Getting Started with Schoolwork

A teacher's guide to the Schoolwork app for iPad

Introducing Schoolwork
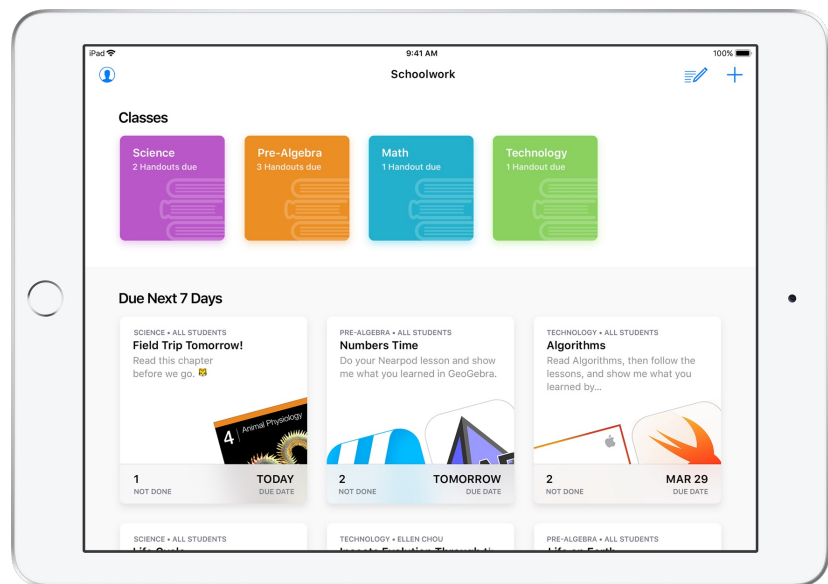
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Schoolwork is a powerful iPad app that helps you and your students use the power of iPad more effectively. You can easily distribute and collect assignments, keep an eye on student progress in educational apps, and collaborate one on one with students from anywhere, in real time. It's easy for students to use, too. Assignments automatically appear on their iPad devices, organized 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.
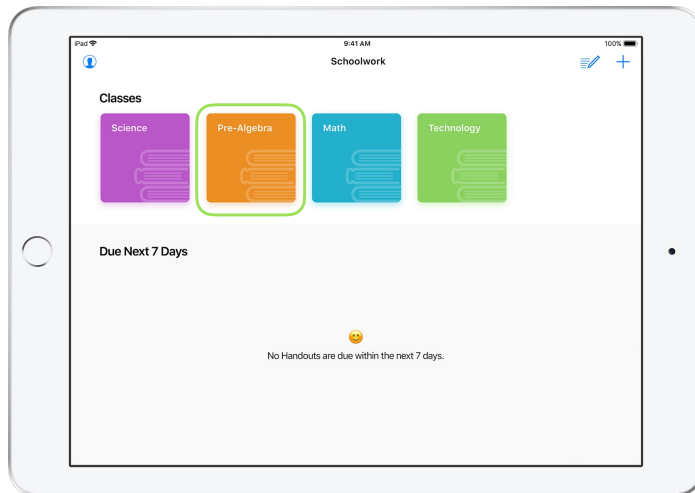

Before you get started

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 and classes are set up for you and your students and that the student progress feature is enabled in Apple School Manager.

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.
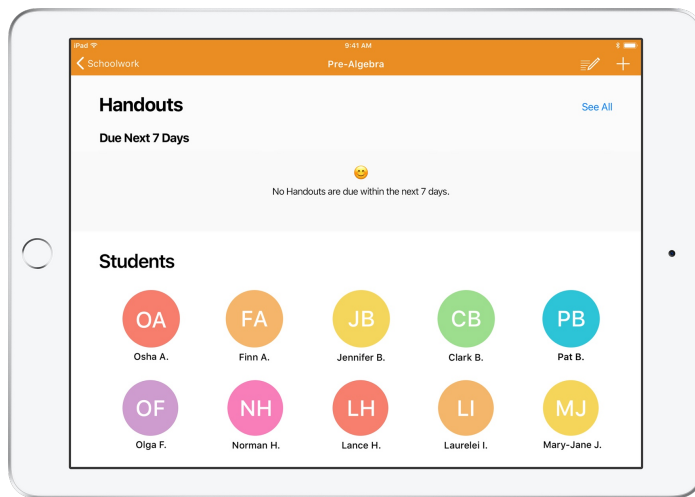

Once your IT department has installed and configured Schoolwork, open the app on your iPad.
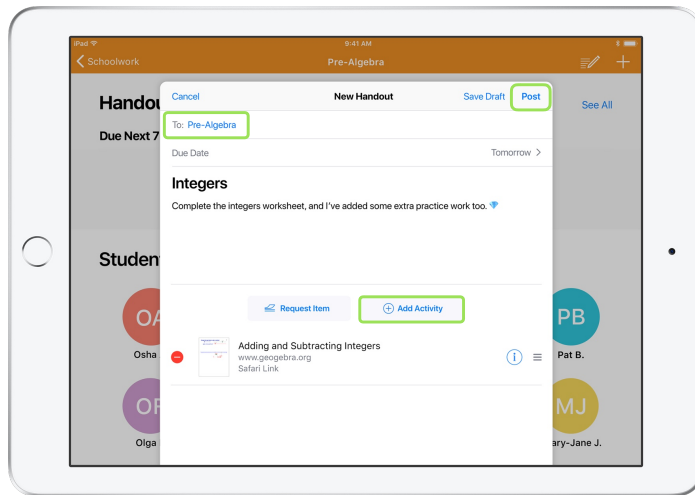

Schoolwork automatically populates your dashboard with all classes set up for you in Apple School Manager by your IT department. They'll also be responsible for keeping your class lists up to date as students move in and out of your class.

Tap the icon for the class you're creating a Handout for.

You'll see a list of students assigned to your class. Handouts you create will also be displayed on your class page.
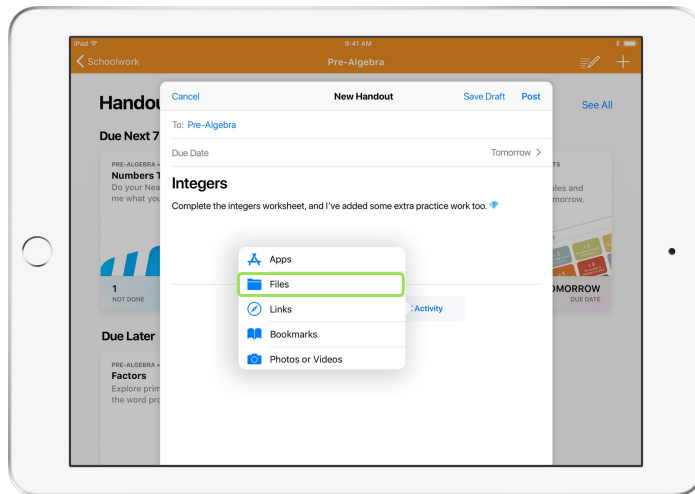
Tap ✚ to create a new Handout.

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 title are required; all other information is optional.
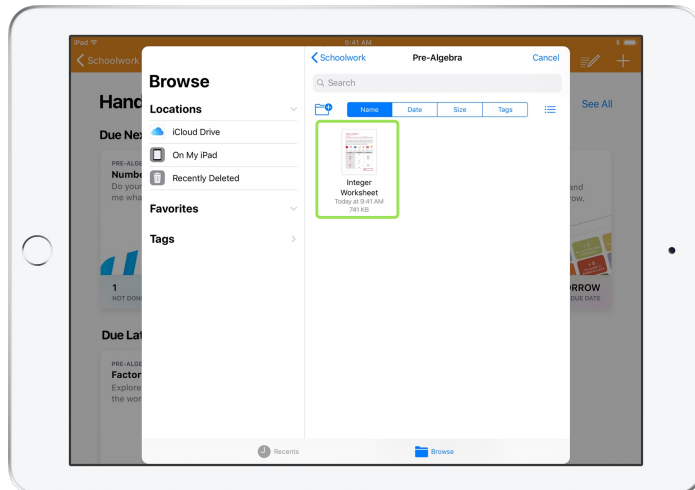
Tap Post when you're ready to post your Handout. You can also save a draft to send later.

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.
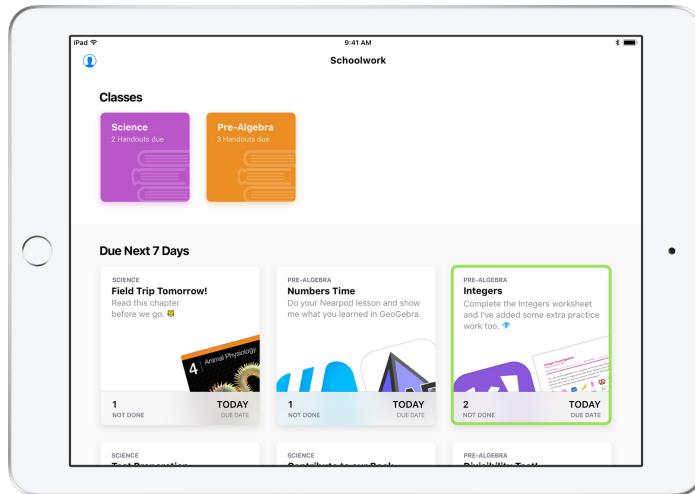

In a new Handout, tap Add Activity, then choose Files.

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.
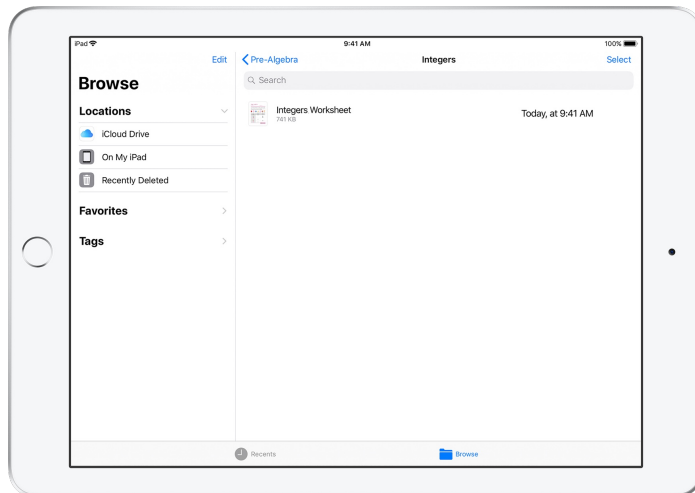
Repeat these steps to add multiple activities and files to your Handout. Tap Post when you're done.

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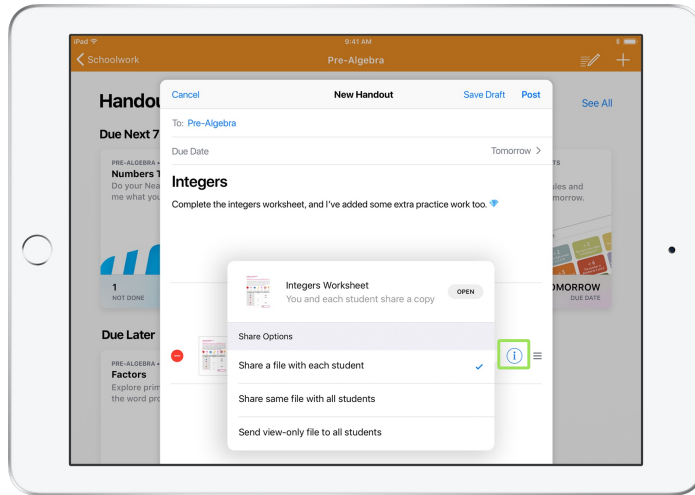
To start work on a Handout, students tap to open it, then follow your instructions and tap any of the activities you added.
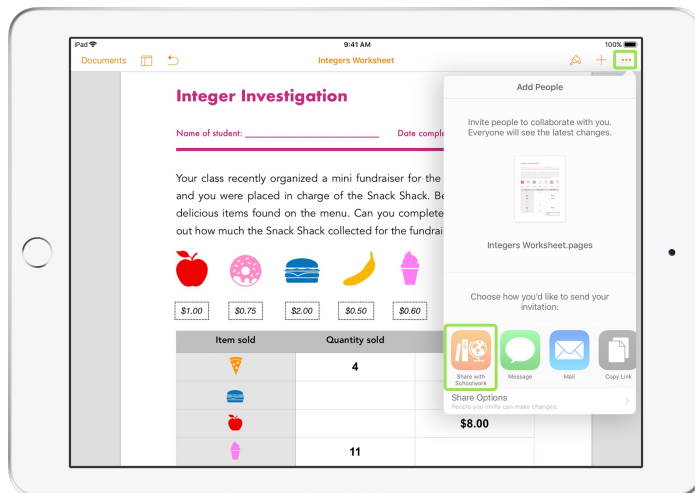

Schoolwork automatically organizes files you share in iCloud Drive for you and your students. In this example, a Handout called "Integers" is created for a Pre-Algebra class, and a File called "Integers Worksheet" is added to the Handout. When posted to all students in a class, the following would appear in the teacher's and students' iCloud Drive folders: Schoolwork > Pre-Algebra > Integers > Integers 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 on one. Tap the info button (i) and choose "Share a file with each student." Or collaborate with all students so they can work together in the same file.

You can also start collaboration with your students directly from within Pages, Numbers, or Keynote. Tap the More button ⬤, then choose "Share with Schoolwork." This lets you create a new Handout in Schoolwork.
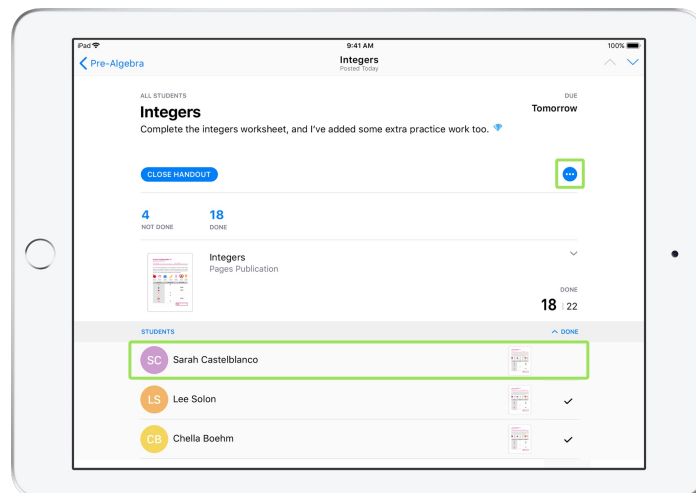
Student view

If you share the file with each student, each will work in 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're done.

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.
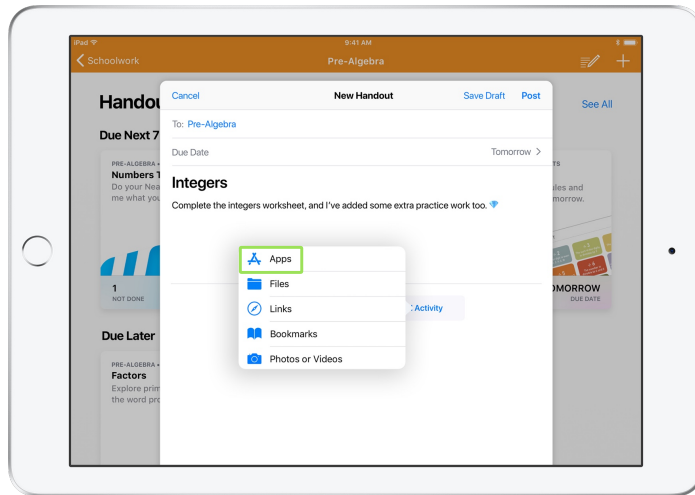

Open each student's collaborative document from the Handout detail view or from your iCloud Drive to see how students are progressing.

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.
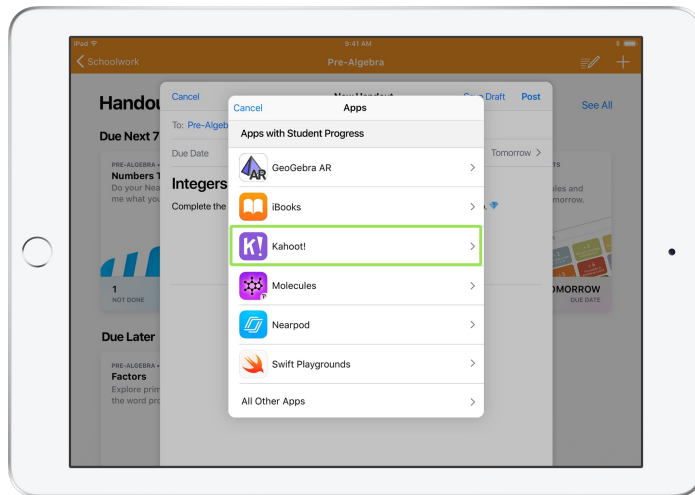
Add app activities

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.
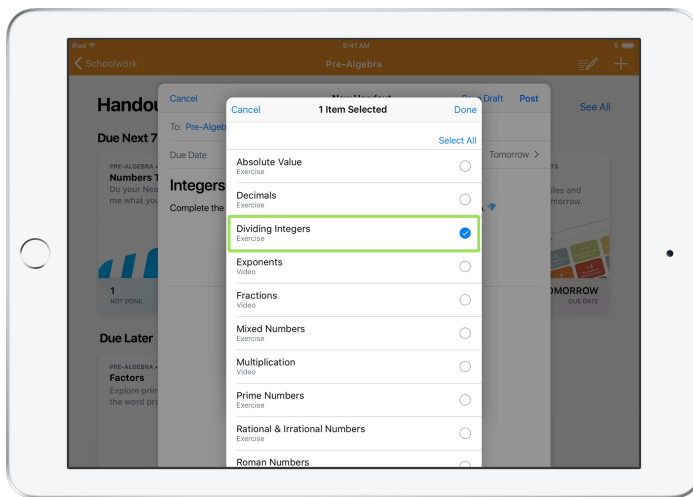

In a new Handout, tap Add Activity, then choose Apps.
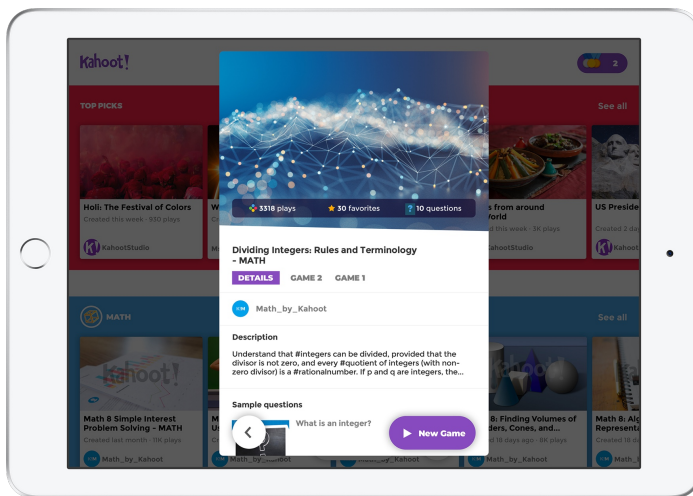

You'll see a list of apps that are installed on your iPad, including those that can report student progress. Choose an app with activities that fit the learning goals for your students.

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 post the Handout.
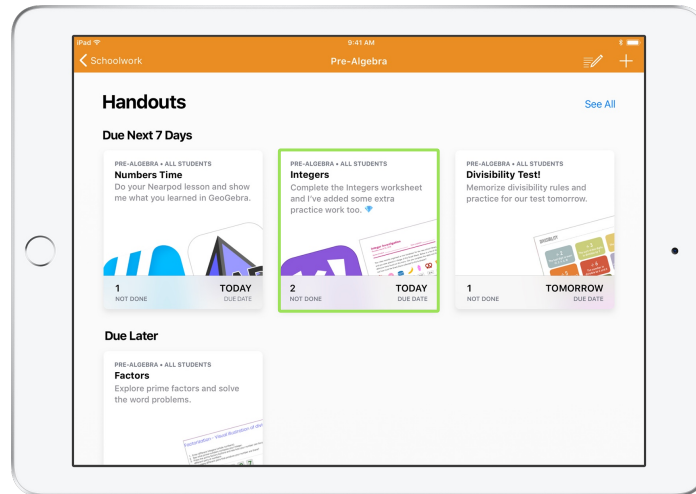
Student view

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.
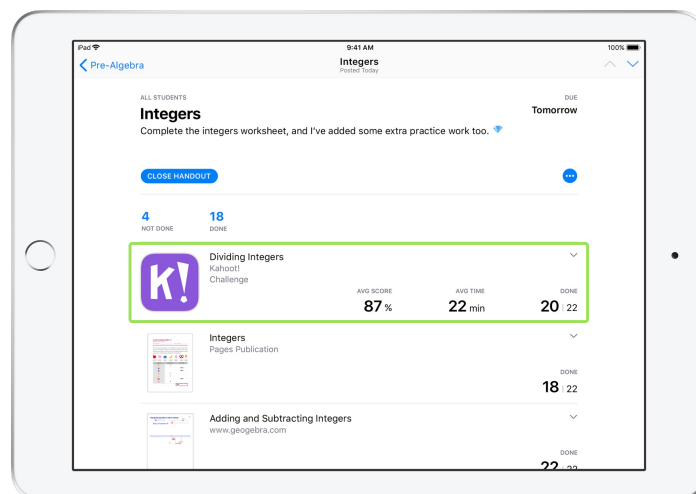
View class and student progress

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.
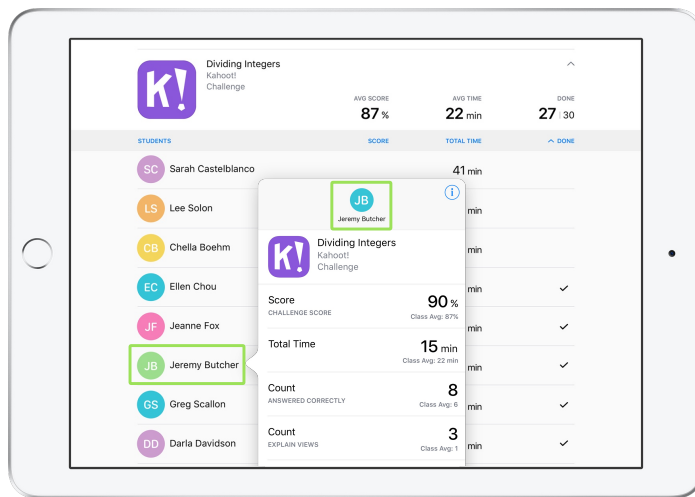

To see how your class is progressing on an assignment, open the Handout from the class dashboard.

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 (for example, time spent on the activity, percentage completed, quiz scores, hints used, or points earned).
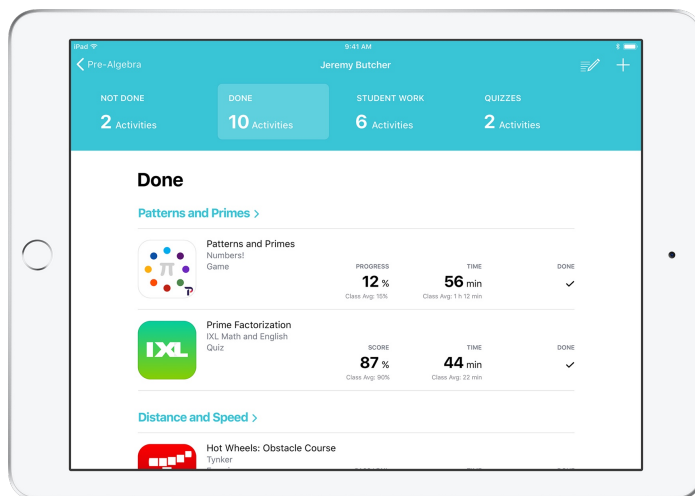
Tap an activity to see progress for each student.

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 progress data for supported apps, as well as whether a student has marked an activity as completed.

Tap the student name at the top of the popover to open the individual student page to get an overview of all the work a student has completed for your class.
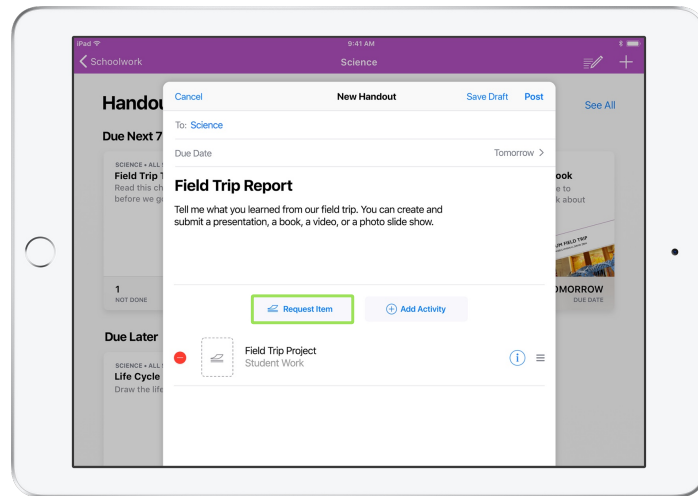

Unique to Schoolwork, the student detail page enables you to see all the progress information across supported apps you've assigned, as well as the work students submitted—all in one place. With this additional information on how an individual student is doing, you can tailor your instruction based on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

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 the class name to go back to the class dashboard.

Do more with Handouts

Advanced options in Schoolwork Handouts allow you to do even more. Use work requests to give students choice in how they demonstrate their learning. See when work is submitted after your due date. Close a Handout when you're no longer accepting submissions. Try using Multitasking in iOS as you create Handouts to simplify your workflow.
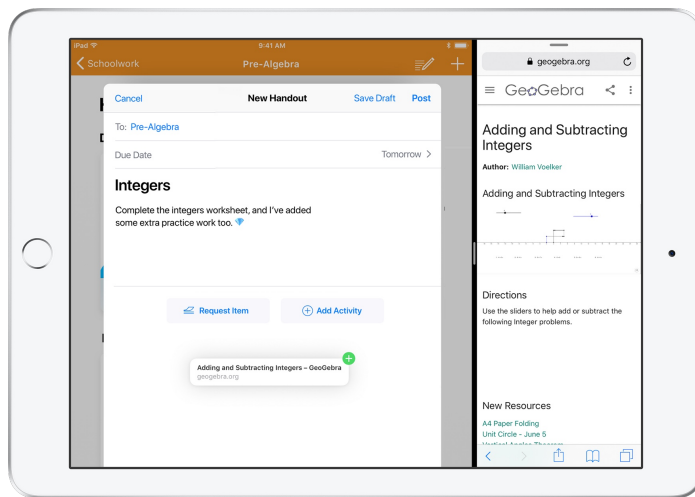

With work requests, you can ask students to submit evidence of their learning in a format of their choice.

When you create a new Handout, tap Request Item, and type your requirements. When you're ready, tap Post.
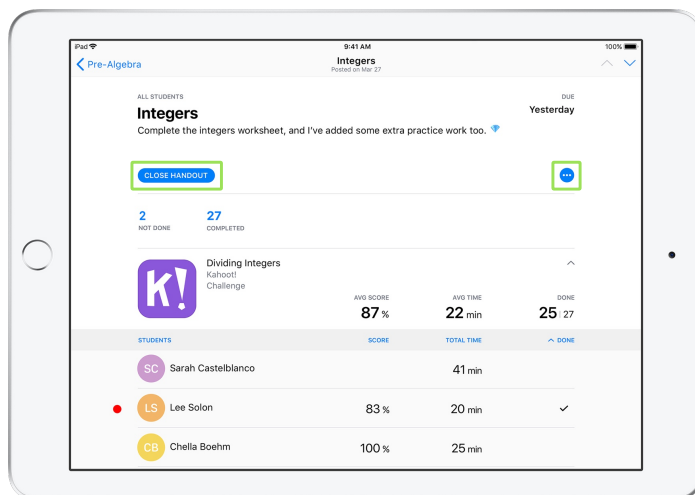

Students can submit work in Schoolwork, or they can use the Share button to submit from within another app. They can submit items such as app files, collaborative files, PDFs, or photos and videos.

For example, in Pages for iOS, students can create a file, tap the Share button, tap Share with Schoolwork, then select their class and Handout to submit the file.

It's easy to drag a file or a URL to your Handout using iOS Multitasking. 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.

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 with a red dot.

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

Tap the More button ••• to edit, duplicate, or delete a Handout.

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 iBooks, 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. Enroll in or upgrade to Apple School Manager.

2. Create Managed Apple IDs for teachers and students using SFTP, SIS, or manually.

3. Set up Classes in Apple School Manager.

4. Get the Schoolwork app in Apps and Books in Apple School Manager.

5. Enable student progress for your organization in Apple School Manager.

Resources

Schoolwork Help

Apple School Manager Help

About privacy and security for Apple products in education