



# 30 Time-Saving Tips for Teachers

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Click or tap any activity to view the project description.

#AppleTeacher

This collection of simple activities introduces educators to built-in features of iPad that help teachers save time and make it easier to teach with iPad.

Learn more in the  
Apple Teacher  
Learning Center  
[Visit now >](#)

## 1. Capture ideas on the go

Use the Voice Memos app to record a thought so you won't forget it. Listen to it later to incorporate your idea into a lesson or an activity or to share your thought with others.

**Get started:** Open Voice Memos. Tap the Record button, then tap the button again to stop. To share a memo, tap it in the list, tap the three dots, then tap Share. [Learn more >](#)

## 2. Annotate photos for impact

Annotate using Markup in Photos to point out to students important features on an image.

**Get started:** Select a picture in Photos, then tap Edit. Tap the three dots in the top-right corner to use Markup. [Learn more >](#)



## 3. Eliminate web page distractions

Use Reader view to stay focused on the most important information when researching in Safari.

**Get started:** Tap the Format Options (AA) button in the address field, then tap Show Reader View. Note: If Show Reader View is dimmed, it isn't available for that page. [Learn more >](#)

## 4. Screen record your lessons

Use screen recording to capture demonstrations from the web in video format, then add them to lessons.

**Get started:** Add Screen Recording to Settings. Swipe down from the top-right corner of a screen. Tap the Record button and wait for the countdown. Tap the red status bar to stop. [Learn more >](#)

## 5. Streamline your taps

Use AssistiveTouch to adjust volume, lock your screen, use multi-finger gestures, restart your device or replace pressing buttons with just a tap.

**Get started:** Turn on AssistiveTouch in Accessibility Settings. Drag the button to any edge of the screen. Tap it to open the AssistiveTouch menu; tap outside the menu to close it. [Learn more >](#)

## 6. Gather and organise resources

Easily collect, organise and share lesson resources from websites with Notes.

**Get started:** In Safari, tap the Share button to save web pages to Notes. In Notes, set up folders, add images, create checklists, draw, and collaborate with colleagues. [Learn more >](#)

## 7. Create a PDF of a web page in Safari

Highlight informational text or images on the web, and share with students or colleagues.

**Get started:** From a web page in Safari, tap the Share button. Tap Markup and annotate, then tap Done. Tap the Share button to send it or save it to Files. [Learn more >](#)

## 8. Annotate screenshots

Add directions or clarification to a concept on a screenshot. Then add it to a lesson.

**Get started:** Take a screenshot, and tap the thumbnail to edit and mark up. Tap + in the Markup toolbar to add text, shapes and more. [Learn more >](#)



## 9. Mirror your iPad

Instantly share websites, presentations, books, photos, and more with your class using AirPlay Mirroring.

**Get started:** Swipe down from the top-right edge of the screen. Tap Screen Mirroring, then choose your playback destination. To switch back to iPad, tap Stop Mirroring. [Learn more >](#)

## 10. Optimise your screen workflow

Use Dock and App Switcher to view two web pages or apps at the same time.

**Get started:** Swipe up from the bottom in an app. On the Dock, touch and hold another app, then drag it to the left or right edge of the screen. [Learn more >](#)

## 11. Quickly access favourite sites

Access frequently used web pages by adding website icons to your iPad Home screen.

**Get started:** In Safari, go to a web page. Tap the Share button in the top-right corner, then tap Add to Home Screen. [Learn more >](#)

## 12. Customise your teacher tool belt



Get instant access in the Control Center to the things you need quickly, such as Camera, Notes, Magnifier, Timer, Stopwatch, Voice Memos, or the QR code reader.

**Get started:** Tap Customise Controls in Control Center Settings to add or remove tools. Swipe down from the top-right corner of your screen to access them.

[Learn more >](#)

## 13. Organise apps into folders

Organise your apps by type or topic to find what you need a little faster.

**Get started:** To move apps, lightly touch one until they all jiggle. Drag an app on top of another to add both to a new folder. Tap the folder and rename it. Tap Done or press the Home button. [Learn more >](#)

## 14. Get information at a glance

Customise Today View so you can start your day by getting what you need quickly.

**Get started:** Swipe right on your Home screen to open Today View. Scroll down and tap Edit. Add, remove, or reorder widgets. [Learn more >](#)

## 15. Scan a QR code

Access information quickly by using Camera to instantly scan a QR code.

**Get started:** Open Camera and point it at a QR code. Once the link pops up, tap it and enjoy your web journey. [Learn more >](#)

## 16. Speak your mind

Call on Siri to help with teaching and workflow tasks. Just ask to preview your daily calendar, set grading reminders, open the latest version of a document and much more.

**Get started:** Make sure Siri is on. In Settings, tap Siri & Search, then turn on all settings below Ask Siri. Now press and hold the Home button to ask Siri a question. [Learn more >](#)



## 17. Screenshot it all

Take a full-page screenshot and mark it up for students or colleagues.

**Get started:** Take a screenshot in Safari. Tap the thumbnail, then tap Full Page. Choose a Markup tool from the toolbar. Tap + for more options. Scroll with the slider to see all the pages and mark them up. Then share. [Learn more >](#)

## 18. Keep a reading list

Save articles to your reading list for easy access when you need them again.

**Get started:** Find a web page in Safari. Tap the Share button, then Add to Reading List. Go to your reading list to see all your saved articles. [Learn more >](#)

## 19. Digitise handouts

Use Notes to digitise paper documents and images by easily scanning them so you can upload for students.

**Get started:** Open Notes, tap the Camera button, then tap Scan Documents. Capture the document, then save it. Tap the Share button to send. [Learn more >](#)

## 20. Get in the picture

Include your picture in notes or instructions to students. They want to see you!

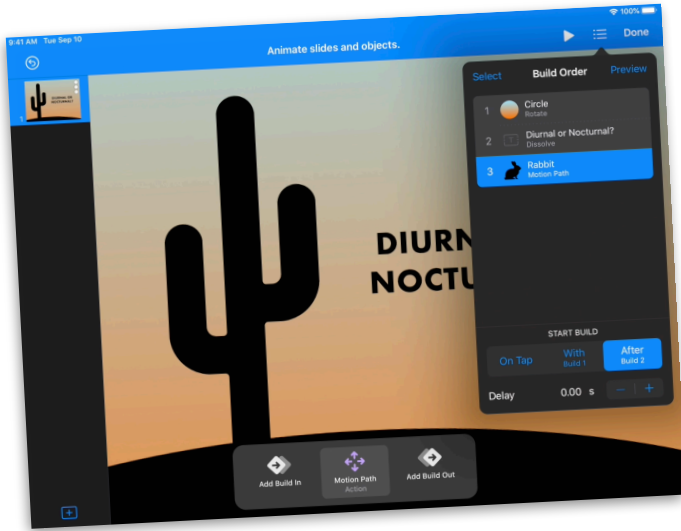
**Get started:** Open Camera, switch to the front camera, and stabilise your iPad. Set the timer and run into the frame! Add your photo to handouts for students. [Learn more >](#)

## 21. Animate lesson starters

Create animated GIFs in Keynote to use as engaging lesson starters and visual demonstrations.

**Get started:** Add images or shapes to a slide. Tap an image, then tap Animate. Tap Add Action, then Create Path. Drag the image. Now export it as an animated GIF to add it to lessons.

[Learn more >](#)



## 22. Turn slides into movies

Send your Keynote presentation to students as a self-playing movie. Add your voice for personalised guided information.

**Get started:** Record on a slide by tapping +, the Media button, then Record Audio. Export the movie to save or send. When playing, the movie will automatically advance through slides. [Learn more >](#)

## 23. Keep parents informed

Capture parent attention with a 60-second Clips newsletter.

**Get started:** In a Clips project, tap the Live Titles button, select a style, then close the menu. Touch and hold the Record button. To stop recording, let go. [Learn more >](#)

## 24. Slo-mo a demo

Use slo-mo to provide a slowed-down visual explanation of a moving phenomenon.

**Get started:** Open Camera and choose Slo-mo. Tap the Record button and perform your demonstration. Tap the button again to stop. Your video is now ready in Photos.

[Learn more >](#)

## 25. Duplicate your style

Quickly format text in iWork by copying the style of selected text, then apply that style to other texts.

**Get started:** Select the text with the style you want to copy. Tap Style, then Copy Style. Select the text where you want to apply the style, then paste the style. [Learn more >](#)

## 26. Design student flash cards

Students will appreciate the customised flash cards you create using text and audio features in Keynote.

**Get started:** On a Keynote slide, add a text box and type a question or word. Add a new slide, and type the answer or definition on it. Play the project and tap to reveal cards.

[Learn more >](#)

## 27. Virtualise your whiteboard

Doodle, draw and diagram with unlimited space in Numbers.

**Get started:** You can draw right on a Numbers spreadsheet with Apple Pencil. To use your finger, tap the Insert (+) button, tap the Media button, and select Drawing. Pinch to zoom out for more canvas space. [Learn more >](#)

## 28. Check off tasks

Keep up with and prioritise your to-do list using Reminders. Create subtasks and add attachments, and set alerts based on time.

**Get started:** In the app, create a Reminders list. Add a new reminder. Check off the task when it's complete. [Learn more >](#)

## 29. Annotate while presenting

As you present content, annotate on the slides in Keynote to clarify information.

**Get started:** In a Keynote presentation, tap the Play button. Touch and hold the slide to reveal drawing tools. Use your finger to highlight important words or parts of an image.

[Learn more >](#)

## 30. Create interactive handouts

Design your handouts with media placeholders for student responses.

**Get started:** Create a new Pages document and choose a template. Add your own text and graphics. Then add an image and tap to select it. Tap the Format button, then tap Set as Placeholder. Share the handout with students.

[Learn more >](#)