

A teacher's guide to the Schoolwork app for iPad

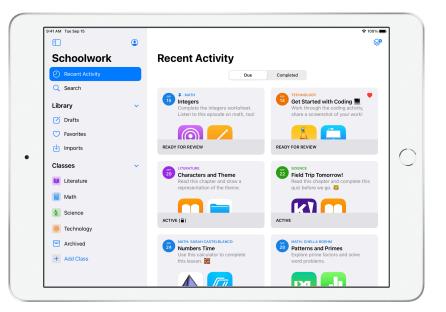


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Introducing Schoolwork

Schoolwork is a powerful iPad app that helps you and your students use iPad more effectively for teaching and learning. The simple and beautiful design makes it easy to create and share assignments in just a few taps. You can quickly distribute and collect learning materials, keep an eye on student progress in educational apps and collaborate one on 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 a 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. With a single tap, they can go straight 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 IT manager to make sure the required school accounts have been set up for you and your students, and that the student progress feature has been enabled in Apple School Manager.

Set up your classes

Your IT team can set up classes for you, or you can 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.

9:41 AM Tue Sep 15	٢	€ 100%
Schoolwork	•	Recent Activity
 Recent Activity 		Due Completed
Q Search		
Library	~	
🗹 Drafts		No Classes Created
💛 Favorites		To create a class, tap the Add Class button in the sidebar.
Imports		
Classes	~	
Archived		
+ Add Class		

Tap + to add your own classes.



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

	Cancel Add Students	Done	\$°
Schoolwork Recent Activity	Add: Daren Estrada, Aga Orlova, Raffi Jilizian, Sarah Castelblanco	»,	
Q Search	Darla Davidson, Allison Caplan, Juliana Mejia, ch Chella Boehm		
Library	chella.b@student.townshipschools.org	_	
🗹 Drafts		tton in	
○ Favorites			
└ Imports			
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As you start entering a student's name, Schoolwork will suggest students to add. Tap the name of a student to add them to a class. You can only add students with existing Managed Apple ID accounts that have been set up in Apple School Manager. Once you've added all students, tap Done.

	0	S.
Schoolwork	Booont Activity	
Recent Activity	Add Class Students	
Q Search	Add Students >	
Library	28 STUDENTS	
🗹 Drafts	Aga Orlova ags-kadyrobb@appleid.townshipschools.org	la.
♡ Favorites	Allison Caplan alison-kchristensen@appleid.townshipschools.org	
Imports	Amber Spiers	
Classes	Andrew Devial	
Archived	Andrew-kadyrobb@appleid.townshipschools.org	
+ Add Class	Brian Carey brian-kadyrobb@appleid.townshipschools.org	
	CB Chella Boehm chella-kadyrobb@appleid.townshipschools.org	
	C5 Chris Sillers chris-kadyrobb@appleid.townshipschools.org	
	Daren Estrada	

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

Create your first assignment

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

	-			⊡
Schoolwork		Math		
Recent Activity		Assignments		
Q Search				
Library	~	+		
🗹 Drafts		· · · ·		
💛 Favorites		CREATE NEW ASSIGNME		
Imports				
Classes	~	Students		See All (28)
Uiterature		AO Aga Orlova	AC Allison Caplan	AS Amber Spiers
🗐 Math				
Science		AP Andrew Penick	BC Brian Carey	CB Chella Boehm
Technology				
Archived				
+ Add Class				

In the sidebar, tap the class you're creating an assignment for. Assignments you create will be displayed on this class page.

Tap 🥩 to create a new assignment.

	Cancel				
Recent Activity	Integers			1	
Q Search	To: Math,				
Library	Assignment Name: Integers Set a Due Date				
Drafts	Date:			Tomorrow	
Favorites	App Activity 🌓 Files	🔛 Photos & Videos 🛛 🗐	Scan Documents	@ Links	4
Imports	Solve the integers word proble	ms, I've included a related coding	g activity to apply yo	ur skills. 🙀	
Classes					See All (28)
Uiterature					Amber Spiers
📕 Math					
Science					Chella Boehm
Technology					
Archived					
+ Add Class					

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, such as a web link your students need to review or a file you want to distribute. Only a recipient and title are required; all other information is optional.

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

Add File activities

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

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 Recent Activity Search 	To: Math,	
	Assignment Name: Integers	
Library	Set a Due Date	
🗹 Drafts	Date: Tomorrow	
♡ Favorites	🚯 App Activity 🕒 Files 🖾 Photos & Videos 🔅 Scan Documents ⊘ Links 🎸	
Imports	Solve the integers word problems, I've included a related coding activity to apply your skills.	
Classes	eero na megero ne a homana i o na marca o marca o anna ganna i no shihi i oo anna 🕹	See All (28)
Uiterature		Amber Spiers
🗐 Math		
Science		Chella Boehm
Technology		
Archived		
+ Add Class		

In a new assignment, tap Files.

	Browse	iCloud Drive	C9 8	Cancel	©°
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Recent Activity	CC Search			*	
Q Search				_	
Library				_	
Drafts	Integers Investigrksheet				
C Favorites	Today, 8:50 AM 308 KB				
[↓] Imports				_	
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Classes					
Uiterature					
Math				_	
& Science				_	
Technology				_	
Archived				_	
+ Add Class					
1 100 0000	1	item, 199.8 GB available on iCl	oud		

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

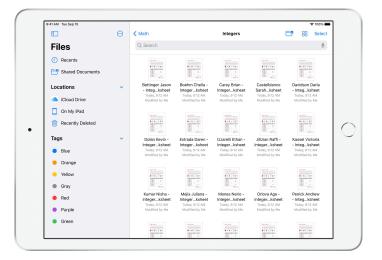
Repeat these steps to add multiple activities and files to your assignment. Tap
 when you've finished.

Student view

·	٢		
Schoolwork		Math	
 Recent Activity 		Assignments	See All (5)
Q Search		15 A MATH Integers	MATH: SARAH CASTELBLANCO Numbers Time
Library	~	Complete the integers worksheet. Listen to this episode on math, too!	Use this calculator to complete this lesson.
🗹 Drafts			
💛 Favorites		READY FOR REVIEW	ACTIVE
Imports		READT FOR REVIEW	AUTIVE
Classes	~	AATH: CHELLA BOEHM Patterns and Primes Explore prime factors and solve	TATH Graphing and Coding! 1+ Learn about graphing, and complete
Uiterature		word problems.	the coding activity!
🗐 Math			
Science		ACTIVE	READY FOR REVIEW
Technology		Students	See All (28)
Archived		Students	See All (28)
+ Add Class		AO Aga Orlova CB CH	hella Boehm DE Daren Estrada

Students will see assignments for all of their classes in the dashboard, sorted by due date to help them keep track of everything they need to finish.

To start work on an assignment, students can tap to open it, then follow your instructions and tap any of the activities you've added.



Schoolwork automatically organises files you share in iCloud Drive for you and your students. In this example, an assignment called "Integers" has been created for a maths class, and a File called "Integers Investigation Worksheet" has been added to the assignment. When posted to all of the 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 assignment activities in Pages, Numbers and Keynote. While students are working in a collaborative file, you can view it, edit it, add comments and even record audio to provide real-time feedback to help them along the way.

	Cancel	Integers	0) 💱
Schoolwor	To: Math,		-	
② Recent Activity	Assignment Nam	e: Interere		
Q Search	Set a Due Date			
Library	Date:		Tomorrow	
Drafts	🔕 App Activit	y 🕒 Files 🔛 Photos & Videos 🔞 Scan Documents	🕑 Links 🖕	
Favorites	Solve the intege	s word problems, I've included a related coding activity to apply t	your skills. 💥	
Classes		Integers Investigation Worksheet 8.9 MB (308 KB file for you and OPEN	See /	All (28)
Uiterature	Pages	28 students)	Allison Capl	an
📕 Math	PAGES I	Share Options		
& Science	PAGES I Integr	Each student can edit their own file	Brian Carey	
Technology		Students collaborate together on the same file		
Archived		Only you can make changes		
0				
+ Add Class			- 11 B	

When adding a Pages, Numbers or Keynote file to your assignment, you can collaborate with students one on one. Tap (i) and choose "Each student can edit their own file" or get all of your students to collaborate together on the same file

Documents 🔃 🗄	(5) Integers I	nvestigation Worksheet	» + @	
			Pages Document - 308 KB	heet
n = 1 = 1 → 1	Integer Invest	-	Arbrop Schoolwork Messages	Mai
			Сору	¢
2 6-	Your class recently orga and you were placed in	charge of the Snack	Share File in iCloud	æ
	delicious items found or out how much the Snack		Add Tags	0
)	52.00	Edit Actions	
	Item sold	Quantity sold	Sales made	
	7	4		
	2		\$6.00	

You can also start collaboration with your students directly within Pages, Numbers or Keynote. Tap $\overline{\cdots}$, then choose Share and select Schoolwork. This lets you create a new assignment in Schoolwork.

Student view

9:41 AM Tue Sep 15	Boehm Chella - I	ntegers Investigation Worksheet	÷ 100
Documents 🔛 😑	6 Boenim Chella - I	Due: Wed, Sep 15	🔊 + 💮 (сивм
	Integer Investi	τī ι Λ	theat ark !
2 - 2 - 0 - 100 0 - 2 - 100			
2	and you were placed in delicious items found or	charge of the Snack Sha	or the new school library, ack. Below is a list of the nplete the table and find undraiser?
	🍎 🚳 🗧	e 🌙 🕯	🕺 🐼
		\$2.00 \$0.50 \$0.6	
	Item sold	Quantity sold	Sales made
	₹	4	\$4.80
	-	2	\$6.00

If you share the file with each student, each person 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't edit a file after it's been submitted. If they need to make changes, they can unsubmit and resubmit the file.

Math	Integers Assigned Today	
Student Progress		
Adding and Subtractin • READY FOR REVIEW	> PAGES DOCUMENT (1 EDITABLE COPY) Integers Worksheet	Return to Students
Integers Worksheet READY FOR REVIEW	CB Chella Boehm READY FOR REVIEW	
Integers Video Lesson READY FOR REVIEW	SC Sarah Castelblanco 🗢 ASKED TO TRY AGAIN	
	DD Darla Davidson 🗸 viewed	N/A
	DE Daren Estrada READY FOR REVIEW	
	RJ Raffi Jilizian READY FOR REVIEW	
	JUliana Mejia READY FOR REVIEW	
	Aga Orlova READY FOR REVIEW	

Open each student's collaborative document from the assignment 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 are working. Edit the document, use drawing tools to annotate or even record audio to provide your feedback. When you've finished reviewing students' submitted work, you can return files to individual students or the entire class. Once returned, you and your students will each have your own copy of the document and students won't be able to resubmit it.

To return work to an individual student, tap — next to 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. With a single tap, they can go straight to the right activity.

	Cancel	
Schoolwor	Integers	
 Recent Activity 	-	
Q Search	To: Math,	
Library	Assignment Name: Integers	
	Set a Due Date	
Drafts	Date: Tomorro	w
○ Favorites	🙆 App Activity 🗅 Files 🖾 Photos & Videos 💿 Scan Documents 🥝 Link	s 🖌
⊡ Imports	Solve the integers word problems, I've included a related coding activity to apply your skills.	
Classes	dente che integero nella producina, i ne includeda a realed courreg dettrity to apprij year anno-	See All (28)
Uiterature		Amber Spiers
📕 Math		
Science		Chella Boehm
😁 Technology		
Archived		
+ Add Class		

In a new assignment, tap App Activity.

Done	
C	
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> Links	4
tills. 🙀	
· · ·	
>	See All (28)
>	Amber Spiers
>	and the second se
	Chella Boehm
>	
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	> ibs. \$

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 assignment in Schoolwork when you've discovered a relevant activity.

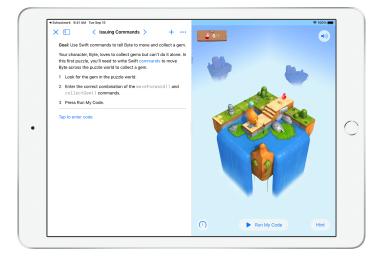
	Cancel	h	ntegers		0	· · · · · ·
Schoolwor	To: Math	App Activities Swift	Playgrounds	Done		
Recent Activity	Assignme	Cripp Hummus Omit	riajgroanas	Done		
Q Search	Set a Due	Swift Playgrounds	the fun way	-		
Library	Date:	Supports Studer	nt Progress		worrow	
🗹 Drafts	🔕 App	AR Create		>	Links	
◯ Favorites	Solve the	Answers		>	allis, 💥	
⊡ Imports		Answers		/		
Classes		Assemble Your Came	ra	>		See All (28)
Uiterature		Augmented Reality		>		Amber Spiers
📕 Math		Battleship		>		
Science		-				Chella Boehm
Technology		🙂 Blink		>		
Archived		Blu's Adventure		>		
+ Add Class		-				

Schoolwork displays assignable activities from the app.

	Cancel		Integers			0	
Schoolwor	To: Math	Learn to Code 1	Commands		Done		
Recent Activity	Assignme	C Leann to Code 1	Commands				
Q Search	Set a Due	Commands (8)			Select All		
Library	Date:	CHAPTER Command Topics Add		more	٠	worrow	
Drafts	🙆 App	PAGE	esseu:	more		Links (
♡ Favorites	Solve the	Issuing Co				ills. 💥	
🔄 Imports		Topics Add • Code et • Comma	ecutes in order		0		
Classes		Computer 5 18 · @ 5 - 1	icience and Engine 0 minutes	ring · Ages 9 -			See All (28)
Literature		Adding a N Topics Add	lew Command	more	۲		Amber Spiers
_		PAGE					
Science		Toggling a		more	٠		Chella Boehm
Technology		PAGE					
Archived		Portal Pra		more	٠		
+ Add Class							

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

Student view



When students get the assignment with the activity you've chosen, they can go straight 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 have done 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 hasn't enabled this feature.

41 AM Tue Sep 15	٢		÷ 100% I
Schoolwork		Math	
 Recent Activity 		Assignments	See All (5)
Q Search		The second secon	ATH: SARAH CASTELBLANCO Numbers Time Use this calculator to complete
Library	~	Listen to this episode on math, too!	this lesson.
🗹 Drafts			
💛 Favorites		READY FOR REVIEW	ACTIVE
Imports		READT FOR REVIEW	WEITVE
Classes	~	MATH: CHELLA BOEHM Patterns and Primes Explore prime factors and solve	Graphing and Coding! :+ Learn about graphing, and complete
Ulterature		word problems.	the coding activity!
🗐 Math			
Science		ACTIVE	READY FOR REVIEW
Technology		Students	See All (28)
Archived			
+ Add Class		AO Aga Orlova CB Ch	nella Boehm DE Daren Estrada

To see how your class is progressing on an assignment, go to Recent Activity or tap a class name in the Sidebar and select the assignment.

A1 AM Tue Sep 15	tor Integers Assigned Today						
MATH Integers DUE: SEP 15 Solve the integers v	word problems, I've included or related codi	ng activity to apply your skills.					
All Activities		Student Data					
90% Complete	 O Not Done 17 Activities to Review 2 Try Again 	TIME SPENT	© © #				
Student Progr	855		COMPLETION				
Adding	and Subtractin	g and Subtracting Integers	Mark All as Viewed				
		TIME SPENT NORMALIZED SCORE	AVG PROGRESS 100%				

The assignment 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've completed the activity.

M Tue Sep 15 Math	Integers Assigned Today	♀ 100
All Activities	Student Data	
© 90% Complete 2 Try Again	TME Review SPENT	Daris Davidson Darin Statadi Adiana Maja Adiana Maja COMPLETIK
Student Progress Adding and Subtractin	eurz quiz	
Adding and Subtractin	Adding and Subtracting Intege	rs Mark All as Viewed
Integers Worksheet e READY FOR REVIEW	AVG TIME SPENT NORMALIZED © 3 MIN Ø 929	
Integers Video Lesson	Student Progress Data	Score
READT FOR REVIEW	CB Chella Boehm	READY FOR REVIEW 100% ····
	SC Sarah Castelblanco	C ASKED TO TRY AGAIN 80% ···
	DD Darla Davidson	√ VIEWED N/A ···

The All Activities chart displays how many activities in your assignment are incomplete, ready to be reviewed or waiting for students to try again.

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

< Math	Inte Assigni	gers ad Today		
All Activities		Student Data		
Ø 0 Not Done 90% ✓ 17 Activities tr Complete ✓ 2 Try Again	a Review	CB Chella Bo	ehm	© 2
Student Progress		Adding and Subt Submitted: Mar 19	A:18 PM	
Adding and Subtractin		Score Class Avg: 92%	100% rk All	as Viewed
Integers Worksheet	AVG T	Total Time Class Avg: 3 min	4 min	100%
Integers Video Lesson	Chudant Deserve	Progress Class Avg: 100%	100%	Score
READY FOR REVIEW	CB Chella B	oehm	READY FOR REVIEW	100%
	SC Sarah C	astelblanco	🕫 ASKED TO TRY AGAIN	80%
	DD Darla Da	vidson	√ VIEWED	N/A

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 of your students have completed, tap Mark All as Viewed.

Focus on individual students

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

11 AM Tue Sep 15			우 100% 🔳
1	٢	< Math	9 D Q
Schoolwork		Chella Boehm	
Recent Activity			
Q Search		CB PROGRESS 3 out of 3 Assignments Done	
Library	~	3 out of 3 Assignments Done	
🗹 Drafts		Due Completed	
Favorites		Due Competed	
Imports		28 MATH: CHELLA BOEHM Patterns and Primes	View Assignment
Classes	~		
🗾 Literature		IXL App	1 READY FOR REVIEW
🗐 Math		Numbers	1 READY FOR REVIEW
Science		App	TREADTFOR REVIEW
🛞 Technology		30 MATH Graphing and Coding! 1+	View Assignment
Archived		30 Graphing and Coding! '+	view Assignment
+ Add Class		App Keynote	1 READY FOR REVIEW
Updating		Swift Playarounds	

To see progress information across all assignments for a student, select the class from the Sidebar and then tap the student's name.

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 assignment just for this student, or tap View assignment to continue work on a previous assignment.

Math	Integers Assigned Today	
All Activities	Student Data	
Ø 90% Complete 2 2 Try Again	TIME SPENT	@ @
		COMPLETION
Student Progress		
Adding and Subtractin >	Adding and Subtracting Integers	Mark All as Viewed
Integers Worksheet READY FOR REVIEW	AVG TIME SPENT NORMALIZED SCOL © 3 MIN Ø 92%	RE AVG PROGRESS
Integers Video Lesson	Student Progress Data	Score
	CB Chella Boehm	READY FOR REVIEW 100% ····
	SC Sarah Castelblanco	ASKED TO TRY AGAIN 80% ···
	DD Darla Davidson	√ VIEWED N/A ···

Schoolwork provides progress data to help you identify a student who may need to try an activity again or who may need a little extra time after you've locked an assignment.

 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 with the status Not Done, tap — , then tap Allow to Complete.

Do more with assignments

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

	Cancel	
 Recent Activity 	Field Trip Reflection 📀	
Q Search	To: Science, Assignment Name: Field Trip Reflection	
Library	Assignment Name: Held Trip Henection Set a Due Date	
🗹 Drafts	Date: Tomorrow	
○ Favorites	🗅 Files 🔛 Photos & Videos 🗐 Scan Documents 🥥 Links 👍 Hand-in Request	
Imports	Tell me what you learned about biodiversity from our field trip yesterday. You can submit a	
Classes	presentation, book, video, or photo slideshow. 🜉 📖 🎇 📷	See All (28)
🚺 Literature		Amber Spiers
📕 Math	Field Trip Project	
ዾ Science	Pied inp Project	Chella Boehm
🛞 Technology		
Archived		
+ Add Class		

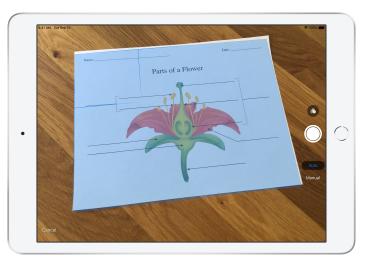
With hand-in requests, you can ask students to submit evidence of their learning in a format of their choice.

When you create a new assignment, tap Hand-In Request, tap Untitled Item No., then enter a title for the hand-in activity. When you're ready, tap (1)



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, photos or videos.

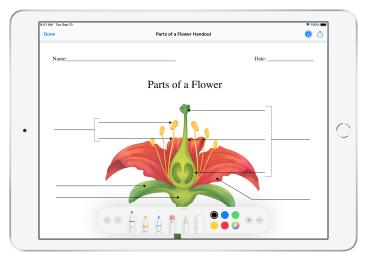
For example, in Pages on iPad, students can create a file, tap \odot , choose Share and select Schoolwork, then select the class and assignment to submit the file.



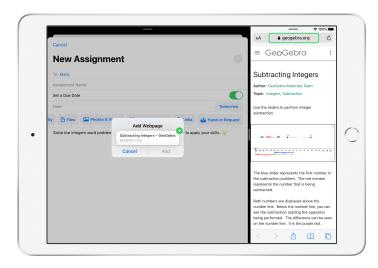
With the integrated document scanner, Schoolwork can help you bring paper worksheets and physical artefacts into your digital workflows.

Create a new assignment, 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 No. and enter a title for your scan. When you're ready, tap 1



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



It's easy to drag a file or a URL to your assignment using Multitasking on iPad. Slide up from the bottom of the screen to access the Dock, then touch and hold an app — for example, 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.

< Math			Integ Assigned	ers I Today	P 100% i
MATH Integers DUE: SEP 15 Solve the integers wo	ord problems,	I've included or rela	ited coding ac	tivity to apply your s	kills.
Amark as Comple	ted				
		Duplicate	œ		
All Activities		Delete	1	Student Data	
2	O Not	Lock	ß	TIME	CB SC
90% Complete	17 Act 2 Try	Favorite	Q	SPENT	<u>.</u>
	- 2 Iry.	Share Link	₾		COMPLETION
		Export	٩		
Student Progre	SS				
Adding a • READY FO	nd Subtractin R REVIEW		ouiz Adding and	Subtracting Integer	rs Mark All as Viewed
	Worksheet	> (AVG TIME S		

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

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

When your students have finished with assignment activities, you've reviewed student progress and work and you no longer need an assignment, you can mark it as complete. Schoolwork then cancels any outstanding requests for work, returns copies of all assignment files to all students and saves a copy of the file in the Completed view. After you've marked an assignment as complete or deleted an assignment, 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 only recorded for activities you specifically assign and that are completed while using a schoolprovided Managed Apple ID. For example, if you assign students to read the prologue of *Romeo and Juliet* in Apple Books, but a student also reads *The Great Gatsby*, both you and the student will only see progress data 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 IT 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.
- Create Managed Apple IDs for teachers and students using 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