

A teacher's guide to the Schoolwork app for iPad

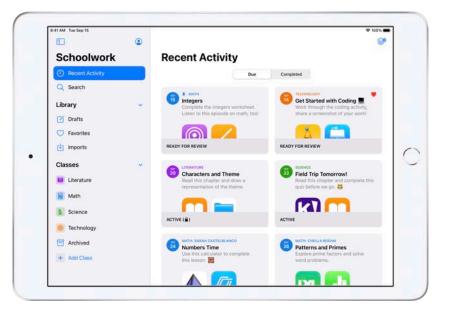


Contents

Introducing Schoolwork Before you get started Set up your classes Create your first assignment Add File activities Collaborate with students Add app activities View class and student progress Focus on individual students Do more with assignments Privacy Schoolwork setup Resources

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 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, 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 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.

•	9
Schoolwork	Recent Activity
Recent Activity	Due: Completed
Q Search	
Library 🗸	
🗹 Drafts	No Classes Created To create a class, tap the Add Class button in
C Favorites	the sidebar.
imports	
Classes 👻	
T Archived	
+ Add Class	

Tap 🕂 to add your own classes.



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

Scho	olwo	ork		Cance			,	dd Stud	ents			Done			¢
O Recen		1992						ra, Ratti J 1, Juliana		Sarah Car chi	datt lance				
C Searci	•			Chella			Newch	ook ary	1						
Library															
Drafts													tion in		
6 0	9														
q	w	I	e		r	ť		ÿ	I	u U	i		0	p	\otimes
a	Ι	s		d	f	Ι	g		h	j	Ι	k	i		return
Ŷ	z	Ι	x	c		v	Ι	b	Ι	n	m	Ι	@	1	¢
.7123	0	1 11	4											-	

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.

		÷
Bosont Activity	-	
C Add Class Students	-	
Add Students	• ·	
28 STUDENTS		
Aga Orlova aga-kadyrotid@appleid.fownehgeschools.org	1000	
Allison Caplan	reprint in the	
	-	
andres-kadynötöl@appiest townshipschools.org		
Brian Carey trian-kadymbit (Rappled townshipschools.org		
Chella Boehm chelle Kadymblell applied townshipschools.org		
Chris Sillers chris-kadyroto@epoleid.townshipschools.arg		
Daren Estrada		
	Add Class Add Students 20100001 One Students One Students	Control Students Add Students O Add Students O Students O Control Students Students Students

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 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 their classes to keep track of everything they need to complete.

Schoolwork		Math		
Recent Activity		Assignments		
Q Search				
Library	*	+		
Drafts				
C Favorites		CREAT NEW ALLOW	RMT	
imports		Students		See All (28)
Classes	~		A	
Math		Aga Orlova	Allison Caplan	AS Amber Spiers
Science	_	Andrew Penick	Brian Carey	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.

Schoolwor	Cancel			0 6
Recent Activity	Integers		0	
Q Search	Tiz: Math.			
Library	Assignment Name: Integers		-	
Orafts	Set a Due Date		Tomorrow	
C Favorites		🖾 Photos & Videos 🛛 👸 Scan Doc		
🖄 Imports		s, I've included a related coding activity t		
Classes	some one margers ward process	a, i w noode a reacti coord acond	m abbut ton anne 😁	See All (28)
Literature				Amber Spiers
Math				
Science				Chella Boehm
Technology				
T 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 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 assignment. 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 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.

	Cancel		0 0
 Recent Activity 	Integers	0	
Q Search	To: Math		
Library	Assignment Name: Integers	-	
🕑 Drafts	Set a Due Date	Tomorrow	
C Favorites	App Activity D Files D Photos & Videos () Scan Documents	@ Links	
🗄 Imports	Solve the integers word problems, I've included a related coding activity to apply y		
Classes			5ee Al (28)
Literature			Amber Spiers
Math			
Science			Chella Boehm
Technology			
T Archived			
+ Add Class			

In a new assignment, tap Files.

E C			e
< Browse	iCloud Drive	EP 88 Cancel	197
Schoolwor Q. Search		8	
Recent Activity			
Q Search			
intege			
Today, 8-1	50 ANA		
C Favorites			
(1) Imports			
Classes			
Literature			
Math			
2 Science			
e Technology			
T Archived			
+ Add Class			
	1 item, 199.8 GB available on iCl	loud	

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 assignment.

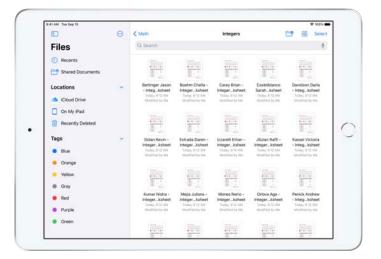
Repeat these steps to add multiple activities and files to your assignment. Tap
 when you're done.

Student view

	۲		
Schoolwork		Math	
Recent Activity		Assignments	See All (5)
Q Search		A Frank	Numbers Time
Library	~	Complete the integers worksheet. Clater to this episode on math, too?	Use this calculator to complete this lesson.
Drafts			
C Favorites			
imports		READY FOR REVIEW	ACTIVE
Classes	~	Patterns and Primes	Graphing and Coding!
Literature		Explore prime factors and solve word problems.	Learn about graphing, and complete the coding activity!
Math			
Science		ACTIVE	READY FOR REVIEW
Technology		Students	See A1 (28)
Archived			2000 Ma (40)
+ Add Class		A0 Aga Orlova CB Ch	ella Boehm DE Daren Estrada

Students will see assignments 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 assignment, 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 assignment called "Integers" is created for a math class, and a File called "Integers Investigation Worksheet" is added to the assignment. When posted to all students in a class, the following would appear in the teacher's and students' iCloud Drive folders: Schoolwork > Math 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, edit, add comments, and even record audio to provide real-time feedback and help them along the way.

Ð	Cancel	Integers	0	0 9
Schoolwor	To Muth			
Recent Activity	Assignment Nar	in Manara		
Q Search	Set a Due Date			
Library	Clater		Tomorrow	
Orafts	O App Activi	ty 🗅 Files 🔛 Photos & Videos 🔅 Scan Documents	. ⊘ Links	
C Favorites	Solve the intege	rs word problems, I've included a related coding activity to apply	your skills. 🥃	
imports				
Classes		Integers Investigation Worksheet		See Al (28)
Literature	Pager	B III MB (300 KB file for you and 28 students)		Allison Caplan
Math	No. marrie	Share Options		and the second second
Science	Integr	Each student can edit their own file	, 🔘 =	Brian Carey
Technology		Students collaborate together on the same file		
IPI Archived		Only you can make changes		
In all the				
+ Add Class				

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 have all students collaborate together on the same file.

Documents	i 🕥 Integers I	nvestigation Worksheet	Ø + 🤅	• 100%
1 1 1 1 1 1 1 1 1 1 1 1 1 1	Integer Invest		Program Investigation Work Pages Conserved - 208 42 Program Investigation Work Program Investigation Work Progr	
	Your class recently orga and you were placed in delicious items found or out how much the Snack	charge of the Snack the menu. Can you	Copy Share File in ICloud Add Tags Edit Actions	© ©
	Item sold	Quantity sold	Sales made	
	7	4		
			\$6.00	

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 assignment in Schoolwork.

Student view

Documents	😑 🕤 Boehm Chella -	Integers Investigation Worksheet Dan Web Sep 15		MIT)
	Integer Invest	EII A	Sheet wave!	
. 10	and you were placed in delicious items found o	anized a mini fundraiser fo n charge of the Snack Shi on the menu. Can you cor k Shack collected for the f	ack. Below is a list of the nplete the table and find	
	51.00 50.75	SE 200 S0.50 S0.6	0 \$0.40 \$1.20	
	Item sold	Quantity sold	Sales made	
	₹	4	\$4.80	
	1.0		\$6.00	

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 unsubmit and resubmit the file.

At AM The Sep 18 Math	Integers Assigned Today	₱ 100%.
Student Progress		
Adding and Subtractin	Proces Document (2 contract correct	Return to Students
Integers Worksheet	Chella Boehm esator ros esvere	1 100 · · ·
Integers Video Lesson e seator ros seview	Sorah Castelblanco Crasseo Po Terradane	(<u>Bit</u>))
	DD Darla Davidson	1 NA
	DE Daren Estrada seady ros newew	
	• RJ Raffi Jilizian RADY FOR REVIEW	$\left(\frac{22\pi i}{4} \right) \rightarrow \infty$
	• 🧾 Juliana Mejia — нелот тон немен	1
	Aga Orlova READY FOR REVEN	188 · · ·

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 work. Edit the document, use drawing tools to annotate, or even record audio for your feedback. When you're done 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 — 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.

	Cancel		0 6
Recent Activity	Integers	0	
Q Search	Tiz: Math		
.ibrary	Assignment Name: Integers 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 ye	our skills. 🤪	5ee Al (28)
Classes			
Main			Amber Spiers
Science			Chella Boehm
Technology			No. Alberto March
Archived			
+ Add Class			

In a new assignment, tap App Activity.

	Cancel		Integers		0	0 0
Schoolwor	Te Math	Cancel	App Activities	Done		
 Recent Activity 	Assignme					
Q: Search	Set a Due		All Saved		0	
Library	Date	APPS WITH STUDIO	CPROSERIES (36)		WOTTOW	
🕑 Drafts	O App	Apple B	ooks	5	Links	
C Favorites	Solve the				als. 🕳	
(1) Imports		Apple P	odcasts	2		
Classes		Garaget	Band	3		See All (28)
Literature		GeoGeb	ara Augmented Reality	2		Amber Spiers
Math N		DO IXL - Ma	ath, English, & More			-
1. Science	ŕ	INC - ME	an, English, a More			Chella Boehm
Technology		Ki Kahoot!	Play & Create Quizzes	3		
C Archived		Swift Pl	aygrounds			
+ Add Class						

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 discover a relevant activity.

	Cancel		Integers		0	0 0
Schoolwo	Te Math		100 Text		÷	
Recent Activity	Assignme	< App Activities	Swift Playgrounds	Done	-	
C Search	Set a Due	Learn n	laygrounds eal coding the fun way		D	
Library	Date	(%) be	aports Student Progress	NOT T	PH I	
P Drafts	O App	AR Create		5 Lin	ka 6	
C Favorites	Solve the			Sta.	-	
(1) Imports		Answers		2		
Classes		(Assemble	Your Camera			See All (28)
Literature		Augmente	d Reality	2	Am	ber Spiers
🗃 Math		Battleship				
1. Science					Che	ila Boehm
Technology		Bink Bink		2		
Archived		Biu's Adve	nture	2		
+ Add Class						

Schoolwork displays assignable activities from the app.

2012	Cancel		Integers			0	
Schoolwor	Te Math	Learn to Code 1	Commands				
Recent Activity	Assignme	Commits Code 1	Commands		Done		
Q: Search	Set a Due	Commands (8)			Select All	0	
Library	Date	Comman				CETOW .	
C Drafts	O App	Topics Ad	dressed:	more		Linka 6	
C Favorites	Solve the		ommands			ils	
(1) Imports		Topics Ad + Code + Comm	executes in protect		0		
Classes			Science and Engineer 10 minutes	ng - Aprs 9 -			See All (28)
Literature		9 PAGE	New Command				Amber Spiers
Math		Topics Ad		more	•		
2. Science		Toggling			*		Chella Boehm
Technology		Topics Ad		more			
Archived		Portal Pro	actice	mone	*		
+ 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 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.

	Ð		9 9
Schoolwork	Math		
Recent Activity	Assignments		See All (5)
Q Search		Rumbers 1	CASTELBLANCO
Library	 Complete the integral Clater to this epide 	pers worksheet. Use this call	subation to complete
🗹 Drafts			
C Favorites			IT I
imports	READY FOR REVIEW	ACTIVE	
Classes	· Patterns and Pri		nd Codingt
Literature	Explore prime fact word problems.		graphing, and complete
🗐 Math			
Science	ACTIVE	READY FOR REVIEW	-
Technology	Students		See All (28)
Archived	otadenta		Service (and)
+ Add Class	Aga Orlova	Chella Boehm	Deren 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.

41 AM Tue Sep 15			🌩 100% 🛲
< Math		Integers Assigned Today	
MATH			
Integers			
DUE: SEP 15			
Solve the integers word	problems, I've included or related co	ding activity to apply your skills.	
e [⇒] Mark as Completed	0 😣		
All Activities		Student Data	
Pin Pictrinica		Oldocini Data	
	① 0 Not Done		
90%	V T7 Activities to Review	TIME SPENT	
Complete	2 Try Again		
-			COMPLETION
Student Progress			
-	Subtraction		
Adding and 3	Add	ng and Subtracting Integers	Mark All as Viewed
And the second second second			
		© 3 MIN © 92%	AVG PROGRESS
Integers wo			

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 complete the activity.

AM Tue Sep 18 Math		Integers Assigned Today		♥ 100%)
All Activities		Student Dat	ta	
90%	Not Done 7 Activities to Review 1 Try Again	TIME SPENT	Darta Davida Baren Eina Man Mela Juliana Mel Aga Grinov	
Student Progress	ictin) 🖾 Ac	ding and Subtracting Inte	gers Mark Al	as Viewed
Integers Workshee	• • 💬		TED SCORE AND PROGRESS 92%	100%
Integers Video Les	son Student Pr	ogress Data		Score
	• 🕫	Chella Boehm	READY FOR REVIEW	100%
	sc	Sarah Castelblanco	TABLED TO THY ADAIN	82%
	00	Darla Davidson	VEWED	N/A

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

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

17 AM Tue Sep 18	Int Assig	tegers red Today		🌩 100% 🔳
All Activities		Student Data		
90% Complete 2 17 Activities to 1 2 17 Agein	teview	CB	etm	8 23
Student Progress		Adding and Subt Submitted: Mar 19	tracting Integers (4.18 PM	
Adding and Subtractin	Adding	Score Class Avg: 92%	100%	rk All as Viewed
Integers Worksheet		Total Time Class Avg: 3 min Progress	4 min	111111 100%
Integers Video Lesson	Student Progres	Class Avg: 100%	100%	Score
	• 🕝 Chela	Boehm	READY FOR RE	visw 100%
	SC Sarah	Castelblanco	C ASKED TO TRY A	GAIN 80%
	DD Daria C	Davidson		WED NIA

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're 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.

	< Math	
Schoolwork	Chella Boehm	
Recent Activity		
Q Search	CB PRODRESS	
Library	3 out of 3 Assignments Do	ne
Drafts	Due	Completed
C Favorites	Due	Condition
imports	Patterns and Primes	View Assignment
Classes		
Literature	DEL ADD	1 READY FOR REVIEW
📄 Math	Numbers	
2 Science	Acc	1 READY FOR REVIEW
Technology	MATH	
Archived	Graphing and Coding!	View Assignment
+ Add Class	Keynote	1 READY FOR REVIEW
Updating		

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 Solution to the student of the s

t AM Tue Sep 18 € Math	Integers Assigned Today	♥ 100% ■
All Activities	Student Data	
90% Complets 2 Try Again	TIME SPENT	• •
		COMPLETION
Student Progress		
Adding and Subtractin	Adding and Subtracting Integers	Mark All as Viewed
Integers Worksheet	AVS TIME SPENT NORMALIZED SCOR	AVG PROGRESS
Integers Video Lesson	Student Progress Data	Score
	• 📴 Chella Boehm	READY FOR REVIEW 100%
	SC Sarah Castelblanco	C ASKED TO TRY AGAIN 80% ***
	DD Darla Davidson	VEWED NA ***

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 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 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 assignments to simplify your workflow. See when work is submitted after your due date. Return an assignment and ask a student to try again. Lock a assignment when you're no longer accepting submissions.

2.52 2	Cancel	Ç.
 Recent Activity 	Field Trip Reflection	
Q. Search	Te: Science,	
1 Berry	Assignment Name, Field Trip Reflection	
Library	Set a Due Date	
Drafts	Date: Tomorrow	
C Favorites	🕒 Files 🔛 Photos & Videos 🔅 Scan Documents 🥥 Linka 🍓 Hund-in Request	
 Imports Classes 	Tell me what you learned about biodiversity from our field trip yesterday. You can submit a presentation, book, video, or photo sildeshow. 🗣 📖 🎆 📾 See A3	(28)
Literature	Amber Spiers	
Math	Field Trip Project	
Technology		
Archived		

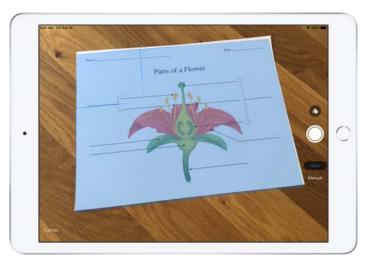
With hand-in requests, you can ask students to submit evidence of their learning in a format of their choice.

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



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 \odot , choose Share and select Schoolwork, then select the class and assignment to submit the file.



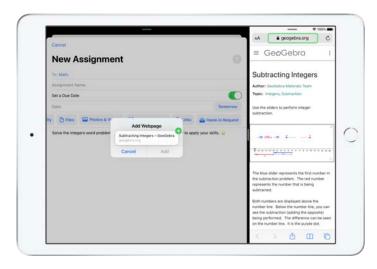
With the integrated document scanner, Schoolwork can help you bring paper worksheets and physical artifacts into your digital workflows.

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're done. Tap Untitled Document # 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 right 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.

Cost set 19 10 10 10 10 10 10 10 10 10 10 10 10 10	d coding ac	livity to apply your sk	kills.
e-7 Mark as Completed			
Duplicate	ē		
All Activities Delete		Student Data	
90% Unck	8	TIME	0 0
2 Try Share Link	۵		COMPLETION
Export	Φ		
Student Progress			
Adding and Subtractin >	Adding and	Subtracting Integer	rs Mark All as Viewed
Integers Worksheet	AVG TIME D		

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 turned 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 lock the assignment.

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

When your students are finished with assignment activities, you've reviewed student progress and work, and you no longer need an assignment, you can mark it 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. Once you mark an assignment complete or delete 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 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. Enroll 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 organization 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