

Getting Started with Classwork 2.0

A teacher's guide to the Classwork app for iPad



Contents

Introducing Classwork 2.0 Before you get started Set up your classes Create your first Handout Add File activities Collaborate with students Add app activities View class and student progress Focus on individual students Do more with Handouts Privacy Classwork Setup Resources

Introducing Classwork 2.0

Classwork 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 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 Classwork 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 Classwork, 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 Classwork. You'll learn how to get started and discover how to integrate Classwork into your daily classroom workflows.

Before you get started

Classwork 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 Classwork, open the app on your iPad. Classwork automatically populates the sidebar with classes that have already been set up for you in Apple School Manager.

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Handouts	Q Search			Ū.
My Classes	~			
Recents				
My Library	~			
Drafts		No Classes		
Favorites		NO Classes Classes must be set up in Apple School Manager. Add your own classes, or contact your school administrator.		
	Se Handouts	22 Students		

Tap \mathbf{P}_{\bullet} to add your own classes.



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

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Handouts	Adds Chain Citte	rrs, Samara Koester, Susie I			Ŷ
My Classes	Sarah Castelbl	anco, Logan Notch, Nerio J , Yumi Asai, Alexandra Mev	ones, Andrew Penick,		
Recents		gee Kwon, Matt Reiff, Raffi .			
My Library	Aga Orlova, En	hella Boehm, Kevin Leong, rique Giron, Ellen Chou, Em ictoria Kassel, Brian Carey,		ia,	
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As you start typing a student's name, Classwork 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.

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My Classes	Students	_	
Recents	Add Students	>	
	30 STUDENTS	_	
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Favorites	AP Andrew Penick apenick@appleid.townshipschools.org	Manager. al administrator.	
	Aubrey Kamin akamin@appleid.townshipschools.org		
	Brian Carey bcarey@appleid.townshipschools.org		
	Chella Boehm cboehm@appleid.townshipschools.org		
	CS Chris Sillers csillers@appleid.townshipschools.org		
	Deren Estrada destrada@appleid.townshipschools.org	_	
	Handouts	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 Handout

Classwork 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.

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Handouts	Q Search			Ű	
My Classes	~	Due	Completed		
Recents					
🔋 Literature					
📕 Math		+			
Science					
Technology		REATE NEW HANDOUT			
My Library	~				
🗹 Drafts					
Favorites					
Township Schools	~				
History (2020)					
	Handouts		Students		

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

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Handouts	Q Search		_	Ŷ
My Classes				
Recents	To: Math,		_	
Literature	Handout Name: Integers		ibers 1	
🗐 Math	Due Date			rpod lesson and show rned in GeoGebra.
Science	Date:		Tomorrow	
Technology	🙆 App Activity 🕒 Files	Photos & Videos	(2) Scan Docum	
My Library	Complete the integers workshe and some extra practice work t			
Drafts				Test! visibility rules and our test tomorrow. Gre
Favorites	1 Activity		> = .	
Township Schools	Pages 1 Activity		> =	
History (2020)	- Addwidy		_	
	Handouts		Students	

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.

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٢		Math	110 So
Handouts	Q Search Cancel		Ū.
My Classes	Integers	•	
Recents		-	
Literature	To: Math,	_	
Math	Handout Name: Integers Due Date		
Science	Date:	Tomorrow	
Technology	🙆 App Activity 🕒 Files 🖾 Photos & Videos	🔀 Scan Docum	
My Library	Complete the integers worksheet, i've added a related or apply your skills, and some extra practice work too.	oding activity to	
Drafts			
Favorites			
Township Schools			
History (2020)		_	
	Handouts	Students	

In a new Handout, tap Files.

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mistory (2020)	a Re	rente 🗧	Browse	- 6		
Township Schoo History (2020)	1	item, 194.99 GB available on iClo	ud	- 8		
Tourselin Colors				- 8		
Favorites						
Drafts						
My Library						
Technology						
Science	Today at 5:29 PM 298 KB					
📕 Math	Integers Investigation Worksheet					
Literature						
Recents	in and a real view of the last state of the second state of the se					
My Classes	TREESP-					
Handouts	Q Search			ų.		2
	≺ Math	Integers		Cancel	620	
٢						9

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're done.

Student view

٩	Math	
Handouts	Q Search	ų
My Classes	Due Done	
Recents	Due Today	
Uiterature	MATH Integers	
🗐 Math	Complete the integers worksheet. I added a coding activity and extra p	
Science		
Technology	IN PROBLESS	
	Due Next	
	Do your Nearpool lesson, show what you learned in GeoGebra, then sub	
	NEW IN PROCESS	
	Divisibility Test	

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.

9:41 AM Tue Sep 10				후 100% 🔳
Browse	•	Maths	Integers	Select
Locations	~	Q, Search		<u>U</u>
 iCloud Drive 		THE DOM:		
On My iPad				
Recently Deleted				
Tags	>	Integers Investigation		
		Worksheet Today at 5:29 PM 298 KB		
			item, 194.99 GB available on iCloud	
		Recents	Browse	

Classwork 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: Classwork > Maths Integers > Integers Investigation Worksheet

Collaborate with students

Using Classwork, 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.

٢	Math	110 So
Handouts	Q Search	Ť
My Classes	Cancel	
Recents	Integers O	
iii Literature	To: Math,	
Math	Handout Name: Integers Due Date	
Science	Date: Tomorrow	
Technology	😂 App Activity 🎦 Files 🔛 Photos & Videos 🐯 Scan Docum	
My Library	Complete the integers underkeat. Fire added a related coding activity to	
Drafts	Integers Investigation Worksheet 9.2 MB (298 KB file for you and 00 students) 00 students)	
Favorites	Share Options	
Township Schools	Each student can edit their own file	
History (2020)	Students collaborate together on the same file	
	Only you can make changes	

When adding a Pages, Numbers or Keynote file to your Handout, 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	:= 6	Integers Investigation Worksheet		+ 🗈 💮
	Integer Invest	tigation	Pages Document - 295 KB	Worksheet
	Name of student:	-		Iali Schoolwork
	Your class recently orga	anized a mini fundraiser for t	Сору	ß
		n charge of the Snack Shack. on the menu. Can you comple	Add Deople	٩
		k Shack collected for the func		\diamond
	🍎 🚳 (2 / 🕴	Edit Actions	
	\$1.00	\$2.00 \$0.50 \$0.60		
	Item sold	Quantity sold		
	₹	4		
			\$6.00	
	``		\$8.00	

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

Student view

9:41 AM Tue Sep 10 Documents	😑 🌀 Davidson Darla	- Integers Investigation Works Due: Temanow		100%
	Integer Inves	-	Great Nork!	
han balant blan Taraban San San San San San San San San San San	Name of student:/	4RLA r	Nate completed:	
2	and you were placed delicious items found out how much the Sn:	in charge of the Snack : I on the menu. Can you o ack Shack collected for th	🕈 😡 🖗	
	\$1.00 \$0.75		\$0.60 \$0.40 \$1.20	
		4	\$ 4.80	
		3	\$6.00	
		0	\$8.00	

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 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're done 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 informed 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

Classwork 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.

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٢			Math	
Handouts	Q Search Cancel	Integers	0	Ť
My Classes	To: Math,			
Recents	Handout Name: Integers			
Literature	Due Date			
🗐 Math	Date:		Tomorrow	
Science	App Activity	Files Photos & Videos	😰 Scan Docum	
😔 Technology	Complete the integers w and some extra practice	orksheet, I've added a related co work too. 💎	oding activity,	
My Library				
Drafts				
Favorites				
Township Schools				
History (2020)			_	
	Bandouts		Students	

In a new Handout, tap App Activity.

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٢			Math	110	9
Handouts	Cancel	App Activities	Done		Ā
My Classes					
Recents		All Saved			
iii Literature		ENT PROGRESS	_		
Math	3D Ca 6 Activ	alculator vities	>		
Science	Books 3 Activ		>		
Technology	Garag 3 Activ	eBand /ities	>		
My Library	100+ A	Activities	>		
🗹 Drafts	Kahoo	otl			
Favorites		Activities			
	16 Act	rounds ivities	<u> </u>		
Township Schools	Molec 100+ A	cules Activities	>		
e History (2020)			_		
	Handouts		Students		

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 Classwork when you discover a relevant activity.

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٢		Math	110 So
Handouts	0.0.1	_	4
landouto	App Activities Playgrounds	Done	
My Classes	Playgrounds		
Recents	Supports Student Progress	-	
11 Literature	Recently Viewed	,	
Math	5 Activities	,	
Science	Activities		
Technology	Battleship 5.0.2 3 Activities	>	
My Library	Blu's Adventure 6.0.2 2 Activities	>	
☑ Drafts	Learn to Code 1 5.0.2 2 Activities	>	
Favorites	Running Maze 5.0.2 2 Activities	>	
Township Schools			
B History (2020)		_	
	👷 Handouts	Students	

Classwork displays assignable activities from the app.

۲		Math	
		Math	
Handouts	Learn to Code 1 5.0.2 Commands	Done	Ŷ
My Classes	Commands (2)	Select All	
Recents	CHAPTER	0	
iii Literature	Commands		
Math	Issuing Commands	•	
Science			
e Technology		_	
My Library		_	
Drafts			
Favorites		_	
Township Schools		_	
History (2020)		_	
	Handouts	Students	

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

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 Classwork even if your school doesn't enable this feature.

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Handouts	Q Search	Ū
My Classes 🗸 🗸	Due Completed	
Recents	Due Today	
Uiterature	10 Integers	
Math	Complete the integers worksheet, and I've added some extra practice	
Science		
😌 Technology		
My Library 🗸 🗸	Due Next	
🗹 Drafts	MATH TO MATH	
Favorites	15 Patterns and Primes Explore prime factors and solve the Do your Ne	Time arpod lesson and show arned in GeoGebra.
Township Schools		
History (2020)	ACTIVE . ACTIVE (È)	
	Handouts	

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.

Handouts		Integers Assigned Today		
Integers				
DUE: TODAY				
Complete the integers w practice work too.	orksheet, I've added a related coo	ling activity, and some extra		
Amark as Completed				
All Activities		Student Data		
711710111100		otacin bata		
80% Complete	 10 Not Done 48 Activities to Review 			e
	🔁 2 Try Again		COMPLETION	
Student Progress				
Dividing Inte	gers 🛛 🗖 Di	viding Integers	Mark All a	Viewed
	estigation Wor	AVG TIME SPENT NORMALIZED SC	XRE	80% 😁

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.

M Tue Sep 10 Handouts	Integers Assigned Today	ቁ 100%
All Activities	Student Data	Chella Boshm Brian Carey Sarah Castelbianco Ellen Chou
82% Ø Not Done ✓ 48 Activities to Revi 2 2 Try Again Student Progress	W TIME SPENT	Com Com Com Com Com Com Com Com
_		Chris Sillers Vera Sun
Dividing Integers	Dividing Integers	Mark All as Viewed
Integers Investigation Wor • NOT DONE	AVG TIME SPENT NORMALIZED ③0 29 min Image: Spent spe	SCORE 84% 🕤
	YA Yumi Asai	NOT DONE - ····
	• JB John Baily	READY FOR REVIEW 80% ····
	EB Emilee Block	←2 ASKED TO TRY AGAIN - ····
	CB Chella Boehm	√ VIEWED 88% ····

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.

AM Tue Sep 10 Handouts	Int	regers ned Today		*	100%
All Activities		Student Data			
82% ○ Not Done ✓ 48 Activities to Ri Ø 2 Try Again	zview	TIME SPENT			
Student Progress					
Dividing Integers	guiz Dividing	CB Chella Boehm		rk All as Viewed	Ð
Integers Investigation Wor NOT DONE	() () () () () () () () () () () () () (Dividing Integers		11111 84%	•
	YA Yumi,	Score Class Avg: 84%	88%	DONE -	
	• JB John	Total Time Class Avg: 29 min	27 min	EVIEW 80%	
	EB Emiles	Progress Class Avg: 68%	100%	AGAIN -	
	CB Chella	Boehm		VIEWED 88%	

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 Classwork, 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 **22** 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 Sto add a new Handout just for this student or tap View Handout to continue work on a previous Handout.

IAM Tue Sep 10 Handouts	Integers Past Due			100%
All Activities	SI	udent Data		
82% ✓ 48 Activities to R Complete 2 Try Again	oview Tan	INT (M)		
Student Progress				
Dividing Integers	Dividing Integers		Mark All as Viewed	
Integers Investigation Wor • NOT DONE	AVG TIME SPENT	NORMALIZED SCORE	84% (•
	YA Yumi Asai		NOT DONE	
	• JB John Baily	ſ	READY FOR REVIEW 80%	ר
	EB Emilee Block	l	C ASKED TO TRY AGAIN	J
	CB Chella Boehm		✓ VIEWED 88% •	

Classwork 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 \cdots , then tap Ask to Try Again, enter your instructions and tap \uparrow .

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 Classwork 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.

9:41 AM Tue Sep 10			🕈 100% 🔳
٢		Science	110 So
Handouts	Q. Search	_	Ť
nanuouts	Cancel Field Trip Re	flection	
My Classes	To: Science,		
Recents	Handout Name: Field Trip Reflection		
iii Literature	Due Date		
Math	Date:	Tomorrow	
Science	& Videos 🛛 🎗 Scan Documents 🥝) Links 📥 Hand-in Request	
e Technology	Tell me what you learned about biodive You can submit a presentation, book, v		
My Library			
Drafts	STUDENT WORK Field Trip Project		
Favorites		_	
Township Schools		_	
History (2020)		_	
	Handouts	Students	

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 1.



Students can submit work in Classwork 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 Classwork, then select the class and Handout to submit the file.



With the integrated document scanner, Classwork 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're done. Tap Untitled Document # and enter a title for your scan. When you're ready, tap 1



Classwork 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; 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 Classwork, then drag any file or URL from that app into Classwork.



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 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 Classwork. Documents will continue to be available in the Files app.

When your students are finished with Handout activities, you've reviewed student progress and work and you no longer need a Handout, you can mark it complete. Classwork 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 Classwork'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 Classwork without this feature. To ensure transparency when progress reporting is active, students will see a notification indicating that their progress is being recorded.

Classwork Setup

Below are the steps your technology department needs to complete to get you set up for Classwork. 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 Classwork app in Apps and Books in Apple School Manager.
- 5. Enable student progress for your organisation in Apple School Manager.

Resources

Classwork User Guide for Teachers Classwork User Guide for Students Apple School Manager User Guide About privacy and security for Apple products in education