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Schoolwork User Guide

Communities Support

Schoolwork User Guide

for Teachers

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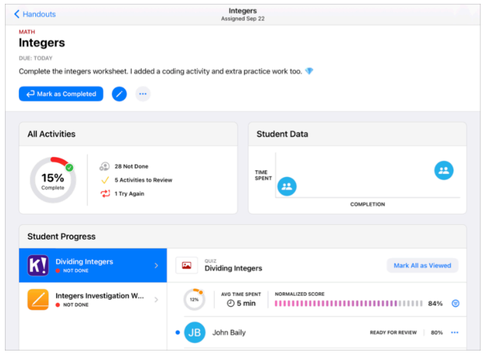


View class and student progress data

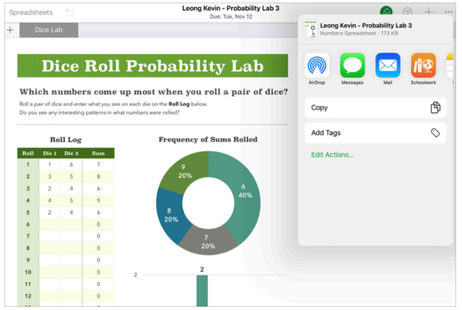
Assign Activities in an app that keeps you informed on student and class progress.

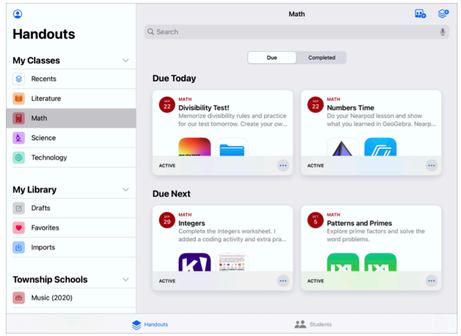
View class, Activity, and student progress in Schoolwork >

Share files and collaborate with students

Share files with one student or an entire class so you can collaborate on Activites successfully.

Add Activities in Schoolwork >





View all your classes and Activities at a glance

You can easily view all your classes as well as any Activities in Recents, Drafts, and Favorites using the Schoolwork sidebar. If you've deleted a class in Schoolwork, you can still see its associated Activites in class archives under your organization's name.

Add classes, Activities, and students in Schoolwork >

To browse the Schoolwork User Guide, click on the Table of Contents at the top of the page.

If you need more help, visit the Education Support website.

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An Introduction to Schoolwork

With Schoolwork, you can easily distribute and collect assignments, keep an eye on student progress in the app, and collaborate one on one with students from anywhere, in real time.

Schoolwork provides intuitive, integrated workflows for teachers and students to share and collaborate. You can share content with students, even when they aren't in the classroom. Content can range from PDFs, links, documents, and even Activities, which you can assign right from the app. While students are hard at work, you can view easy-to-read class and student data to stay informed on their progress. With this information, you can personalize instruction based on your students' needs. As for students, assignments and announcements automatically appear on their iPads, organized by class and due date. This way, students can find content, submit work and view their progress all in one place.

Schoolwork serves as a home base for teachers and students, bringing together assignments, student work and student progress.

See Apple Products for Teaching and Learning for information about the apps that can help you put the power of technology to work in and out of the classroom.

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About classes, Activities, and students in Schoolwork

Schoolwork automatically populates the sidebar with all your Apple School Manager classes. If your school's IT administrator enabled the "Create, edit, and delete classes" feature for you, you can also create, edit, and delete classes in Schoolwork. If there are no classes in the sidebar or if you want to change a teacher or student's information, get in touch with your school's IT administrator.

Activites gives you a way to share information or homework assignments with your students. For instance, you might send a student or an entire class an Activity with instructions to watch a movie, submit an essay, or complete a task in the app. As you create and post Activities, Schoolwork displays your updated Activities in the Activities tab. To see your Activities, click Activities in the bottom tab, then click:

- Recents. Use the Recents filter to see all active Activities across all classes, including drafts.
- [*class name*]. Use the class filter to see active and completed Activities associated with a particular class.
- Drafts. Use the Drafts filter to see Activities you saved but haven't posted yet.
- Favorites. Use the Favorites filter to get quick access to your favorite Activities.
- Imports. Use the Imports filter to see Activities you imported from iTunes U, third-party apps, or Learning Management Systems.
- [*class name*] archive. Use the class archive filter to see view-only copies of Activities.

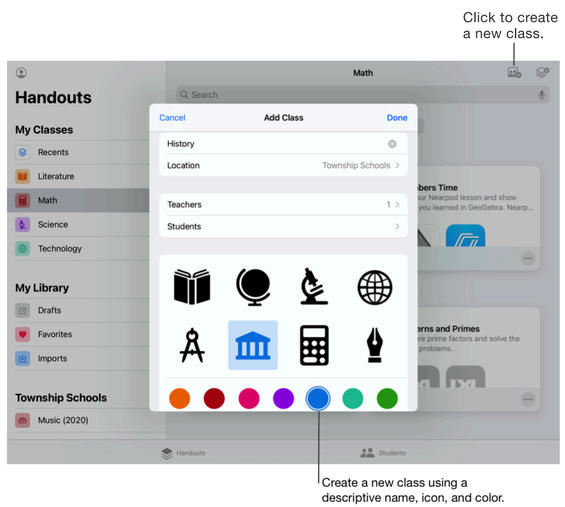
Use the progress filter to focus on how your students are doing across Activities. To see student progress, click Students in the bottom tab. Once you're acquainted with students' progress, you can

adjust assignments based on students' needs.

Note:

- Teacher and student information in Apple School Manager is automatically synced with Schoolwork. As students join or leave classes in Apple School Manager, updates are reflected in Schoolwork.
- You can view Schoolwork's **status** at the bottom of the sidebar. For more up-to-date information, **scroll down** in the sidebar or Activities tab to see the most recent Schoolwork content and status messages.

Focus on classes

- In the Schoolwork app, click Activities in the bottom tab.

  Use the Schoolwork sidebar to see all your classes, as well as your recent, draft, and favorite Activities. If you deleted a class in Schoolwork, you can see its associated Activities in class archives under your organization's name. To create a new class, click in the upper right of the window.