

開始使用課業 App

iPad 版課業 App 教師指南



目錄

介紹課業 App 開始使用之前 設定班級 製作第一份作業 加入檔案活動 與學生共同作業 加入 App 活動 檢視班級與學生進度 關注學生的個別情況 作業的其他功能 隱私權 課業 App 設定 資源

介紹課業 App

「課業」是功能強大的 iPad app,可幫助你與學生使用 iPad 更有效率地教學與學習。 介面設計簡潔美觀,輕點幾下就可以輕鬆地建立和分享作業。你可以快速地收發作業,在 教育用 app 中關注學生的學習進度,並隨時隨地與學生進行一對一即時共同作業。對學 生來說,使用起來也相當容易。學生的作業會自動出現在他們的 iPad 裝置上,並按照繳 交日期與班級排列。「課業」還能幫助你追蹤班上每名學生的表現,讓你依據學生的個別 需求,量身打造教學方式。



最為實用的教材有時會出現在不同的 app 中,有了「課業」,你可以瀏覽支援「課業」的各種 app,並在找到適用於課程的 app 後,與學生分享特定的 app 活動。學生只要點一下,即可直接前往相關的活動位置。

本指南將帶領你了解「課業」,你將學到如何開始使用「課業」,以及如何將這款 app 整合 到日常課堂作業流程中。

開始使用之前

「課業」是 iPad 專用的 app,你可以在 Apple School Manager 中輕鬆進行設定。 請與學校的技術管理人員合作,確保你與學生皆已設定必要的學校帳號,而且已在 Apple School Manager 中啟用學生進度功能。

設定班級

IT 團隊可為你設定班級,而只要貴校已經在 Apple School Manager 中設定帳號, 你也可以自行建立班級。



IT 部門安裝並設定好「課業」後,請在 iPad 上打開這款 app。「課業」 會在側邊欄中自動填入已在 Apple School Manager 中為你設定的班級。

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點一下 🕂 即可自己加入班級。

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輸入名稱,然後選擇顏色與圖像來代表你的班級。點一下「學生」即可加入學生。

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當你開始輸入學生姓名時,「課業」會建議你可以加入哪些學生。點一下某個姓名即可加入。學生必須在 Apple School Manager 中設有管理式 Apple ID 帳號,你才能將他們加入。加入所有學生之後,點一下「完成」。

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| | Chella Boehm chella-kadyrobb@appleid.townshipschools.org | | |
| | Chris Sillers chris-kadyrobb@appleid.townshipschools.org | | |
| | Daren Estrada daren-kadurnibb@appleid.townshipschools.org | | |
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點一下「加入班級」即可為所選取的學生建立班級,然後點一下「完成」即可完成班級設定。你可以 隨時加入更多學生。你的新班級會列在側邊欄中。

製作第一份作業

「課業」簡化了你的日常作業流程,讓你輕易就能製作並傳送作業。而且作業類型具備充足 的彈性,幾乎可以包含任何資料,如網頁連結、PDF、文件,甚至是連到不同 app 內部活動 的連結。此外,你還可以用作業的形式發送公告和提醒事項。學生則可查看他們所有課程的 作業,追蹤一切須要完成的事項。

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在側邊欄中,點一下你要製作作業的班級。你製作的作業將會顯示在這個班級頁面上。 點一下 🥩 以製作新的作業。

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加入收件人名單 (選擇整個班級或個別學生)、標題和作業規定。你也可以指定繳交日期。

接下來加入活動,例如:你想要學生查看的網頁連結,或是想發給他們的檔案。請注意:只須要輸入 收件人和標題欄位;其他資訊可留空。

準備好發布作業時,點一下 ①。你也可以儲存草稿,稍晚再傳送。

加入檔案活動

你可以與學生分享各種類型的檔案,讓他們取得完成作業所需的所有材料。作業提供各種 不同類型的作業活動,讓你在構思作業或讓學生著手進行作業時,都能盡情發揮創意。

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接著,瀏覽你的檔案並點一下想要加入的項目。你也可以打開另一款 app (例如「檔案」 app 或 Safari),與作業並排檢視,然後將檔案或 URL 拖移到作業。

重複上述步驟,即可在作業中加入多個活動和檔案。完成時點一下 个。

學生所見的畫面

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學生會在儀表板中看到他們所有班級的作業,而且作業會依照繳交日期排序,以便追蹤須要完成的 所有事項。

若要開始寫作業,學生點一下即可打開,然後按照你的作業規定進行,並點一下你加入的任何活動。



「課業」會將你在「iCloud 雲碟」分享的檔案自動分類,方便你和學生使用。在此範例中,我們已為 數學班級製作名為「整數」的作業,並已將名為「整數探究練習」的檔案加入此作業。將作業發布給 班上所有學生後,教師與學生的 iCloud 雲碟檔案夾內就會顯示下列內容:「課業」>「數學整數」> 「整數探究練習」。

與學生共同作業

你可以使用「課業」app 與學生共同進行 Pages、Numbers 和 Keynote 中的作業活動。學生在合作的檔案中做作業時,你可以檢視、編輯、加入評語,甚至以錄音方式提供即時回饋,協助他們完成作業。

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在作業中加入 Pages、Numbers 或 Keynote 檔案時,你可以與學生一對一共同作業。點一下 (i) 並選擇「每位學生可以編輯各自的檔案」,或是讓所有學生在相同檔案上共同作業。

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你也可以直接在 Pages、Numbers 或 Keynote 中與學生共同作業。點一下, 然後選擇「分享」 再選擇「課業」。這樣便可以在「課業」中製作新的作業。

學生所見的畫面

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| | 7 | 4 | \$4.80 |
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如果你與每名學生分享同一份檔案內容,每名學生將各自擁有一份檔案拷貝以便寫作業。

在學生完成作業時,請指示他們透過分享的 Pages、Numbers 或 Keynote 文件中的「送出」 按鈕 來交作業。

學生送出作業之後就無法再編輯檔案。如果他們須要修改作業內容,可以取消送出,並於修改後再 重新送出檔案即可。



從作業詳細資料檢視區或從你的「iCloud 雲碟」打開每位學生的合作文件,即可查看他們的進度。

合作功能讓你在學生寫作業時,於文件內即時提供回饋。你可以編輯文件、使用繪圖工具加上註解, 或甚至以錄音方式提供回饋。批改完學生所交的作業後,你可以將檔案發還給個別學生或全班。作 業發還後,你和學生都將擁有自己的文件拷貝,而且學生將無法重新提交此作業。

若要將作業發還給個別學生,請針對要發還作業的學生點一下 …,然後點一下「退還給學生」。若要發還給全班,請點一下「退還給學生」。

加入 App 活動

「課業」可讓你輕鬆引導學生至 app 中的正確位置。你可以瀏覽支援的 app,以便在找到 適用課程的內容後,與學生分享特定的 app 活動。學生只要點一下,即可直接前往相關的 活動位置。

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| | N | | | | | |

你將會看到一份 app 列表,列出你 iPad 上所安裝的 app,包括能回報學生進度的 app。選擇所含活動符合你為學生訂立學習目標的某款 app。

你也可以在支援的 app 內指定作業活動。在瀏覽此款 app 時,當你發現某個具相關性的活動時,可以使用「分享」選單,在「課業」 app 中製作新的作業。

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| Schoolwor | To: Math | | | | - | |
| ② Recent Activity | Assignme | C App Activities Sw | III Playgrounds | Done | | |
| Q Search | Set a Due | Swift Playgrou Learn real codi | nds ng the fun way | | | |
| Library | Date: | Supports Sti | ident Progress | | worrow | |
| 🗹 Drafts | 🙆 App | AR Create | | > | Links | |
| ◯ Favorites | Solve the | | | | ills. 💥 | |
| ⊡ Imports | | Allswers | | · · · | | |
| Classes | | Assemble Your Ca | mera | > | | See All (28) |
| Uiterature | | Augmented Reality | r | > | | Amber Spiers |
| Math | | Battleship | | > | | |
| Science | | - | | | | Chella Boehm |
| Cechnology | | 😲 Blink | | > | | |
| Archived | | Blu's Adventure | | > | | |
| + Add Class | | - | | | | |
| | | | | | | |



| | Cancel | Intege | ers | | 0 |
|-----------------|-----------|---|------------------------|------------|--------------|
| Schoolwor | To: Math | (Income Control Comment | | | _ |
| Recent Activity | Assignme | Comma | inus | | |
| Q Search | Set a Due | Commands (8) | | Select All | |
| Library | Date: | CHAPTER | | + torrow | " |
| 🗹 Drafts | 🔕 App | Topics Addressed: | more | Links | 4 |
| C Favorites | Solve the | Issuing Commands | | dills, S | * |
| Imports | | Topics Addressed: - Code executes in ord - Commands | der | 0 | |
| Classes | | Computer Science and E 18 · @ 5 - 10 minutes | ingineering · Ages 9 - | | See All (28) |
| Uiterature | | Adding a New Comma | ind | | Amber Spiers |
| 📕 Math | | Topics Addressed: | more | | |
| Science | | Toggling a Switch Topics Addressed: | more | • | Chella Boehm |
| Technology | | PAGE | | | |
| Archived | | Portal Practice Topics Addressed: | more | ۲ | |
| + Add Class | | | | | |

選擇符合你所訂學習目標的活動。準備就緒後,點一下「完成」,然後點一下 介 以發布作業。

學生所見的畫面



學生收到帶有你選定活動的作業時,只要在「課業」中點一下該活動,即可直接前往相關位置。

檢視班級與學生進度

若學校在 Apple School Manager 中啟用學生進度功能,你可以檢視每位學生在班級中的整體學習成效、查看個別的學生進度,以及了解學生在所有作業上的進展。

不論學生需要的是更多挑戰還是加強輔導,你都可以透過這項功能來量身打造教學方式。 即使學校並未啟用此功能,你與學生仍可使用「課業」。

| | ۲ | | |
|-------------------------------------|---|--|---|
| Schoolwork | | Math | |
| Recent Activity | | Assignments | See All (5) |
| Q Search | | 15 Integers | MATH: SARAH CASTELBLANCO Numbers Time |
| Library | ~ | Complete the integers worksheet. Listen to this episode on math, too! | Use this calculator to complete this lesson. |
| 🗹 Drafts | | | |
| Favorites | | | |
| Imports | | READITION REFILM | Notice . |
| Classes | ~ | MATH: CHELLA BOEHM Patterns and Primes Explore prime factors and solve | Ta Matte Graphing and Coding! :+ Learn about graphing, and complete |
| Ulterature | | word problems. | the coding activity! |
| 🗐 Math | | | |
| Science | | ACTIVE | READY FOR REVIEW |
| Technology | | Students | See All (28) |
| Archived | | | |
| + Add Class | | AO Aga Orlova CB Ch | ella Boehm DE Daren Estrada |
| | | | |

若要查看所教班級的作業進度,請前往「最近活動」或點一下側邊欄中的班級名稱,然後選擇作業即可。

| < Math | Integers Assigned Today |
|--|---|
| MATH Integers Dol: SEP 15 Solve the integers word problems, I've included or related or We have a completed or the included or related or We have a completed or the included or related or the included or the included or related or the included | coding activity to apply your skills. |
| All Activities | Student Data |
| © 0 Not Done 90% Complete ↓ 17 Activities to Review ☆ 2 Try Again | TIME COMPLETION COMPLETION |
| Student Progress | |
| Adding and Subtractin > | And pand Subtracting Integers Mark All as Viewed Avio THE SPENT NORMALIZED SCORE Avio PRODRESS ○ 3 MIN ○ 92% 100% |

作業的詳細資訊檢視區彙整班級中所有學生的資料。

支援學生進度追蹤功能的 app 會在學生完成活動之後,自動傳送學生進行情況的相關資訊。

| Math | Integ Assigned | jers d Today | 100 |
|--|---------------------|---------------------------|---|
| All Activities | Student Data | | |
| Ø 0 Not Done Ø 0% Complete ✓ 17 Activities t 2 Try Again | o Review | TIME SPENT | Daris Davidson Daren Estrada Juliana Meja Aga Oriova |
| Student Progress | GUIZ Adding and | Subtracting Integers | Mark All as Viewed |
| Integers Worksheet e READY FOR REVIEW | AVG TIME S © 3 M | IPENT NORMALIZED SCORE AN | G PROGRESS |
| Integers Video Lesson | Student Progress D | ata | Score |
| | CB Chella Bo | ehm | READY FOR REVIEW 100% ···· |
| | SC Sarah Ca | stelblanco 쒿 | ASKED TO TRY AGAIN 80% ···· |
| | DD Darla Dav | vidson | √ VIEWED N/A ···· |

「所有作業活動」圖表顯示作業中有多少活動未完成、多少待檢閱,或有多少等待學生重做補強。 「學生進度」圖表則指出學生所有作業活動的進度,讓你判斷哪些學生可能需要額外協助,或需要 更富挑戰性的作業。

| Math | Int Assig | regers ned Today | | |
|---|-----------------|--------------------------------------|----------------------|-----------|
| All Activities | | Student Data | | |
| Ø 0 Not Done 90% √ 17 Activities to Correlete 2 Try Again | Review | CB | ehm | so 2 |
| Student Progress | | Adding and Subr Submitted: Mar 19 | tracting Integers | |
| Adding and Subtractin | Adding | Score Class Avg: 92% | 100% rk All | as Viewed |
| Integers Worksheet | | Total Time Class Avg: 3 min | 4 min | 100% |
| Integers Video Lesson | Student Progres | Progress Class Avg: 100% | 100% | Score |
| READY FOR REVIEW | CB Chella | Boehm | READY FOR REVIEW | 100% |
| | SC Sarah | Castelblanco | 🔁 ASKED TO TRY AGAIN | 80% |
| | Darla D | huidean | ./ viewen | N/A |

點一下學生名單中的學生名字,即可詳細了解每個學生的作業活動進度。

可取得的資料取決於作業活動類型,這些資料包含作業活動花費的時間、完成的百分比、小測驗分 數、使用的提示次數或獲得的分數等。

批改完所有學生完成的作業之後,點一下「全部標示為已檢閱」。

關注學生的個別情況

「課業」的一項特色是學生詳細資訊頁面,除了可以讓你看到由你指定、支援「課業」的各款 app 當下進度資訊,還能查看學生所交的作業,全部資訊都可在單一頁面取得。有了學 生個別表現的額外資訊,你就可以根據學生的需求量身打造指導方式。

| :41 AM Tue Sep 15 | | | ₱ 100% |
|-------------------|---|--|--------------------|
| | ٢ | < Math | Q 🗗 🗞 |
| Schoolwork | | Chella Boehm | |
| Recent Activity | | | |
| Q Search | | CB PROGRESS | |
| Library | ~ | 5 out of 5 Assignmenta Done | |
| 🗹 Drafts | | | |
| ♥ Favorites | | Due Comp | oleted |
| Imports | | 28 MATH: CHELLA BOEHM Patterns and Primes | View Assignment |
| Classes | ~ | | |
| Uiterature | | DCL IXL App | 1 READY FOR REVIEW |
| Math | | Numbers | |
| Science | | Арр | 1 READY FOR REVIEW |
| 🛞 Technology | | | |
| Archived | | 30 Graphing and Coding! 👉 | View Assignment |
| + Add Class | | Keynote | 1 READY FOR REVIEW |
| Updating | | | |
| | | Swift Playgrounds | |

若要查看某位學生所有作業的進度資訊,請從側邊欄中選擇斑級,然後點一下學生的姓名。

學生也可以透過 app 了解自己的進度,掌握自身的學習步調。

若只要為此學生加入新作業,請點一下 😂,若要繼續處理前一次作業,請點一下「檢視作業」。

| Aath | Assigned Today | |
|---|---|----------------------------|
| All Activities | Student Data | |
| 90% Complete | TIME SPENT | © © |
| 🔁 2 Try Again | | COMPLETION |
| Student Progress | | |
| Adding and Subtractin > | Adding and Subtracting Integers | Mark All as Viewed |
| Integers Worksheet e READY FOR REVIEW | WO TIME SPENT NORMALIZED SCO © 3 MIN © 92% | IRE AVG PROGRESS |
| Integers Video Lesson | Student Progress Data | Score |
| | CB Chella Boehm | READY FOR REVIEW 100% ···· |
| | SC Sarah Castelblanco | C ASKED TO TRY AGAIN 80% |
| | DD Darla Davidson | VIEWED N/A ···· |

「課業」提供進度資料,可讓你看出哪些學生的作業可能須要重做補強,或哪些學生可能在你鎖定 作業之後,需要再額外多點時間。

- 學生作業進度已達「待檢閱」時,點一下 …,然後點一下「要求再試一次」,輸入你的指導內容, 再點一下 ①。
- 對於狀態為「未完成」的學生作業,請點一下 …,然後點一下「允許完成」。

作業的其他功能

「課業」中作業的進階選項,可讓你執行更多功能。你可以在繳交要求中,讓學生選擇展示 學習成果的方式,或是使用文件掃描器,將紙本學習單整合至你的數位作業流程中。製作 作業時,可以使用 iPadOS 中的「多工處理」以簡化作業流程。你還可以查看遲交作業的 繳交時間,退還作業並要求學生重做補強,或於不再接受作業繳交時鎖定作業。

| | Cancel | |
|-------------------|---|--------------|
| Schoolwor | Field Trip Dofloction | |
| ② Recent Activity | | |
| Q Search | To: Science, | |
| Library | Assignment Name: Field Trip Reflection | |
| Drafta | Set a Due Date | |
| Dians | Date: Tomorrow | |
| Favorites | 🕒 Files 🛛 Photos & Videos 🔅 Scan Documents 🥝 Links 🅍 Hand-in Request | |
| Imports | Tell me what you learned about biodiversity from our field trip yesterday. You can submit a | |
| Classes | presentation, book, video, or photo slideshow. 🜉 📖 🎇 📷 | See All (28) |
| Uiterature | | Amber Spiers |
| 📕 Math | STUDENT WORK | |
| 🗴 Science | Field Trip Project | Chella Boehm |
| Technology | | |
| Archived | | |
| + Add Class | | |
| | | |

透過繳交要求,你可以要求學生以自選格式提交學習成果。

製作新作業時,請依序點一下「繳交要求」、「未命名項目 #」,然後輸入該繳交作業活動的標題。 準備就緒後,點一下 1.



學生可以在「課業」中提交作業,也可以在其他 app 內使用「分享」按鈕提交作業。他們可以提交 app 檔案、共同合作檔案、PDF 或照片和影片等項目。

例如,學生可在 iPad 的 Pages 中建立檔案,點一下 ,選擇「分享」並選擇「課業」,然後選擇 班級和作業,便可提交此檔案。



「課業」可搭配整合式文件掃描器,讓你將紙本學習單和實體作品納入數位作業流程中。

請製作新的作業,點一下「掃描文件」,然後將你的文件放在裝置上相機的顯示區中。使用「自動」 模式,或是手動進行掃描。拖移邊角以調整大小,然後點一下「保留掃描檔」。

掃描要加入文件的其他頁面,完成之後點一下「儲存」。點一下「未命名文件 #」並為掃描檔輸入標 題。準備就緒後,點一下 介。



「課業」會將你掃描的文件製作成 PDF。學生收到作業時,可於 PDF 上進行標示,並直接在作業中送交。要繳交作業時,學生也可使用掃描器,將自己在完成的紙本作業提交至你的作業中。



運用 iPad 的「多工處理」,你可以輕鬆將檔案或 URL 拖移到作業中。請從螢幕底部向上滑動以取用 Dock,然後觸碰並按住某個 app,例如按住「檔案」 app 查看最近使用的檔案,然後拖移你要分享的檔案即可。

你也可以從 Dock 拖移「課業」 旁邊的 app, 然後從該款 app 將任何檔案或 URL 拖移至「課業」。



如果你設定了作業繳交日期,即使繳交日期已過,學生仍然能夠提交作業,系統會記錄他們的進度, 過期提交會標示為「遲交」。

如果你不再接受繳交作業,可鎖定作業。鎖定作業之後,學生便無法送出剛完成的新作業、進行任何更改或記錄進度。

點一下 ····,便可對作業進行鎖定、編輯、複製、標示為「喜好項目」或刪除等操作。刪除作業時,作 業與進度資料會被刪除,且無法再透過「課業」取用;但在「檔案」app 中,仍可繼續使用這些文件。

當學生完成作業活動,你也已檢閱進度並批改作業,而且不再需要作業,就可將作業標示為完成。然後,「課業」會取消任何未完成的作業要求,將所有作業的檔案拷貝發還給所有學生,並在「已完成」 檢視區儲存一份檔案拷貝。在將作業標示為完成或刪除之後,都無法復原。

隱私權

Apple 對於教師與學生的隱私權一直都秉持堅定承諾。學校必須使用 Apple School Manager 選擇加入「課業」的學生進度功能。只有在你指定某項活動,而且學生使用學 校提供的管理式 Apple ID 完成該活動時,系統才會保有學生進行該活動的進度紀錄。 例如,如果你指定學生閱讀 Apple Books 中《羅密歐與茱麗葉》的開場白,而學生同時 又閱讀了《大亨小傳》,則你與該名學生都只會看到《羅密歐與茱麗葉》開場白的進度資料, 因為只有該書為指定閱讀書目。所有學生進度資料,無論是傳輸及儲存均經過加密。如果 學校並未選擇加入此功能,你仍可在沒有此功能的情況下使用「課業」。為確保資訊透明 化,進度回報功能開啟時,學生會看到通知,表示系統正在記錄自己的進度。

課業 App 設定

在使用「課業」前,技術部門必須先完成下列設定步驟。你也可以將這份 PDF 指南傳送 給該部門。

- 1. 註冊或升級為 Apple School Manager。
- 2. 使用聯合認證、SFTP、SIS 或以手動方式,為教師和學生建立管理式 Apple ID。
- 3. 在 Apple School Manager 中設定「班級」,或允許教師自行設定班級。
- 4. 在 Apple School Manager 的「App 和書籍」中取得「課業」 app。
- 5. 在 Apple School Manager 中為你的學校啟用學生進度功能。

資源

《課業使用手冊:教師專用》 《課業使用手冊:學生專用》 《Apple School Manager 使用手冊》 關於教育用 Apple 產品的隱私權和安全性

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