
OPTiM

Optimal Biz Apple School Manager (ASM) Operation Manual

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OPTiM Corporation

Getting Started

Purpose of this Manual

This manual describes how to introduce and use Apple School Manager (ASM) provided from Apple.

For the basic operation on the management site and details of each setting item, refer to the following.

 <Management Site Reference Manual>








How to read this manual

Check the following before reading this manual.

In this manual, descriptions about iOS devices also apply to iPad OS devices unless otherwise mentioned.


◆ About the symbol · mark

The marks and symbols used in the manual are as follows.

Symbols / Mark	Description
[]	Menu name, button name, tab name and link name.
" "	Function name, item name, reference destination in the manual, etc.
< >	Manual name and document name.
⇒	Operation result and accompanying operation.
	Manual and document to be referenced
	Reference in the manual and the link to the website
	Cautions
	Points of using and operation and what is convenient to know.
	Menu operation for displaying the corresponding screen in the explanation of the screen Ex.)  [Settings]→[iOS]→[Applications]→[Application Distribution]→ 

◆ About the screen

- In this manual, the user type is for "administrator". When logging in to the management site other than with the "administrator" user type, editing and browsing are restricted according to the user type. For details, refer to the following.

 "Users" - "List" - "Create users" in <Management Site Reference Manual>

- The version notation on the screen may differ from the actual one.
- Some screens and operations may differ depending on the OS version and the browser to be used. In this manual, we explain using the screen displayed in Google Chrome.

About website URL

URLs of websites other than our company described in the manual are subject to change without notice.

About trademark

iOS and iPad are trademarks of Apple Inc.

Company names and product names mentioned are trademarks and registered trademarks of each company.

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1 Introducing ASM

Describes the following items.

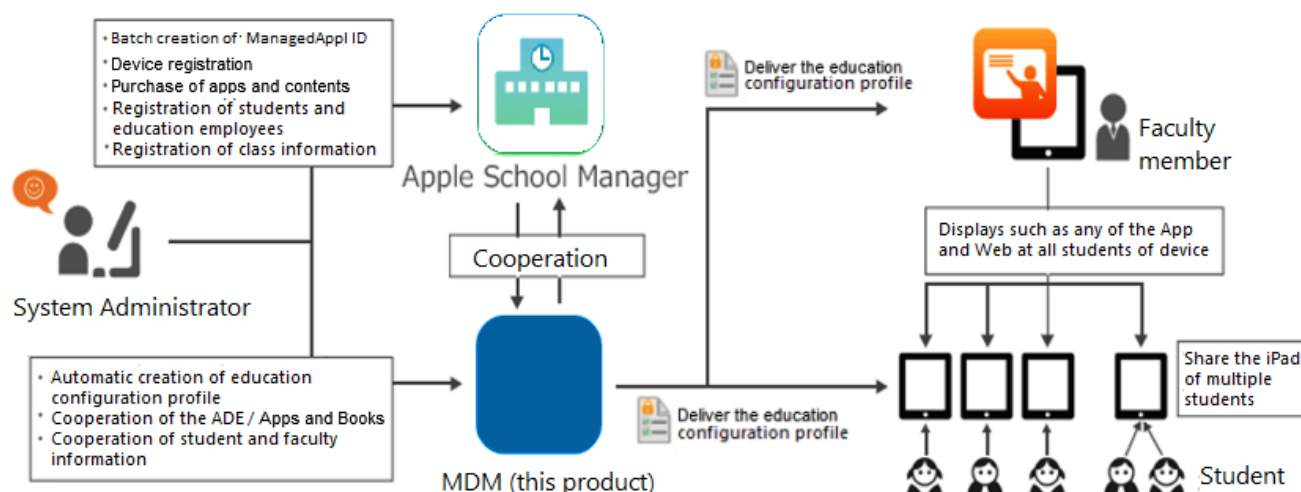
Item	Page
Advantages to introducing ASM	5
Making preparations in advance	6
Acquiring ADE token	6
Uploading ADE token to Optimal Biz	13

1.1 Advantages to introducing ASM

Apple School Manager (ASM) is a portal site provided by Apple for assisting system administrators in introducing iPad devices in schools. Users can automatically create Managed Apple IDs (*1) for all students and staff, and register and configure devices.

By connecting this product to ASM, the following actions can be performed, and devices for teachers and students used in classrooms can be configured.

- Automatic acquisition of information registered in ASM (including users and classes)
- Automatic creation of educational configuration profiles for using "classroom" (*2)
- Creation of profiles (ADE definition profile) for using devices as a shared iPad (*3)



*1: Managed Apple ID is a new Apple ID designed for education. A Managed Apple ID allows students to access iCloud, iTunes U, and shared iPad. Schools can control functions as needed.

*2: An app for teachers to control student devices. For details, refer to the following.

📖 "Classroom Help" <https://help.apple.com/classroom/ipad/1.0/#/>

*3: Shared iPad is a feature that allows multiple students to share a device while providing a personalized learning experience for each student. Students can access their learning environments by logging in to a shared iPad with a password or four-digit PIN. For details, refer to the following.

📌 In the Optimal Biz management site, shared iPad is referred to as "Shared iPad".

📖 "Shared iPad Overview" <https://support.apple.com/ja-jp/guide/mdm/cad7e2e0cf56/web>

1.2 Making preparations in advance

Make the following preparations in advance. The Apple Customer Number and the D-U-N-S number (company identification code) will be required for preparations. Please contact Apple for details.

- Purchase an iPad that supports Automated Device Enrollment (ADE) and ASM.
- Register the device to ASM at the following URL.

👉 "Apple School Manager" <https://school.apple.com/>

📌 For details of the D-U-N-S number, contact the D-U-N-S number management company. To apply for a new D-U-N-S number, it may take several days to receive. We recommend your early application.

📌 A device used as a shared iPad must have at least 32GB of space.

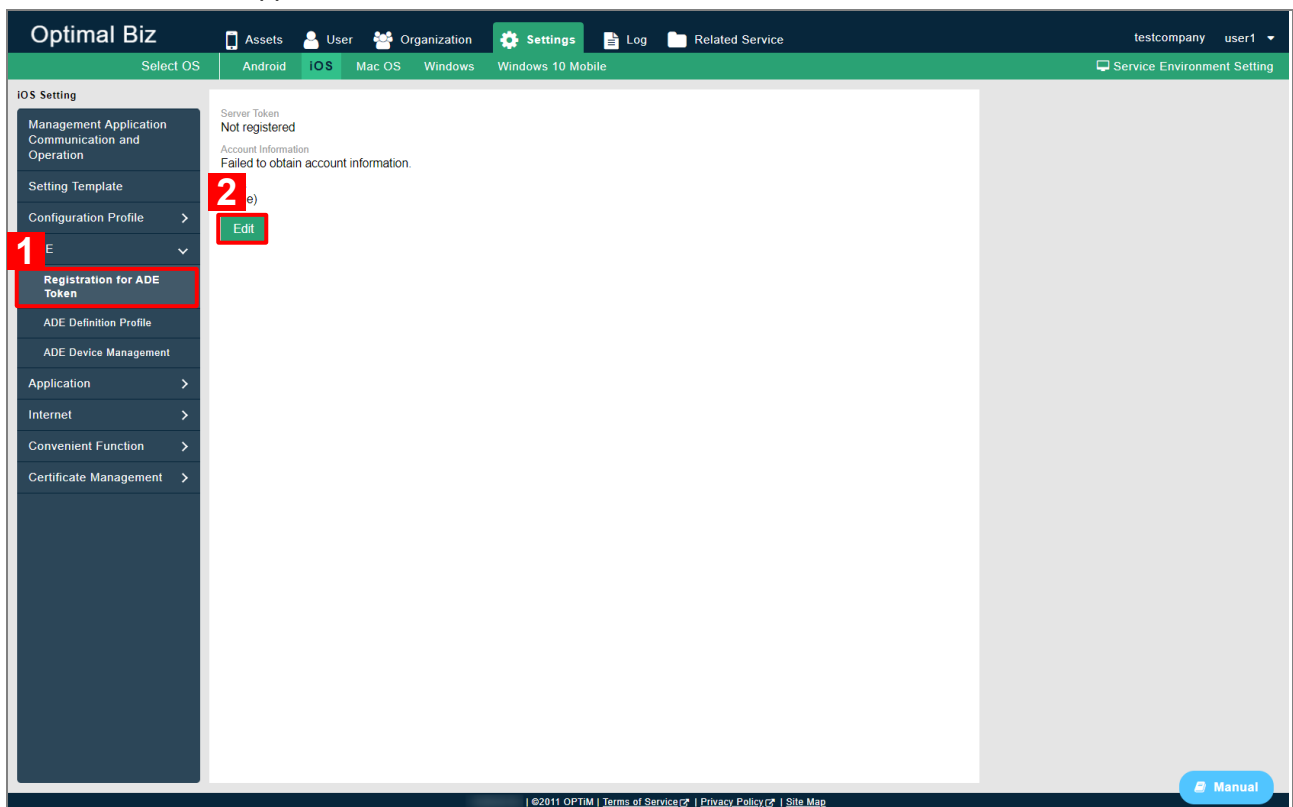
1.3 Acquiring ADE token

Acquire ADE tokens from ASM. An ADE token is a token used to connect ASM to the Optimal Biz server.

[1] Click [Settings] → [iOS] → [ADE] → [Register ADE token].

[2] Click [Edit].

⇒ The edit screen appears.



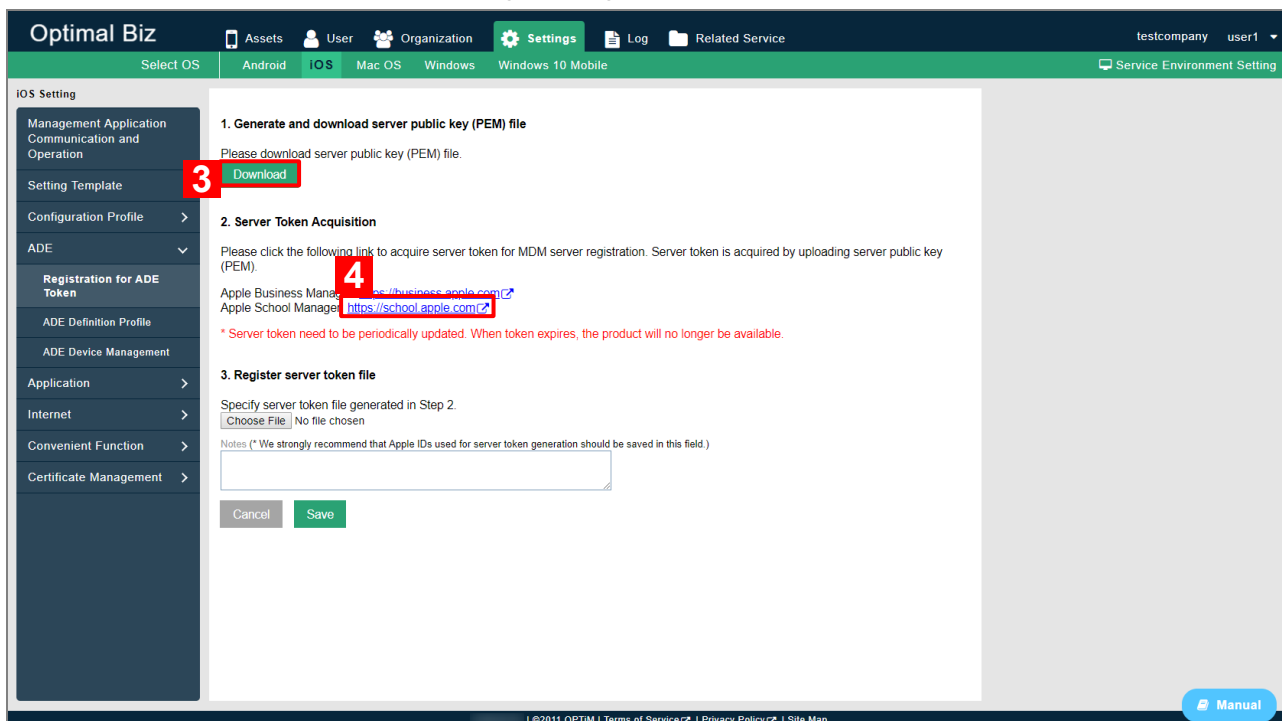
[3] Click [Download].

⇒ Download of the server public key certificate (PEM) file will be started. Specify an arbitrary place to save the file.

[4] Click "<https://school.apple.com>" in "Apple School Manager:"

⇒ The ASM site will appear. Perform the operations from step [5] on the ASM site.

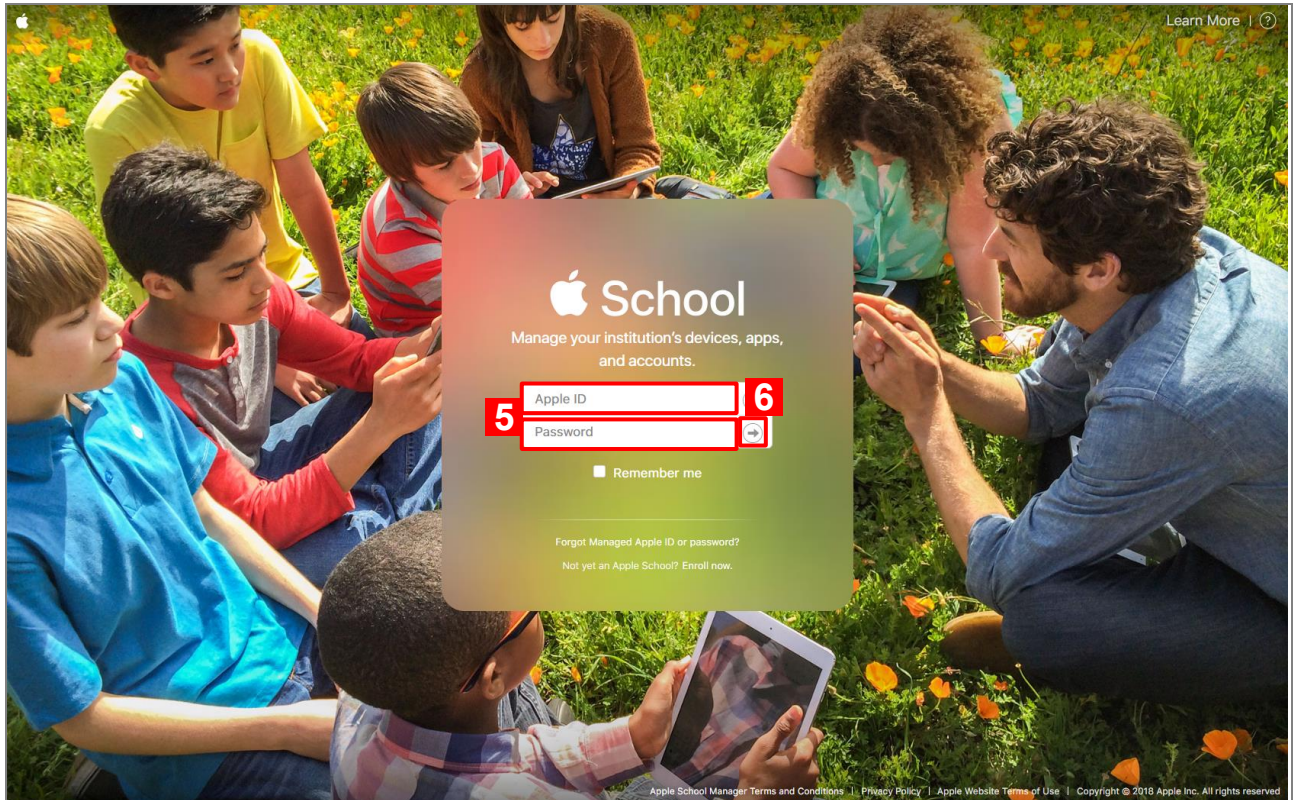
🔧 Supported browsers are Microsoft Edge, Google Chrome 35 and later, and Safari 9 and later.




[5] Enter the "Apple ID" and "Password" that has been approved by Apple Inc.


[6] Click .

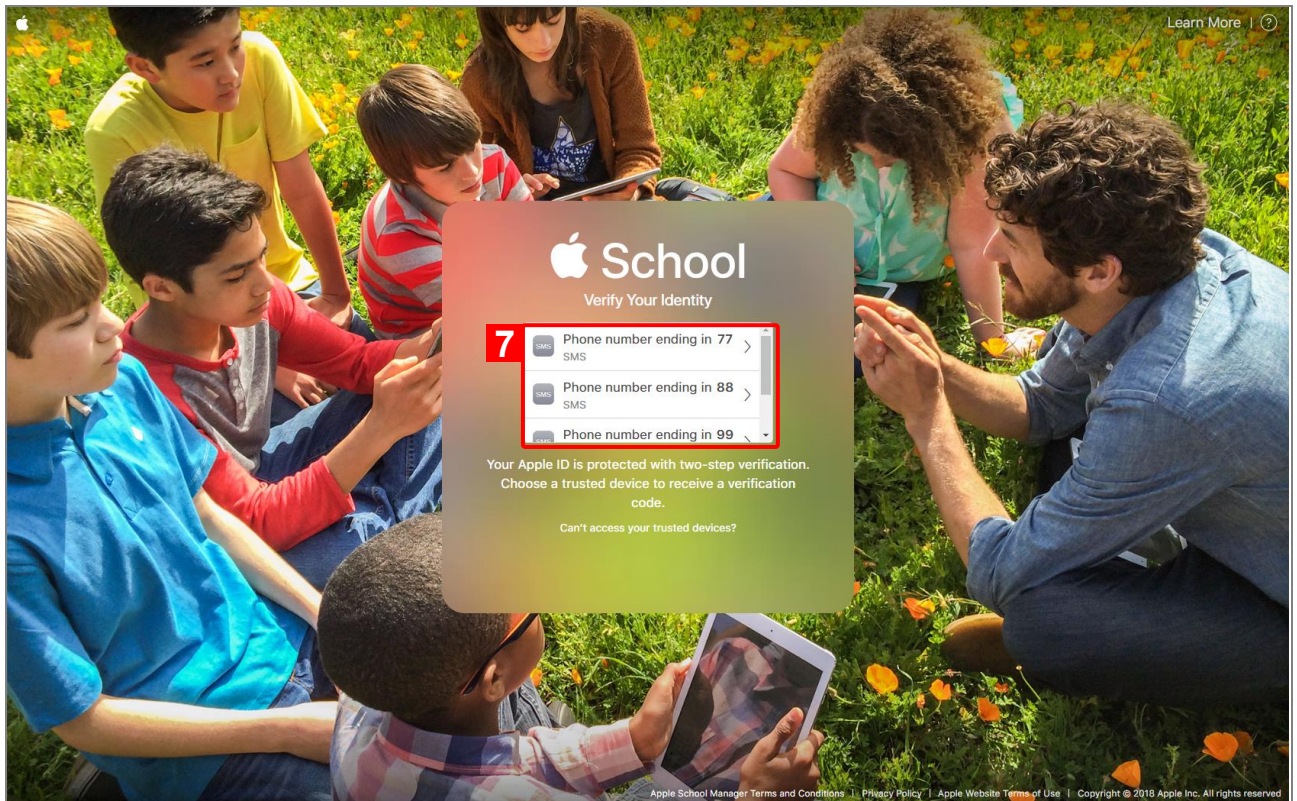
⇒ A confirmation screen to verify your identity is displayed.



[7] Select the recipient of the verification code.

 The verification code will be sent to the email address you set for your Apple ID.

 Options are displayed only if more than one recipient has been registered.



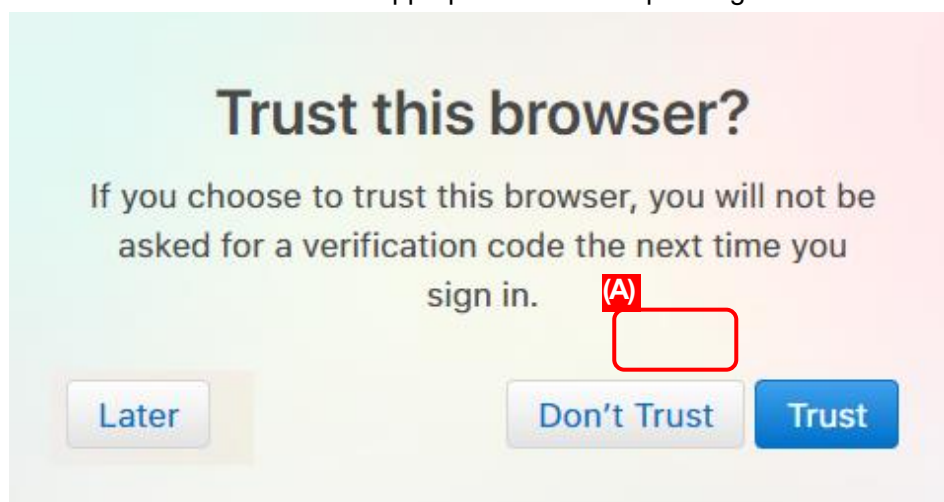
[8] Enter the verification code.

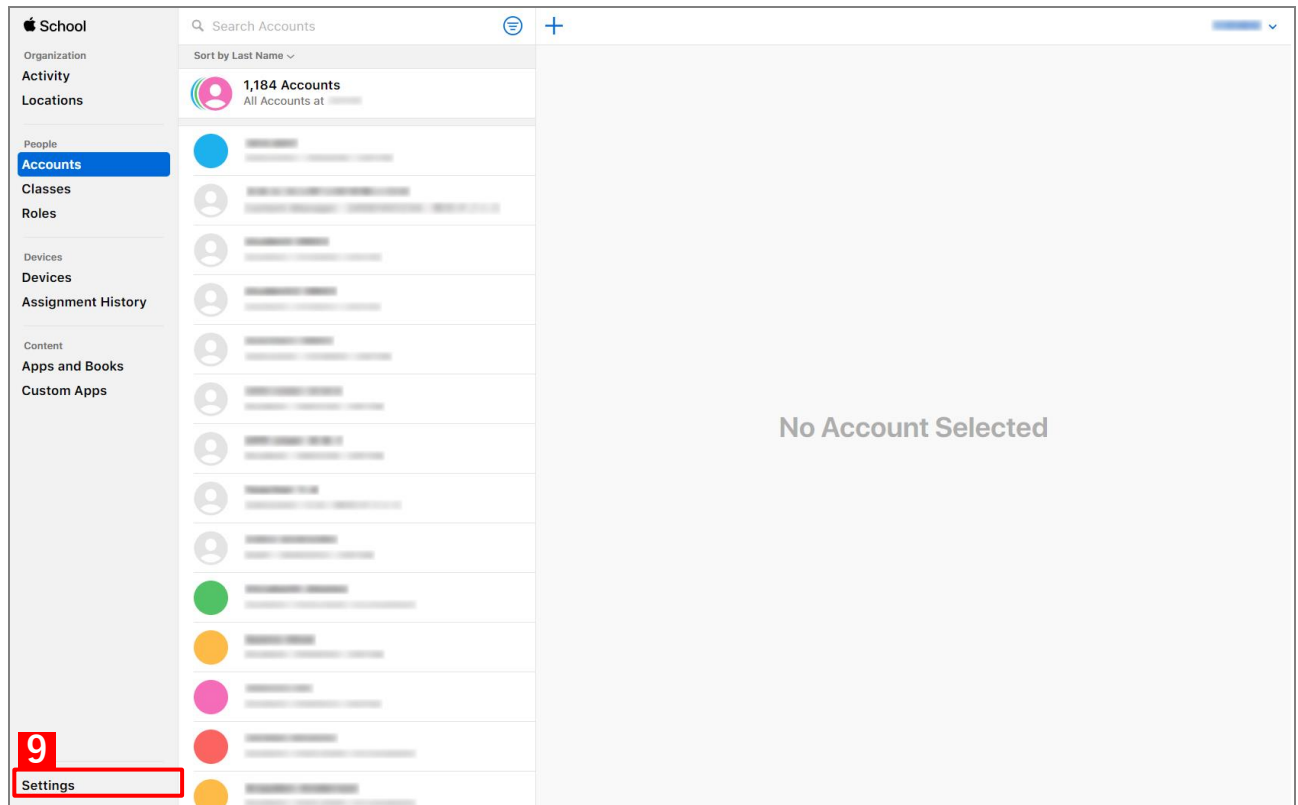
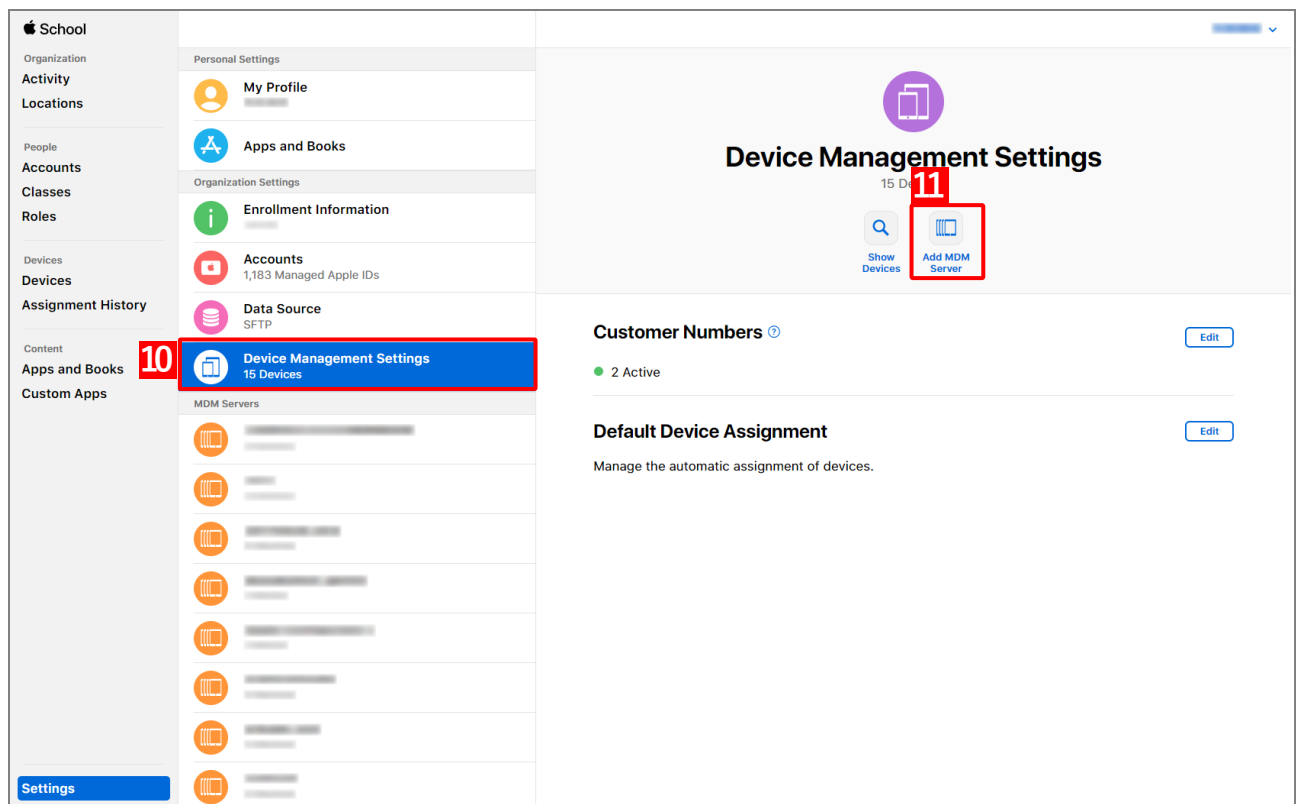
⇒ Enter the 6-digit verification code, and the screen will automatically change to the next screen.

✎ If the verification code is incorrect, the system returns to the screen in step **[5]**. Retry the operation.



✎ After a verification code is entered, the following dialog may appear: If you click (A) [Trust this device] on this screen, you will not have to enter a verification code the next time you sign in from the same device and browser. Make an appropriate choice depending on the situation.



[9] Click [Settings].**[10] Click [Device Management Settings].****[11] Click [Add MDM Server].**

[12] Enter "MDM Server Name".

[13] Click [Choose File...].

⇒ Specify the server public key certificate (PEM) file downloaded in step [3].

[14] Click [Save].

☑ Be sure to click [Save] to save the settings. If you do not save the settings, communication between the management site and ASM will be lost after a period of time, and an ADE token must be obtained again.

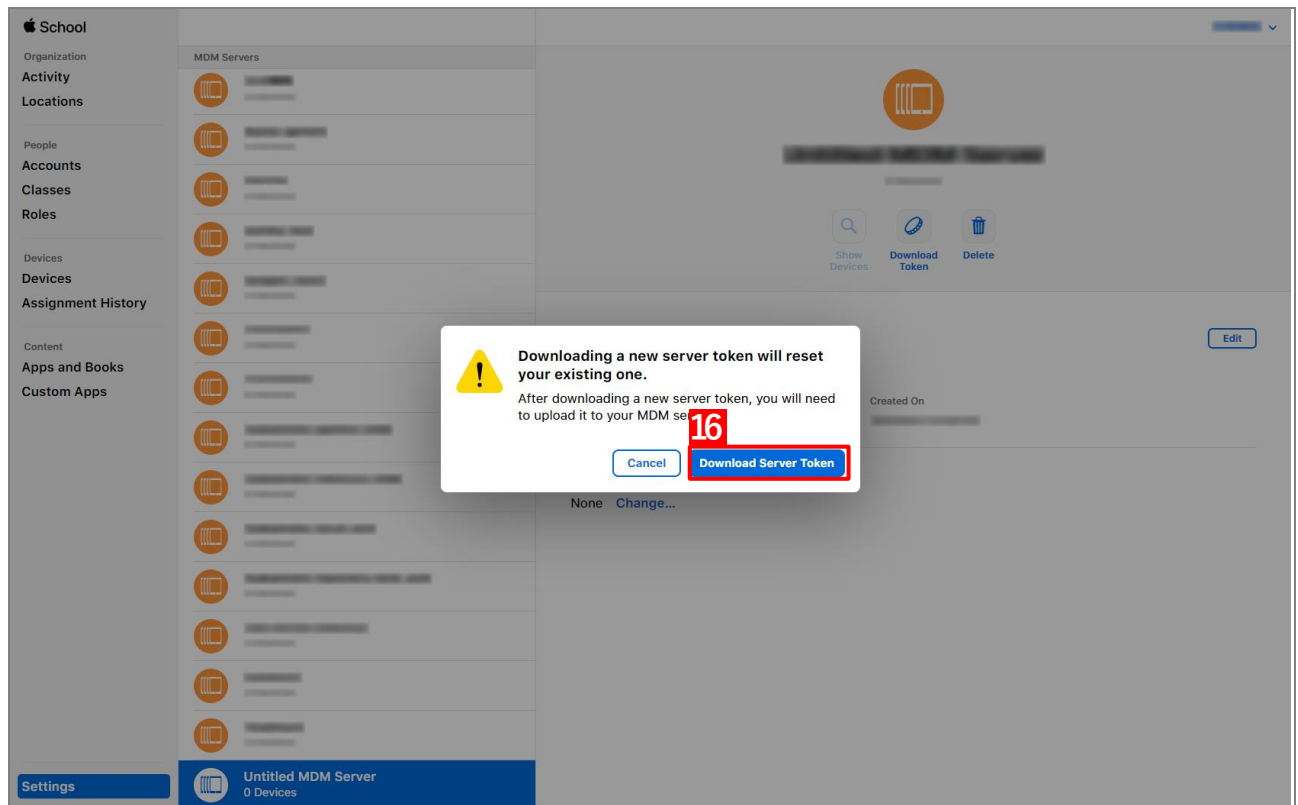
The screenshot shows the Apple School MDM Server configuration page. The left sidebar contains navigation links: Organization, Activity, Locations, People, Accounts, Classes, Roles, Devices, Assignment History, Content, Apps and Books, and Custom Apps. The main content area is titled 'Untitled MDM Server' and shows '0 Devices'. Under 'MDM Server Info', there is a text input field for 'MDM Server Name' (highlighted with a red box and label 12) and a checkbox 'Allow this MDM Server to release devices. Learn More'. Under 'MDM Server Settings', there is a section for 'Upload Public Key' with a 'Choose File...' button (highlighted with a red box and label 13). Below this is a 'Generate New Server Token' section with a note: 'You can download the server token after saving. After generating and downloading a new token, you must install this new token on your MDM server.' At the bottom right, there are 'Cancel' and 'Save' buttons (the 'Save' button is highlighted with a red box and label 14).

[15] Click [Download Token].

The screenshot shows the Apple School MDM Server configuration page after saving. The 'MDM Server Info' section now shows 'Never Connected' and 'Created By' and 'Created On' fields. The 'Default Device Assignment' section shows 'None' and a 'Change...' link. In the top right area, there are three buttons: 'Show Devices', 'Download Token' (highlighted with a red box and label 15), and 'Delete'.

[16] Click [Download Token].

⇒ The download of the ADE token will start. Specify an arbitrary place to save the file.



1.4 Uploading ADE token to Optimal Biz

Upload the downloaded ADE token to the Optimal Biz management site.

 The ADE token expires in one year. Update the ADE token before it expires. For updating, refer to the following.

 "ASM Server Token Annual Update Manual"

[1] Perform steps [1] to [2] in "Acquiring ADE token".

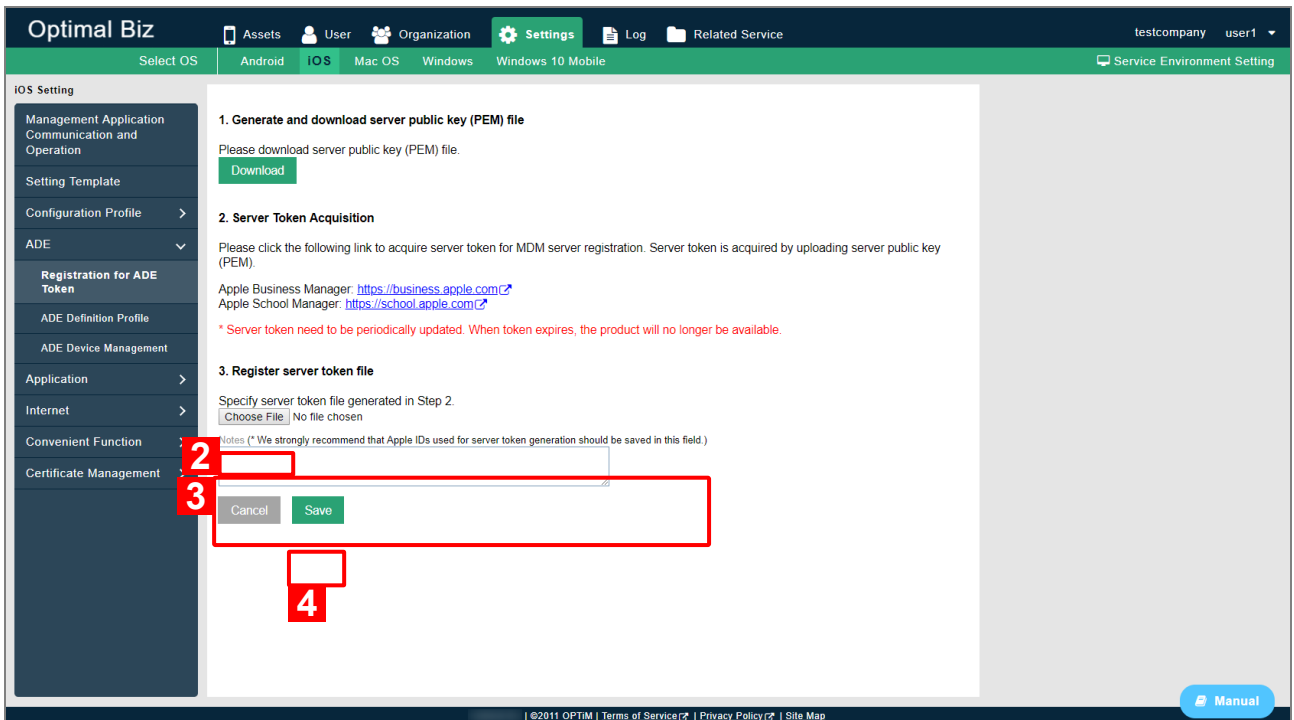
[2] Click [Choose File].

⇒ Specify the ADE token downloaded in step [15] of "Acquiring ADE token".

[3] Enter some arbitrary text in "Notes"

⇒ We recommend that you write down the Apple ID you used when acquiring the ADE token in "Notes".

[4] Click [Save].



Optimal Biz

Select OS: Android, iOS, Mac OS, Windows, Windows 10 Mobile

testcompany user1

Service Environment Setting

IOS Setting

Management Application Communication and Operation

Setting Template

Configuration Profile

ADE

Registration for ADE Token

ADE Definition Profile

ADE Device Management

Application

Internet

Convenient Function

Certificate Management

1. Generate and download server public key (PEM) file

Please download server public key (PEM) file.

Download

2. Server Token Acquisition

Please click the following link to acquire server token for MDM server registration. Server token is acquired by uploading server public key (PEM).

Apple Business Manager: <https://business.apple.com/>

Apple School Manager: <https://school.apple.com/>

* Server token need to be periodically updated. When token expires, the product will no longer be available.

3. Register server token file

Specify server token file generated in Step 2.

Choose File No file chosen

Notes (* We strongly recommend that Apple IDs used for server token generation should be saved in this field.)

Cancel Save

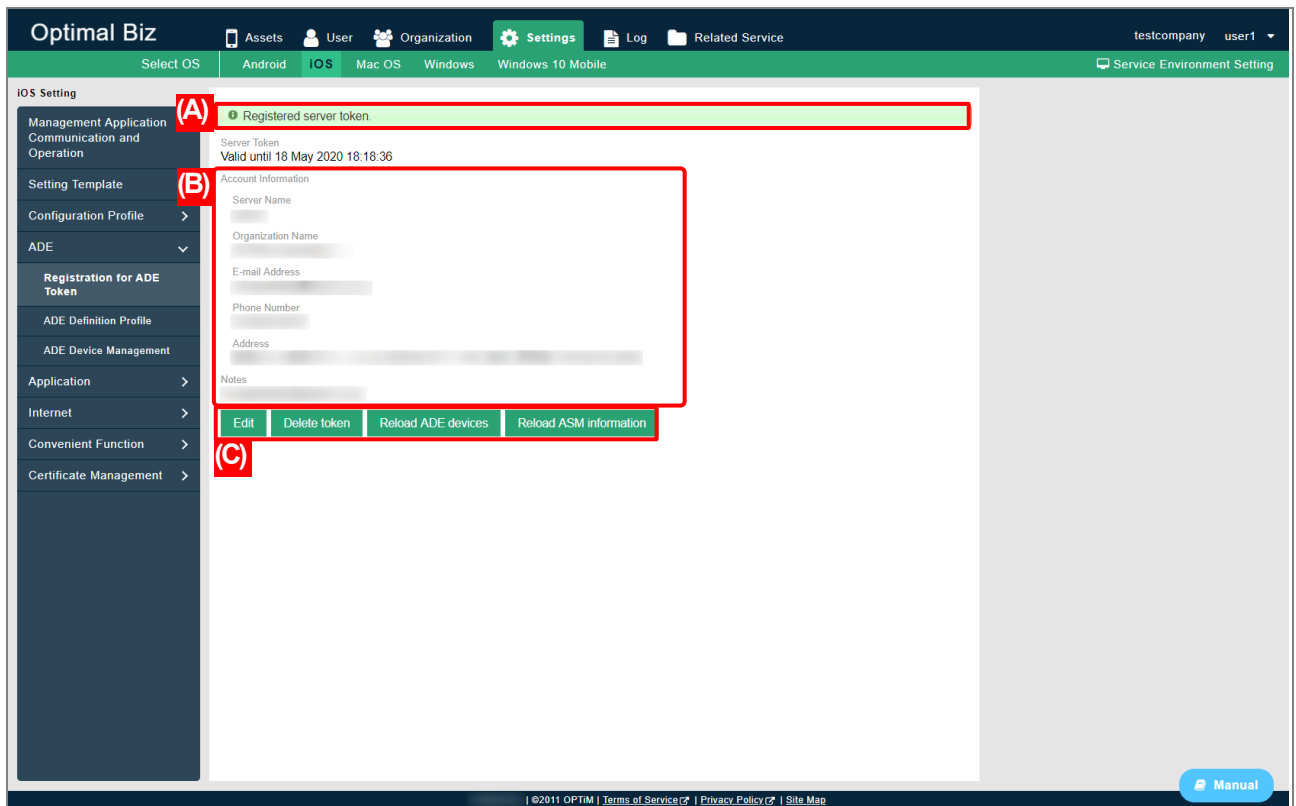
Manual

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⇒ (A) "Registered server token." is displayed. Check that the content displayed in (B) "Account Information" is correct.

✎ For details of (C), refer to the following.

🔍 "Settings - iOS" - "ADE" - "Registration for ADE token" - "Screen (after registration)" in
<Management Site Reference Manual>



2 Utilizing ASM

This chapter explains the following.


Item	Page
Allocate management target devices to the MDM server	16
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2.1 Allocate management target devices to the MDM server

Register a device you want to manage with ASM to the MDM server, and reflect the device information to the Optimal Biz management site.

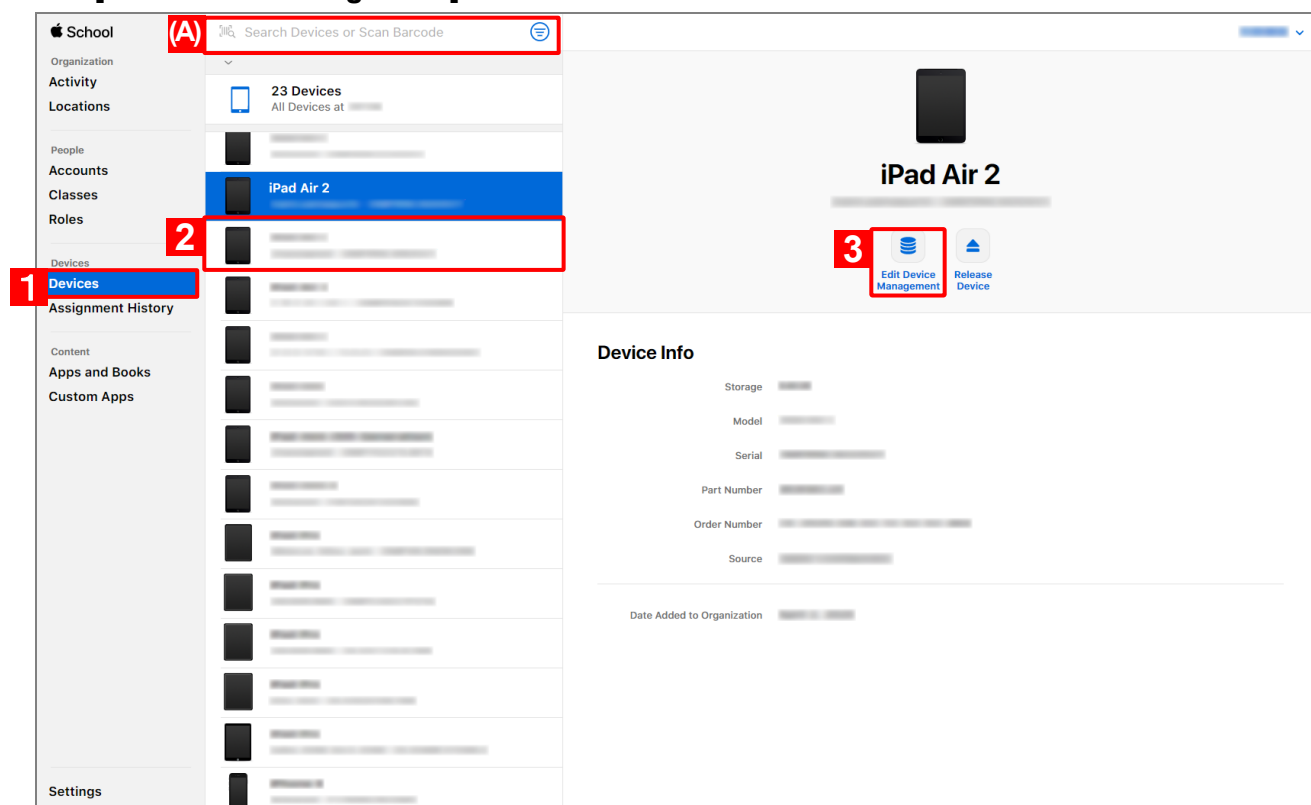
[1] Click "Device".

[2] Click the device you want to assign to the MDM server.

 If a device does not appear in the search or list, contact Apple.

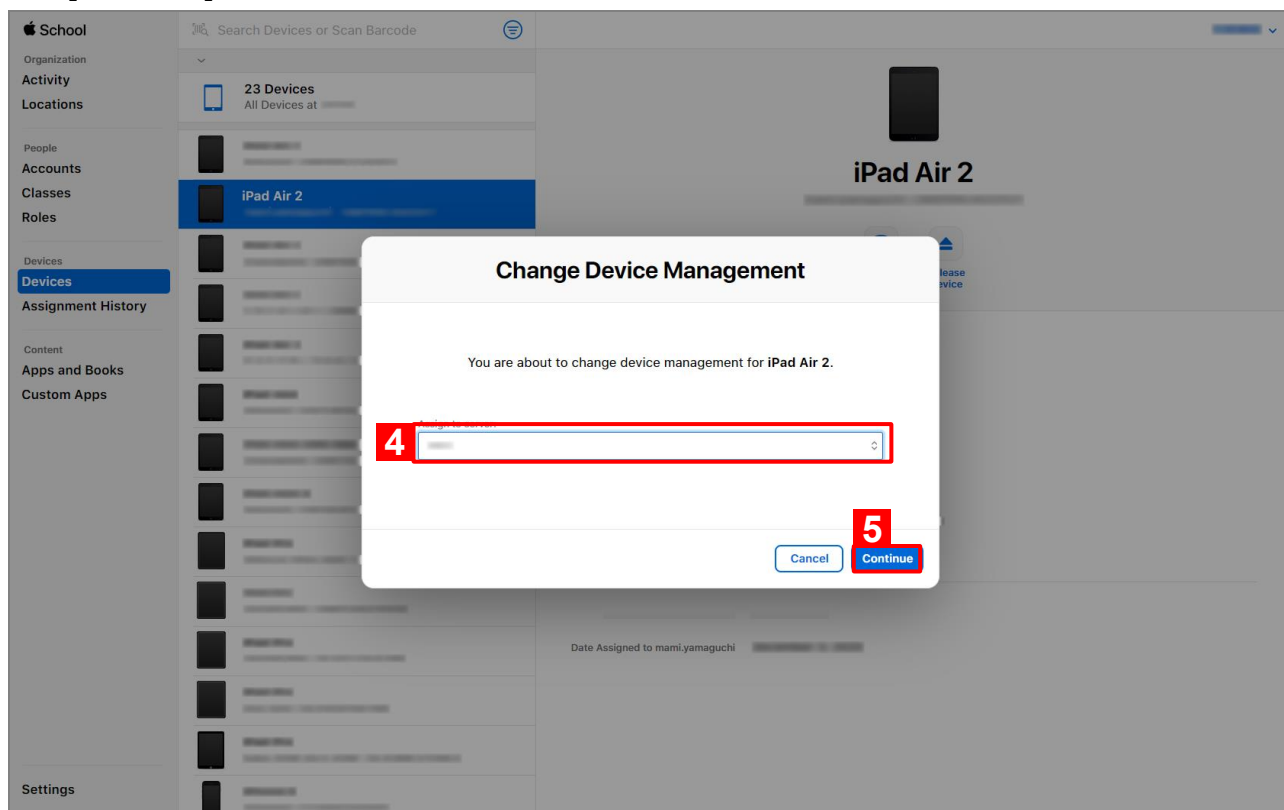
 If too many devices are displayed, enter the serial number of the device in (A) to search.

[3] Click [Edit Device Management].

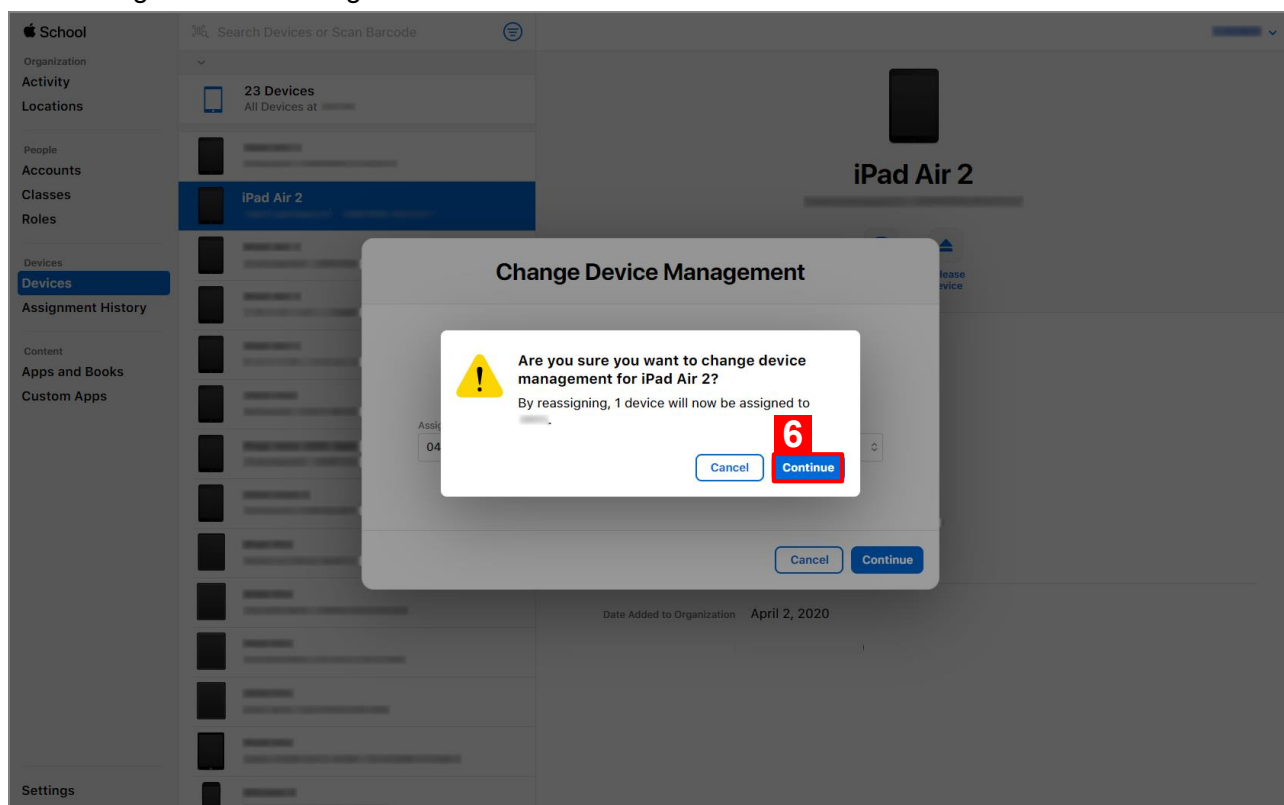


[4] Select an MDM server.

 Select the MDM server that you created when you acquire the ADE token.

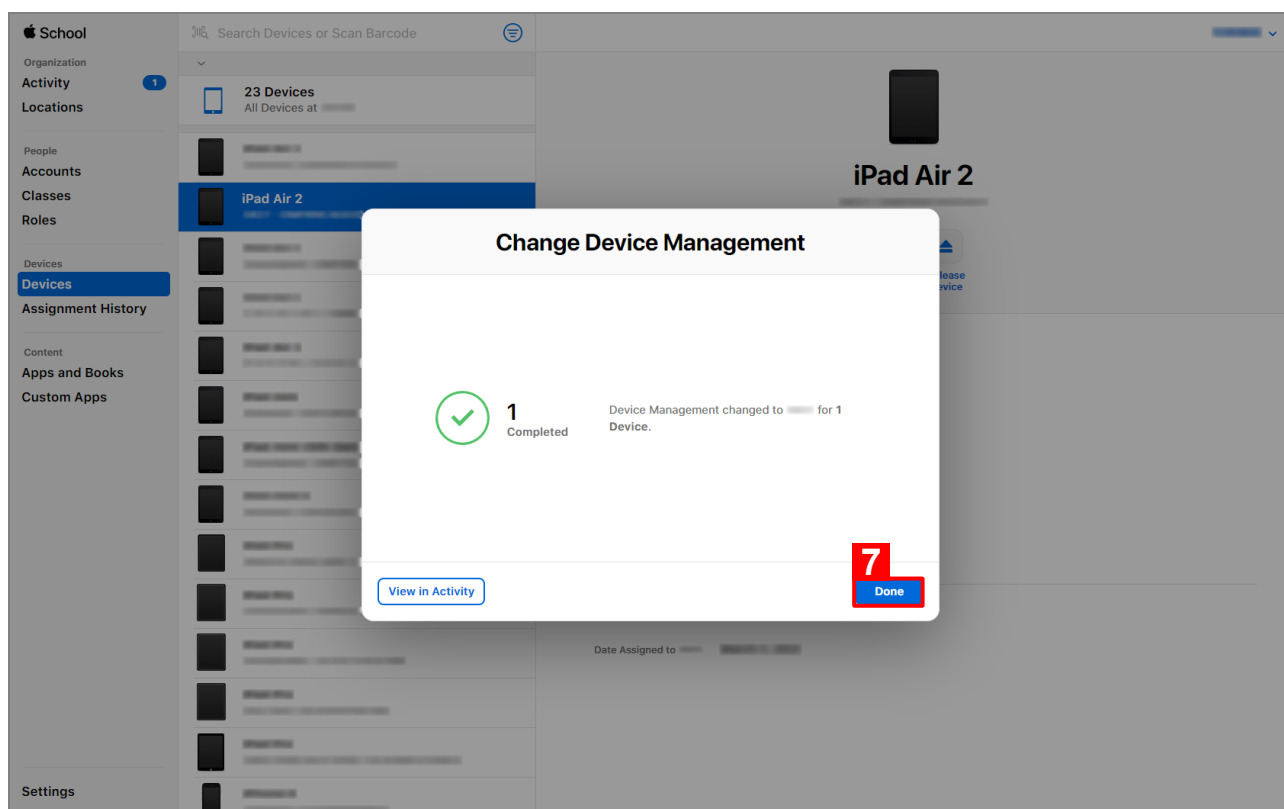
[5] Click [Continue].**[6] Click [Continue].**

⇒ The target device is assigned to the MDM server.

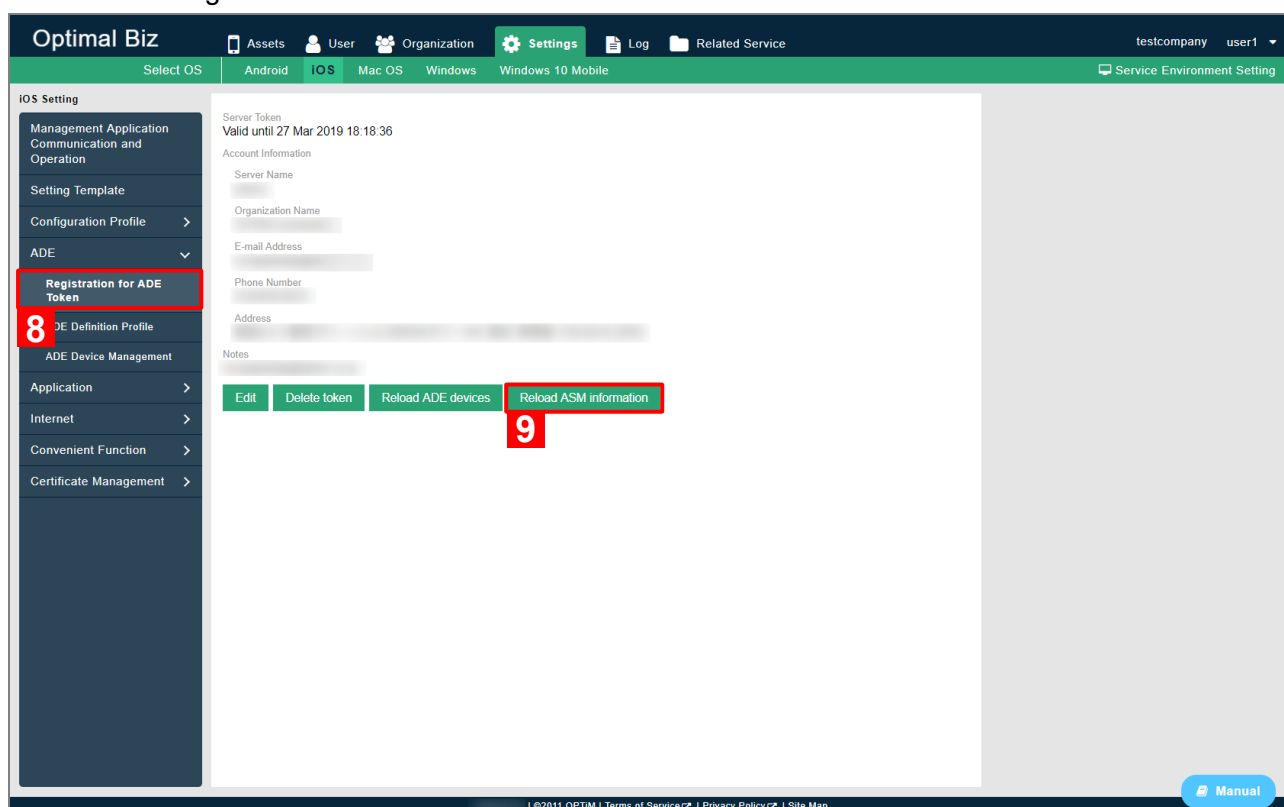


[7] Click [Complete].

✎ If you have more than one device to assign, repeat steps [2] through [7].

**[8] Click [Settings] → [iOS] → [ADE] → [Registration for ADE Token] on the management site.****[9] Click [Reload ASM information].**

⇒ The information of the device allocated in "Allocate management target devices to the MDM server" will be reflected in the management site, and the device will be displayed on the device screen as a device waiting for authentication.



2.2 Register users/classes

Register information on users (teachers and students) and classes on the ASM site.

- ☑ If no classes are registered, you may not be able to install an education configuration profile on the device. In that case, register a class, and then install an education configuration profile.

[1] Perform steps [4] to [8] in "Acquiring ADE token".

[2] Register user and class information in ASM.

- ☑ For details, refer to the following "Apple School Manager User Guide".

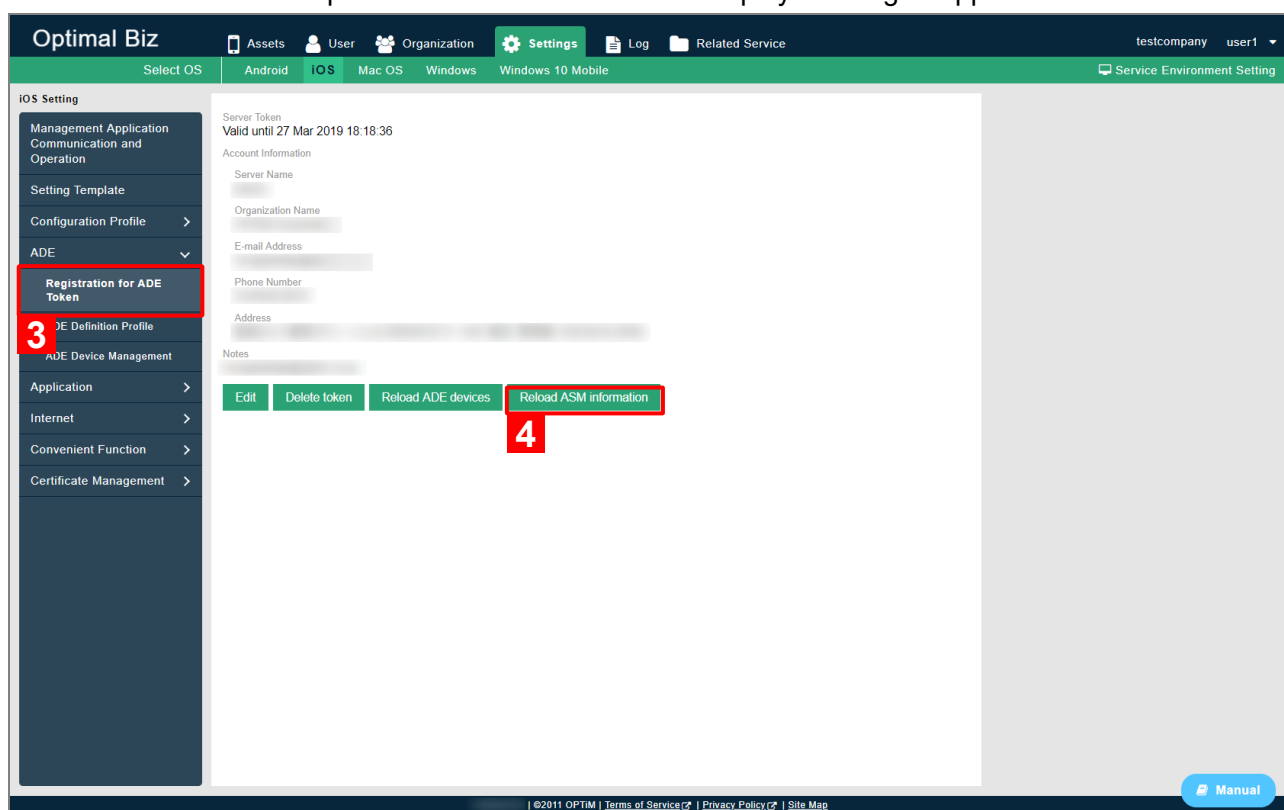
👉 <https://help.apple.com/schoolmanager/>

[3] Click [Settings] → [iOS] → [ADE] → [Registration for ADE token] on the management site.

[4] Click "Reload ASM information".

⇒ The user information registered in [2] will be reflected in the management site and displayed as a "general user" on the user screen.

- 📎 Icons displayed on the user screen for users who were registered with ASM are different from icons for users created with this product. The user screen also displays Managed Apple IDs.



2.3 Configure devices

To use a device as a shared iPad, create an ADE definition profile on the management site and apply it to the device. For more information on how to create and apply ADE definition profiles, refer to the following.

- 📎 "Creating an ADE definition profile" and "Applying an ADE definition profile" in "Automated Device Enrollment (ADE) Operation Manual"

2.4 Distributing the classroom app

Distribute "Classroom", an app for controlling student devices, to a teacher device. For more information about using "Classroom", refer to the following.

📖 "Classroom User Guide"

<https://support.apple.com/en-gb/guide/classroom/welcome/ipados>

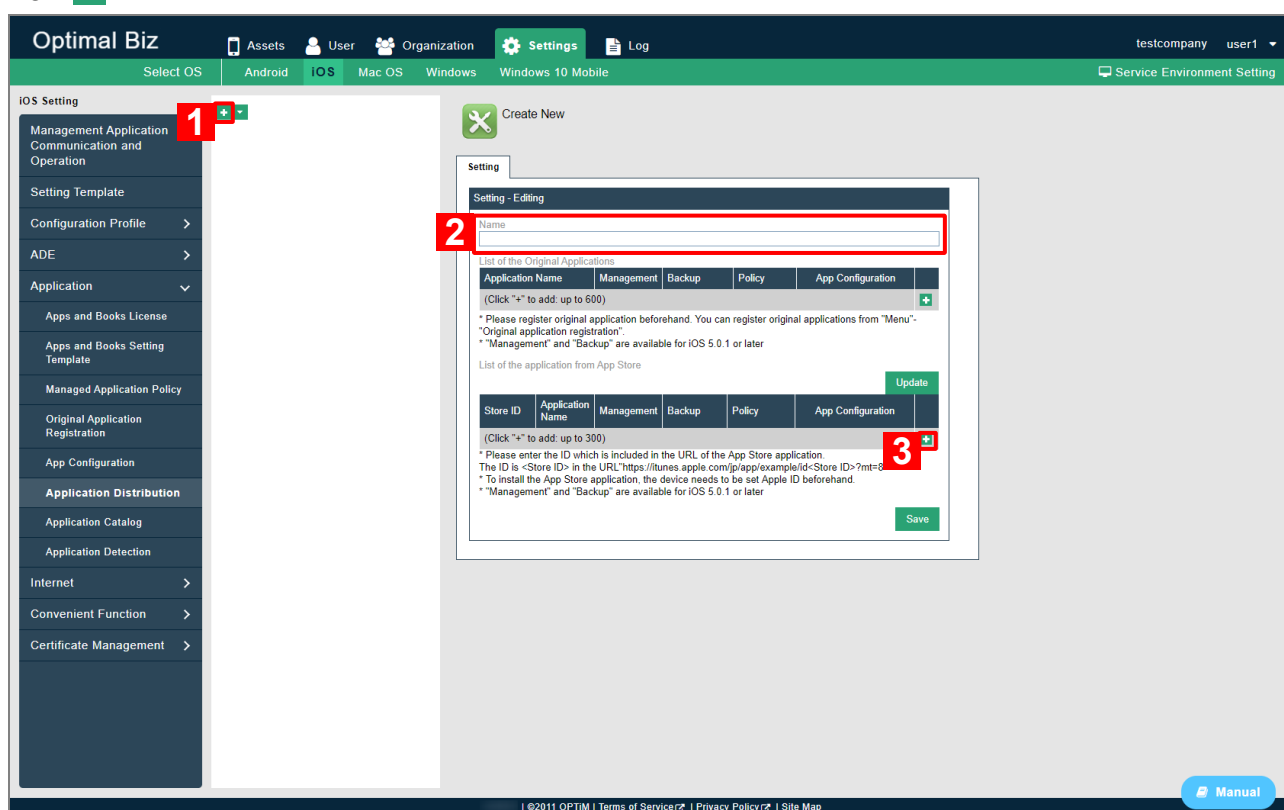
🔧 To use "Classroom", configure both teacher and student devices as shown in the following.

- Connect to the same Wi-Fi access point.
- Enable Bluetooth.

[1] Click [Settings] → [iOS] → [Application] → [Application Distribution] → .

[2] Enter an arbitrary name in "Setting name".

[3] Click .



The screenshot displays the Optimal Biz web application interface. The top navigation bar includes 'Assets', 'User', 'Organization', 'Settings', and 'Log'. The 'Settings' tab is active, and the 'iOS' sub-tab is selected. The left sidebar shows the 'iOS Setting' menu with 'Application Distribution' highlighted. The main content area shows the 'Create New' dialog for 'Application Distribution'. The dialog has a 'Setting - Editing' section with a 'Name' field (labeled 2) and a 'List of the Original Applications' table (labeled 3). The table has columns for 'Application Name', 'Management', 'Backup', 'Policy', and 'App Configuration'. A 'Save' button is located at the bottom right of the dialog.

✎ To check the Store ID, search for "Classroom" in the App Store. When you access the app page of "Classroom", the Store ID will be displayed at the end of the URL ("*****" in "https://apps.apple.com/jp/app/(App name)/id*****".
(Make sure you see "Apple" under the app name on the app page.)

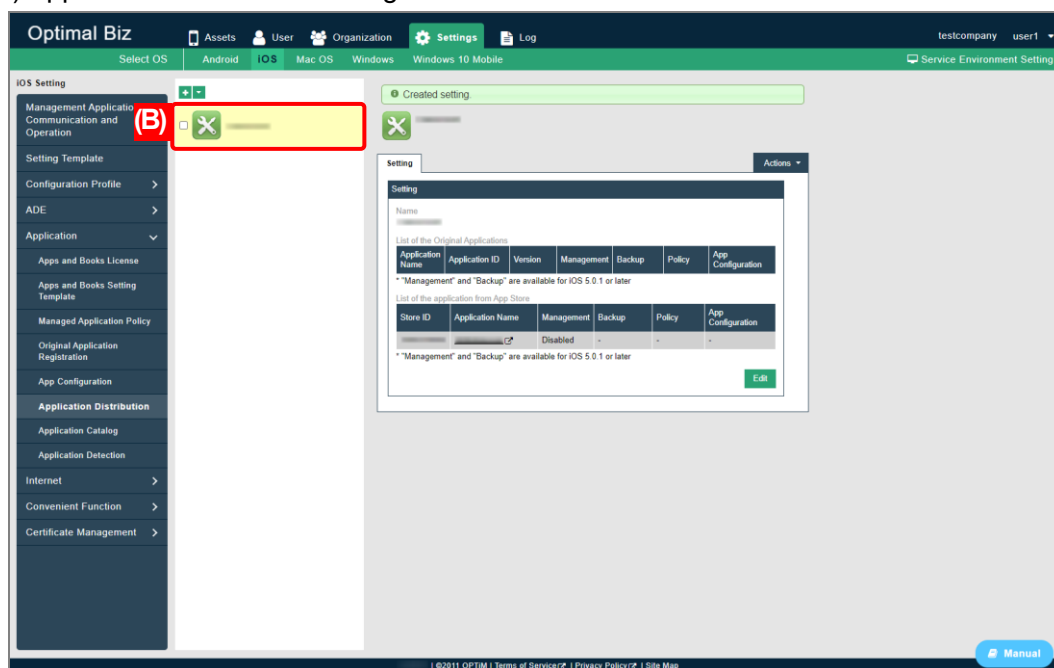
For more information on the Store ID, refer to the following.

 (A) For more information on other setting items, refer to the following.

【5】 Click [Save].

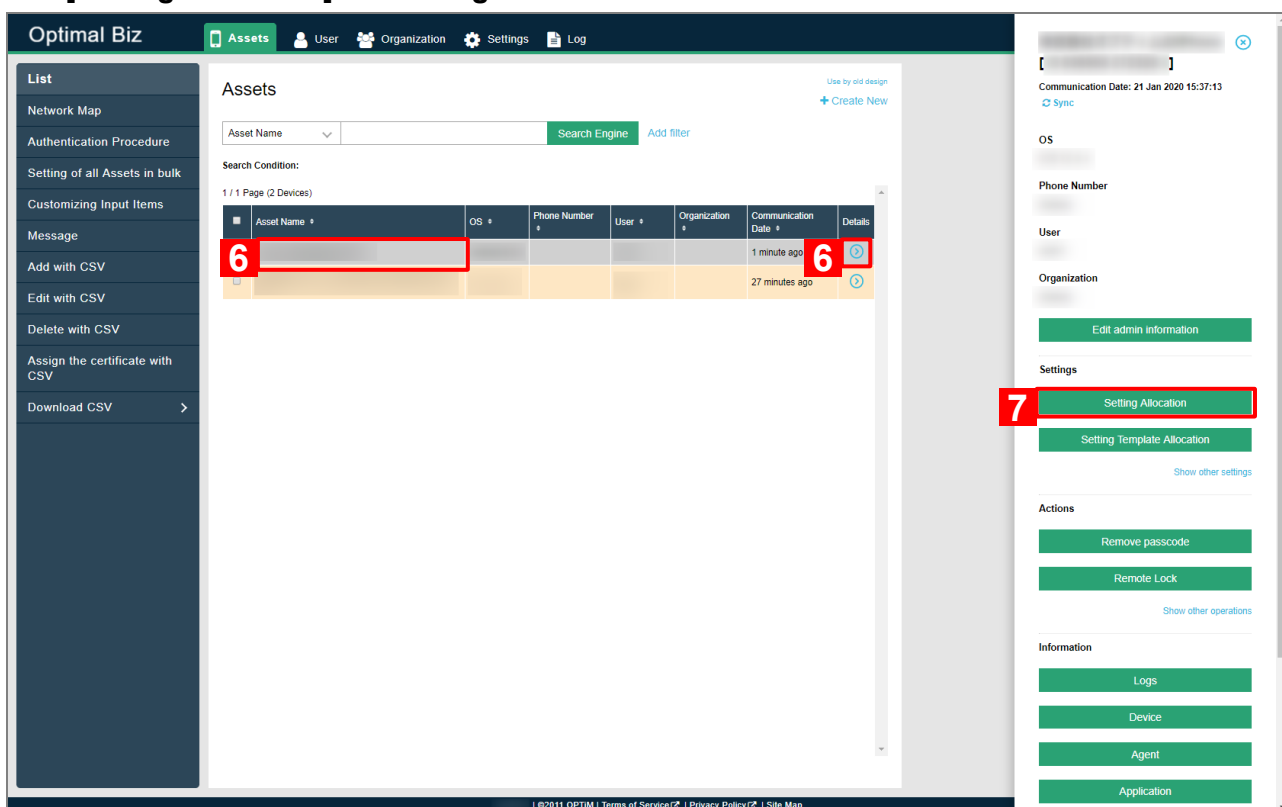
21

⇒(B) Application distribution settings for "Classroom" is created.



[6] Click [Assets] → [List] →  in "Details" or "Asset Name" of the target device.

[7] Click [Setting Allocation] in "Settings".



[8] Click [Edit] in "Application Distribution".

The screenshot shows the Optimal Biz interface. On the left is a sidebar with a 'List' menu. The main area is titled 'Assets' and contains a search bar and a table of assets. On the right is a 'Setting Allocation' sidebar. In this sidebar, the 'Application Distribution' section is highlighted with a red box and the number 8, indicating the 'Edit' button.

Asset Name	OS	Phone Number	User	Organization	Communication Date	Details
					1 minute ago	
					27 minutes ago	

[9] Select the application distribution setting that you created from the pull-down menu.

[10] Click [Save].

The screenshot shows the Optimal Biz interface. On the left is a sidebar with a 'List' menu. The main area is titled 'Assets' and contains a search bar and a table of assets. On the right is a 'Setting Allocation' sidebar. In this sidebar, the 'Application Distribution' section is highlighted with a red box and the number 9, indicating the pull-down menu. The 'Save' button is also highlighted with a red box and the number 10.

Asset Name	OS	Phone Number	User	Organization	Communication Date	Details
					1 minute ago	
					27 minutes ago	

[11] Click [Sync].

⇒ "Classroom" is distributed to devices.

The screenshot displays the 'Optimal Biz' interface for managing assets. On the left is a sidebar with a 'List' menu. The main content area is titled 'Assets' and includes a search bar and a table of assets. The table has columns for Asset Name, OS, Phone Number, User, Organization, and Communication Date. Two rows are visible, with communication dates of '1 minute ago' and '27 minutes ago'. On the right, a 'Setting Allocation' panel is open, showing various configuration options like 'Configuration Profile', 'Roaming Settings', 'Application Distribution', 'Application Detection', 'Web Filtering', 'Browser History', and 'Bookmark'. A red box labeled '11' highlights the 'Sync' button at the top of this panel.

2.5 Cautions

- ❗ If the ASM's user information that you synced by clicking [Reload ASM Information] contains the same user name that already exists in the management site, an eight-digit value is automatically added to the end of the ASM user name synced and is saved as a different user.
- ❗ If a device is used by a single user without being shared by more than one person, be sure to connect the device to the user. For details, refer to the below.

🔍 "Assets" - "List" - "Asset Management Information" in <Management Site Reference Manual>

- ❗ To remove the shared iPad setting on a device, you must wipe the device from the management site. (The device cannot wipe itself.) In the following cases, however, you cannot wipe a device from the management site because communication cannot be made.
 - A target device has been removed from the management site.
 - A proxy setting installed on a device from the management site is incorrect.
 - MDM configuration profile was not installed during the initial setup for a device.