How to Use SignPDF Free to Document your Milestones

These instructions include screenshots from an iPad. The SignPDF Free app is not the only app that you can use for this, but it seems pretty simple to use. There are other various free apps that can be used for this (and other tasks). Most limit the number of PDFs that you can use at any one time (which is why they are free). Follow the steps below to use this app to keep up with your Milestones.

Go to the App Store on your iPad and download the SignPDF Free app.

Open your email on your iPad and open the attachment for the Milestones.

Click on "Share." (If you are still using using iOS 6, the location and look of your "Share" icon may look slightly different.

iPad 　　　　　　　　　　　　　　2:50 PM 　　　　　　　　　　　36%

Done 　　　Detailed GPISD Digital Transition Milestones 2013-2014 WITH DUE DATES .pdf

GPISD Digital Transition Milestones 2013-2014

Staff Name 　＿＿＿＿＿＿＿＿＿　　Home Campus 　＿＿＿＿＿＿＿＿＿

Fall Semester 2013

☐ I can use my iPad **Due Nov 8, 2013**

☐ **Edit settings**. I can turn on wi-fi, edit my passcode, and add mail accounts.

☐ **Search**. I can use the Search iPad screen to find apps, emails, contacts, etc.

☐ **Navigate**. I can pinch and swipe to navigate

☐ **Download**. I can search for, locate and install educational apps.

☐ **Sync**. I can save and back up content.

☐ **Use folders**. I can create folders, name them, and add apps.

☐ **Arrange apps**. I can move apps to a folder or different screen.

☐ **Record**. I can record video & take pictures.

☐ **Take screenshots**. I can take a picture of what I'm looking at.

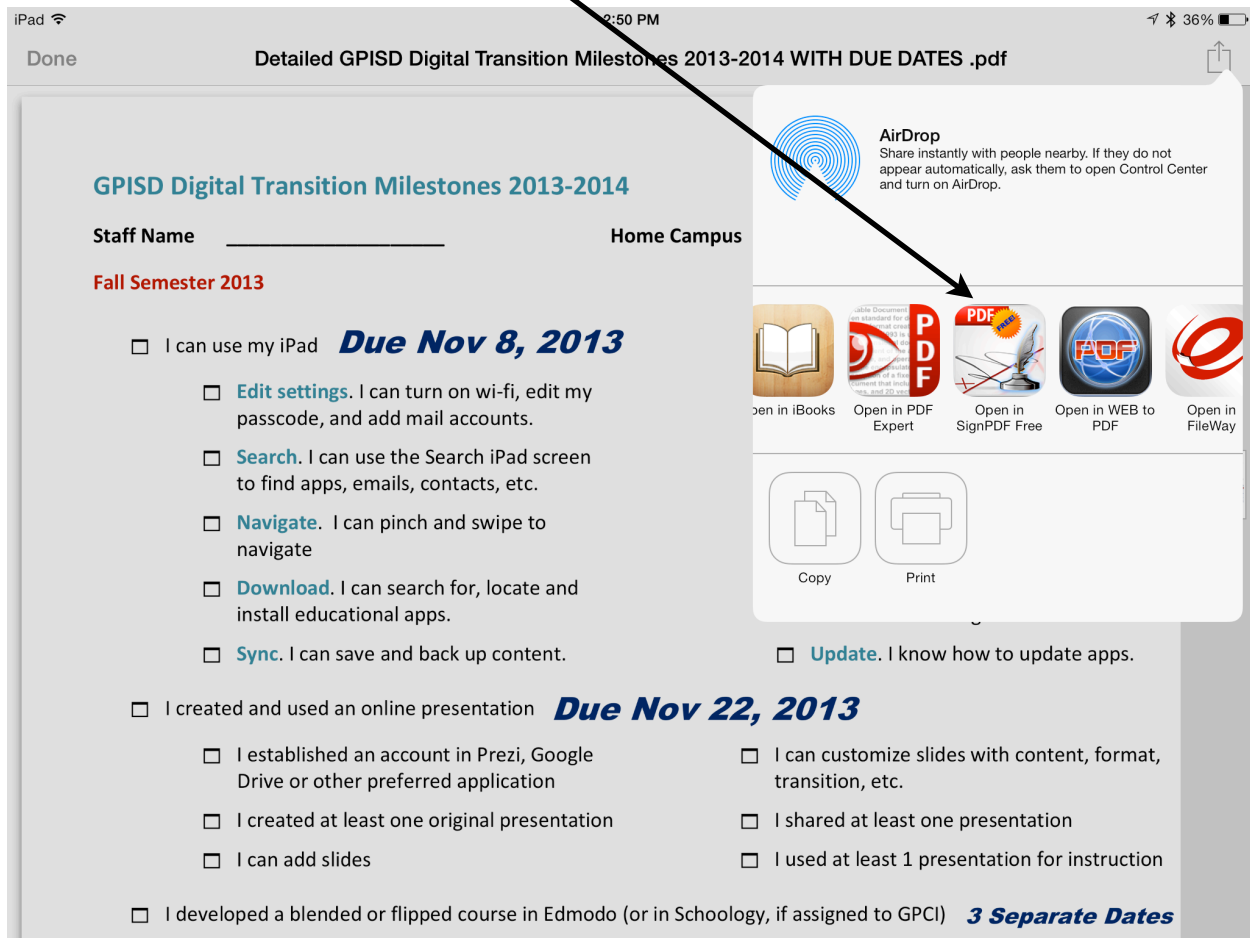☐ **Update**. I know how to update apps.

☐ I created and used an online presentation **Due Nov 22, 2013**

☐ I established an account in Prezi, Google Drive or other preferred application

☐ I created at least one original presentation

☐ I can add slides

☐ I can customize slides with content, format, transition, etc.

☐ I shared at least one presentation

☐ I used at least 1 presentation for instruction

☐ I developed a blended or flipped course in Edmodo (or in Schoology, if assigned to GPCI) **3 Separate Dates**

created by Jeff Cockrum, Instructional Media Specialist, Grand Prairie High School

How to UseSign PDF Free to Document your Milestones

You then have a list of options with which to open the attachment. Scroll left or right and choose "Open in SignPDF Free."

How to Use SignPDF Free to Document your Milestones

In order to "write" on your PDF, click on the pen up in the top right of the screen. You may then "mark up" your PDF. There is an "Undo" and "Redo" button at the bottom right. You can "Zoom" in and out with two fingers. You can press and hold on a mark you have made, and it will give you the option to "Cut," "Copy," "Paste," etc.

You can check things off as you finish them, and then have your Instructional Media Specialist (Kyla Schooling or Jeff Cockrum), or your Department Head initial by each Milestone as you complete them.

NOTE- You must have each item within a Milestone completed before it can be initialed by Kyla, Jeff, or your Department Head. In other words, we don't want to initial your Milestone sheet 10 different times as your complete your "iPad Milestone." We just want to initial it once when you have completely finished it. See screenshot above as the example.

Please let us know how we can serve you better,

Your IMS Team (Kyla, Gina, Debbie, and Jeff)

created by Jeff Cockrum, Instructional Media Specialist, Grand Prairie High School