

# Getting Started with Schoolwork 2.0

A teacher's guide to the  
Schoolwork app for iPad



# Introducing Schoolwork 2.0

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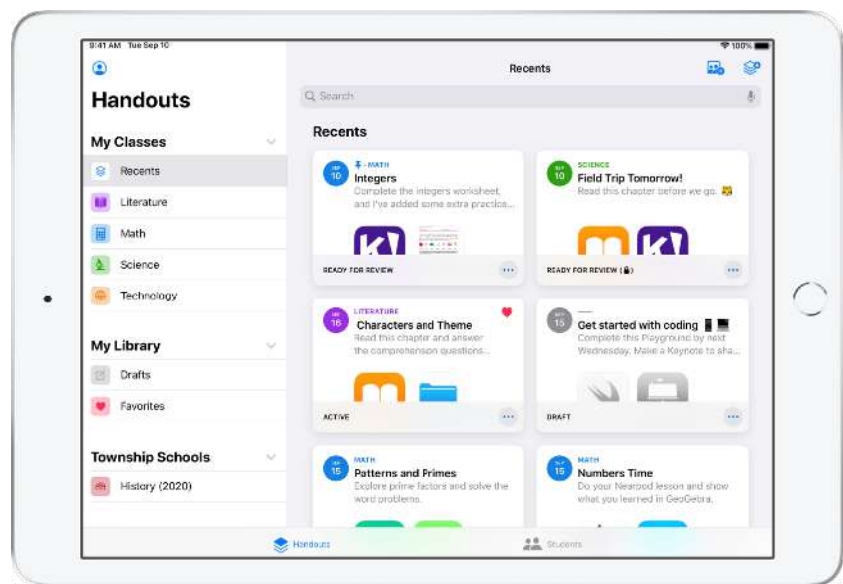
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Schoolwork is a powerful iPad app that helps you and your students use iPad more effectively for teaching and learning. With an all-new design and a new Handout library, creating assignments is now even faster. You can easily distribute and collect materials, keep an eye on student progress in educational apps, and collaborate one-to-one with students from anywhere in real time. It's easy for students to use too. Assignments automatically appear on their iPad devices, organised by due date and class. And Schoolwork helps you keep track of how everyone in class is doing, so you can tailor your teaching to the needs of each student.



Some of the most useful educational materials are found within apps. With Schoolwork, you can browse supported apps to find content that fits your curriculum, then share specific app activities with your students. In a single tap, they can go directly to the right activity.

This guide will take you through an overview of Schoolwork. You'll learn how to get started and discover how to integrate Schoolwork into your daily classroom workflows.

## Before you get started

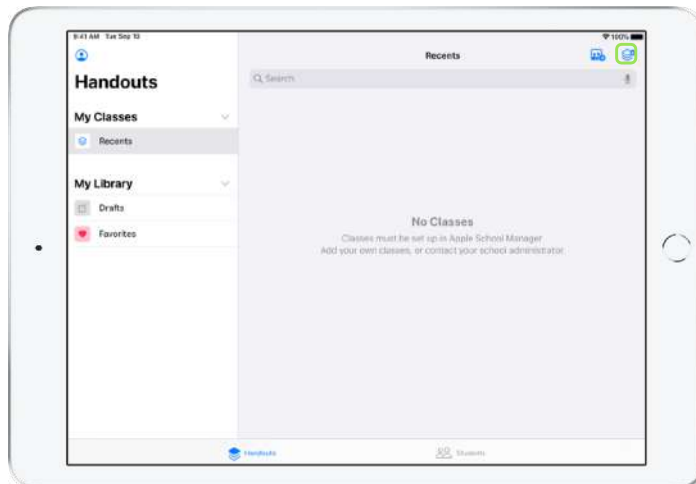
Schoolwork is an app for iPad and is easy to set up in Apple School Manager. Work with your school's technology manager to make sure the required school accounts are set up for you and your students, and that the student progress feature is enabled in Apple School Manager.


## Set up your classes

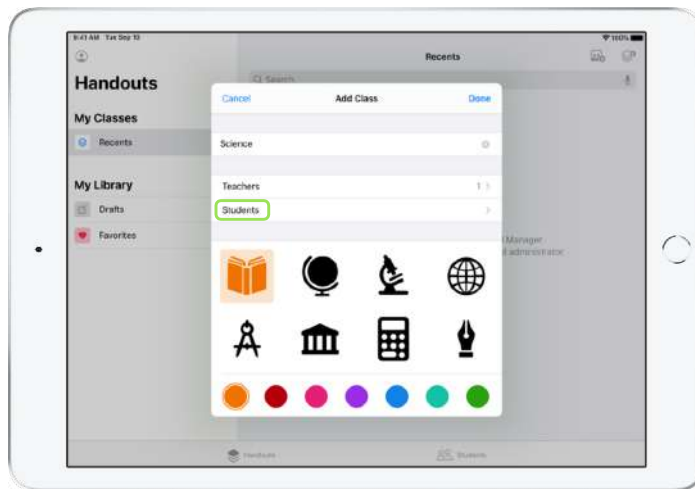
Your IT team can set up classes for you, and you can also create your own classes, provided your school has set up accounts in Apple School Manager.



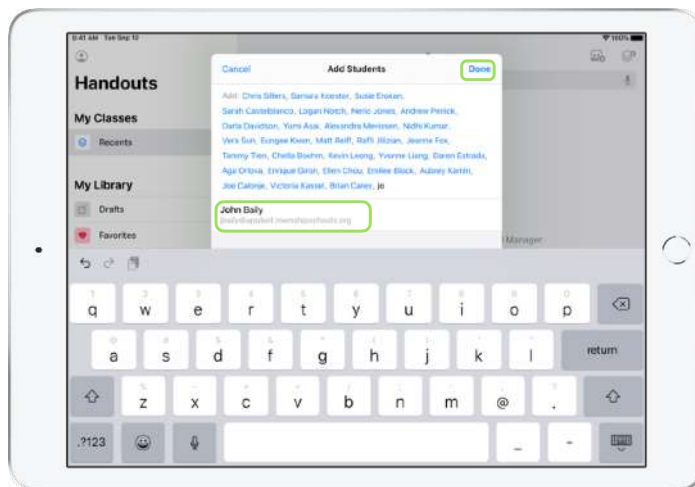
Once your IT department has installed and configured Schoolwork, open the app on your iPad. Schoolwork automatically populates the sidebar with classes that have already been set up for you in Apple School Manager.



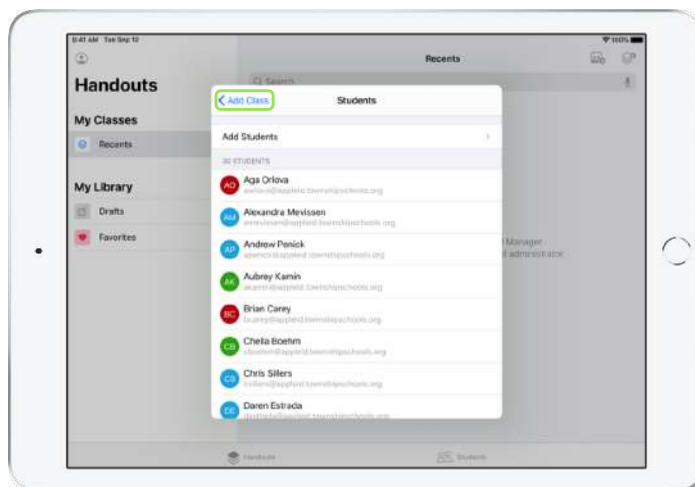
Tap  to add your own classes.



Type a name, then choose a colour and an icon to represent your class. Tap Students to add students



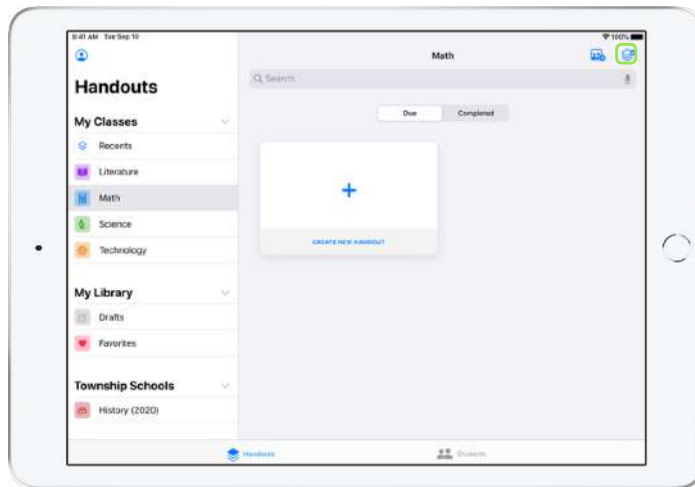
As you start typing a student's name, Schoolwork will suggest students to add. Tap the name to add it. You can only add students with existing Managed Apple ID accounts set up in Apple School Manager. Once you've added all students, tap Done.




Tap Add Class to create a class with the selected students, then tap Done to finish class setup. You can add more students at any time. Your new class will be listed in the sidebar.

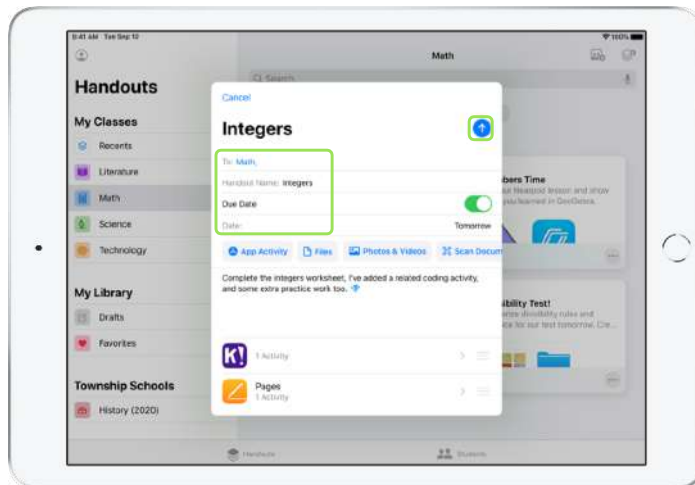
# Create your first Handout

Schoolwork simplifies your daily workflows by making it easy to create and send Handouts that are flexible enough to contain almost anything, including web links, PDFs, documents and even links to activities in apps. You can use them for announcements, reminders or assignments. And your students can view Handouts across all their classes to keep track of everything they need to complete.




In the sidebar, tap the class you're creating a Handout for. Handouts you create will be displayed on this class page.

Tap  to create a new Handout.



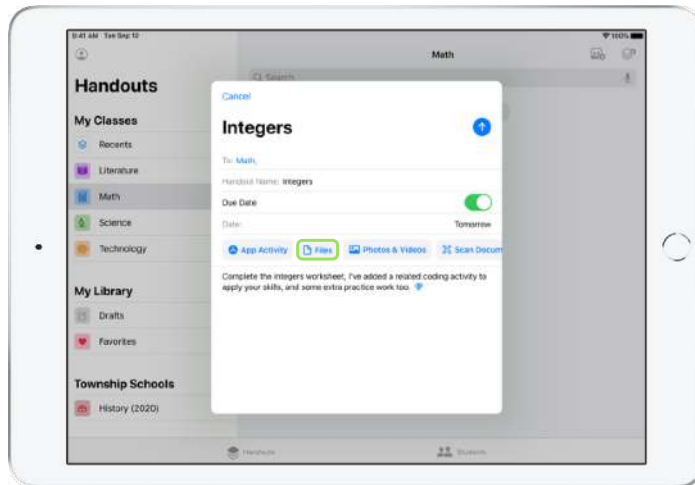
Add a list of recipients (choose the entire class or individual students), a title and instructions. You can also specify a due date.

Next, add an activity like a web link your students need to review or a file you want to distribute. Note: Only a recipient and a title are required; all other information is optional.

Tap  when you're ready to post your Handout. You can also save a draft to send later.

## Add File activities


You can share any type of file with your students so they have all the materials they need to get their work done. With the different types of activities available in Handouts, there are no limits to how creative you can make your Handouts and, in turn, how creative your students can be when working on those Handouts.



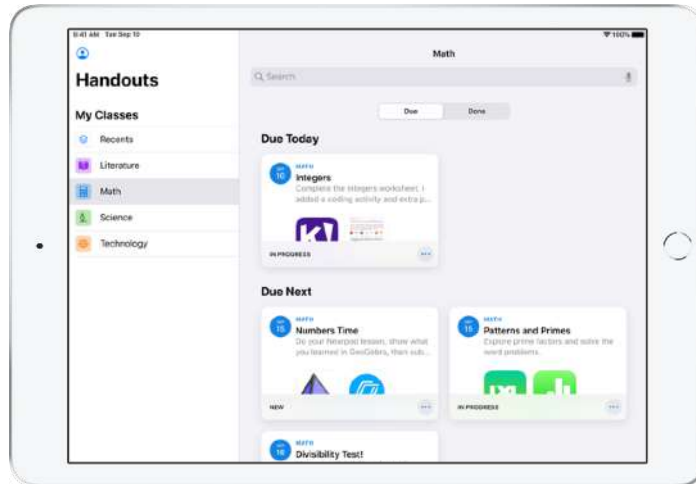
In a new Handout, tap Files.



Next, browse your files and tap the one you'd like to add. Or you can open another app side by side, like the Files app or Safari, and drag files or URLs to your Handout.

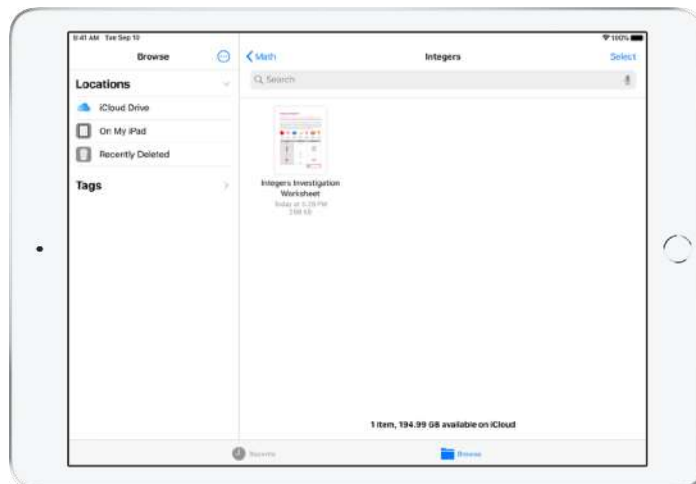
Repeat these steps to add multiple activities and files to your Handout. Tap  when you've finished.

## Student view



Students will see Handouts across all their classes in the dashboard, sorted by the due date to help keep track of everything they need to complete.

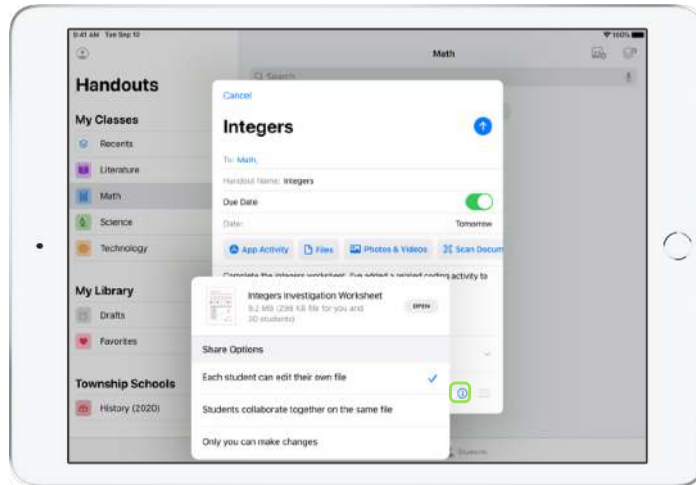
To start work on a Handout, students tap to open it, then follow your instructions and tap any of the activities you added.



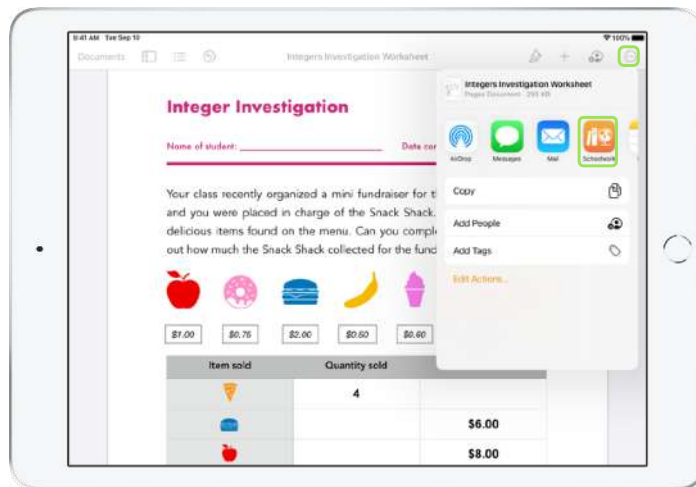
Schoolwork automatically organises files you share in iCloud Drive for you and your students. In this example, a Handout called "Integers" is created for a maths class, and a file called "Integers Investigation Worksheet" is added to the Handout. When posted to all students in a class, the following would appear in the teacher's and students' iCloud Drive folders: Schoolwork > Maths Integers > Integers Investigation Worksheet

# Collaborate with students

Using Schoolwork, you can collaborate with your students on Handout activities in Pages, Numbers and Keynote. While students are working in a collaborative file, you can view, edit, add comments and even record audio to provide real-time feedback, and help them along the way.



When adding a Pages, Numbers or Keynote file to your Handout, you can collaborate with students one-to-one. Tap ⓘ and choose "Each student can edit their own file". Or have all students collaborate together on the same file.



You can also start collaboration with your students directly from within Pages, Numbers or Keynote. Tap ⋮, then choose Share and select Schoolwork. This lets you create a new Handout in Schoolwork.



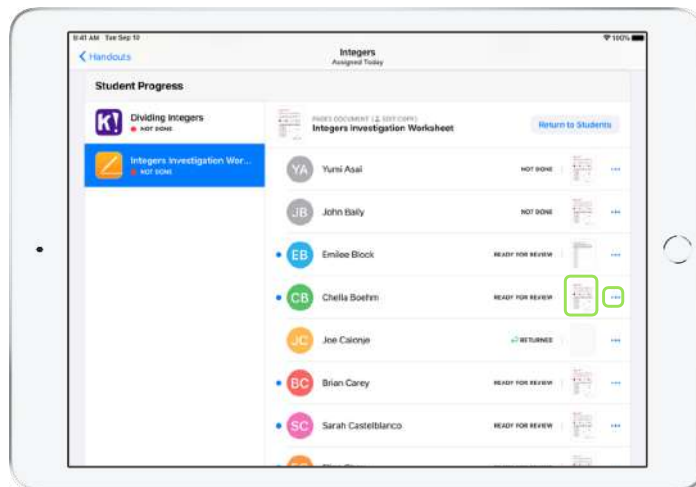
## Student view



If you share the file with each student, each will work on their own copy of the file.


Instruct your students to submit their work using the Submit button in the shared Pages, Numbers or Keynote document when they've finished.

Students can no longer edit a file once it's been submitted. If they need to make changes, they just unsubmit and resubmit the file.



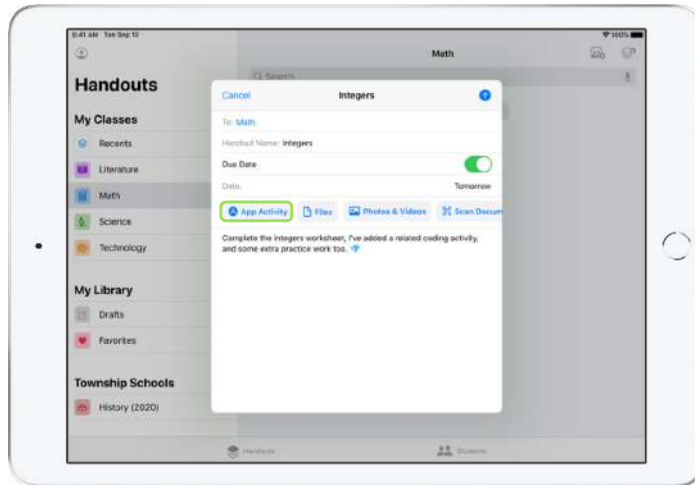
Open each student's collaborative document from the Handout detail view or from your iCloud Drive to see how students are progressing.

Collaboration enables you to provide feedback within the document in real time while students work. Edit the document, use drawing tools to annotate or even record audio for your feedback. When you've finished reviewing students' submitted work, you can return files to individual students or the entire class. Once returned, students will not be able to resubmit the assignment and will have "view only" access.

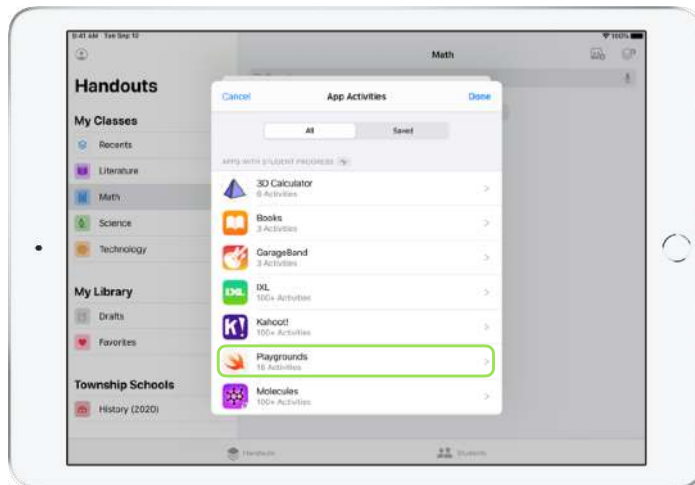
To return work to an individual student, tap  for the student whose work you want to return, then tap Return to Student. To return work to the entire class, tap Return to Students.

# Add app activities

Schoolwork makes it easy to direct students to the right place in an app. You can browse supported apps to find content that fits your curriculum, then share specific app activities with students. In a single tap, they can go directly to the right activity.



In a new Handout, tap App Activity.

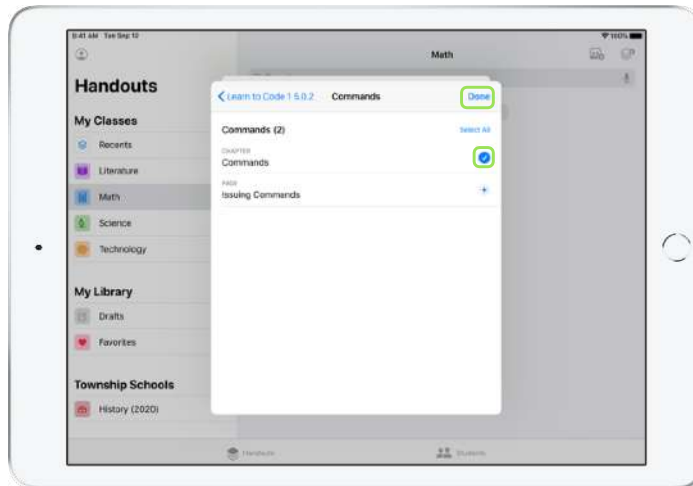



You'll see a list of apps that are installed on your iPad, including those that can report student progress. Choose an app with activities that fit the learning goals for your students.

You can also assign an activity from within a supported app. While browsing the app, use the Share menu to create a new Handout in Schoolwork when you discover a relevant activity.

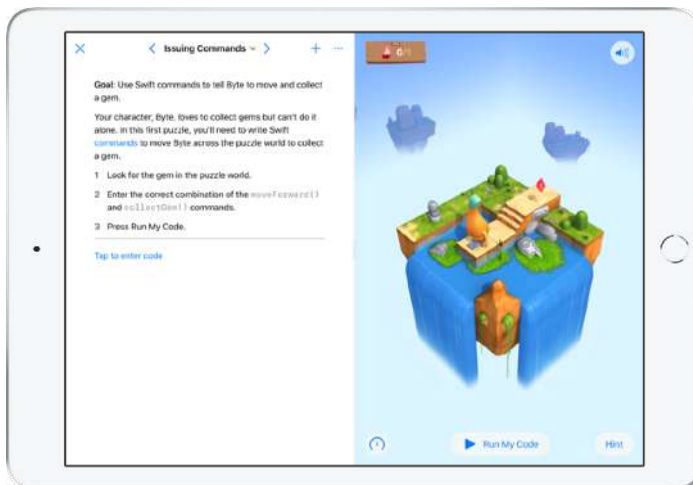


Schoolwork displays assignable activities from the app.



Choose the activity that fits your learning goals. When you're ready, tap Done, then tap  to post the Handout.

### Student view

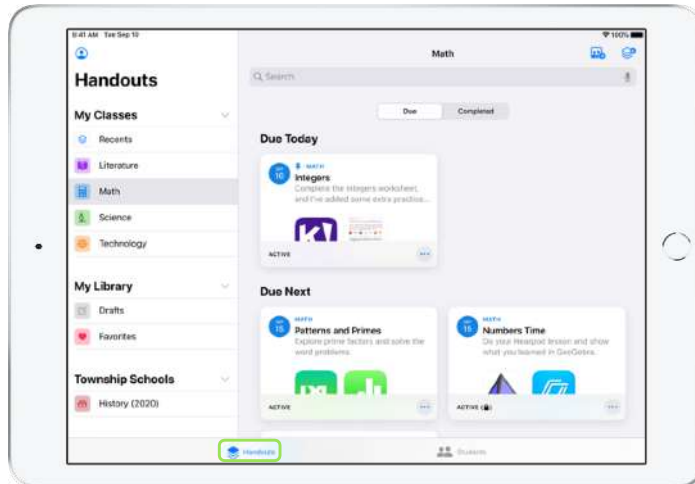



When students get the Handout with the activity you've chosen, they can go directly to the right place in a single step, just by tapping the activity in Schoolwork.

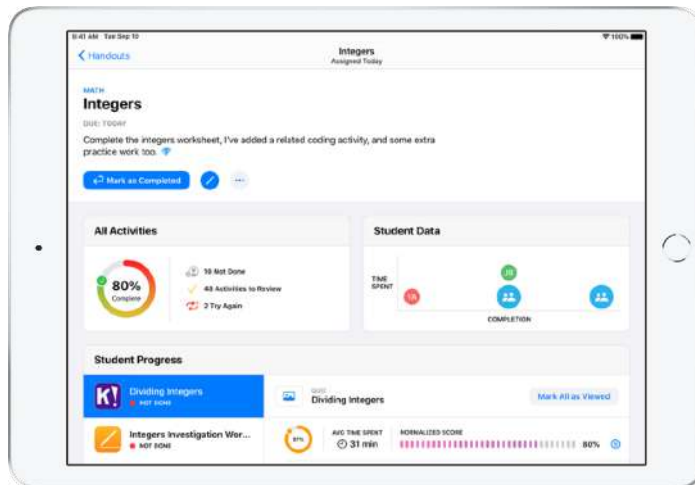
# View class and student progress

When your school enables the student progress feature in Apple School Manager, you'll be able to see a snapshot of each student's overall class performance, check individual student progress and see how they did across all assignments.

This enables you to tailor your teaching to each student — whether they need an extra challenge or extra help. You and your students will be able to use Schoolwork even if your school doesn't enable this feature.

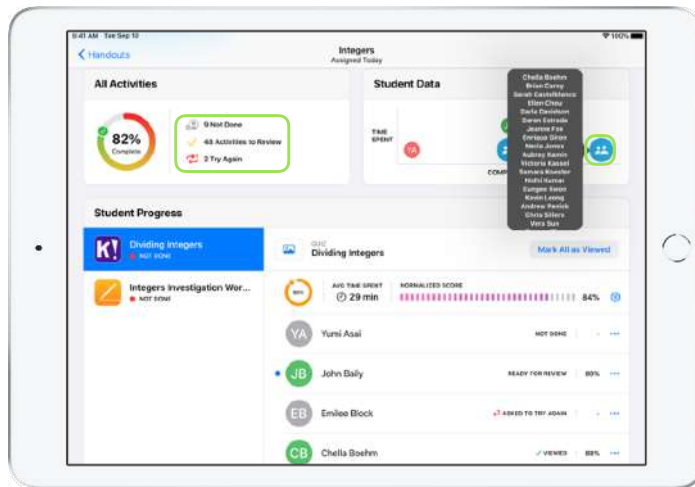


To see how your class is progressing on an assignment, go to Recents or tap a class name in the Sidebar, tap  in the bottom tab, then select the Handout.



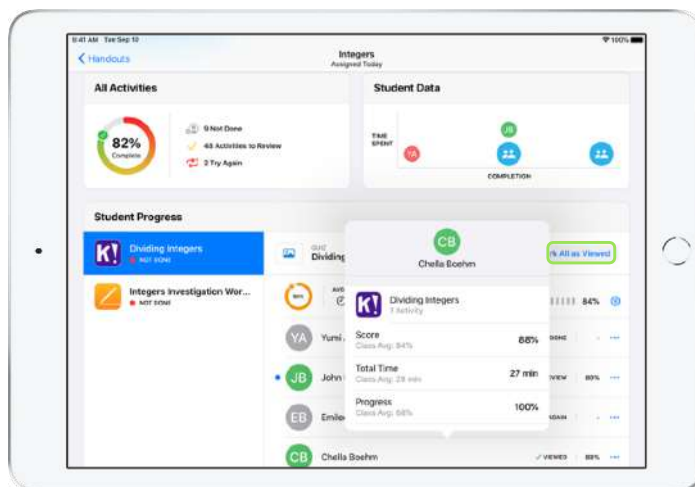
The Handout detail view aggregates data for all students in your class.

Apps that support student progress automatically send information about how students are doing after they complete the activity.



The All Activities chart displays how many activities in your Handout are incomplete, ready to review or waiting on students to try again.

The Student Data chart indicates how students are progressing with all Handout activities to help you determine which students might need additional support or more challenging work.



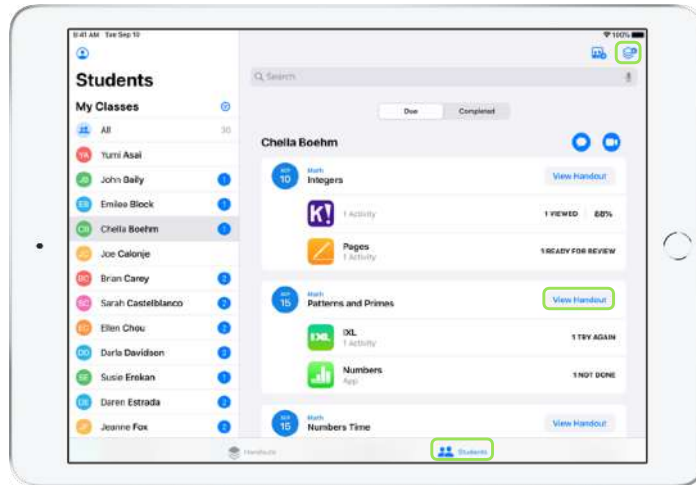
Tap a name in the student list to get a more detailed view of how each student did on the activity.


The data available depends on the type of activity and includes, for example, time spent on the activity, percentage completed, quiz scores, hints used or points earned.

When you've finished viewing the work all students have done, tap Mark All as Viewed.


# Focus on individual students

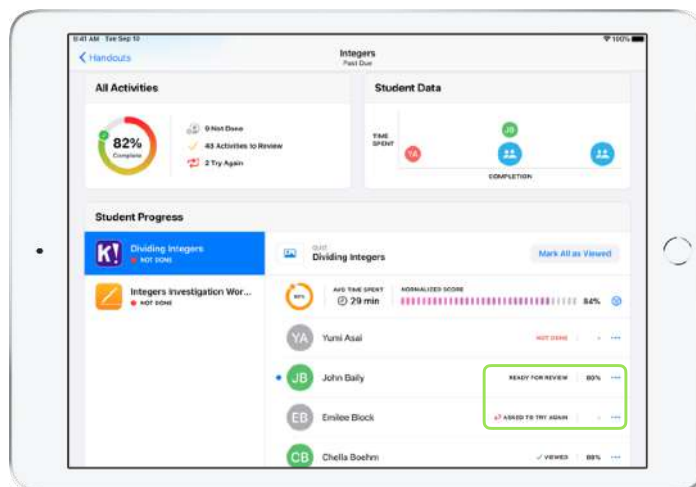
Unique to Schoolwork, the student detail view enables you to see all the progress information across supported apps you've assigned, as well as the work students submitted — all in one place. With this additional information on how an individual student is doing, you can tailor your instruction based on their needs.





To see progress information across all Handouts in a class, tap  in the bottom tab, then select the student's name in the sidebar.

Students can also use the app to see the progress they're making so they can take charge of their own learning.

Tap  to add a new Handout just for this student, or tap View Handout to continue work on a previous Handout.



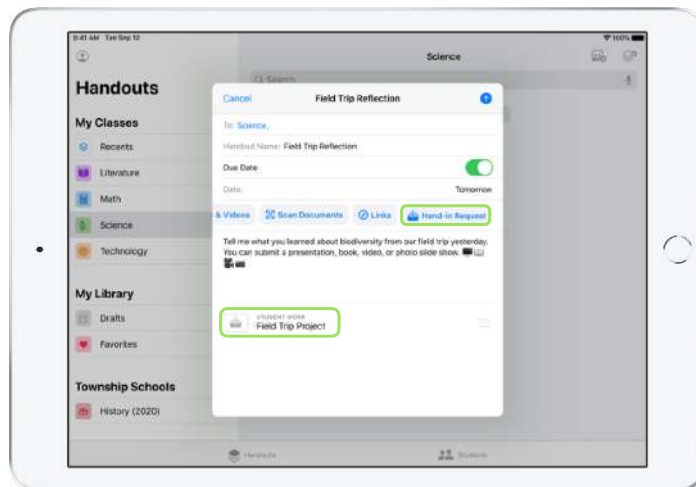
Schoolwork provides progress data to help you identify a student who might need to try an activity again or who might need a little extra time after you lock a Handout.

For student work that's progressed to Ready for Review, tap , then tap Ask to Try Again, enter your instructions and tap .


For student work that's progressed to Not Done for a Handout that has already been locked, tap , then tap Allow to Complete.

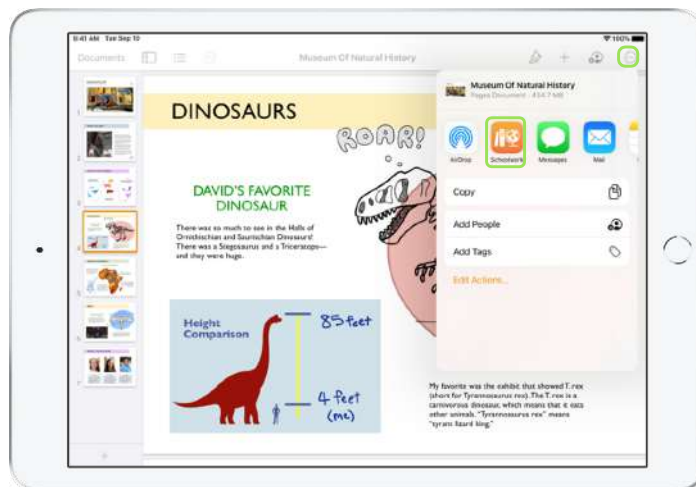
# Do more with Handouts

Advanced options in Schoolwork Handouts allow you to do even more. Use hand-in requests to give students choice in how they demonstrate their learning. Bring paper worksheets into your digital workflow with the document scanner. Use Multitasking in iPadOS as you create Handouts to simplify your workflow. See when work is submitted after your due date. Return a Handout and ask a student to try again. Lock a Handout when you're no longer accepting submissions.




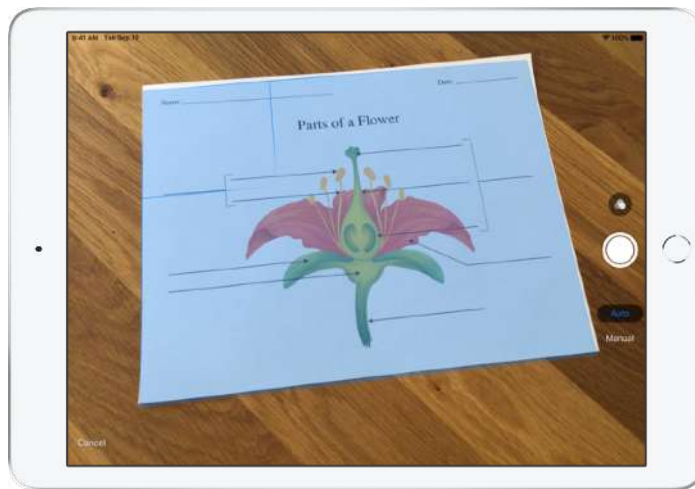
With hand-in requests, you can ask students to submit evidence of their learning in a format of their choice.

When you create a new Handout, tap Hand-In Request, tap Untitled Item #, then enter a title for the hand-in activity. When you're ready, tap .




Students can submit work in Schoolwork or they can use the Share button to submit from within another app. They can submit items such as app files, collaborative files, PDFs, or photos and videos.

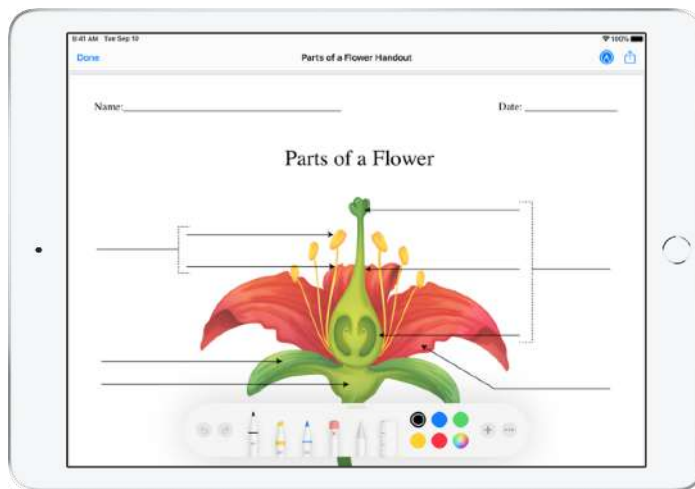
For example, in Pages on iPad, students can create a file, tap , choose Share and select Schoolwork, then select the class and Handout to submit the file.



With the integrated document scanner, Schoolwork can help you bring paper worksheets and physical artefacts into your digital workflows.

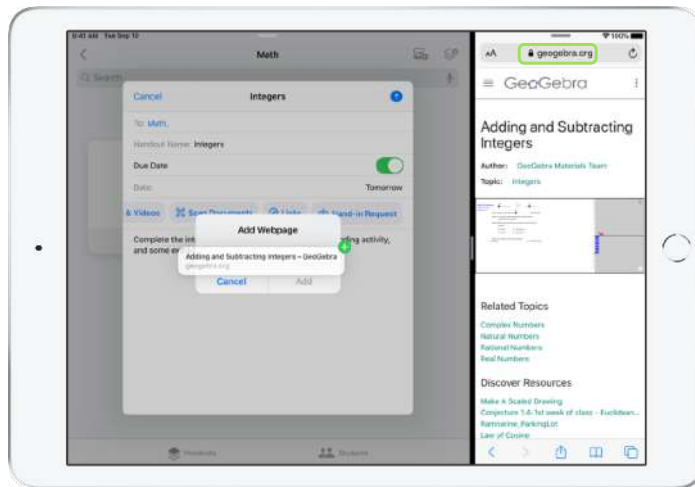
Create a new Handout, tap Scan Documents, then place your document in view of the camera on your device. Use Auto mode or capture the scan manually. Drag the corners to adjust the size, then tap Keep Scan.

Scan additional pages to add to the document, then tap Save when you've finished. Tap Untitled Document # and enter a title for your scan. When you're ready, tap .



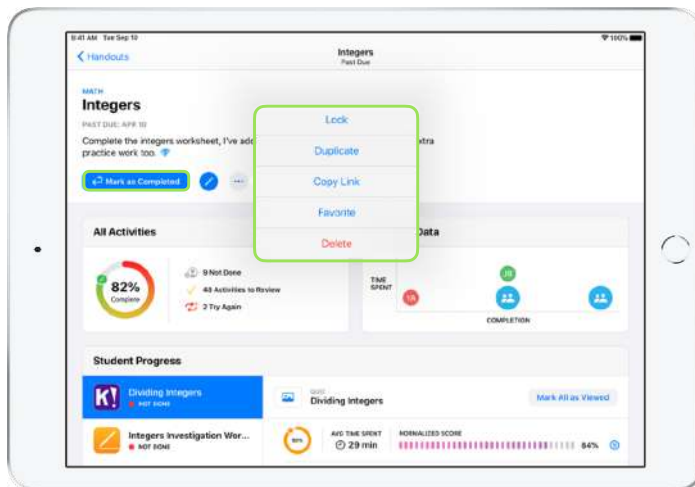
Schoolwork creates a PDF from your scanned document. When students receive the Handout, they can mark up the PDF file and submit it in the Handout. When a hand-in has been requested, students can also use the scanner to submit their own work done on paper to your Handouts.






It's easy to drag a file or a URL to your Handout using Multitasking on iPad. Slide up from the bottom of the screen to access the Dock, then touch and hold an app, such as the Files app to see recent files. Then just drag the file you want to share.

You can also drag an app from the Dock next to Schoolwork, then drag any file or URL from that app into Schoolwork.



If you set a due date for an assignment, students will be able to submit work, and their progress will be recorded even after the due date has passed. Late submissions are marked as handed in late.

You can lock the Handout if you want to stop accepting submissions. Students can't submit new work, make any changes or record their progress after you lock the Handout.

Tap  to lock, edit, duplicate, favourite or delete a Handout. When you delete a Handout, the Handout and progress data are deleted and no longer available in Schoolwork. Documents will continue to be available in the Files app.

When your students have finished with Handout activities, you've reviewed student progress and work, and you no longer need a Handout, you can mark it complete. Schoolwork then cancels any outstanding requests for work, returns copies of all Handout files to all students, and saves a view-only copy of the Handout in the Completed view. Once you mark a Handout complete or delete a Handout, you can't undo it.

# Privacy

Apple has a strong commitment to teacher and student privacy. Schools are required to opt in to Schoolwork's student progress feature using Apple School Manager. Student progress is recorded only for activities you specifically assign and that are completed while using a school-provided Managed Apple ID. For example, if you assign students to read the prologue of *Romeo and Juliet* in Apple Books, and a student also reads *The Great Gatsby*, both you and the student will see progress data only on the prologue because that was the assigned reading. All student progress data is encrypted in transit and at rest. If your school does not opt in, you can still use Schoolwork without this feature. To ensure transparency when progress reporting is active, students will see a notification indicating that their progress is being recorded.

# Schoolwork Setup

Below are the steps your technology department needs to complete to get you set up for Schoolwork. You can also send them this [PDF guide](#).

1. Enrol in or upgrade to Apple School Manager.
2. Create Managed Apple IDs for teachers and students using Federated Authentication, SFTP, SIS or manually.
3. Set up Classes in Apple School Manager or allow teachers to set up their own classes.
4. Get the Schoolwork app in Apps and Books in Apple School Manager.
5. Enable student progress for your organisation in Apple School Manager.

# Resources

[Schoolwork User Guide for Teachers](#)

[Schoolwork User Guide for Students](#)

[Apple School Manager User Guide](#)

[About privacy and security for Apple products in education](#)

**HARDSOFT**



[hardsoft.co.uk/schools](http://hardsoft.co.uk/schools)