2023 iPad Settings

Create and set a "School" Focus on iPad

The focus function/setting on iPad allows students to access their school apps without being distracted. It can be scheduled to start and finish automatically, allow notifications from selected apps only and set access to a specific home page for school apps.
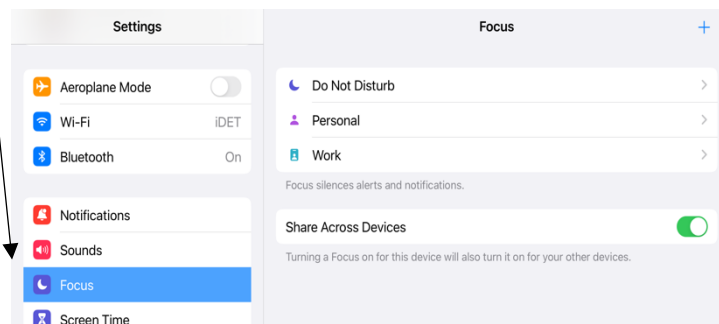Your student will need to have all school folders on a separate page to assist with the functionality of this Focus.

Follow the steps below to create and schedule a new focus setting.
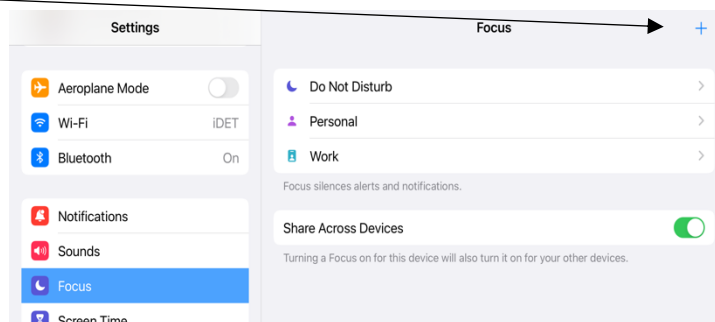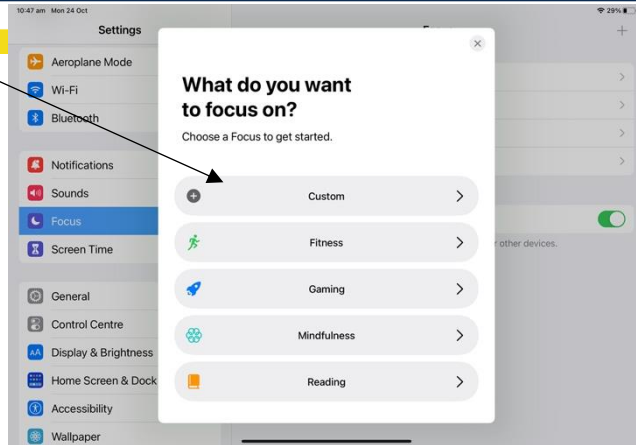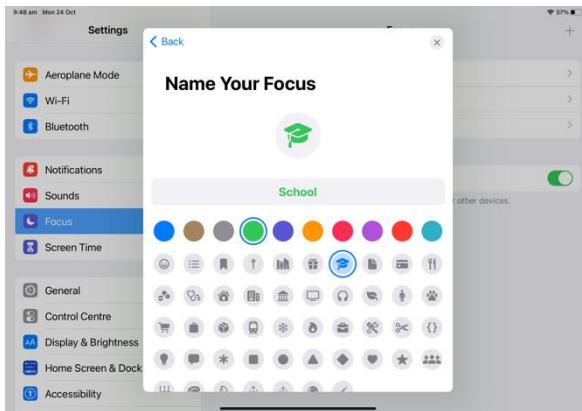
1. Go to settings

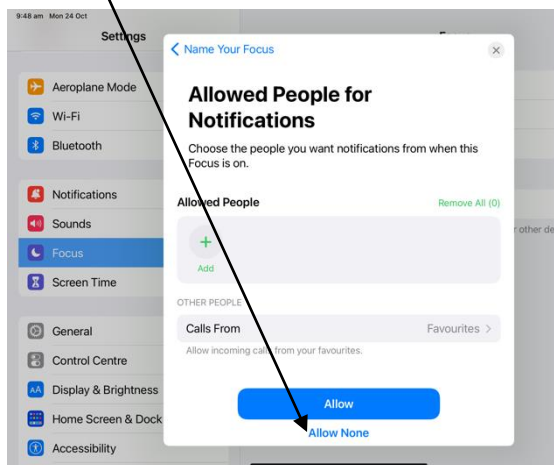2. Tap the Focus icon

3. Tap the + in the top right corner

4. Tap "Custom"

5. Choose an icon, colour and name your Focus "School"
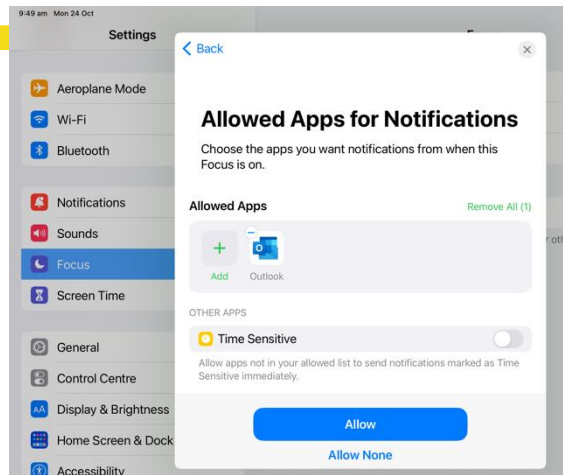

6. Tap "Allow None" for notifications from people.

7. If you use the outlook app ensure that it is shown here and tap "Allow". Disregard and tap "Allow" anyway if your student does not use this app.
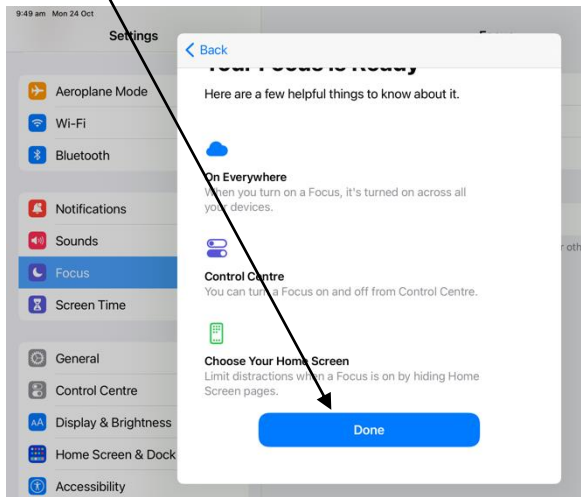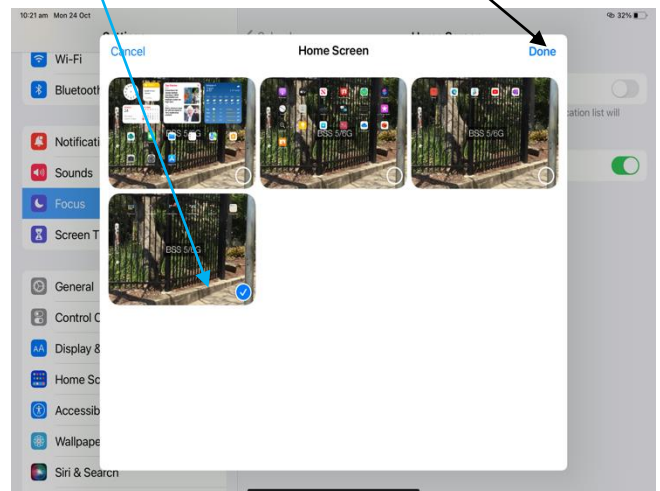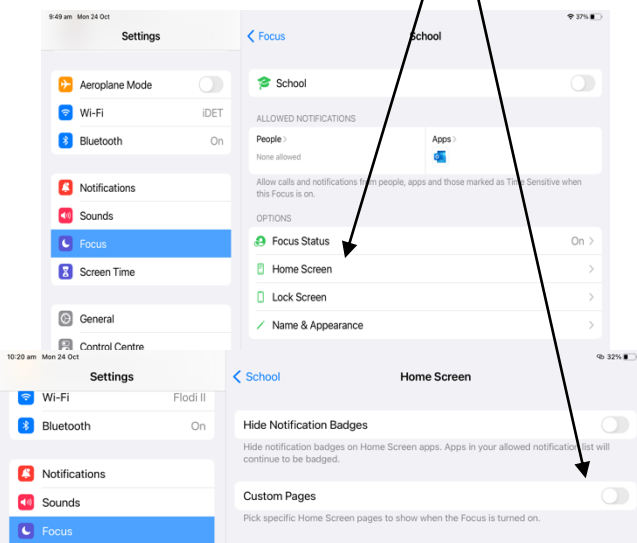
8. Tap "Done"

9. From here you can tap "Home Screen" and choose the page with all the school folders. Turn on "Custom Pages" Tap to select the page and then tap "Done".
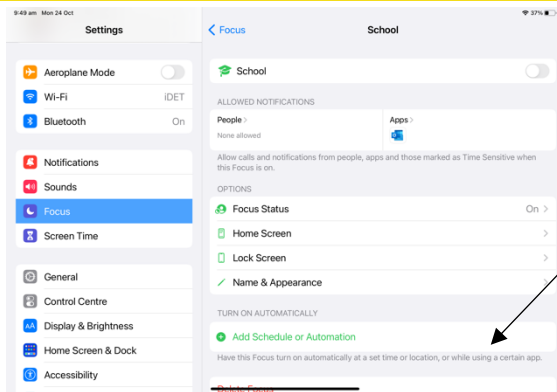
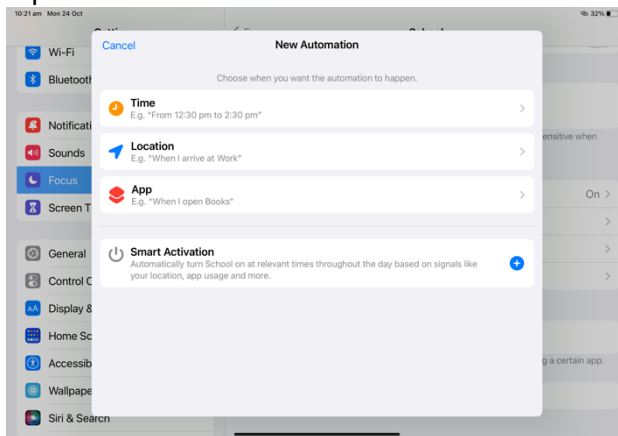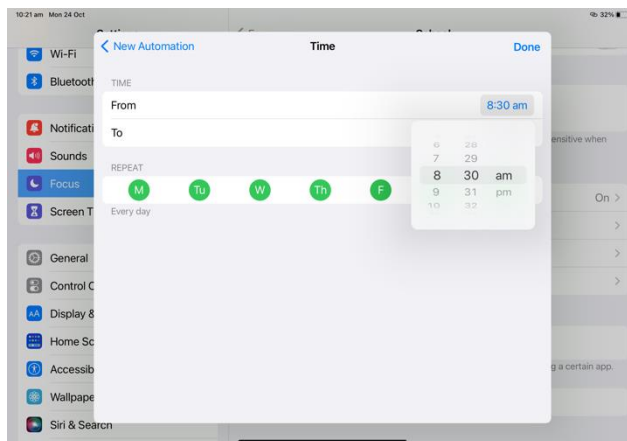10. To set the "School" Focus to come on automatically tap "Add Schedule or Automation".

11. Tap "Time"

12. Set the times and days that you want the schedule to work and tap "Done" at the top right of the screen.

13. Your Focus has been created. There will be an icon on the Lock Screen and top right hand corner to show if your iPad is in Focus mode.