

Samsung Galaxy Tab 4 Club Setup and Management Guide

Your Samsung Galaxy Tab 4 runs on the Android operating system, connects to networks by Wi-Fi, and contains 16GB of storage space. It will provide you and Club members with access to STEM and reading content, and will support a variety of programming options.

This guide will help you:

- Charge and label your Samsung Galaxy Tab 4
- Create a Google Account for your Club
- Set up your Samsung Galaxy Tab 4
- Load and configure apps
- Create a standard “core image” of important software
- Lock devices to protect against unintended usage and/or software installation
- Learn about storage, charging and other device security scenarios

Requirements:

- Power strip/surge suppressor and power source
- Wi-Fi connection with Internet access
- Labels for each device (using a label machine, if available, or printed and taped labels, if not)
- Secure storage location

Optional:

- Screen protectors (highly recommended) are clear plastic protectors that cover the screen to defend against scratches.
 - Walmart and other stores sell screen protectors for \$1.50 to \$3 each.
- Device protectors (recommended) are rubber device cases that defend against shock, droppage and other abuse.
 - Rubber device protectors can be found for \$15 to \$40. Best Buy and Amazon are good sources for protectors.
- External keyboards (optional) can be sourced through Best Buy or Amazon for approximately \$80 to \$100 each.
- Storage boxes (highly recommended) are portable, dual- or triple-lock ruggedized chests that protect against theft and environmental damage. Some boxes contain charging stations to facilitate ease of charging and managing multiple devices.
 - Example – Kensington Charge & Sync Cabinet (\$569 through CDW)

Section 1: Charge and Label Your Devices

Charging time will vary, but the device must be fully charged before continuing with installation. A typical out-of-the-box test device required approximately three hours to charge. Your tablet will indicate when charging is complete.

While your devices are charging, label each with a labeling or inventory machine. If your Club does not have such equipment, you may print and tape labels to a secure location on each device.

Section 2: Create a Google Account for Your Club

Create a Google Account for your Club at <http://gmail.com>. Do not use a personal email address or personal Google Account to configure your devices!

When creating an account, be sure to use a Club leadership email account (for example, the CPO) and phone number for the current email address and phone information – not a personal email address.

Keep the username and password handy for the installation process, but do not share this information with members. Be sure to store this information in a secure place!

Section 3: Set Up the Samsung Galaxy Tab 4

1. Initial Configuration

Note: The devices require an available Wi-Fi connection to configure, connect to the Internet, or access downloadable software required for the program. Be sure your Club has an accessible Wi-Fi connection before continuing.

When your device is first powered up, it will require you to enter Wi-Fi connection details, information about date and time, and information about the Google Account you created earlier in the process.

We do not recommend connecting your device to Google+. Google+ interconnectivity could result in your device sharing member information online without knowledge, approval or consent. However, some Clubs may opt to utilize this functionality later. We recommend selecting “Not Now” as a default option.

Your device will also ask you to configure backup and restore options, location defaults, and to post notification updates. We recommend backing up your device data. Some apps also require location data to function (including those recommended below). We recommend turning “Wi-Fi Scanning” off. We also recommend turning “Communication From Google Play” off by unchecking the checked boxes.

We do not recommend adding a credit card to the device or the account. This can result in significant unintended consequences!

Finally, you may wish to give each device a unique name (i.e., BGCA Atlanta Metro 1; BGCA Metro Atlanta 2; and so on). This can help with device management. You may also want to physically label devices with the same name using a label machine, a printed and taped label, etc. Use the first name to set the device name; leave the last name blank.

2. Configure a Samsung Account

You may wish to create a Samsung Account. Samsung offers some additional tools that may be of use, including a device locator. The device locator can be used to identify the address-level location of the device, should it go missing.

To configure the Samsung Account, simply create an account when prompted. Note that you will also have to check the Google Account email created earlier in the process to verify the user and activate the account.

Log in to the Samsung account to utilize tracking, privacy and other management controls.

Section 4. Load and Configure Apps

1. Download Prerequisite and Optional Apps

Now that your device has been set up, you must install both the required and some optional applications. Required applications are necessary for the Scholastic and Samsung STEM and Literacy curriculum. Optional apps can support that curriculum while encouraging deeper learning and exploration about STEM and education.

While connected to Wi-Fi, open the Google Play store. Search for and install the following:

- Scholastic/Samsung Program Apps
 - [Cartoon Maker](#) (required)
 - [Picasso](#) (required)
 - [Simple Flow Chart](#) (required)
 - Reading Explorer (required, see below)
- Exploration Apps
 - Google Maps (required)
 - [Google Earth](#) (optional)
- Reference Apps
 - [Wikipedia \(by the Wikimedia Foundation\)](#) (required)

- [Coursera](#) (optional)
- [TED](#) (optional)

NOTE: Both the Cartoon Maker and Picasso apps use the tablet's gallery to store pictures and photos. Users are able to draw and save to the gallery; the gallery also allows users to download photos from the Internet and save them. We recommend that you periodically check the tablet galleries to remove any unwanted content.

2. Configure Scholastic eLibrary

Please refer to the *eLibrary Overview and SetUp Guide* found at www.scholastic.com/STEMtoolkit for installation instructions.

If you need eLibrary support, please contact myfuture@bgca.org for assistance.

3. Download and Install the Reading Explorer App

The Reading Explorer app is available from the Google Play store, located here: <https://play.google.com/store/apps/details?id=org.bgca.readingexplorers.app> . Alternatively, you can search for “Reading Explorer” (with the quotes, to search for the exact phrase/application) in the Google Play Store. The Google Play store is located at: <https://play.google.com/store> .

This App rewards readers by timing their reading and providing achievement badges when readers reach reading time thresholds.

Download and install this application by clicking on the link. The application stores no personal information about its users; all usernames are anonymous. Reading information is tied to specific devices.

When your members use the app, they will be prompted to create a username from two STEM-related words. A username, for instance, could be “Excited Paleontologist” or “Rocket Engineer.” Members will need to remember their usernames for subsequent sessions.

Tip: To check on total reading time, use the password, “Read.” Note that reading time is measured per device, and is not displayed in the aggregate for your Club.

Section 5: Create User Controls and App Permissions

Be sure to set up a CLUB USER profile. Click on Settings > Users. “Add User” is a small icon in the top right corner. Add a restricted profile.

First, the device will ask you to create a screen lock. This becomes your Administrator password, as it allows anyone with the password to access the full device functionality (e.g., installing software, etc.).

Use a password for your screen lock, not a finger motion or PIN. Finger motions and PINs are not secure for the Club, as it will only take members a little while to figure them out.

For your password, select a short phrase – something you will remember, but that will be hard to guess. For example, “ShineOnClub” or “LuckyComputer.”

Once you have set a password, it will ask you to configure the account you have just created. Click on the account name to rename it to something recognizable, like BGCA Member. Then, select the applications you would like for the restricted account to access.

These applications can include:

- Calculator
- Chrome (for Web browsing, if desired)
- Coursera
- Cartoon Maker
- Earth
- Google
- Maps
- Picasso
- SimpleFlowChart
- TED
- Wikipedia
- WorldClock
- YouTube (if desired)

Section 6: Storing, Charging, and Checking Devices In and Out

It's exciting to give members the opportunity to work with mobile devices in the Club, but that requires significant staff responsibility. It's very important to safeguard these devices at the Club, as they present a tempting opportunity for members to make poor choices. Never leave your Samsung mobile devices unaccounted for or unattended.

1. Device Storage

Each Club will develop a different solution to device storage. Your Club may have a closet, office or cabinet that can be securely locked. Your Club may even opt to purchase a specific charging and storage cabinet for mobile devices. Or, a staff member may opt to be responsible to take devices home each night. In all cases, the essential considerations are that the location:

- Can be securely locked.
- Is conducive to secure device charging (which can take several hours.)
- Is accessible to staff and members to facilitate program options.
- Supports simple check-in/checkout.

Remember, if you use codes or combination locks to secure devices, do not store the codes in a location that members can easily identify or access.

2. Checkout System

Create a checkout system. This can look much like a sign-in/sign-out binder used for guest check-in purposes – with columns for name, check-out initials and time, and check-in initials and time.

Each time a mobile device is provided to a member, that member must sign the device out. Be sure that the member is who they indicate they are in the sign-out sheet, and that you can read the name written. List the time the device was checked out, and initial the line to confirm the member indeed checked the device out.

While the mobile devices are in use, be sure you know where they are at all times. If only some of the devices are checked out, be sure the storage location is securely locked before moving away to a new area, or leading the members elsewhere to run a program.

When members check their devices back in, once again, initial the check-in line and time. Most critically, be consistent in implementing your checkout/check-in program.

Section 7: Troubleshooting Contacts

If you require assistance with your Samsung device, applications or software, please find the appropriate contact below. Note that BGCA is only able to provide limited support as listed. We are unable to provide extended support for devices or applications unrelated to the Samsung grant.

- **Samsung Tablets:** Your Samsung Tab 4 Galaxy has limited coverage under Samsung's warranty for a period of one year. Should you encounter issues you're your tablet, call Samsung support at 1-866-SAM-4-BIZ. A service representative will provide available support over the phone. If you require a "proof of purchase" while contacting Samsung support, please contact BGCA staff at myfuture@bgca.org.

BGCA does not provide any warranty, expressed or implied, for your devices. BGCA is unable to provide repairs or replacement devices.

- **STEM Curriculum:** If you have questions about the STEM Curriculum, please contact myfuture@bgca.org.
- **eBooks:** If you require assistance with access the Scholastic eBook Library, please contact myfuture@bgca.org.

- **Reading Explorer:** BGCA provides no warranty or support, expressed or implied, for the Reading Explorer application.
- **For other questions** about the mobile policy, member safety or other related questions, please contact myfuture@bgca.org.

Samsung Mobile Device Information and Tracking Sheet

Store this sheet in a secure location.

Club Google Account	
Club Google Account Password	
Club Samsung Account	
Club Samsung Account Password	
Device Administrator Password	
Device #1 ID	
Device #2 ID	
Device #3 ID	
Device #4 ID	
Device #5 ID	
Device #6 ID	
Device #7 ID	
Device #8 ID	
Device #9 ID	
Device #10 ID	

Samsung Mobile Device Check-in and Checkout Sheet

Note: One sheet per DAY

Date: _____

[illegible]