

Directions for Requesting Apps to be Installed on CRSD Devices

<p>1. Try to review the app yourself If not possible read reviews online, from colleagues or through iTunes</p>  <p>Google searches can take you right to the app in iTunes</p>	<p>2. Customer ratings and reviews are important. Be sure to take a look at the current version and all versions.</p> 
<p>3. Sometimes an app requires an additional purchase for more modules, books, features etc. This can be an added expense-and some are not able to be purchased with volume vouchers.</p>	<p>4. Make a list of the App(s) you want. Provide the actual name of the App. Often spaces, numbers and words are abbreviated.</p> <p>This app is called Read2Go</p> 
<p>5. View the app in iTunes and include the URL in the request. To obtain the URL go to the App in iTunes and click on the down arrow to the right of the download button and left click copy link. Go into any document and Control V to paste the link.</p> 	<p>6. Once you have generated your list attach the list in an email to a supervisor, curriculum coordinator or your principal. Have them respond to you with their approval. It is helpful to create an Excel spreadsheet file with: name of app, URL of app, cost of app, what the app is going to be used for and who is recommending the app (if not you)</p>
<p>7. Save the email they have sent you and create a BigWebDesk Ticket. Ask to have the Apps loaded on the specific devices (name the devices- ilab at ... etc.). Attach a copy of the email approval (you can copy and paste it directly in the ticket) and include the list of the apps either in the body of the request or as an attachment.</p>	<p>8. Also-make sure the devices are full charged, that the technician is able to access the devices (provide combination to cart, key to locked storage-and if you have a security password on the device provide it as well) and any restrictions to access to the devices. Please include the chargers with the device as well.</p>