Lock Screen Settings.
3. Scroll down and tap on Widgets.
4. Turn on the Widgets you want to see on the Lock Screen.

Task
• Change the wallpaper on your tablet device.
• Increase the font size of the text on your device.
• Add the Today's Schedule Widget to your Lock Screen.
• Make sure that the Adaptive Brightness Setting is turned on.

Organising your tablet

Moving and organising apps

Your Home Screen is what you see immediately when you unlock your tablet. It makes good sense to place apps that are most useful to you there.

You can move apps to your Home Screen

1. Open the App Drawer.
2. Tap and hold on an app, then slide the app onto the Home Screen. (Do this by placing your finger on an app, keeping it there, and then moving it when it starts to shake, or when you're taken to a new screen.)
3. Once you're on the Home Screen, you can move the app icon to a different position on the screen.

You can move an app to a new screen

1. Tap and hold on an app.
2. Slowly and steadily drag the app to the edge of the screen. A new screen will appear.
3. Lift your finger when you are on the new screen.

You can create a folder for similar apps

1. Hold your finger down on one of the apps you want in a folder.
2. When a menu opens up, tap on Select. Automatically a little circle on the top left of the app with a tick in it will appear. The other apps on your screen also have the circle, but no tick.
3. At the top of the screen, there is another menu: Disable, Remove, and Create Folder.
4. Tap Create Folder.
5. Type in the name of the folder.
6. Tap Done.
7. Tap the Plus Sign on the top right of the screen to add more apps.
8. Tap Done.

9. Tap on the Home Screen to close the folder.
10. You can move the folder in the same way you move an app.

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Task

- Move an app to your Home Screen from the App Drawer.
- Move some apps that you don't want on your Home Screen to another screen.
- Create a folder for your media apps and place the media apps into it.

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More customisation

You can change how long it takes before your screen times out

When you are not using your tablet, the screen goes black, and you must touch the Power Button to get going again. This involves re-entering your pin, or password, or drawing your pattern.

1. Open Settings.
2. Tap on Display.
3. Scroll down to Screen Timeout and tap it.
4. Select how long you want the screen to stay on before it times out. Aim for a reasonable time without putting your data at risk of being compromised.
5. Tap Back to exit.

You can change notification sounds and visual notifications

You can change visual notifications from apps.

1. Open Settings.
2. Tap on Notifications.
3. Tap App Notifications.
4. Decide which apps are allowed to send you notifications. Turn off the toggle switch on the right for any apps you want to exclude from sending you notifications.
5. Tap Back to exit.
6. Tap Notification Pop-up Style.
7. Choose your preferred style.
8. Tap Back to exit.

You can set Do Not Disturb

1. Open Settings.
2. Tap on Notifications.
3. Tap on Do Not Disturb.
4. Select the best settings for you.
5. Tap Back to exit.

You can use the Accessibility Settings

The Accessibility Settings are useful if you need any assistance with using your tablet if, for example, you have difficulty seeing or hearing.

- Use Talkback to have the tablet give you spoken feedback on what is on the screen.
- Use contrast or display size for easier reading.
- Magnify the screen or parts of it.
- Explore these settings to find what will help you or your learners most.

Reflection
- Make notes in your PD Journal.   - Consider the Accessibility Options on your tablet device. Are there any settings that would make it easier to work with your tablet?   - What about your learners? Could any of them be helped by turning on these settings if they were using a tablet device?

Tablet mastery

Security

To keep the data on your tablet safe and secure, there are a few things you can put in place.

Lock Screen

Lock Screen prevents people from picking up your tablet device and looking at what is on it.

There are six options, and they vary in level of security.

Lock Screen option	Level of security
Swipe	None
Pattern	Medium security
PIN	Medium-high security
Password	High security (if it is a strong password)
None	No security
Face	High security

User Accounts

You can set up many User Accounts and logins and switch between them on an Android device. This means, for example, that you're able to share an Android tablet with someone else without their getting access to your data. You will learn more about this during Session 5 of this course – **Taking the tablet to school**.

Each different user on tablet gets customisation settings for their Home Screen and their wallpaper. They also get their own space for files, documents, apps, and photos. Because this is your tablet, and you are the primary user, you can add and remove other users.

You can use Guest Mode if you want to allow someone to use your tablet device only briefly. A User Account is meant for someone who regularly uses your tablet.

Guest Mode allows general apps such as Chrome and YouTube to be used without an account; guests can sign into their accounts if they want to use more personalised apps such as Gmail or Google Photos. As the main user of the device, you can set up Guest Profiles so that all of their related data is wiped as soon as they're finished.

You can create a Guest Account

1. Go to Settings.
2. In the left-hand side panel, look for Accounts and Backup.
3. Tap on Users.
4. Tap Add Guest.
5. Tap Switch to Guest.
6. The tablet now switches to a Guest Account.

You can remove a Guest Account

1. When you are ready, repeat Steps 1 to 3 above.
2. Tap Remove Guest.
3. Confirm Remove.
4. The tablet now switches back to the Owner's Account.

You can add a User

1. Go to Settings.
2. In the left-hand side panel, look for Accounts and Backup.
3. Tap on Users.
4. Tap Add User or Profile.
5. Decide if the user can access their own apps and content, or if they should be restricted.
6. Tap User.
7. Read the pop-up message and tap OK.
8. Enter the New user's name and tap OK.
9. Switch to the new user.
10. The new user will be able to set up the device as if it is their own.

Updating software

By ensuring that your software is always up to date, you can reduce the risk of an external person having access to your data through a virus or other malware.

The tablet will remind you when you need to update. Make sure you are in a WiFi environment since software updates are often very large.

You can check in the Settings Menu if there are any updates needed. If so, tap Install Now to download and install the software update.
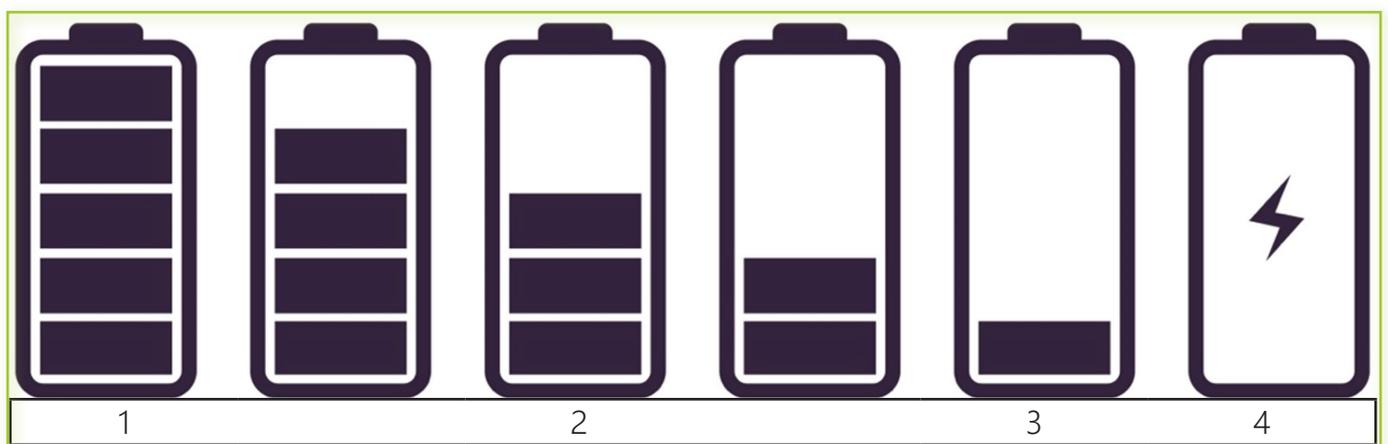
Batteries

Batteries on tablets work in the same way as batteries on smartphones.

You can check the battery status

You can find information about the battery status at the top right of the screen, in the status area.

The battery icon will look different, depending on its status. These are some of the common battery statuses you'll probably see.

1   2   3   4

1. Battery is full.
2. Battery is starting to drain.
3. Battery is about to die – charge it soon.
4. Battery is being charged.

How long does a battery last?

How long the battery in your tablet lasts depends on several things:

- time browsing the internet, watching videos, and playing games;
- screen brightness;
- apps running in the background;
- connectivity options; and
- settings related to location.

Improving your tablet's battery life

Below are some options to help you to extend your tablet's battery life. Measures such as switching off WiFi, GPS Functionality and Location Settings are not meant to be done on a full-time basis, because you would lose a lot of your tablet's functionality when these features are disabled. However, if you are in a position where your device's battery is almost drained and you need to take emergency steps to extend the battery life, these steps are very helpful.

You can adjust the brightness of your screen display

The brighter your screen, the quicker your battery will lose charge.

1. Go to Settings.
2. Tap on Display.
3. Reduce brightness using the slider.
4. Tap Return to exit.

You can close apps

When you leave an app, it doesn't close automatically. The app is still open, but just running in the background.

1. Tap the Overview Button to see all the apps that are still running in the background.
2. To close them, swipe up.
3. You can also tap the Close All Button to close all your apps.

You can stop WiFi and Bluetooth from draining your battery

1. Slide to open the Quick Settings Menu.
2. If the WiFi Icon and the Bluetooth Icon are shown as blue, it means they are on. Tap on them to grey them out (switch them off).

3. Turn them on again by tapping the icon again – it will no longer be greyed out.

You can stop GPS Functionality from draining your battery

1. Slide to open the Quick Settings Menu.
2. Tap the Location Icon to turn it off.

You can turn off your Location Settings

1. Tap the Settings Icon.
2. In the left-hand side pane, scroll down to Location and tap it.
3. Toggle the Location off.

Task
Set up your tablet battery to last longer.
• Adjust the brightness of your tablet screen.
• Turn off Location Settings.
• Close all running apps.

Connectivity and data

Internet connection options

Tablet devices come with one of two internet connectivity options.

WiFi-only option

This means that your tablet can connect only to a hotspot or WiFi network to access the internet. When you move out of range of the router, you will lose your connection to the internet.

WiFi and Mobile Data option

Some tablets come with WiFi as well as a Mobile Data connection. These tablets will have a SIM card in them, just like you would have in a smartphone.

Mobile Data is provided by cell towers. You buy a data package from your service provider for the amount that you prefer, or your tablet might be part of a contract with fixed Mobile Data per month.

WiFi only vs WiFi and Mobile Data

Tablets with WiFi-only connections are usually cheaper than tablets with WiFi as well as Mobile Data capabilities. But if you buy a WiFi-only tablet, you'll have an internet connection only when you're close to a WiFi router.

If your school or home doesn't have WiFi, then you'll need a device with a mobile connection. Remember, though, that you'll have to sign a data contract or buy data bundles just like you do for airtime.

This might limit the devices from which you can choose, and it will push up the price.

You will find that a WiFi-only device will be cheaper than a WiFi and cellular device because it needs less hardware to make the device connect to the internet.

The cost of data

Not all connection activity uses data at the same rate. To preserve your data, you need to be aware of how you are using it. Mobile Data is the data you buy and load onto the sim card on your tablet, so it is the most important data to track before you spend a lot of money unexpectedly.

You can check your data use
1. Open Settings.
2. Tap Connections.
3. Tap Data Usage.
4. Here you can see how much data you've used for a specific period.

You can check which apps used the most data
1. Open Settings.
2. Tap Connections.
3. Tap Data Usage.
4. Tap WiFi Data Usage.
5. You will get information about how you have used your data.

Bluetooth

Bluetooth is a short-range wireless connection. To connect via Bluetooth, you can't be more than 10 metres away from the device to which you want to connect. Once you are connected to the other device, you can share files with the other person. This is a good way to share photos.

To connect via Bluetooth, both devices have to agree to the connection. You may also be asked for a confirmation pin to complete the connection.

Whatever method you use to connect, all you have to do is follow the instructions on your tablet and provide the necessary passwords or pins to be successful.

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- Do you have a WiFi-only tablet or a tablet with WiFi and Mobile Data?
- Check how much data you have used in the last month. Are you surprised?
- Where did you use most of your data?

About the Final Assessment

At the end of this training session, you will be asked to complete the Final Assessment.

If you complete the Final Assessment successfully, you will qualify for your virtual badge and certificate. You can see a sample here.

VIA AFRIKA DIGITAL EDUCATION ACADEMY

Certificate

Via Afrika

Our Teachers. Our Future.

has successfully completed the attendance and assessment requirements of:

**USING YOUR ANDROID TABLET DEVICE:
ALL ABOUT ANDROID TABLET DEVICES**

This training is endorsed for 5 SACE Professional Development points.

_____
Date

Christina Watson
Chief Executive Officer

basic education
Department:
Basic Education
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Final Assessment

Indicate the ONE correct response for each question.

1	Which OS is exclusive to Apple iPad devices?
a	Android
b	Windows
c	IPadOS

2	What is the primary function of the Power Button on a tablet?
a	To adjust volume.
b	To turn the tablet on and off.
c	To take screenshots.

3	How do you access the App Drawer on an Android tablet?
a	Long tap on an empty space on the Home Screen.
b	Swipe up from the top of the screen.
c	Press the Power and Volume Buttons simultaneously.

4	What gesture is used for zooming in and out on a tablet?
a	Swiping
b	Pinching
c	Tapping

5	How can you take a screenshot on a tablet?
a	Press the Power Button and Volume Down Button simultaneously.
b	Shake the tablet.
c	Tap the screen with three fingers.

6	In which settings category can you find the option to change the screen timeout?
a	Display
b	Notifications
c	Accessibility

		Final Assessment (continued)
**Indicate the ONE correct response for each question.**
7		When might you use the Accessibility Settings?
a		To change the wallpaper.
b		If you have difficulty seeing or hearing.
c		To organise apps on the Home Screen.
8		What does Talkback do in the Accessibility Settings?
a		Changes the wallpaper.
b		Gives spoken feedback on what's on the screen.
c		Magnifies the screen.
9		How do you close apps on a tablet?
a		Tap the Home Button.
b		Swipe down on the screen.
c		Use the Overview Button and swipe up on an app.
10		What is a widget on a tablet?
a		A type of application.
b		A small, self-contained app or tool.
c		A component of the OS.
11		What is the primary function of the Volume Buttons on a tablet?
a		Adjust screen brightness.
b		Control audio output.
c		Take photos.
12		How far can you be from a device to connect via Bluetooth?
a		Up to ten meters.
b		Up to twenty meters.
c		Up to five meters.

	Final Assessment (continued)
Indicate the ONE correct response for each question.	
13	Why might someone choose a tablet with WiFi and Mobile Data capabilities over a WiFi-only tablet?
a	WiFi-only tablets are more expensive.
b	Mobile Data means you do not have to find a WiFi hotspot.
c	WiFi-only tablets have limited hardware.
14	What is the purpose of Guest Mode?
a	To allow another person to briefly use your tablet.
b	To create additional User Accounts.
c	To restrict access to certain apps.
15	What does the None Option for securing a tablet signify?
a	No security measures are in place.
b	Facial recognition is disabled.
c	No Lock Screen wallpaper is set.

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