FLORIDA ATLANTIC UNIVERSITY
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How to save PDFs from OwlMed to the Books iPad app
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How to Save PDFs from OwlMed to the Books iPad App

- **How do I access the course materials, including the document password?**
  - **Navigate to owlmed.fau.edu then select the Facilitator Meeting event date.**
  - Tap that specific Facilitator meeting event and you will see the list of Case Documents.
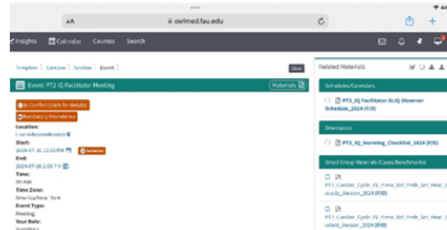

- **How do I download my facilitator case documents to my iPad?**
  - Go to the specific documents that you would like to download off of OwlMed and follow these steps:

  - <u>Safari Browser Steps:</u>
    1. Tap on the document link to download.
    2. On the top right of the page corner of the page, click on the Upload icon.
    3. Tap "Books" icon (you may need to scroll left to locate).
    4. Books will open.
    5. To return to OwlMed, use your finger push up from the bottom of the iPad to view all your open applications. Select the browser app used for OwlMed.
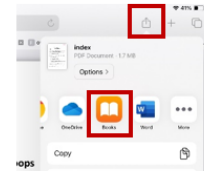
  - <u>Chrome Browser Steps:</u>
    1. Tap on the document link to download.
    2. At the bottom of the screen, select "Download."
    3. Select "Open in…" and locate the "Books" icon (you may need to scroll left to locate).
    4. Books will open.
    5. To return to OwlMed, use your finger push up from the bottom of the iPad to view all your open applications. Select the browser app used for OwlMed.

- **I can't find Books! Where is it located?**
  - By default, all iPads should come installed with Books.
  - If your iPad is an exception, you can download the Apple Books app for free from the App store.

- **How do I organize my documents into folders in Books?**
  1. Open the Books App.
  2. Tap on the "+ New Collections" icon→ blinking curser will appear for you to name the folder.
  3. Name your folder (example Case 1) and select enter or tap anywhere on the screen.
  4. Select "Home" at the top left.
  5. Find the documents you would like to move into the new folder and select the three dots •••.
  6. Tap "Add to Collection" and select desired folder.
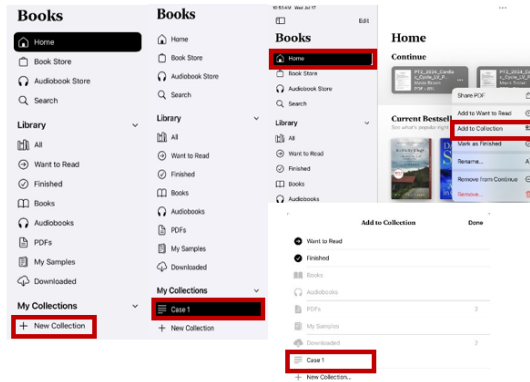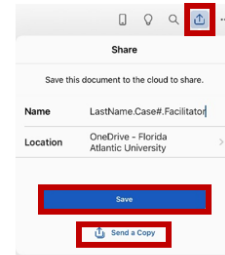

Facilitator Course Materials FAQs

- **The students can't open their course materials. What should I do?**
  - Students can only open course materials using a password that you provide when you deem that they are ready to unlock the materials.
  - The password is located in the facilitator PBL/IQ/SLIQ course materials folder and also provided during the facilitator meeting.
  - The password is color coded in **RED.**

- **What happens if the WiFi goes down?**
  - Sometimes, WiFi goes down. Better to be safe than sorry.
  - You should **download** your facilitator materials to Books prior to the PBL/IQ/SLIQ case session (preferably during the facilitator meeting) and organize them into folders by case numbers (see Ed Tech for assistance).
    - Encourage students to download their case material to Books as soon as they receive them. Books does not require WiFi- it saves documents to the device.

- **How do students download the objectives worksheet and complete it?**
  - The objectives documents are listed on OwlMed.
  - The objectives worksheet will be a **Microsoft Word document**, which means that students can type directly into the document.
  - In order to download and complete the worksheet:
    1. Make sure the **Microsoft Word app** is installed on the iPad.
       - If the app is not installed, it may be downloaded from the "Catalog App." This should be done ahead of time.
    2. Find the document on OwlMed.
    3. Tap the link to download the document.
    4. Tap the Upload icon ⬆ and scroll down to select the "Convert to Word."
       - If there is no "Convert to Word" link, refer to step 1.
    5. The document should open in Microsoft Word. Students may type or draw in the document.

- **The students completed the objectives worksheet. How should they proceed?**
  - Once work has been completed, students must do the following:
    1. Save the document as **"LastName.Case#.Facilitator"**
       - To save, select the upload icon ⬆ and select save.

    2. Email the document to the facilitator and copy the course director(s)
       - To email, select the upload icon ⬆ and select "Send a Copy."

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