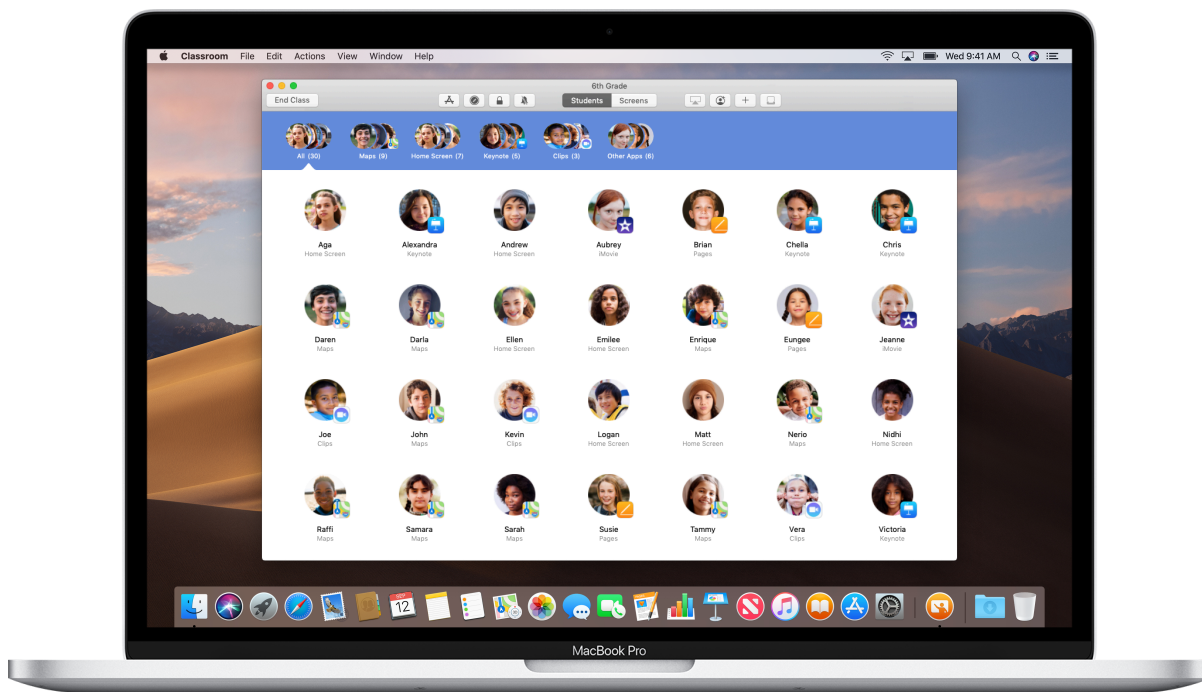




# Getting Started with Classroom

A teacher's guide to the Classroom app for Mac



## Introducing Classroom on Mac

Classroom is a powerful app for iPad and Mac that helps you guide learning, share work and manage student devices. It supports both shared and one-to-one environments. You can launch an app, a website or a textbook page on any iPad in the class, share documents with your students or display student work on a TV, monitor or projector using Apple TV. You can even see which apps students are working in, mute student devices, assign a shared iPad to each student and reset a student's password. And when class ends, you can see a summary of your students' activities.

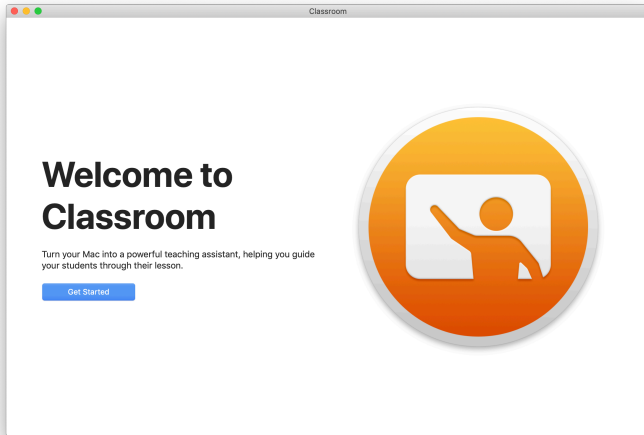
This guide will take you through an overview of Classroom on Mac. You'll learn how to get started using the app and discover how to integrate it into daily classroom workflows.

## Before you get started

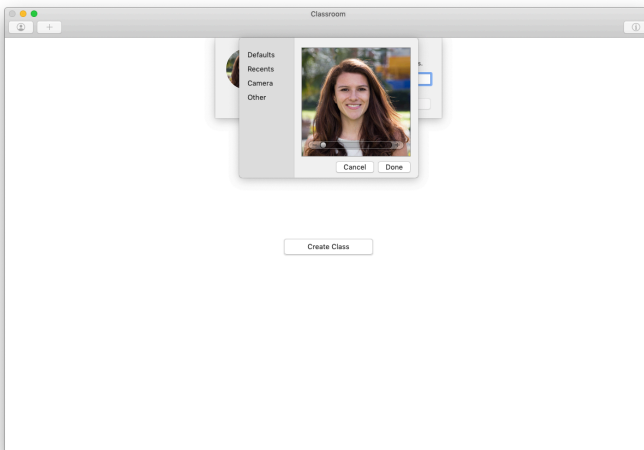
Classroom is available in the Mac App Store and is easy to set up. You can create classes manually without IT support or work with your school's IT administrator to automatically configure Classroom with roster data for students and classes.

## Create your class.

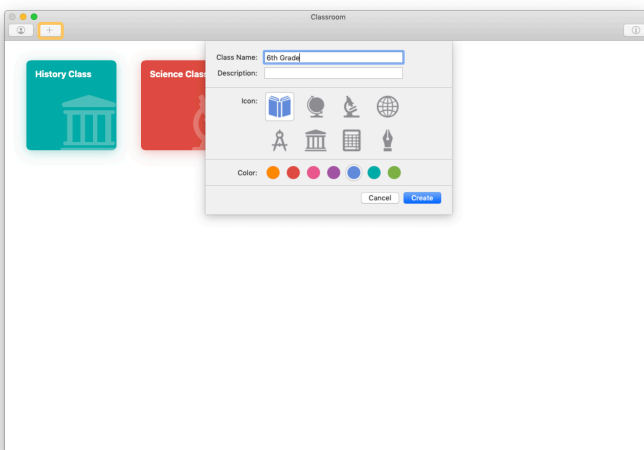
With Classroom, you can set up your own classes manually if your school isn't configuring classroom devices with mobile device management (MDM).



After you download the Classroom app, begin by launching it.



Next, add your name and a photo. This is what students will see when they join your class and share files with you and when you assist them.



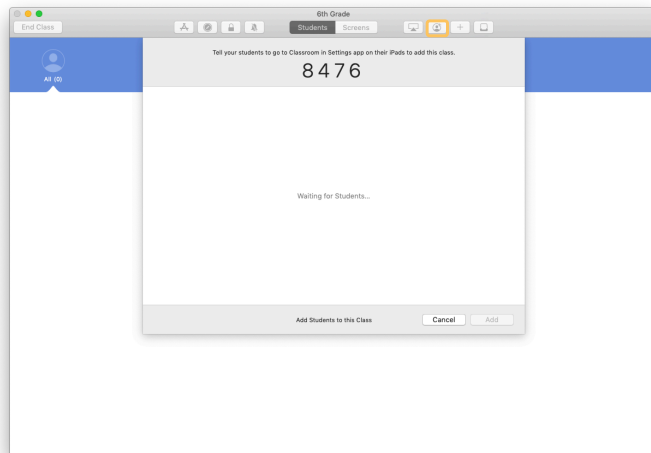
It's easy to rearrange classes, switch from one class to the next and set up additional classes.


Click + to create a new class, then name your class and choose a colour and symbol to represent it.

Alternatively, IT can set up classes through your school's MDM (see page 6).

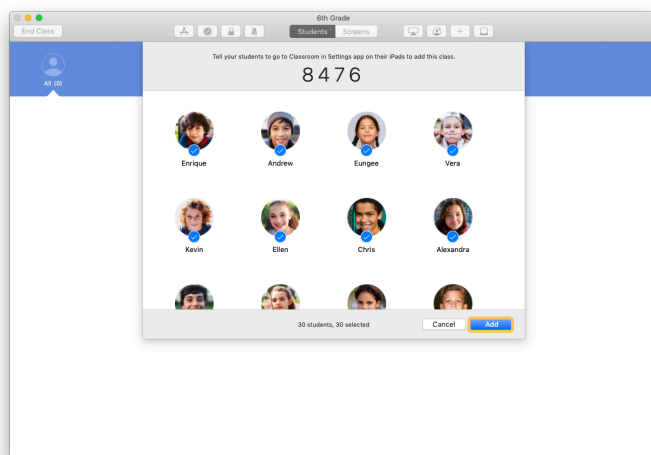
# Invite your students.

Invite students to join your class so everyone can get started right away.

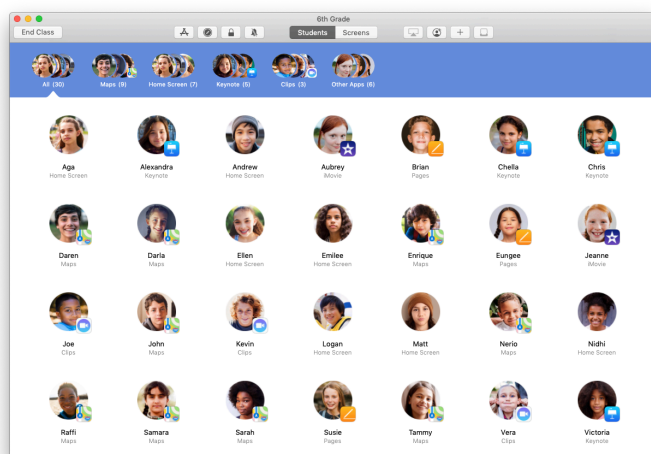


If you've manually created your class, you can now invite your students to join. Click  and give the invitation code to your students.

Note that to use Classroom features, you must be near your students' devices.



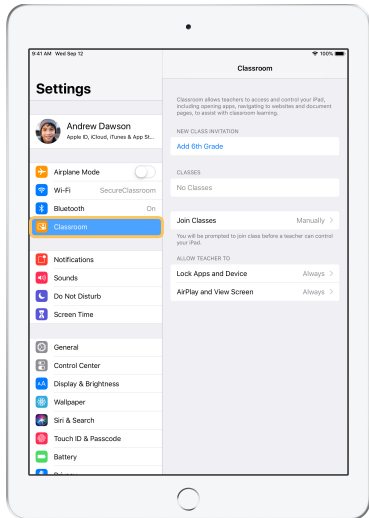
As students join your class, you'll see their names and photos appear. Click Add to add them to your class.



In your class on the app, you'll see your students and a toolbar, which has buttons for the actions that you can perform on student devices while your class is in session.

# Have students join a class.

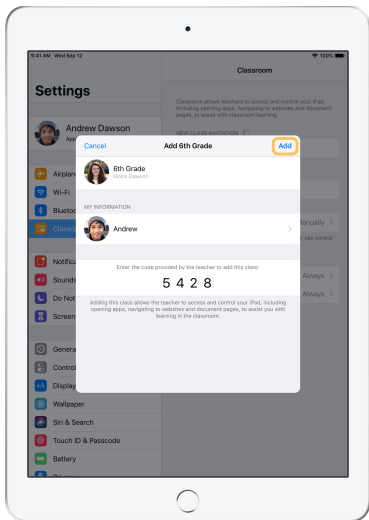
When joining your class, students decide how you can manage and access their iPad devices. Instruct them to use the settings that are most appropriate in your environment.



When you invite students to join your class, Classroom settings will appear in the Settings app on their devices. In Settings, ask them to tap the link for your new class invitation.

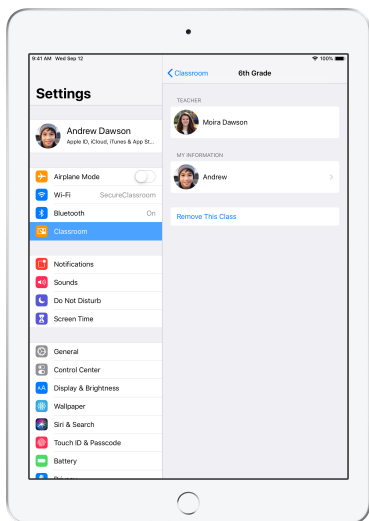
Students can come back to these settings anytime to change how the Classroom app can control their devices.

← Student view



Students can tap My Information to edit their names and photos, then add the class by entering the code you provided.

← Student view

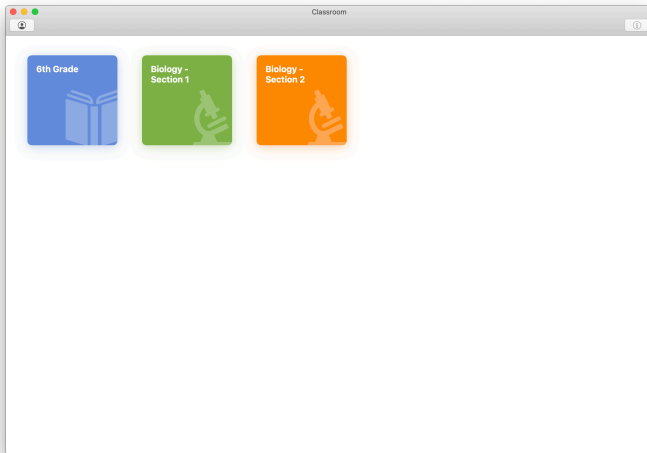


Students will automatically join your class every time they return to your classroom. At the end of the course or school year, they can remove the class in Settings.

← Student view

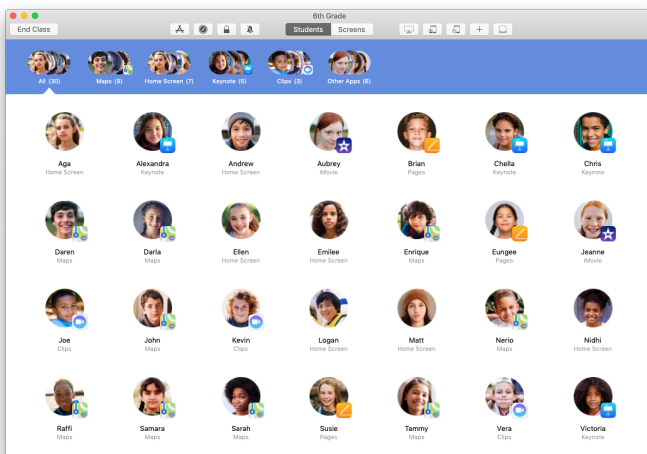
# Work with classes created through your MDM.

If your school is using mobile device management (MDM) to manage devices, your school's IT department can fully set up and configure your Mac with roster data for classes and students. This reduces setup time in class so you can get started right away. It can also support the school's policies for mobile device use with appropriate settings and restrictions.



All your classes will be fully set up with students enrolled and ready to go.

Note that the option to create your own classes is available only when you're not using MDM.

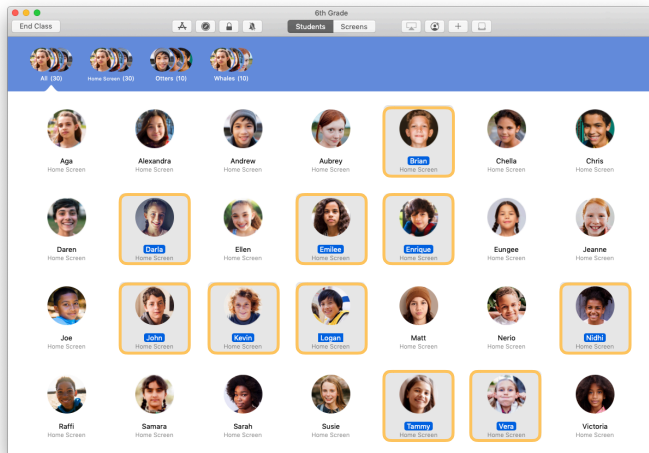


Your school's IT department manages the settings for students enrolled in your class using MDM.

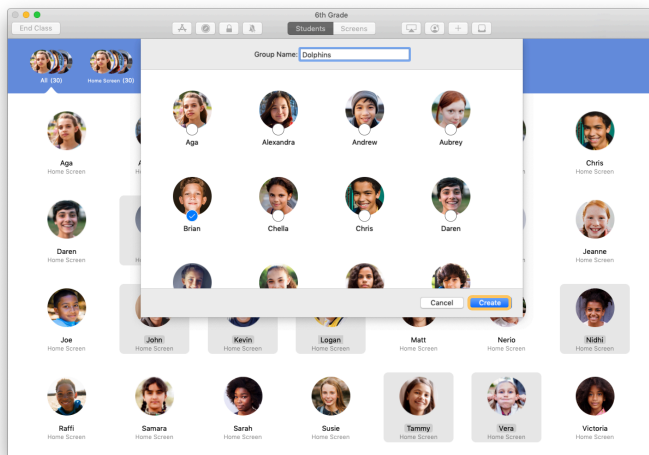
This ensures that student devices are always enrolled in your class and configured with your school's settings and policies.

# Organise your class.

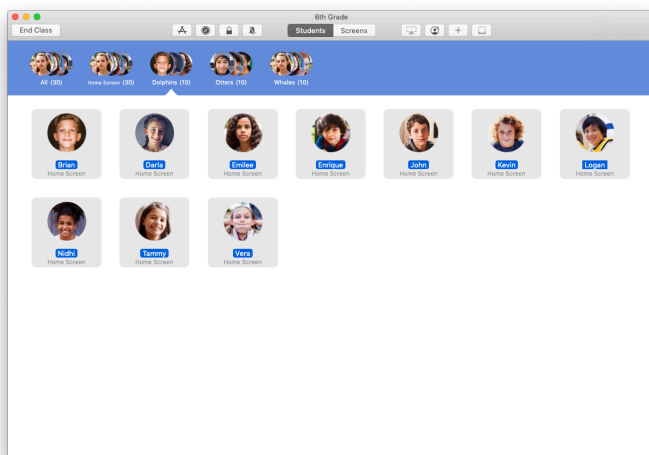
Classroom lets you create custom groups within your class so you can tailor guidance for a single student, a group of students or the entire class. You can break the class into groups based on project assignment and guide each group's experience differently.



Select students who will be members of a group. If you don't select students, all students will be added to the group.



Click + in the toolbar to add a group, then name it based on project, skill level or another category. Click Create.



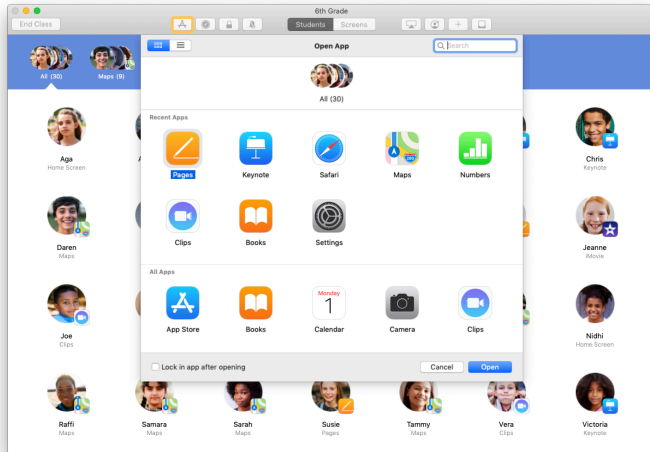
The group now appears in the group list.


You can remove a manually created group by selecting it and choosing File > Remove Group.

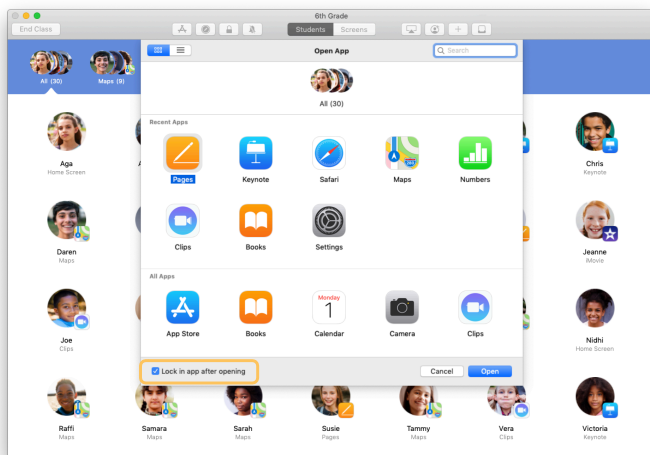
Classroom also creates dynamic groups of students based on which apps they're using. These groups can't be removed.

# Launch and lock apps.

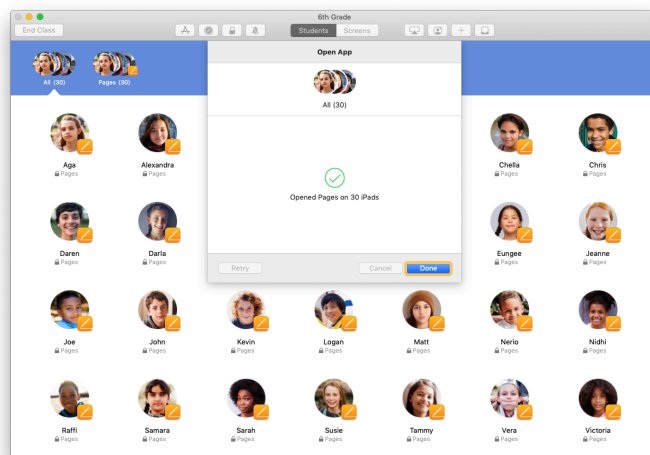
Launch a specific app on all student devices at the same time. You can also lock iPad into a single app so students can stay focused on the subject or test at hand.



Click  to view the apps installed on your students' devices, then select the app you want to open.




If you want to lock student devices into the app, select "Lock in app after opening" in the lower left.



The app will now open on every student's iPad.

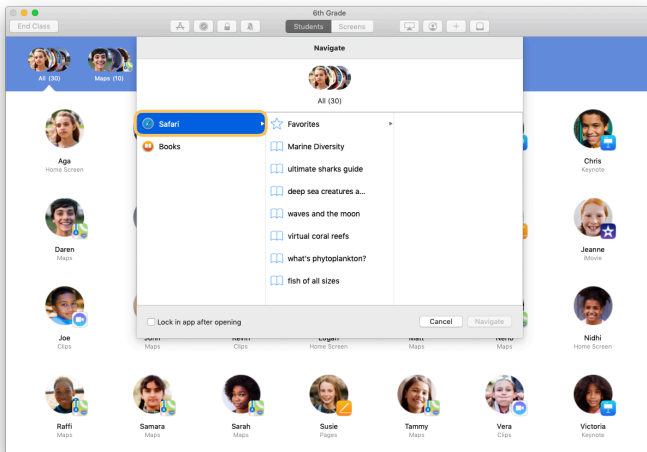
Click Done.


If you selected "Lock in app after opening," you can unlock student devices from the app by selecting students, then clicking  in the toolbar.

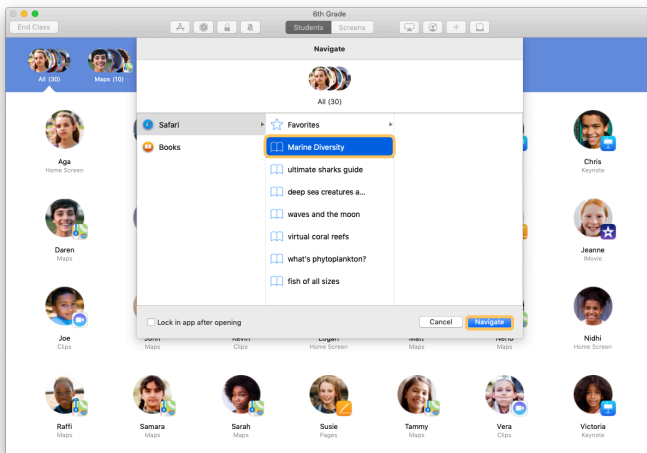


# Navigate to specific content.

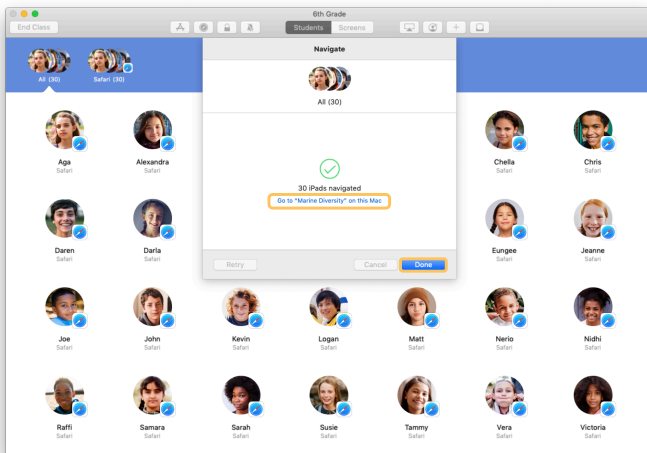
Classroom lets you navigate students to resources within Apple Books, iTunes U and Safari, such as a specific web page using a bookmark, posts and materials in iTunes U courses or a chapter in a book.



Click  in the toolbar. Choose, for example, Safari from the list of options.



Choose the bookmark for the web page you'd like the class to view and click **Navigate**.

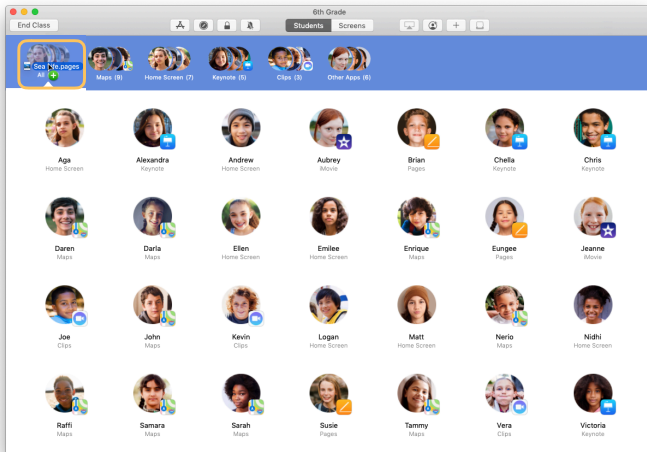


Classroom will navigate the entire class to that bookmark in Safari.

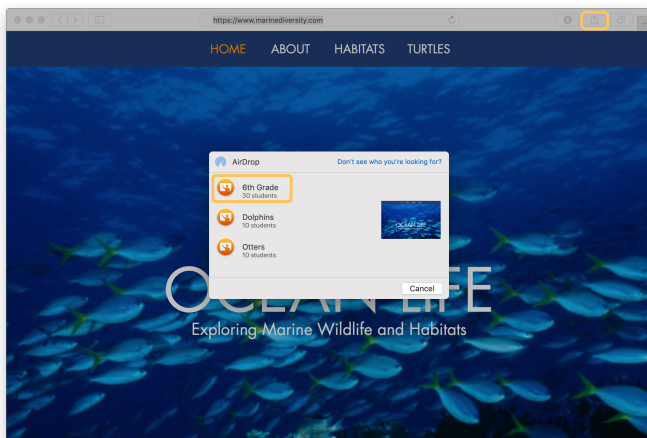
You can click Done or follow along by opening the web link on your Mac, too.


# Share documents.

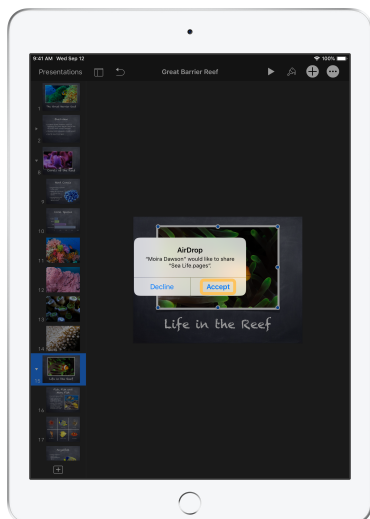
Classroom lets you easily share files with your students, such as worksheets, presentations or photos and videos.



Open a Finder window and find a document you'd like to share. Drag the document to a student, a group or all students in Classroom.



You can also share documents or links directly from an app. Choose Share > Send a Copy or click , then choose AirDrop. Select the class or group you want to send the document or link to.




Have your students accept the document you're sharing. They'll then choose the app to open your document with. The document will be saved on each student's iPad.

← Student view

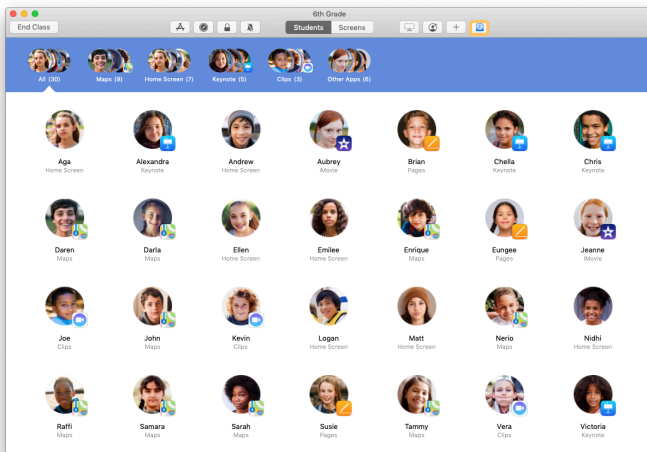
# Receive documents.


With Classroom, you can receive documents and links that students share with you.

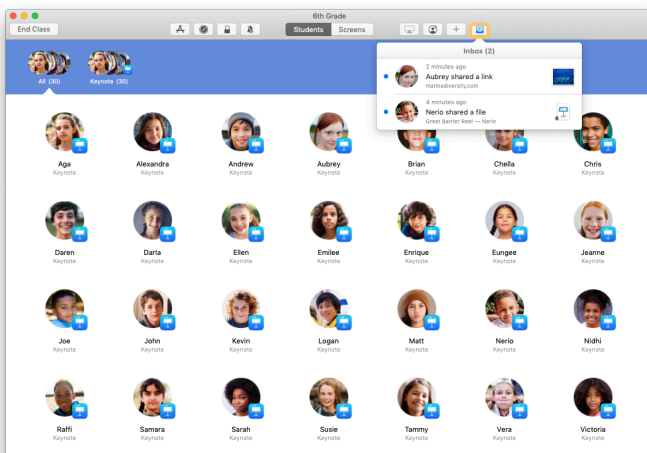



On iPad, students can tap  in any app, then tap your name to share documents and links directly with you using AirDrop.

← Student view



When a student shares an item with you, the Share Box icon  in the toolbar changes colour. The number inside the icon indicates how many items your students have shared with you.

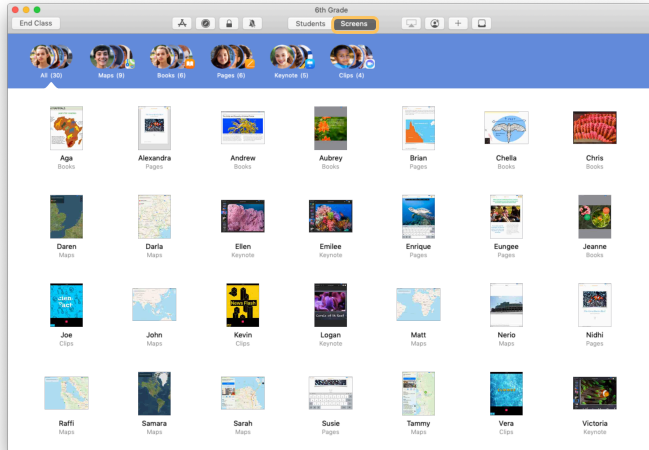


Click  to see all shared items, then click the item you want to open.

Shared documents will be saved on your Mac once you open them.

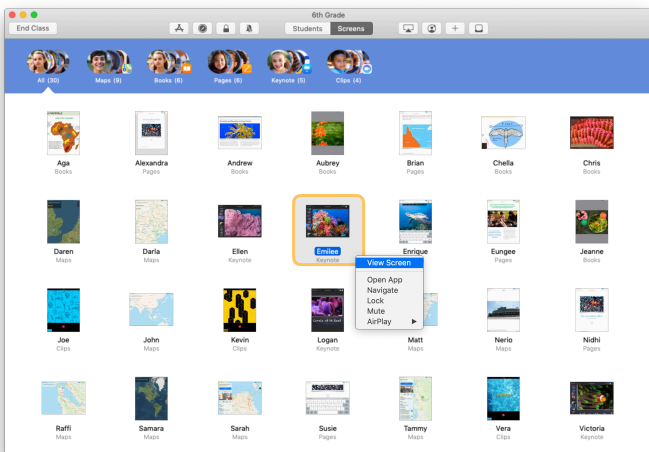
# See what your students see with Screen View.

View students' iPad screens on your Mac to see how they're progressing through an assignment or a quiz.

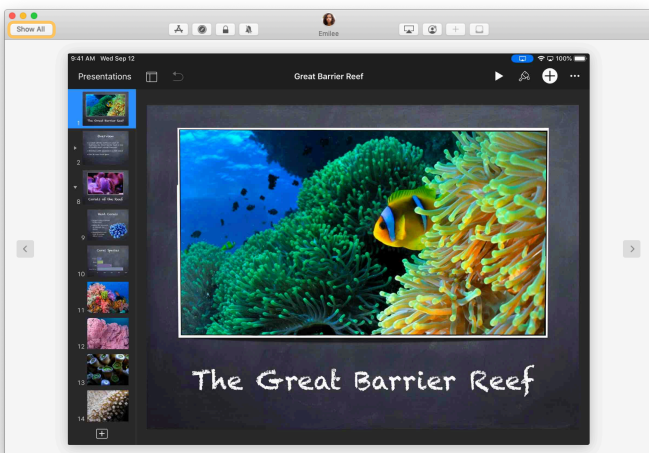


Click Screens in the toolbar to view each student's screen.

Note that IT can disable this feature using your school's MDM if needed.



To view a specific student's screen, double-click the student's name or hold down the Control key while clicking the student's name, then choose View Screen from the menu.

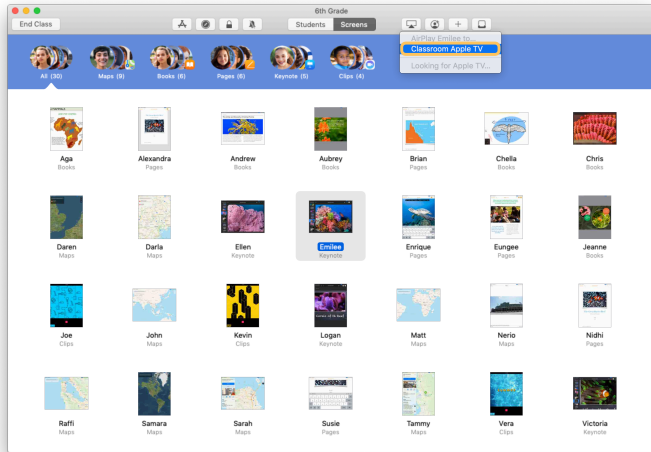



Students will know that you're monitoring their screens when they see the blue indicator in the status bar.

Click Show All in the top left to return to the class view.

# Share student work on the big screen.

If your classroom has Apple TV, you can mirror a student's iPad screen to your TV monitor or projector. It's a great way to highlight student work, encourage collaboration and keep everyone involved.

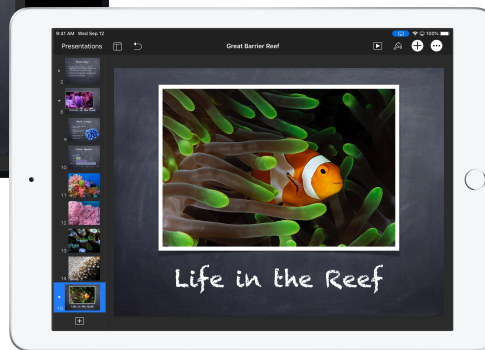


To project a student's iPad screen with Apple TV, select a student, click  in the toolbar, then choose your Apple TV.



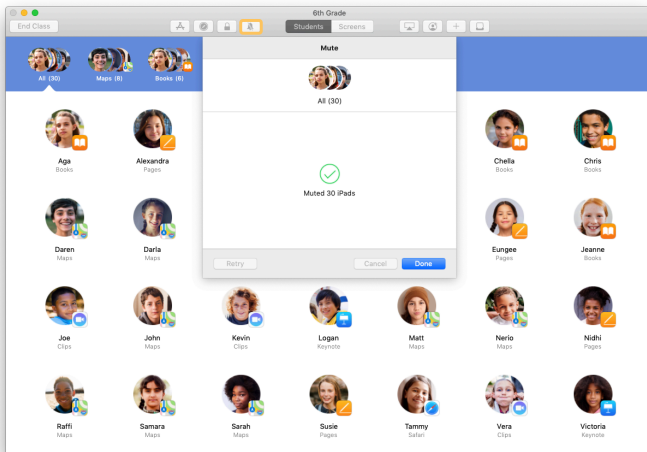
Apple TV will display the student's screen on your HDTV or projector.


↓ Student view

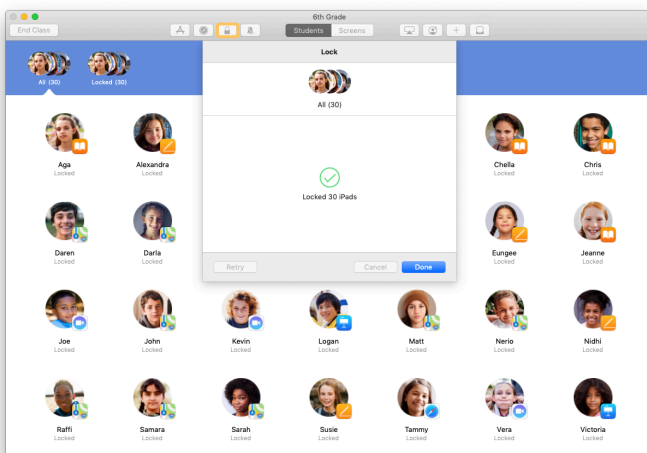



# Mute the sound and lock the screen.

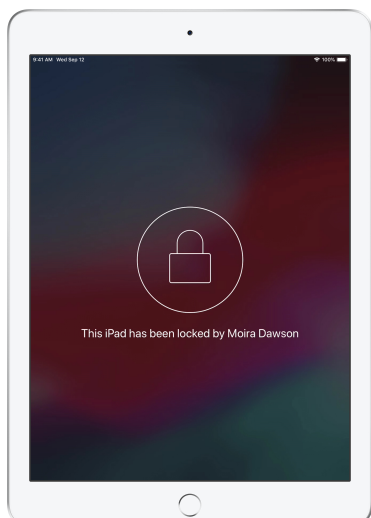
If the sound on a student's iPad becomes distracting for the rest of the class, you can mute it. To get everyone's attention, such as during an important announcement or activity, you can also lock each iPad in your class.



Select a student, a group of students or your entire class, then click  in the toolbar to mute the devices.



To lock devices, select a student, a group or the class, then click  in the toolbar.



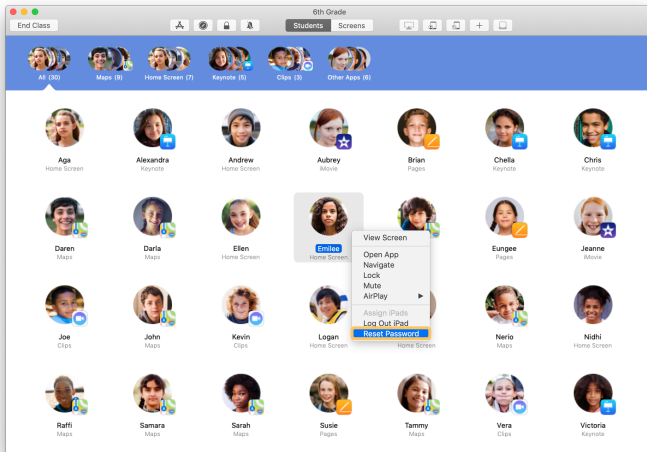
The screens will be locked and students won't be able to access them until you've unlocked them.

Click  on your Mac to unlock the devices.

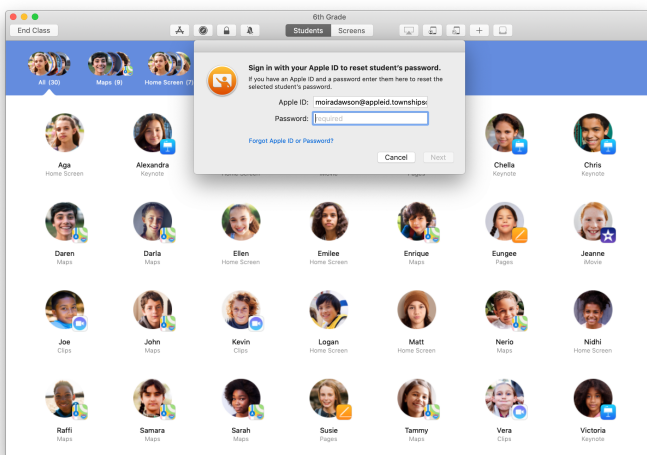
← Student view

# Reset student passwords.

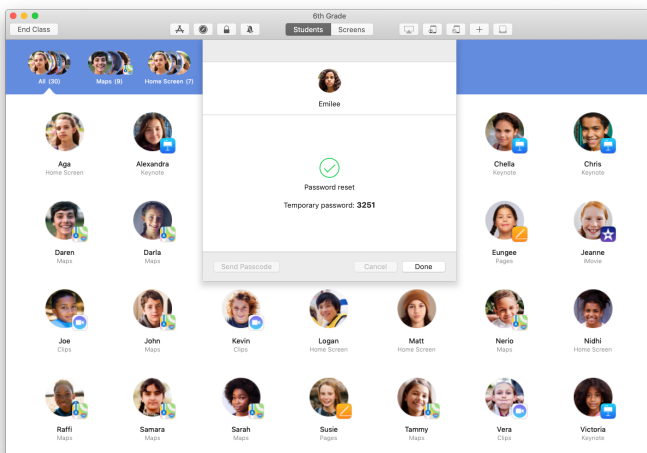
If your school uses Managed Apple IDs, you can reset a student's Managed Apple ID password in the Classroom app.



Double-click or hold the Control key while clicking the student's name, then choose Reset Password.



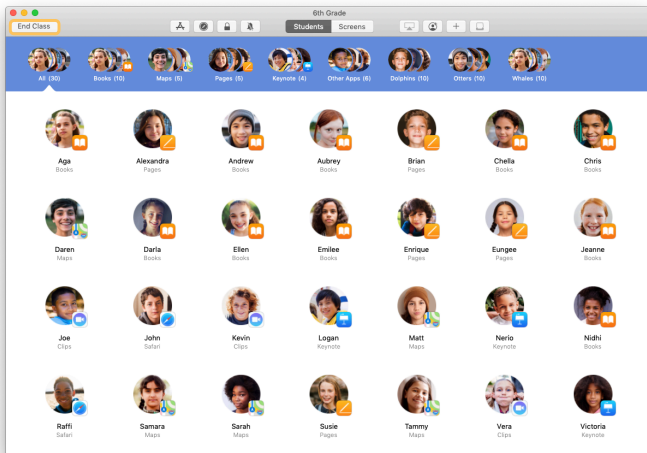
Enter your own Managed Apple ID and password. Proceed with two-factor authentication, then click Done.



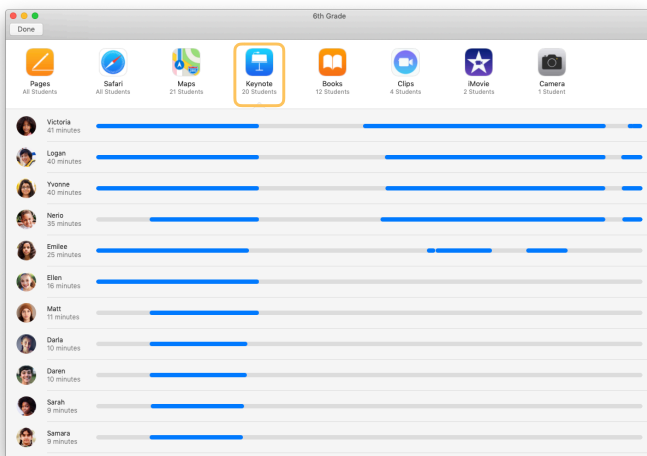
The student can now use a temporary password to log in to a shared iPad or to their iCloud account on a different device, then set up a new password.

# End class and see a Class Summary.

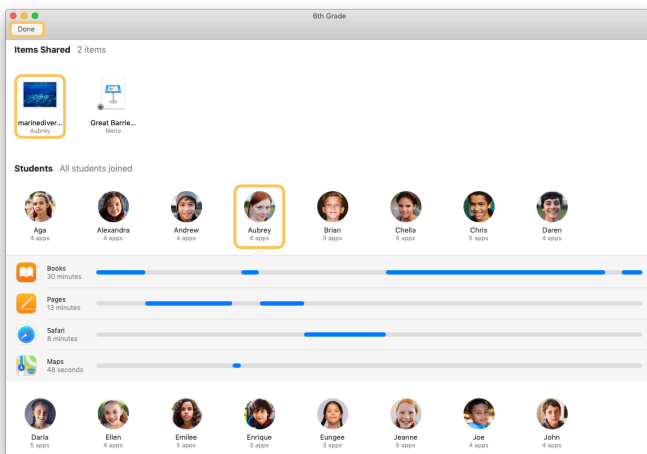
When class ends, you can easily stop controlling student devices and get an overview of student activity. It's a great way to see what students worked on and to save documents you might have missed during class.



Click End Class.



Class Summary provides an overview of the apps your students used. Click an app icon to see which students used the app during class and for how long.



Click files and links in the Items Shared section to review them and save them to your Mac.

Click students' names to see the apps they used during class.

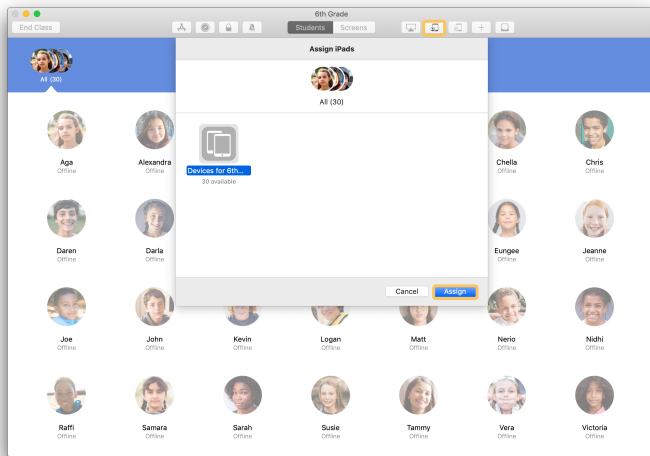
Click Done to exit Class Summary. Student activity information and unsaved shared items will be deleted.


You'll return to the My Classes screen and you won't be able to access student devices anymore.

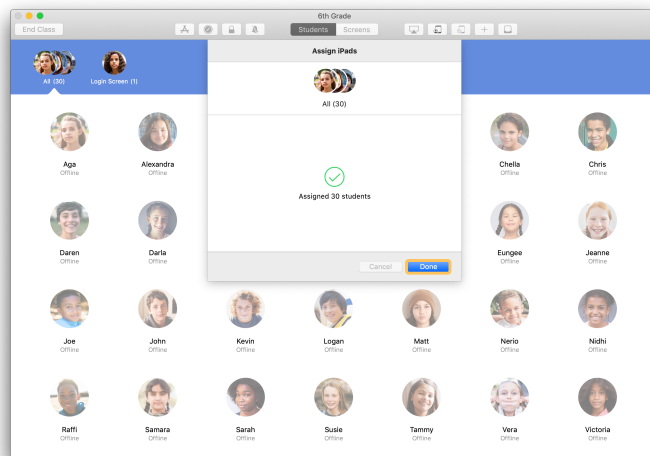


# Assign students to shared iPad devices.

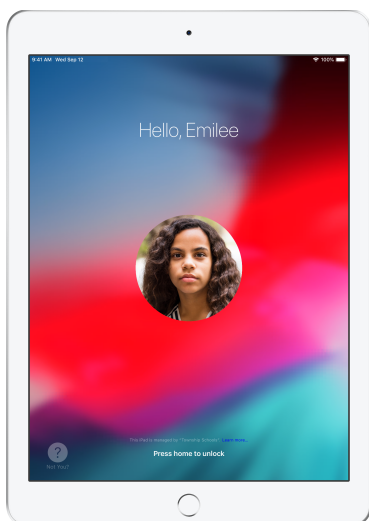
When Classroom is configured for Shared iPad with MDM, you can assign a student to each iPad. Classroom determines whether an iPad has been assigned to a student before and assigns the student to the same device. This can enhance the student's experience by reducing the amount of data that needs to be downloaded.



Select individual students, groups or all students to assign them to iPad devices. Click  in the toolbar, select from the available devices, then click Assign.



The selected devices will now be assigned.

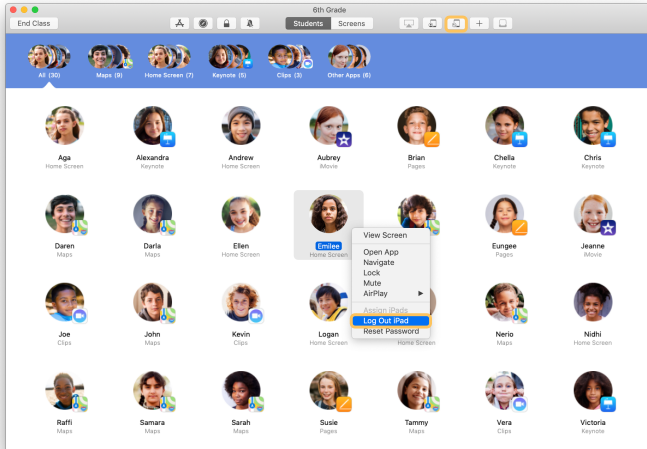


Each device's Lock screen will display the assigned student's photo or initials, making it easy for students to find their devices and log in.

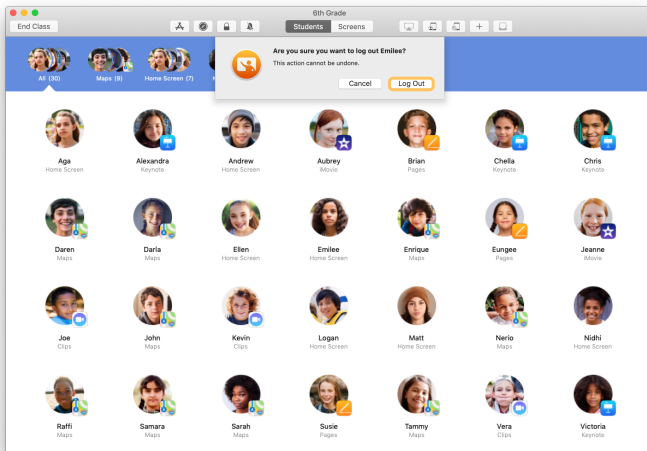
← Student view

# Log out of shared devices.

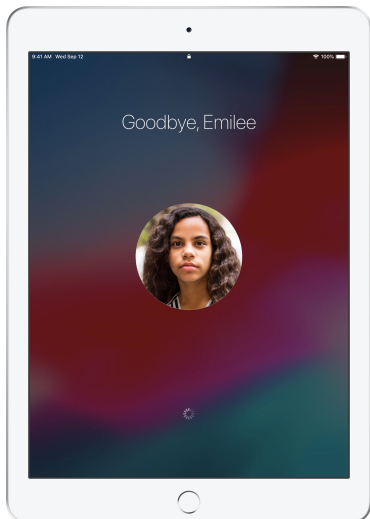
When class ends, you can log out a student, a group of students or your entire class. When students are logged out, documents they were working on are synced to the cloud and available next time they log in.



To log a device out, click  in the toolbar or hold the Control key while clicking the student's name, then choose Log Out iPad.



Click Log Out to confirm.



Students will be logged out of their devices and their documents will be saved to the cloud.

← Student view

