

AT user manual: _____

1. Purpose and intended use

Describe in 2–3 sentences what the device/tool is used for in learning.

Specify who benefits (e.g., a specific learner group or need).

Explain how it helps remove barriers or improves participation (e.g., supports reading, communication, mobility).



2. Getting started guide

List the minimum steps needed to use the device immediately.

Include basic setup (turn on, login, connect, open app).

Note any important initial settings needed for the learner.



3. Safety, accessibility and care

Key safety instructions (handling, cables, charging, storage).

Any accessibility adjustments required (e.g., positioning, settings).

Simple rules for safe and responsible use.



4. Key functions and features

List only the most important features teachers need.

Briefly explain what each feature does.

Highlight features that support learning or accessibility.



5. Pedagogical applications

Give 2–3 concrete examples of how the device is used in lessons.

Show how it supports different learners (differentiation/UDL).

Include examples for individual or group work.



6. Data protection and privacy

What student data is collected or stored (if any)?

How to protect data (passwords, storage, sharing rules).

Any permissions or consent requirements.



7. Troubleshooting

List common problems (e.g., connection issues).

Add quick fixes for each problem.

Note who to contact if the issue cannot be solved.

Record repeated issues if needed.



8. Maintenance and support schedule

What needs to be checked regularly (battery, updates, condition).

How and where to safely store the device.

Any planned maintenance routines.



9. Technical specifications

Only essential technical details (device type, system requirements).

Note compatibility with other tools or platforms.

Include key accessibility features/specs.



10. Support, training and warranty

Contact details for technical and pedagogical support.

What training is needed (for staff and learners)?

Basic warranty or service information.



11. Revision history

Date

Description

Record date and description of changes made.

Note updates to device use or instructions.

Keep entries short and consistent (e.g., date + change).

