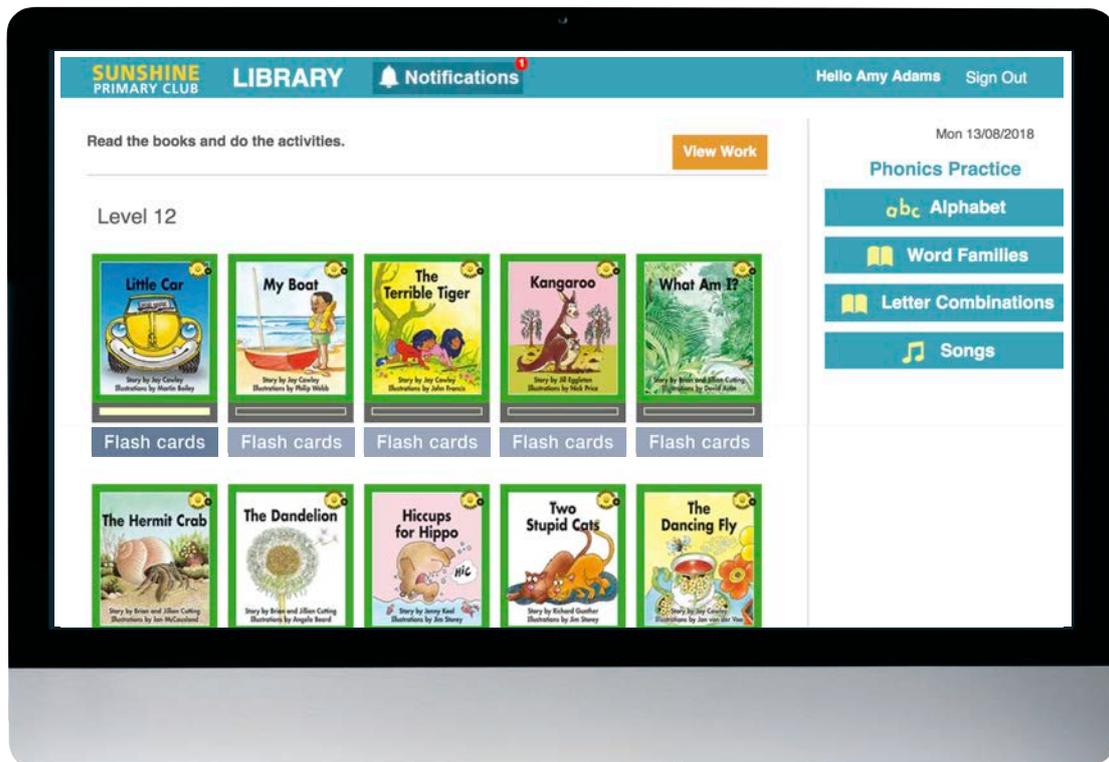




Sunshine Primary Club



Using Sunshine Primary Club



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Sunshine Primary Club consists of 282 e-books with three to four activities for each. The e-books cover levels 1–19. Phonics practice includes alphabet, word families, letter combinations and songs. The activities with each e-book focus on phonic and word knowledge, comprehension and fluency. The results of students' work are saved to a database for viewing by teacher and student. Results can also be printed by the teacher.

Alphabet:

After each e-book at levels 1–8, there are alphabet activities that include: identifying the letter names, both upper- and lower-case; selecting the letter that makes the sound; identifying the word that begins with the sound; forming the letters, both upper- and lower-case.

Words:

Learning high-frequency words; letter blends and word families; rhyming words; contractions; compound words; labelling and captioning illustrations from the book; identifying verbs in the present and past tenses; common endings.

Thinking:

Comprehension of the book using sequencing; remaking sentences; punctuation; answering five-question quizzes.

Record:

Students read the e-book and save their recording. They can listen to it themselves and make more recordings if they wish. Each recording overwrites the previous attempt. They select **Save** for the teacher to listen to it in their own time.

Phonics Practice:

Sunshine Primary Club features alphabet, letter blends and word family e-books to help students practise sound-letter relationships. These are on the side bar to the right. All e-books have related activities for students to consolidate their skills.

Flash Cards:

The texts in the Sunshine Primary Club all have illustrated flash cards. The flash cards have up to six content words from the text. Each word is voiced with a photograph and a sentence from the text to provide context.

Sunshine Primary Club in the Classroom

Sunshine Primary Club is a digital version of stories that have been continually in print for 25 years. They are perennial favourites with students and are testament to the skills of Joy Cowley and the other Sunshine authors who managed to write for both literacy skills and student engagement. **Sunshine Primary Club** provides support in the digital classroom – a place where teachers have the critical role of providing instruction to a diverse range of students.

Sunshine Primary Club can be used for:

- Shared reading
- Guided reading
- Independent reading
- Supplementary reading
- Special needs
- Home Reading
- Revision
- Struggling readers

Technology and print, often referred to as blended learning, makes learning exciting for students. Their attitudes to reading improve. Research shows that digital natives are motivated to achieve and struggling readers develop a more positive attitude to reading and writing. (<http://www.awardreadingonline.com/research.php>)



The management system

This software helps teachers become aware of the strengths and weaknesses of individual students. The profile of results can be saved to the student's digital portfolio or printed to take home and share with caregivers. Students become aware of their own strengths and weaknesses and can set their own learning goals. They start to talk about their learning, their successes and outcomes. The approach supports students taking ownership of their learning in literacy and using the allocated tests and revision activities to lift progress and achievement. It also allows for school districts to have an overview of the performances of their schools.

Differentiated learning

The program caters for the individual needs of every student. **Sunshine Primary Club** management system allows teachers to set up groups and assign students to these groups depending on their learning needs. These groups can then be assigned sets of relevant e-books or revision activities for guided, independent or home reading.

Partnership with home

As the program can be used on both tablets and computers, there is an ideal opportunity for the school to engage with the home by using **Sunshine Primary Club** for practice or home reading. All students' work can be tracked by the teacher as the student must use their individual login whether using a browser on a home computer or the free app on their tablet.

Skill activities

The activities associated with each e-book are structured to introduce letter recognition, followed by letter sounds and formation, parts of words (blends and word families), punctuation and sentence structure. Vocabulary acquisition is a vital part of literacy and is introduced in a structured way so that new high-frequency words are scaffolded by the story and repeated in a variety of settings.

Fluency

This can be developed with the recording and playback feature. The student records an oral reading. They can listen to it before saving it. The teacher then listens to it and evaluates the reading at his/her convenience.

The Sunshine Primary Club Website

To review all the titles in the program, go to the **Books/Teachers Notes** link on the top bar of the *Sunshine Primary Club* website, and select a level. Click on a cover to read a short description, the number of pages and words and the genre and theme of each title. Teachers Notes are included at each level.

SUNSHINE BOOKS

SUNSHINE PRIMARY CLUB

HOME BOOKS/TEACHERS NOTES CONTACT US VIDEO/USER GUIDES

OVERVIEW SKILLS CHART

Pink Emergent Levels 1-2

Download Teachers Notes Student Certificates

The Birthday Cake Story by Jay Cooley Illustrations by Janet Walsh 8 pages, 30 words, Rebecca, birthday	Down to Town Story by Jay Cooley Illustrations by Janet Walsh 8 pages, 30 words, Rebecca, birthday	My Puppy Story by Jay Cooley Illustrations by Elise Parkinson 8 pages, 30 words, Rebecca, birthday	The Big Race Story by Jay Cooley Illustrations by Elise Parkinson 8 pages, 30 words, Rebecca, birthday	Building with Blocks Story by Jillian Gelling Illustrations by Jan van der Vliet 8 pages, 30 words, Rebecca, birthday	The Barbecue Story by Jillian Gelling Illustrations by Jan van der Vliet 8 pages, 30 words, Rebecca, birthday	The Birthday Party Story by Jillian Gelling Illustrations by Jan van der Vliet 8 pages, 30 words, Rebecca, birthday	I Can Fly Story by Jay Cooley Illustrations by Rodney Miller 8 pages, 30 words, Rebecca, birthday	Huggles Can Juggle Story by Jay Cooley Illustrations by Elizabeth Fuller 8 pages, 30 words, Rebecca, birthday	I Am... Story by Jillian Gelling Illustrations by Jan van der Vliet 8 pages, 30 words, Rebecca, birthday
I Go, Go, Go Story by Jillian Gelling Illustrations by Jan van der Vliet 8 pages, 30 words, Rebecca, birthday	At School Story by Jillian Gelling Illustrations by Jan van der Vliet 8 pages, 30 words, Rebecca, birthday	My Family Story by Jillian Gelling Illustrations by Jan van der Vliet 8 pages, 30 words, Rebecca, birthday	The Storm Story by Jillian Gelling Illustrations by Jan van der Vliet 8 pages, 30 words, Rebecca, birthday	Come On! Story by Jillian Gelling Illustrations by Jan van der Vliet 8 pages, 30 words, Rebecca, birthday	Little Brother Story by Jay Cooley Illustrations by Elise Parkinson 8 pages, 30 words, Rebecca, birthday	Yuk Soup Story by Jay Cooley Illustrations by Rodney Miller 8 pages, 30 words, Rebecca, birthday	What is a Huggles? Story by Jay Cooley Illustrations by Elizabeth Fuller 8 pages, 30 words, Rebecca, birthday	Ice Cream Story by Jay Cooley Illustrations by Elise Parkinson 8 pages, 30 words, Rebecca, birthday	I Like... Story by Jillian Gelling Illustrations by Jan van der Vliet 8 pages, 30 words, Rebecca, birthday
I Love My Family Story by Jay Cooley Illustrations by Rodney Miller 8 pages, 30 words, Rebecca, birthday	Huggles Goes Away Story by Jay Cooley Illustrations by Elizabeth Fuller 8 pages, 30 words, Rebecca, birthday	The Great, Enormous Hamburger Story by Jillian Gelling Illustrations by Jan van der Vliet 8 pages, 30 words, Rebecca, birthday	The Apple Story by Jay Cooley Illustrations by Elise Parkinson 8 pages, 30 words, Rebecca, birthday	Run! Story by Jay Cooley Illustrations by Rodney Miller 8 pages, 30 words, Rebecca, birthday	Look! Story by Jay Cooley Illustrations by Rodney Miller 8 pages, 30 words, Rebecca, birthday	My Shadow Story by Jay Cooley Illustrations by Rodney Miller 8 pages, 30 words, Rebecca, birthday	Give Me a Hug Story by Jay Cooley Illustrations by Rodney Miller 8 pages, 30 words, Rebecca, birthday	I Can Jump Story by Jay Cooley Illustrations by Rodney Miller 8 pages, 30 words, Rebecca, birthday	Where Is My Hat? Story by Jay Cooley Illustrations by Rodney Miller 8 pages, 30 words, Rebecca, birthday

SUNSHINE BOOKS

SUNSHINE PRIMARY CLUB

HOME BOOKS/TEACHERS NOTES CONTACT US VIDEOS/USER GUIDES

TEACHER LOGIN ADMIN LOGIN STUDENT LOGIN

Sunshine Primary Club is a library of 282 ebooks – fiction, nonfiction, alphabet, phonics, songs, games and skills activities. It is designed to extend English Language Learning for students aged 3-8 years. There is audio on all titles and extension activities to offer an opportunity to develop skills in comprehension and writing.

1 Download on the App Store GET IT ON Google Play

1. To download the app for access to the program on a tablet, click on the link provided at the bottom of the *Sunshine Primary Club* home page.

Getting Started

Sunshine Primary Club has 3 subscription types:

School Administrator Subscription

The school admin subscription allows the admin to set up teachers, classes and students with full management and tracking.

- The admin logs in with their username and password from the "Admin Login" button.
- Teachers log in with their usernames and passwords from the "Teacher Login" button.
- Students log in with their usernames and passwords from the "Student Login" button.

Classroom Teacher Subscription

The classroom teacher subscription allows the teacher to set up their own class (or classes) to a maximum of 40 students.

The teacher can set reading levels by allocating titles and track reading progress.

- The teacher logs in with their username and password from the "Teacher Login" button.
- Students log in with their usernames and passwords from the "Student Login" button.

Single Student Subscription

The single student subscription gives the user access to the complete library of over 282 e-books and activities, without any management system.

- The student logs in from the "Student Login" button.

School Administrator

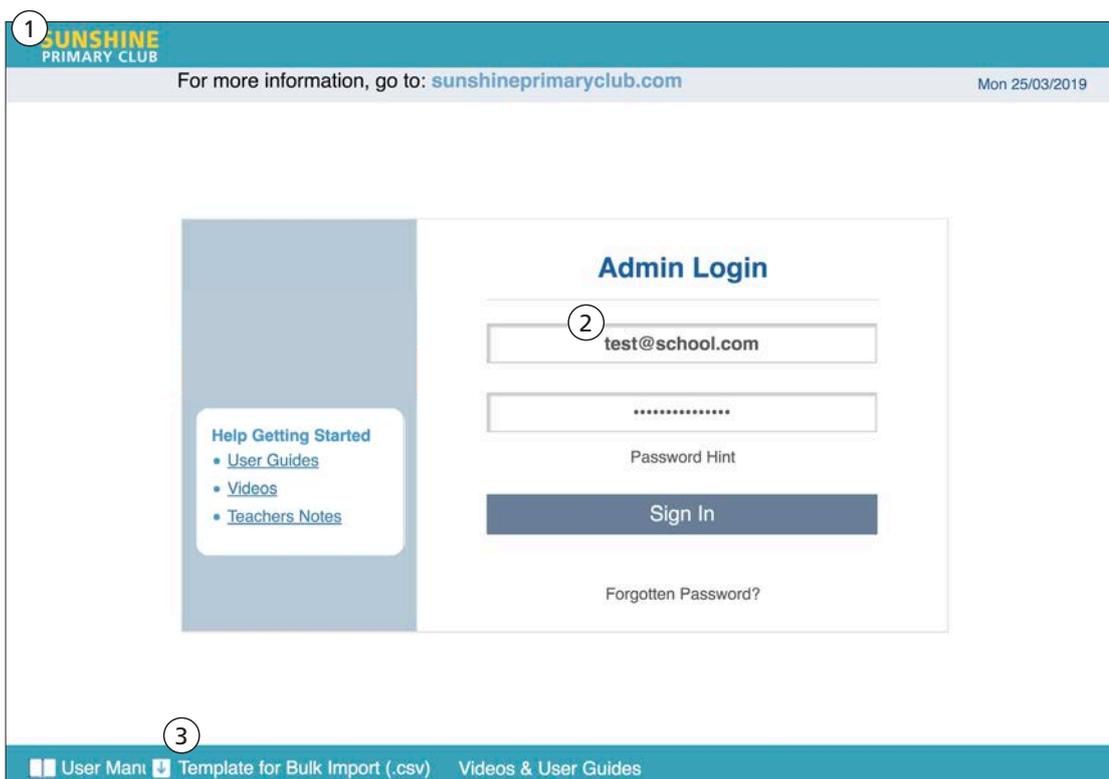
The school administrator will receive an email when Sunshine Primary Club has been purchased.

1. Go to the link provided in the email (or go to sunshineprimaryclub.com and click on the "Admin Login" button).
2. Log in as Admin with the username and password supplied in the email.

Set up teachers/classes/students. This can be done manually or via Bulk Import. (For manual setup, see page 8).

3. **Bulk Import**– Download the csv template from the login screen and follow the instructions on page 7 of this manual.

To understand what the student's experience will be, download the free app from the iTunes store or Play Store onto your device and log in as a student to see the allocated work in their Library. Alternatively, you can register for a Free Trial from the Sunshine Primary Club website.



The administrator

The content of **Sunshine Primary Club** can be viewed, used and saved to a computer or mobile device, however the initial set up should be completed through a browser.

Desktop – Chrome 30 or later; Firefox 24 or later; Internet Explorer 10 or later; Safari 6.0 or later.

The student experience will be through a Sunshine app available free from iTunes app store and Google Play or through the website browser.

Technical specifications:

Tablets – Android 4.0 or later; iOS 6.0 or later.

The administrator is the person who sets up the teachers and can set up classes and students. The administrator has access to all data across all classes. They are able to bulk import data for the classes that are using the program during the life of the subscription.

They can recover data that may have been accidentally deleted by teachers. Once the subscription is purchased, the nominated administrator will be emailed the school's username and password and other information relevant to the subscription.

Log in using the link from your confirmation email, or go to the **Sunshine Primary Club** website.

Click on the **Admin Login** button to log in with your username (email address) and password. This will have been confirmed by email from Sunshine Primary Club.

From here, there are links to the **User Manual** and to the csv template for **Bulk Import** of school data.

There are two approaches you can take to set up class names, teachers and students.

1. Bulk Import Data

You will need all the students' details, the teachers' email addresses and the class names on an Excel file. This file must be configured so that columns are named **First Name**, **Last Name**, **Username**, **Password**, **Role**, **Class** in order from left to right. A template for the file is provided on the **Sunshine Primary Club** website. Once the Excel file is ready, **Save As** a csv file (comma separated values).

	A	B	C	D	E	F
1	First name	Last Name	User Name	Password	Role	Class
2	Amy	Jones	jonesmc	bmcgee	student	class4
3	Isabella	House	housemc	bmcgee	student	class4
4	Winslow	Jackson	jacksonmc	bmcgee	student	class4
5	Mandy	Lucas	lucasmc	bmcgee	student	class4
6	Andre	Nelson	nelsonmc	bmcgee	student	class4
7	Justin	Vega	vegamc	bmcgee	student	class4
8	Hanna	Royce	roycemc	bmcgee	student	class4
9	Barry	Cunningham	cunninghammc	bmcgee	student	class4
10	Jameson	Ball	balljmc	bmcgee	student	class4
11	Zachariah	Roy	roymc	bmcgee	student	class4
12	Keira	Low	lowemc	bmcgee	student	class4
13	Tracy	Harrison	harrisonmc	bmcgee	student	class4

You will need to allocate unique usernames for each student and passwords (minimum of six characters and maximum of 16) to each student. A **global password** can be used for all students to make it easier for them to remember their login details. However, this is less secure. **Role** specifies whether the entry is a student or teacher. **The teacher's username must be his/her email address**.

To import the data:

1. Click **Bulk Import Data**.

2. Click **Choose File**.

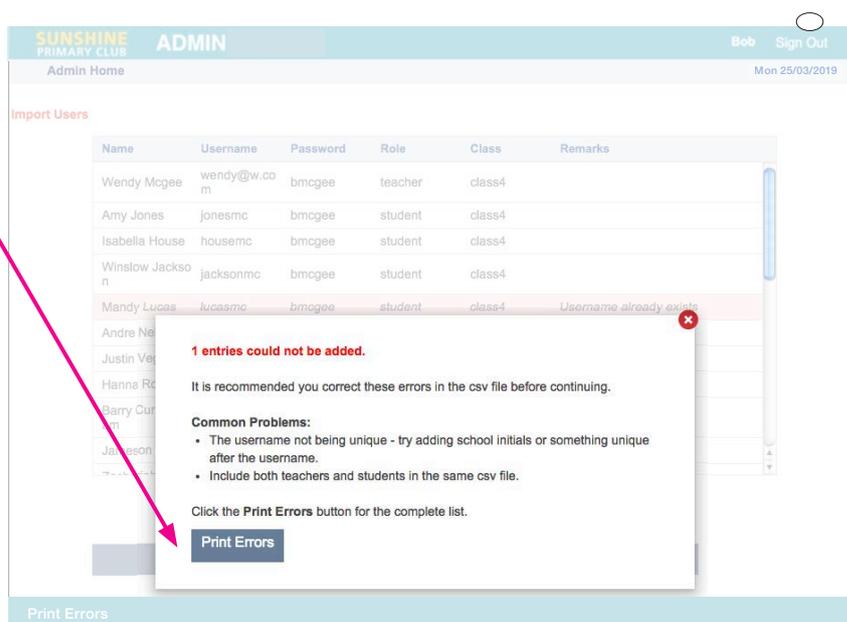
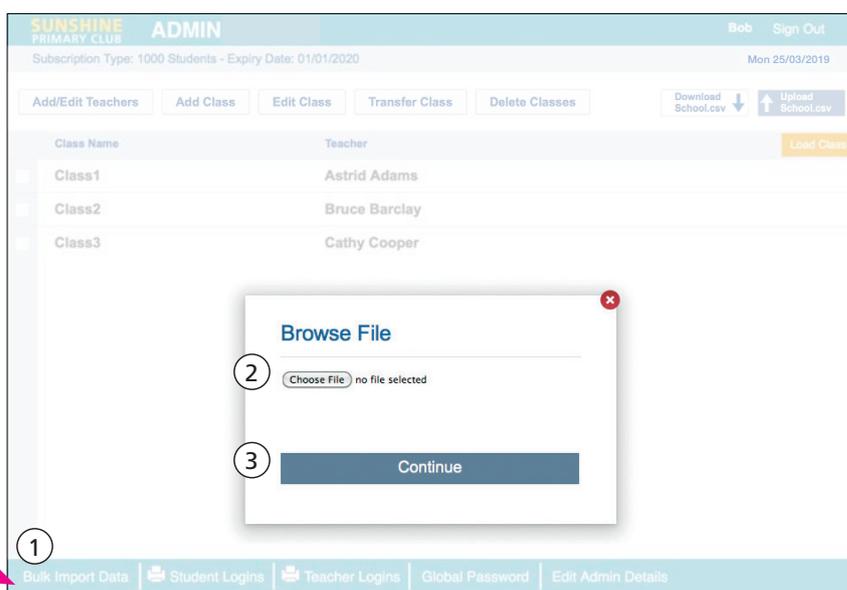
Browse to and select the csv file and click **Open**.

3. Click **Continue**.

4. A verification screen displays an analysis of the import file. If there are errors in the import file, the total number will be displayed. Click **Print Errors** for a complete list of errors. You should cancel the import and fix these errors before repeating the import process. If you click **Continue** without fixing the errors, any rows marked with an error will not be imported. A count of student accounts is performed to align with the number of students in the subscription. If more than that number are uploaded, the subscription will cut the last names off the list.

5. Once you click **Continue**, the **Import Complete** screen displays the results of the import. Click **Done** to complete the import process.

Once complete, the teacher can print out each student's username and password for their reference (see page 13).



2. Manually set up classes and teachers

1. Click on **Add/Edit Teachers**.

The screenshot shows the 'SUNSHINE PRIMARY CLUB ADMIN' interface. At the top, it says 'Subscription Type: 1000 Students - Expiry Date: 01/01/2020' and 'Mon 25/03/2019'. There are buttons for 'Add/Edit Teachers', 'Add Class', 'Edit Class', 'Transfer Class', and 'Delete Classes'. A pink arrow points to the 'Add/Edit Teachers' button. Below the buttons is a table with columns 'Class Name' and 'Teacher'. The table contains three rows: 'Class1' with 'Astrid Adams', 'Class2' with 'Bruce Barclay', and 'Class3' with 'Cathy Cooper'. There is a 'Load Class' button on the right side of the table.

2. Fill in the fields and click **Submit**.
The teacher's username must be their email address.

The screenshot shows the 'Add Teacher' form. On the left, there is a list of 'All Teachers' with checkboxes for 'Astrid Adams', 'Bruce Barclay', and 'Cathy Cooper'. Below this list are buttons for 'View/Edit Teacher Details' and 'Delete Teacher'. On the right, there are input fields for 'Teacher Name:' (filled with 'Dave Dobson'), 'Email Address:' (filled with 'dave@sunshine+.com'), 'Password:' (filled with 'dobson+'), 'Re-enter Password:' (filled with 'dobson+'), and 'Password hint:' (filled with 'name plus'). A 'Submit' button is at the bottom right.

3. To allocate a class to the teacher, click on **Add Class**.

The screenshot shows the 'SUNSHINE PRIMARY CLUB ADMIN' interface. The 'Add Class' button is highlighted with a pink arrow. The table below shows 'Class1' with 'Astrid Adams' and 'Class2' with 'Bruce Barclay'. The 'Add/Edit Teachers' button is also visible.

The screenshot shows the 'Add Class' form. There is a 'Class Name' input field filled with 'Class4'. Below it is a 'Teacher' dropdown menu with a list of teachers: 'Astrid Adams', 'Bruce Barclay', 'Cathy Cooper', and 'Dave Dobson'. The 'Dave Dobson' option is selected. A 'Submit' button is at the bottom.

4. Write in the class name and choose the teacher from the drop-down menu, then click **Submit**.

1. Click **Student Logins** to view and print all student login details.
2. Click **Teacher Logins** to view and print all teacher login details.
3. Click **Global Password** to change all passwords to a single universal password.

Your subscription duration and the number of students is listed at the top.
When the subscription is about to expire, you will receive reminder emails.

SUNSHINE PRIMARY CLUB ADMIN Bob Sign Out

Subscription Type: 1000 Students - Expiry Date: 01/01/2020 Mon 25/03/2019

[Add/Edit Teachers](#)
[Add Class](#)
[Edit Class](#)
[Transfer Class](#)
[Delete Classes](#)
[Download School.csv](#)
[Upload School.csv](#)

Class Name	Teacher	Load Class
<input type="checkbox"/> Class1	Astrid Adams	
<input type="checkbox"/> Class2	Bruce Barclay	
<input type="checkbox"/> Class3	Cathy Cooper	
<input type="checkbox"/> Class4	Dave Dobson	

[Bulk Import Data](#)
[1 Student Logins](#)
[2 Teacher Logins](#)
[3 Global Password](#)
[Edit Admin Details](#)

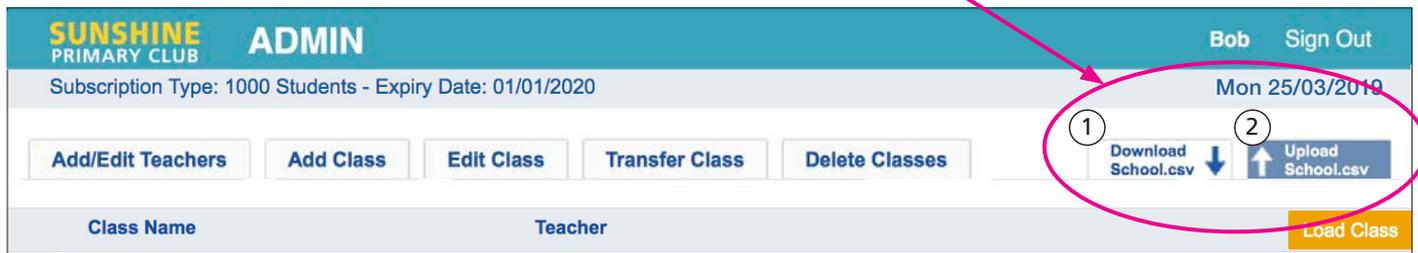
As administrator you can view all classes in the school and edit or transfer teachers and students from one class to another and delete classes.

Note: If you delete a class or teacher, students in that class should be transferred to another class beforehand, or they will be deleted too.

Managing the Annual Renewal

There are two buttons in the Admin that are used to manage your renewal.

1. **Download School.csv** - this downloads a csv file that contains all the existing students and teachers. This file can be modified to set up the students and teachers for the new year.
2. **Upload School.csv** - click this to locate and upload the modified file.



The "School.csv" file

There are 3 new columns in the "School.csv" file.

1. **Transfer Class**
Transfer existing students/teachers.
2. **Delete**
Delete existing students/teachers.
3. **Existing Records**
This column should not be altered.

Full Name	Username	Password	Role	Class	Transfer class	Delete	Existing Records
Amy Adams	adams+	aaaaaa	student	room1			y
Bobby Bland	bland+	aaaaaa	student	room1			y
Chris Cranston	cranston+	aaaaaa	student	room2			y
Denise Davis	davis+	aaaaaa	student	room2			y
Eve Eggleton	eggleton+	aaaaaa	student	room3			y
Fiona Farrell	farrell+	aaaaaa	student	room3			y
Greg George	george+	aaaaaa	student	room4			y
Henry Howell	howell+	aaaaaa	student	room4			y
Astrid Adams	astrid@sun.com	aaaaaa	teacher	room1			y
Bruce Barclay	bruce@sun.com	aaaaaa	teacher	room2			y
Cathy Cooper	cathy@sun.com	aaaaaa	teacher	room3			y
Dave Dobson	dave@sun.com	aaaaaa	teacher	room4			y

How to use the "School.csv" file

Use file to delete, transfer and import new students, teachers and classes - see example below.

Full Name	Username	Password	Role	Class	Transfer class	Delete	Existing Records
Amy Adams	adams+	aaaaaa	student	room1	room2		y
Bobby Bland	bland+	aaaaaa	student	room1	room2		y
Chris Cranston	cranston+	aaaaaa	student	room2	room3		y
Denise Davis	davis+	aaaaaa	student	room2	room3		y
Eve Eggleton	eggleton+	aaaaaa	student	room3	room4		y
Fiona Farrell	farrell+	aaaaaa	student	room3	room4		y
Greg George	george+	aaaaaa	student	room4	room5	delete	y
Henry Howell	howell+	aaaaaa	student	room4	room5	delete	y
Astrid Adams	astrid@sun.com	aaaaaa	teacher	room1			y
Bruce Barclay	bruce@sun.com	aaaaaa	teacher	room2			y
Cathy Cooper	cathy@sun.com	aaaaaa	teacher	room3	room4		y
Dave Dobson	dave@sun.com	aaaaaa	teacher	room4		delete	y
Emily Eames	emily@sun.com	aaaaaa	teacher	room3			
Ivy Izzard	izzard+	aaaaaa	student	room1			
John Jackson	jackson+	aaaaaa	student	room1			
Kathy Kirwin	kirwin+	aaaaaa	student	room1			
Len Lewis	lewis+	aaaaaa	student	room1			
Marcy Morris	morris+	aaaaaa	student	room1			
Freya Franks	freya@sun.com	aaaaaa	teacher	room5			
Nadia North	north+	aaaaaa	student	room5			

Annotations in the table above:

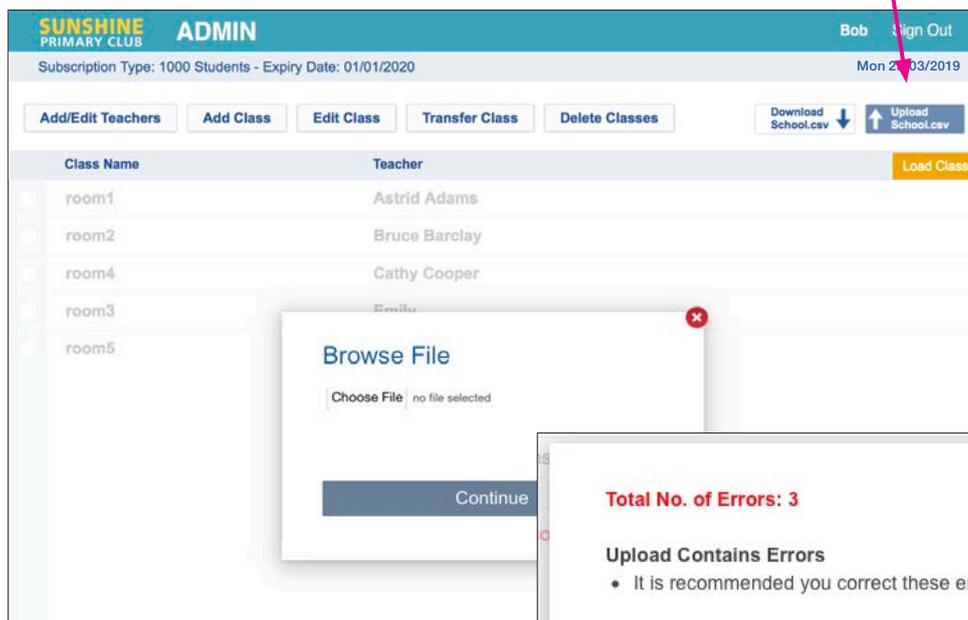
- Transfer teacher (to room4):** Points to the 'Transfer class' column for Cathy Cooper (room3 to room4).
- Transfer class:** Points to the 'Transfer class' column for Greg George (room4 to room5).
- Delete students:** Points to the 'Delete' column for Greg George and Henry Howell.
- New teacher and new class:** Points to the row for Emily Eames (teacher, room3).
- New students:** Points to the rows for Ivy Izzard, John Jackson, Kathy Kirwin, Len Lewis, and Marcy Morris.
- New teacher (for room 3):** Points to the row for Freya Franks (teacher, room5).
- Delete teacher (for room 4):** Points to the 'Delete' column for Dave Dobson.

Note: After reorganizing for the new year, every class with students in it must still have a teacher.

As an example (see above):

- Dave Dobson (room4) has left, and been deleted.
- Cathy Cooper has been transferred to room4 to take his place.
- Room3 no longer has a teacher, so Emily Eames is imported as the new teacher for room3.

When these updates are complete, save as a csv file and import it via the **Upload School.csv** button.



Total No. of Errors: 3

Upload Contains Errors

- It is recommended you correct these errors in the csv file before continuing.

Common Problems:

- Classes containing students must have an allocated teacher.
- Usernames must be unique.

Click the **Print Errors** button for the complete list.

Print Errors

- An error message will alert the user of any errors in the revised file. The errors can be printed for reference.
- Make any corrections and upload the modified csv file.

Note: If a class with students in it has no teacher, you will not be able to continue the upload.

Completing the Upload

- Deletions are high lighted in red text.
- Errors are on a pink background with a description of the problem in the "Remarks" column. It is recommended these be fixed in the csv file before continuing.

Name	Username	Password	Role	Class	New Class	Delete	Remarks
Bobby Bland	blandsun	aaaaaa	student	room1	room2		
Chris Cranston	cranstonsun	aaaaaa	student	room2	room3		
Denise Davis	davissun	aaaaaa	student	room2	room3		
Eve Eggleton	eggletonsun	aaaaaa	student	room3	room4		
Greg George	georgesun	aaaaaa	student	room4	room5		
Dave Dobson	dave@sun.com	aaaaaa	teacher	room4		delete	
Fiona Farrell	farrellsun	aaaaaa	student	room3		delete	
Henry Howell	howellsun	aaaaaa	student	room4		delete	
Astrid Adams	astrid@sun.com	aaaaaa	teacher	room1			
Bruce Barclay	bruce@sun.com	aaaaaa	teacher	room2			

Summary

Select **Continue** to complete the upload, with a summary of the added data.

Records Summary of Imported CSV
2 New Teacher(s) added.
1 Teacher(s) transferred.
6 New Student(s) added.
6 Student(s) transferred.
2 Student(s) deleted.
1 Teacher(s) deleted.

Other Renewal Methods

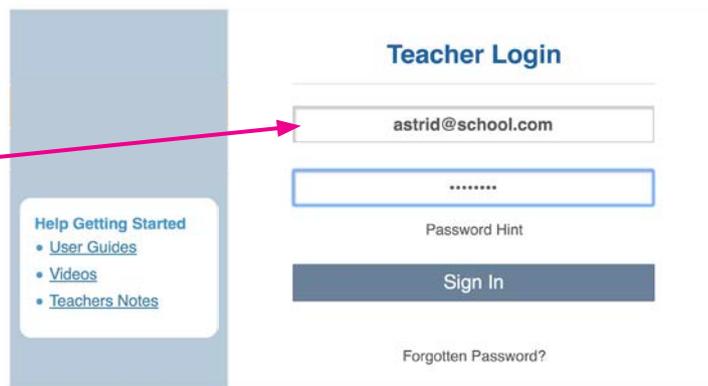
You may prefer to manage the renewal manually, or completely delete the data at the end of every year and start again.

For more information: go to the "User Guides" section of the website, and open "**Quick Start Guide 5**".

The teacher



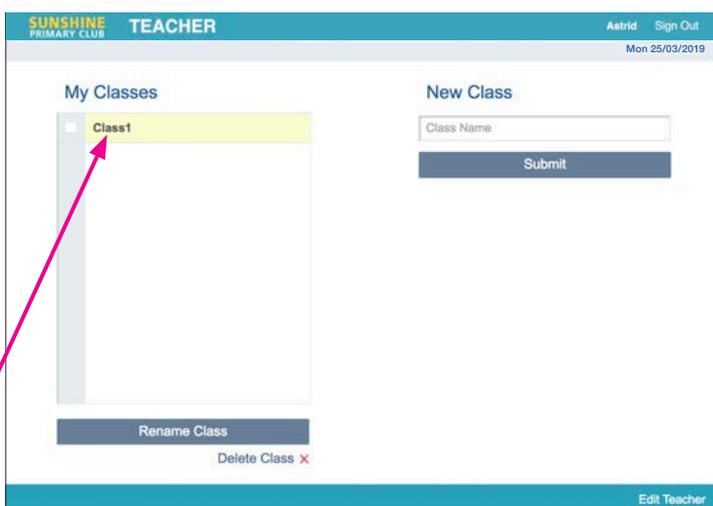
To start organising **Sunshine Primary Club** for your classroom, go to the **Sunshine Primary Club** website and click on the **Teacher Login** button to log in with your username and password.



- For school admin accounts, the administrator will supply teachers with their password and email addresses.

- For classroom teacher accounts, teachers will get a confirmation email with the login details.

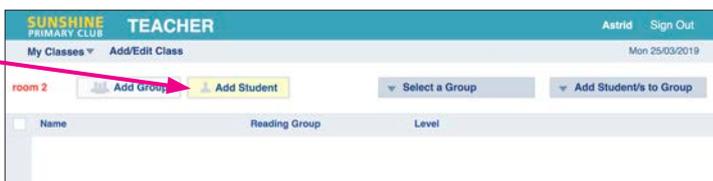
To set up your class (or classes), type the class name and click the "Submit" button.



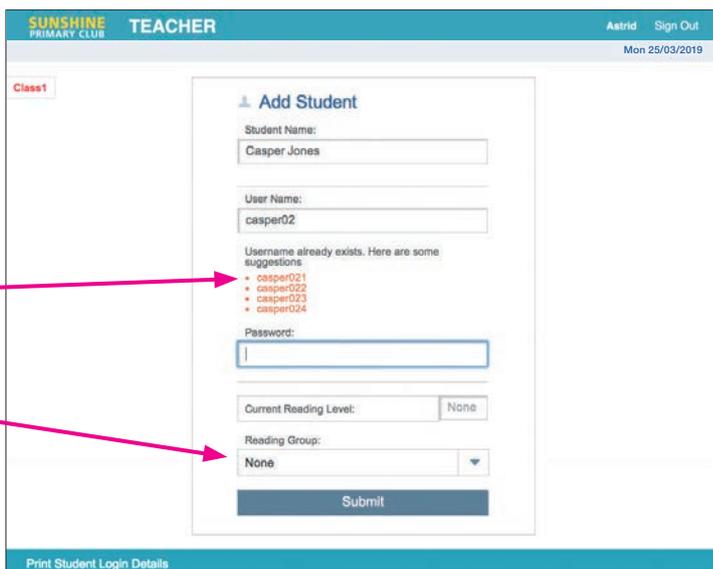
- For school administrator accounts, the administrator may have already set up the classes.

To load the class, click the class button that has been created.

Add your students by clicking the "Add Student" button.



When adding students, choose unique and intuitive passwords, for example, the first name with a number after it for the username and their last name with a number for the password (with a minimum of six characters).



- You can choose to assign a global password to all students. This is easier for them to remember, but is less secure.

- As you type, if the username is not unique, you will be given suggested alternatives.

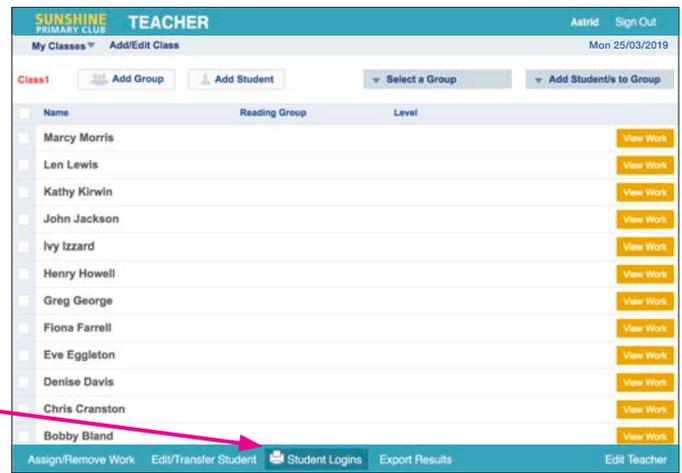
- Adding a level or Reading Group is optional.

As you add students, your class will look like this.



The student's login information needs to be printed and given to them for safe keeping.

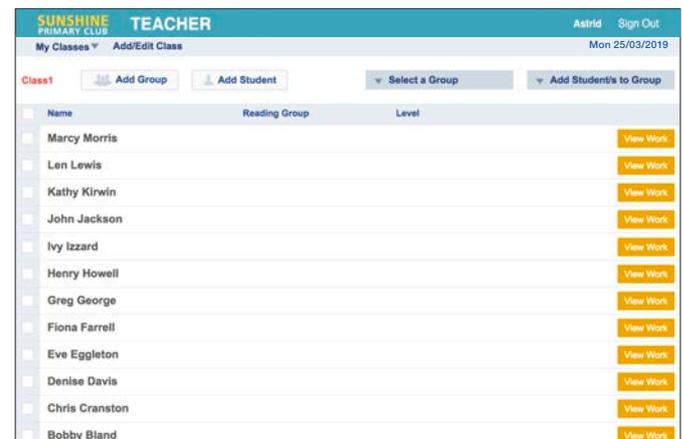
- This can be done individually by clicking **Print Student Login Details** when adding or editing a student.
- You could copy the parent/caregiver letter on page 26 of this manual and fill in the details for the student to take home.
- If you want to print all logins at once, select **Print Student Logins** from the bottom menu bar of your class list.



Organise your Students

This class management page is where you organise your students. Once your students are loaded, you can

- transfer them between classes
- add a group or groups to organise your class into their reading levels or other categories, such as English language learners
- create and manage students by group
- assign and remove work to a group
- assign work to a selected student or students
- edit student details
- edit teacher details
- add or edit a class
- print the class login details from **Print Class List**

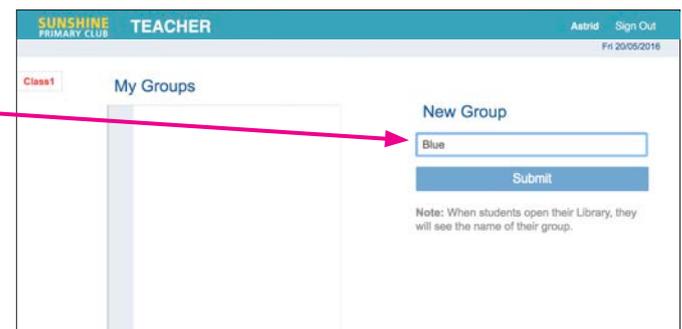


You can assign work to multiple students at once, or set up and assign work to groups.

Select the **Add Group** button.

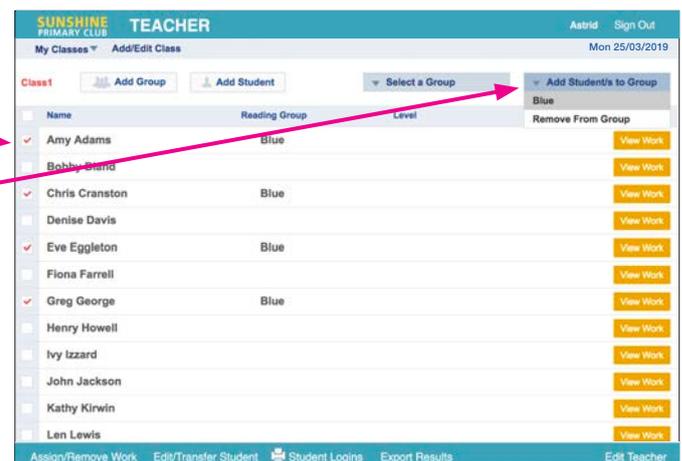


Give the group a name and click **Submit**.



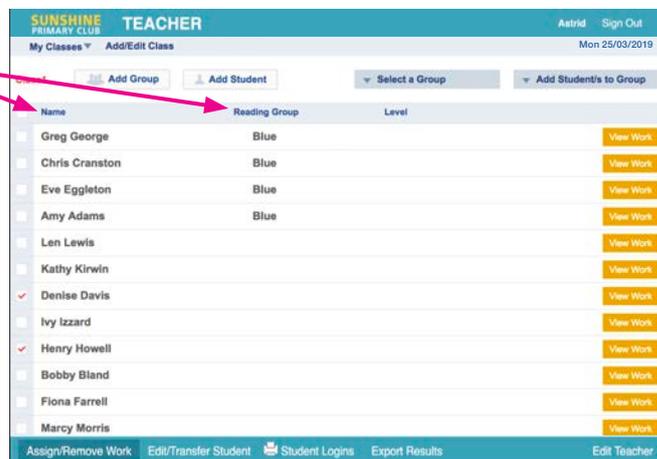
Note: when the students log in, they will see the name of the group they are in.

Select students to add to the group by ticking next to each one.



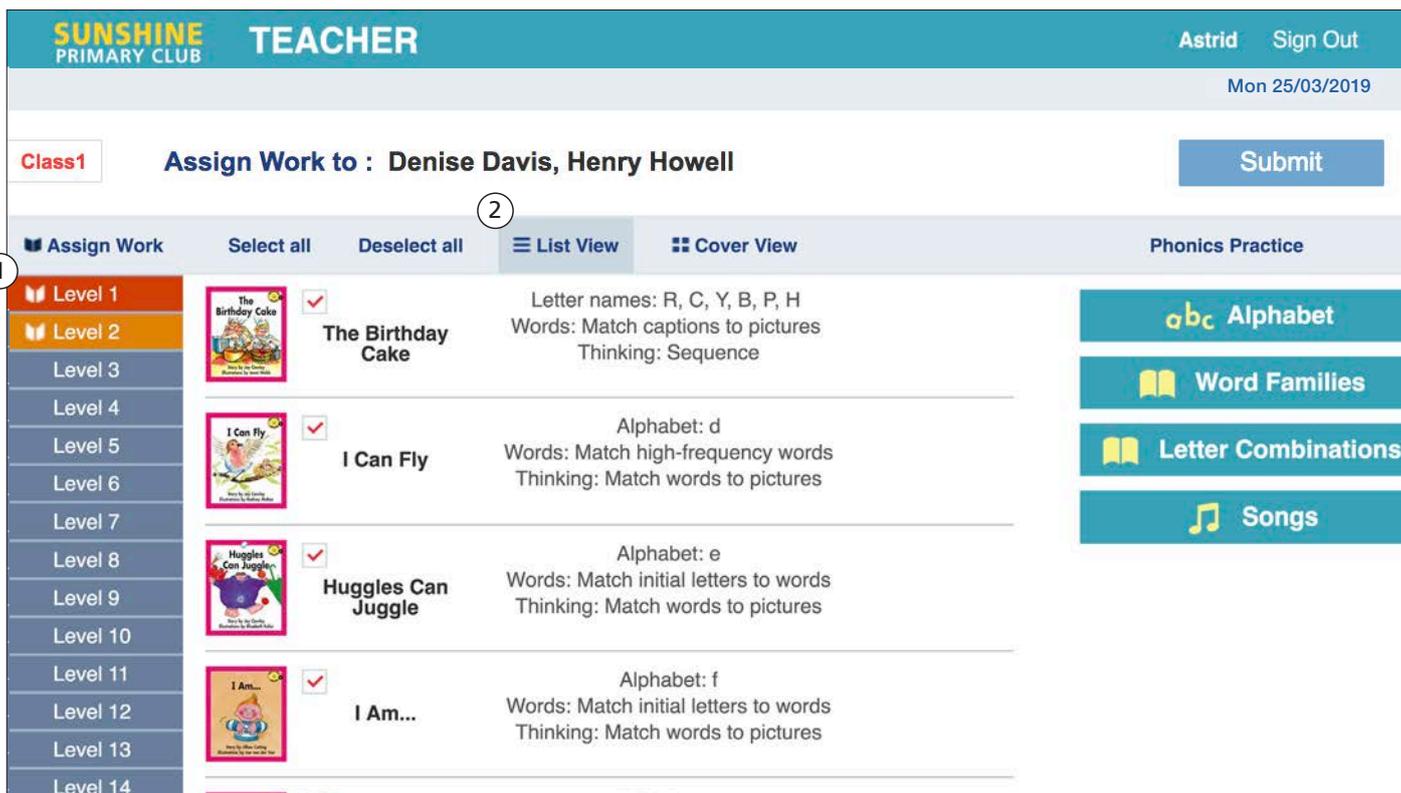
Select **Add Student/s to Group** and choose the group from the drop-down list.

To organise students alphabetically by first name, select **Name**, or to view groups, select **Reading Group**.



To assign work, tick the student or students to assign work to, and click on **Assign/Remove Work**. Use the same method to unassign work.

When using groups, use the **Select a Group** button.



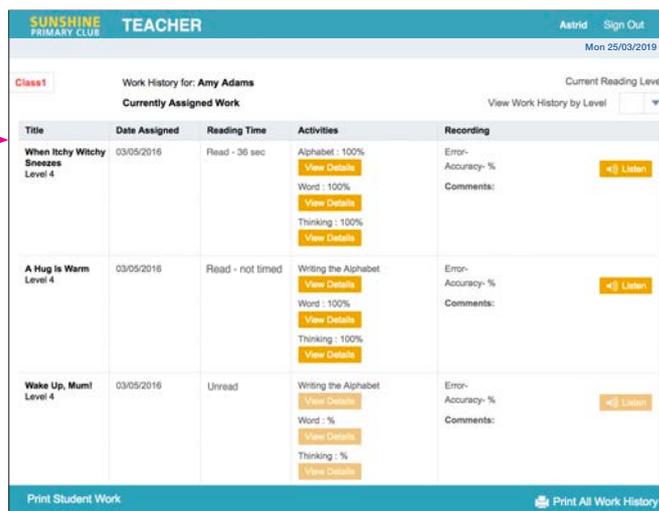
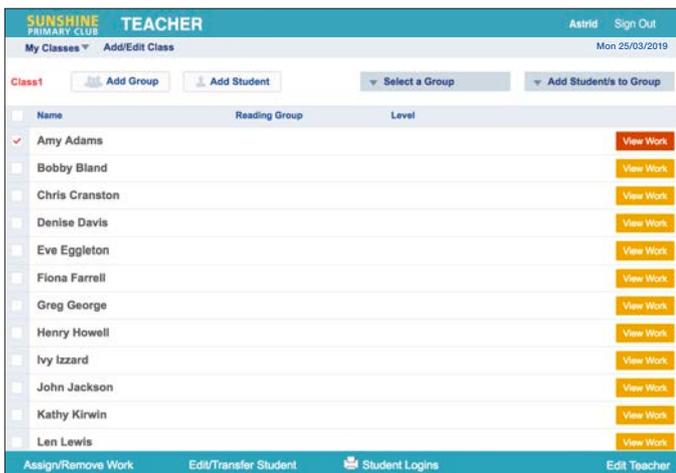
Assign work to the group by selecting a level and then either **Select All** the e-books at that level or tick individual e-books. After every selection, you must select **Submit** to save your selection. This sends the e-books to the students' library for them to access when they log into their account either via the app on a tablet or via the website. You can edit this selection at any time. To exit, select your class name top left of the screen.

1. The selected level(s) are shown in the list by the book icon. If all e-books at a level are selected, the level button is a dark orange colour; if you have only selected one or two e-books, the level button is a light orange colour.
2. The options **List View** and **Cover View** show whichever layout suits you best. The **List View** lists the skills included in the extension activities for your reference.
3. You can click on the cover of any book or revision activity to review the contents. There is no limit to the number of e-books you can allocate to a group or an individual at any one time.
4. If you scroll to the bottom of the screen, you are able to assign multiple levels at once (see below).

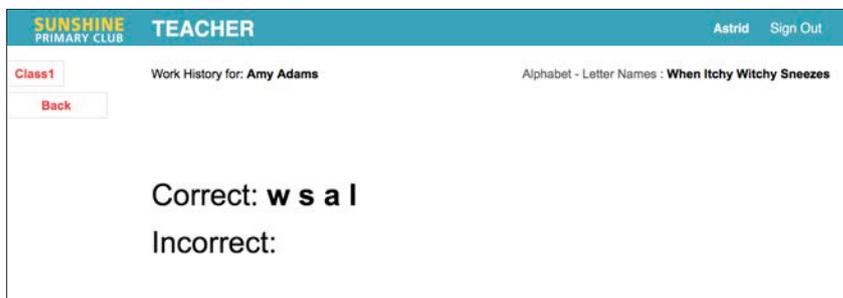


To review a student's work, go to the class list and select **View Work** next to the student name.

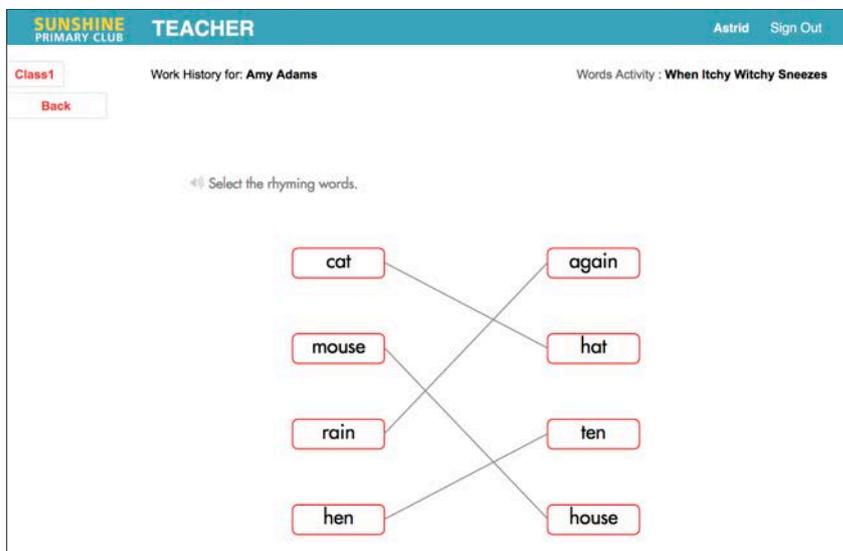
Completed e-books will have reading times and darker orange activity buttons. You will see the date assigned, the reading time and percentages for the activities. Select an activity's **View Details** button to view the results in more detail.



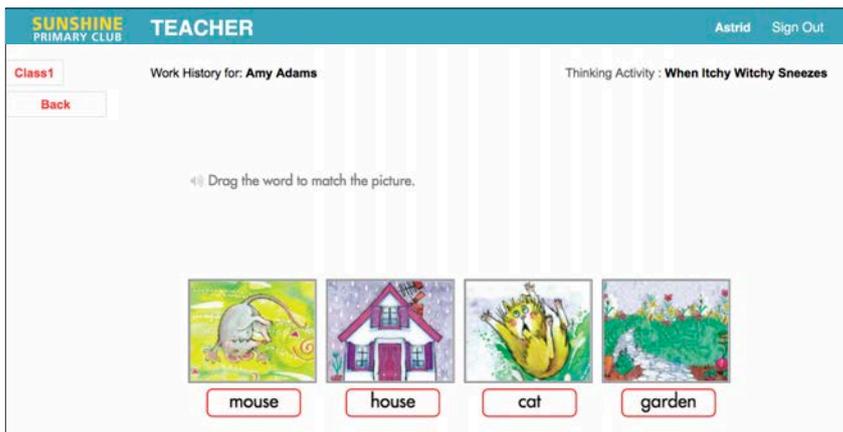
Results of an **Alphabet** Activity



Results of a **Words** Activity



Results of a **Thinking** Activity



The Recording Activity

To listen to the Record activity, select the play arrow. Use the comments box to note any errors and to send feedback to the student. Insert the number of errors into the **Errors** box to calculate the student's accuracy.

On completion, click **Save**. A notification will be sent to the student to view their results.

Note: All comments can be viewed by the student.

To use a printed reading record, click on the **Print** button.

SUNSHINE PRIMARY CLUB TEACHER Astrid Sign Out
Mon 25/03/2019

Class1

Back

Reading Record for:
Amy Adams

Title: Crossing the Road

Date: 20/05/2016

Total words: 121

Accuracy: 90.08 %

Total Errors: 12

Save

Reading Record Sheet

Print

Page

1 Crossing the Road

2 Mrs Maggie Mox with her cat and her dog and two chickens in a box crossed the road.

3 Mrs Maggie Mox didn't have her glasses on. She didn't see that the lights were red.

4 A woman in a blue car, said, "Look out! Look out!"

5 The blue car stopped just in time.

6 A yellow taxi put on its brakes and ran into the blue car.

7 A white van went toot-toot-toot. Then it hit the yellow taxi with a bang!

Comments (shared with student)

Well done Amy!
Overall, a very good effort - just remember to slow down a bit, and read every word.

Work History

ALL previously assigned work can be viewed by level.

SUNSHINE PRIMARY CLUB TEACHER Astrid Sign Out
Mon 25/03/2019

Class1 Work History for: **Amy Adams** Current Reading Level: View Work History by Level

Currently Assigned Work

Title	Date Assigned	Reading Time	Activities	Recording
Crossing the Road Level 14	09/05/2016	Read - 36 sec	Word : % <input type="button" value="View Details"/> Thinking : % <input type="button" value="View Details"/>	Error- 12 Accuracy- 90.08% <input type="button" value="Listen"/> Comments: Well done Amy! Overall, a very good effort - just remember to slow down a bit, and read every word.
A Fire at the Zoo Level 14	09/05/2016	Unread	Word : % <input type="button" value="View Details"/> Thinking : % <input type="button" value="View Details"/>	Error- Accuracy- % <input type="button" value="Listen"/> Comments:
Same but Different Level 14	09/05/2016	Unread	Word : % <input type="button" value="View Details"/> Thinking : % <input type="button" value="View Details"/>	Error- Accuracy- % <input type="button" value="Listen"/> Comments:
The Apple Tree Level 14	09/05/2016	Unread	Word : % <input type="button" value="View Details"/> Thinking : % <input type="button" value="View Details"/>	Error- Accuracy- % <input type="button" value="Listen"/> Comments:
Scary Spiders	09/05/2016	Unread	Word : %	Error-

Print Student Work

Print Student Work

The student's results for the e-books are collated in their Work History. The **Currently Assigned Work** is viewable and can be printed by clicking on **Print Student Work**.

Print All Work History

You can print the entire work history by clicking on **Print All Work History** (bottom right).

The student

The student can access **Sunshine Primary Club** from a mobile device using the free **Sunshine Primary Club** app, and log in with their username and password.



The student can also log in from a browser by going to the **Sunshine Primary Club** website and clicking on **Student Login**.

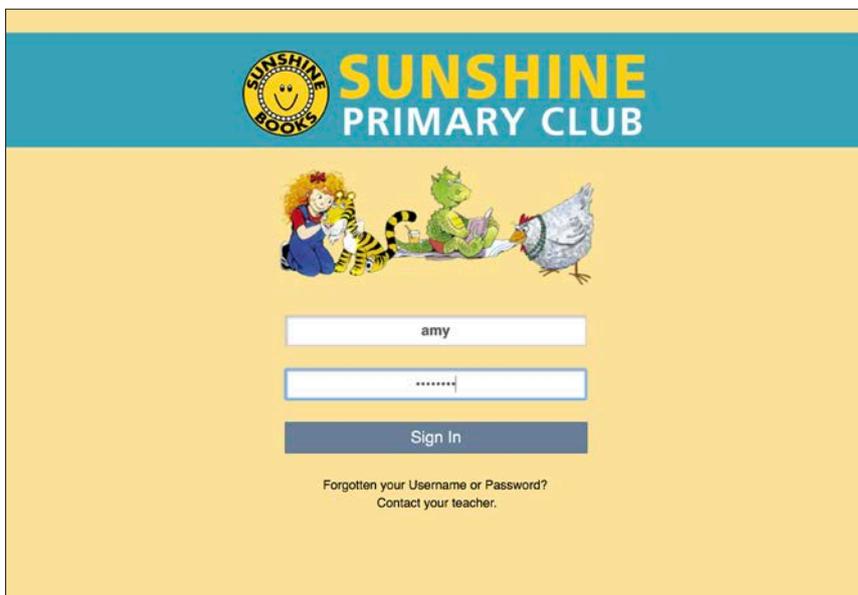


- The "School Admin" and "Classroom Teacher" subscriptions have a managed system that allocates and tracks student progress.

- The "Single Student" subscription gives the student access to the complete library of 282 e-books and activities, without any management system. The user can log in using the username (email address) and password that is included in the sign-up email.

Login and Library

When the student logs in with their unique username and password, they go directly to their **Library**. They select a cover to download the story and its activities. The download time varies depending on the wi-fi connection and bandwidth. If students bring their own devices to school, they can download e-books to work offline, but they should not log out. Their data scores will be fed back to the database when they next connect to the internet.



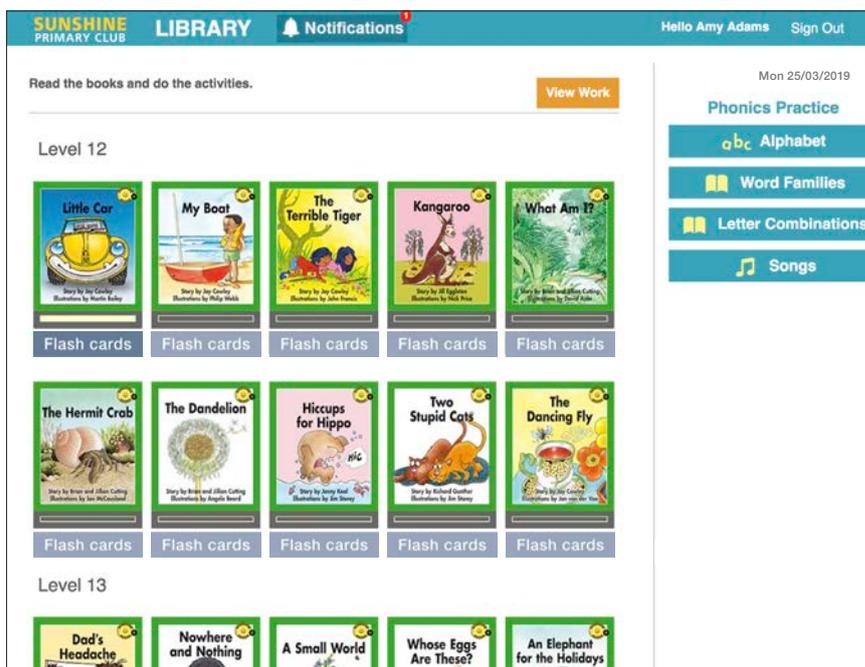
If the student enters an incorrect username or password, the teacher or the administrator can find their usernames and passwords for them.

For the "Single Student" subscription, the login details are chosen and saved by the purchaser - usually the parent or caregiver.

The e-books in the student library are levelled by colour. The titles display in ascending order from low to high.

Once the student has completed work on an e-book, the progress bar under the title displays yellow to show that the tasks have been completed and saved. The e-book isn't locked. The student can go in again and redo the work, which will overwrite data. The e-book stays in their library until the teacher deselects it.

All results are accessible by the student via **Notifications** or **View Work**.



Notifications

For all subscription types, notifications are sent on completion of the stories and their activities.

For **School Admin & Classroom Teacher** subscriptions, notifications are sent:

- on completion of the teacher comments and scoring for the recording activity.
- on completion of the teacher comments and scoring for the writing activity.

My Results

Results can be viewed from the student library when you get a notification, or at any time from the **View Work** button.

Results are displayed by date, with the most recent at the top.

Previous attempts are summarised via the **History** button.

Title	Date Assigned	Date Completed	Reading Time	Activities	Recording
Little Car Level 12 History	09/05/2016	20/05/2016	Read - 36 sec	Thinking : 100% Word : 100%	Error-Accuracy-% Comments: Listen
My Boat Level 12 History	09/05/2016	Not Complete	Read - not timed	Word : % Thinking : %	Error-Accuracy-% Comments: Listen
Two Stupid Cats Level 12 History	09/05/2016	Not Complete	Unread	Word : % Thinking : %	Error-Accuracy-% Comments: Listen
The Dancing Fly Level 12 History	09/05/2016	Not Complete	Unread	Word : % Thinking : %	Error-Accuracy-% Comments: Listen
The Dandelion	09/05/2016	Not Complete	0 sec	Thinking : %	Error-

The e-books

When the e-book has downloaded, students select the text to hear it read or read it themselves and then select the grey arrow on the right to move to the next page. The bottom navigation bar opens and closes with the arrow button (bottom left).

Key words
blue
have
just
other
put
then
were
what
with
yellow

Key words from the book. Five words for levels 1–12 and 10 words for levels 13–19.

Select this button for a timed read.

Start your Timer

Library Pages

Select the text to hear the text read out with high-lighting.

An arrow here navigates forwards through the book.

These arrows navigate backwards and forwards through the book.

The arrow opens and closes the navigation bar.

Library takes the student back to their Library and exits the book.

Pages shows thumbnails of the pages of the book.

The pen opens the toolbar showing the pen tool, the eraser, a colour palette and a white text box.

Start your Timer

Library Pages

Levels 1-5

Click on individual words to high-light and hear them.

Click the speaker icon to listen to all the text on the page. Text is high-lighted word by word.

I am a Bookworm

Speaker icon

Up arrow icon

Levels 6-19

Click on the text to listen to all the text on the page. Text is high-lighted sentence by sentence.

Page 2: The sea came in. The whale came in.

Page 3: The sea went out but the whale could not go out.

Library Pages toolbar

Toolbar

The tools on the toolbar can be used in many ways depending on whether the e-book is for shared, guided or independent reading. They are not saved when the student returns to their library.

The pen tool

This provides options of thick or thin and five different colours. Select the tool, the thickness and colour. Here some nouns on the page are underlined. The eraser rubs away any unwanted lines.

Page 6: The sun got hotter and hotter. We got buckets and buckets of water to put on the whale.

Page 8: "Push!" said [redacted]. We pushed the [redacted] into the [redacted] and it swam away.

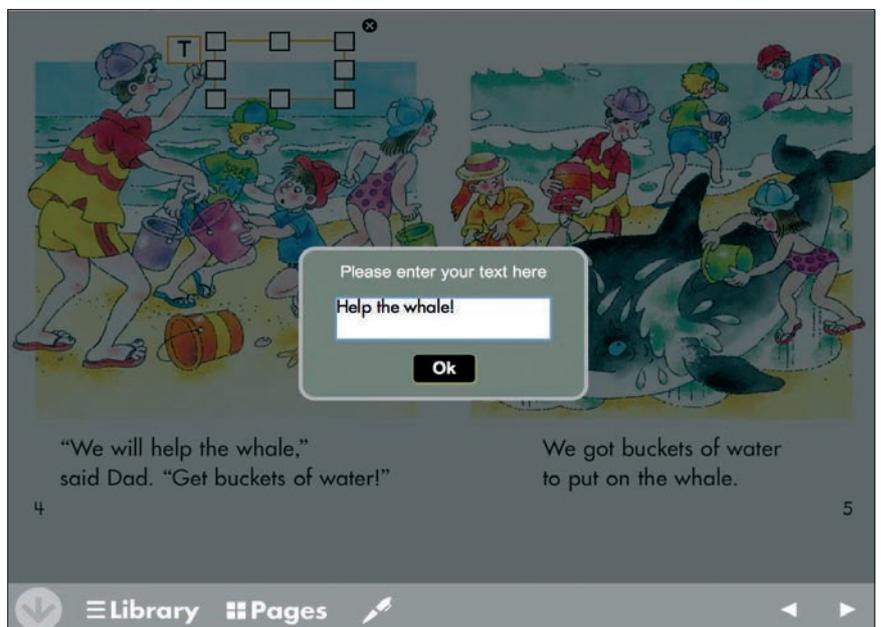
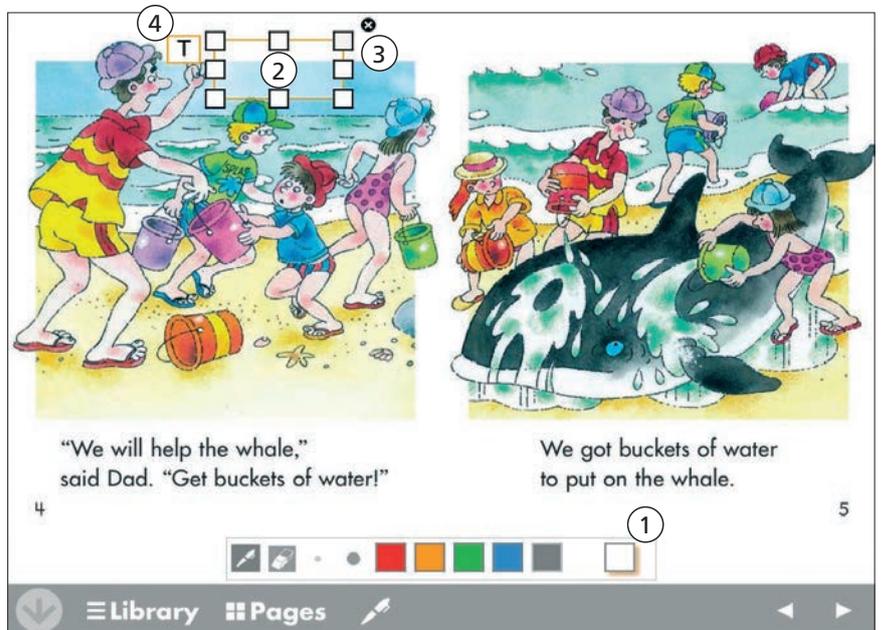
Mask words for students to make text predictions.

Pen tool toolbar

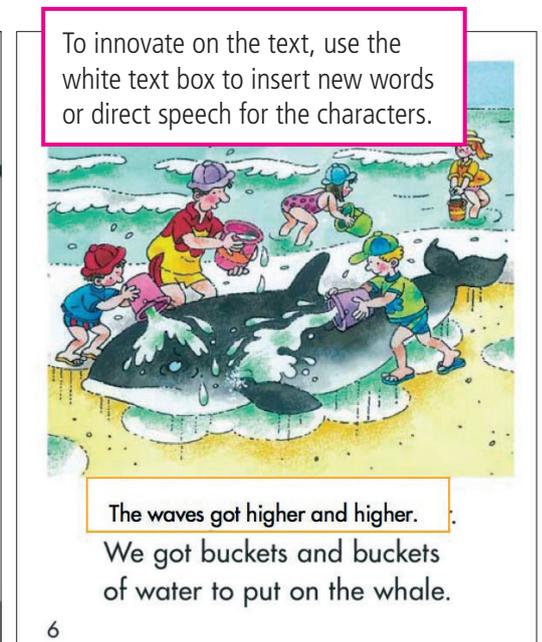
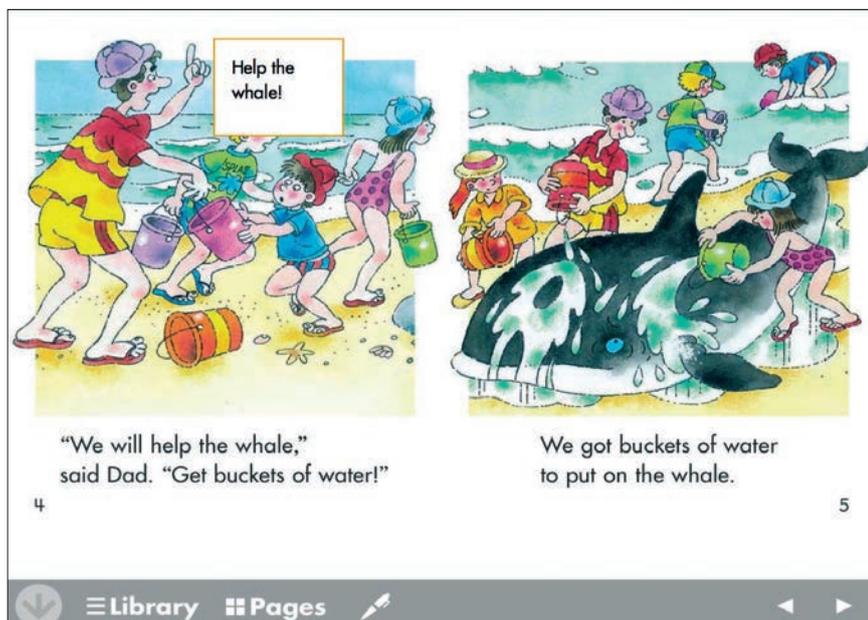
The white box

To use the white text box:

1. Select the box and then tap or click on the screen where it is to go – on an illustration or white space, not on the text as this will activate the reading.
2. Once the text box has been placed, it can be moved around the page and placed anywhere, including over the text of the story.
3. The text box can be made larger or smaller using the corner squares and deleted using the cross in the top right corner.
4. To add text, select the **T** at the top left corner of the box and type into the field. Select **OK** when finished.



To remove all the sizing tools, select anywhere inside the white text box. To change the shape of the box or the text, just select inside the box again and the sizing tools will reappear.





Flash cards

The texts in Sunshine Primary Club all have illustrated flash cards. These are accessed from the button under each title in the library. The flash cards have up to six content words from the text. Each word is voiced with a photograph and a sentence from the text to provide context.

✖
Content words
Choose a word

- fire engine
- glasses
- lights
- taxi
- tomatoes
- van



fire engine

A truck with tomatoes ran into the fire engine.

The activities

The **Activities** menu comes at the end of the e-book. There are three or four activities associated with each book. After each activity is saved, the student will see a message stating that the data has been saved successfully. The results are accessible to the student. For managed subscriptions, results are also fed back to the management system.



Mrs Maggie Mox put on her glasses. "Look at that accident!" said Mrs Maggie Mox to her cat and her dog and two chickens in a box.

16

Activities

- Go to Words
- Thinking
- Record
- Back to Library

Library
Pages

Alphabet

Alphabet activities are at levels 1–8. The Alphabet activities all follow a similar format. They consist of:

- Write the Alphabet
- Letter Names
- Letter Sounds
- Initial Sounds

This alphabet activity requires students to select the letter they hear. When the activity is completed, click **Save** to save the results.

Alphabet ← Activities

Select the letter that makes the sound.

k

s

y

q

d

Listen

□ □ □ □ □

Words

After completing the "Words" activity, they select **Save** to save the data. If they select the eraser tool, this undoes all their work. They will need to start again.

Make five words. Words Activity
Crossing the Road ← Activities

cr

cr oss

cr unch

ack

ot

it

ossing

ash

Thinking

The "Thinking" activity at levels 13–19 is a quiz that explores the student's comprehension of the e-book. The answer they select is highlighted in red. They can change their answer but not once they have selected **Next**.

Record

The "Record" activity allows students to record their reading of all or part of the text. They select **Go** and move through the e-book using the red arrow bottom right. When the red arrow disappears, they have reached the end of the task.

They finish reading and select **Stop** to end their recording.

If they want to listen to their recording, they select the speaker icon and when they have finished, they select **Save**. They can redo the reading but this will overwrite the previous one when saved.

Once saved, the teacher can mark the recording and provide more detailed feedback in the **Comments** section (see p.16).

Read the question and choose the correct answer.

Thinking Activity
Crossing the Road

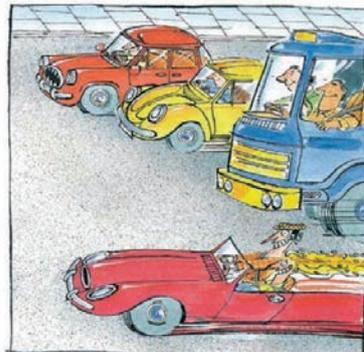
← Activities

I. Who caused the accident?

- A. the chickens
- B. the dog
- C. Mrs Maggie Mox

Next

Crossing the Road

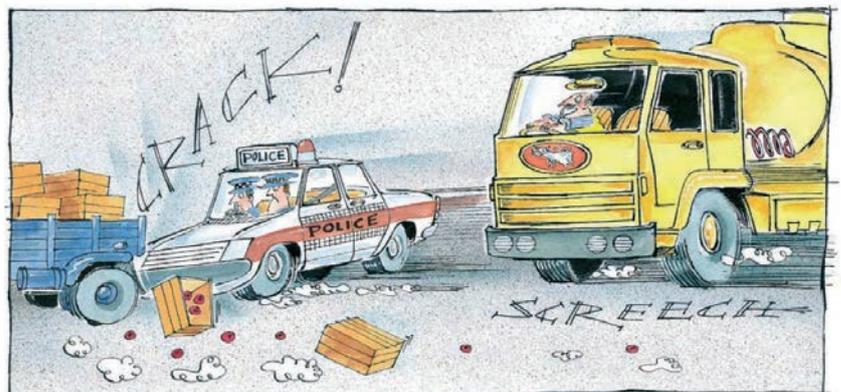


Start Recording

GO



← Activities



The traffic office
the truck with to

Stop recording?

Yes

No

anker ran into
ic officers.

STOP

The student will get a notification to view the results.

In the **My Results** section, **View Details** is now unlocked, and the student can click on this to see their results in more detail.

Recordings are saved and can be accessed from the **Listen** button. If marked by the teacher, comments are also displayed.

Title	Date Assigned	Date Completed	Reading Time	Activities	Recording
Crossing the Road Level 14 History	13/08/2018	13/08/2018	Read - 36 sec	Thinking : 20% View Details Word : 80% View Details	Error- Accuracy- % Listen Comments:
Little Car Level 12 History	13/08/2018	13/08/2018	Read - not timed	Thinking : 56% View Details Word : 80% View Details	Error- 3 Accuracy- 97.06% Listen Comments: Great work! I like the different voices you used for the characters.
Two Stupid Cats Level 12 History	13/08/2018	Not Complete	Unread	Word : % View Details Thinking : % View Details	Error- Accuracy- % Listen Comments:
The Dancing Fly Level 12 History	13/08/2018	Not Complete	Unread	Word : % View Details Thinkina : %	Error- Accuracy- % Listen Comments:

Phonics Practice

Extra content is available from the side-bar. Apart from a tick or yellow completion bar, this content is not tracked.

SUNSHINE PRIMARY CLUB LIBRARY Notifications Hello Amy Adams Sign Out

Read the books and do the activities. View Work

Mon 25/03/2019

Phonics Practice

- abc Alphabet
- Word Families
- Letter Combinations
- Songs

Level 12

Flash cards Flash cards Flash cards Flash cards Flash cards

Flash cards Flash cards Flash cards Flash cards Flash cards

Alphabet

The alphabet section contains 26 interactive e-books. At the end of the e-book there is an activity to identify the letter. There is also an alphabet rap and a game to reinforce the alphabetic principle – both lower and upper case letters.

Lettergetter Loves A a A A Lettergetter Loves B b B B Lettergetter Loves C c C C Lettergetter Loves D d D D Lettergetter Loves E e E E

Lettergetter Loves F f F F Lettergetter Loves G g G G Lettergetter Loves H h H H Lettergetter Loves I i I I Lettergetter Loves J j J J

Lettergetter Loves K k K K Lettergetter Loves L l L L Lettergetter Loves M m M M Lettergetter Loves N n N N Lettergetter Loves O o O O

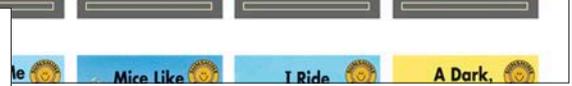
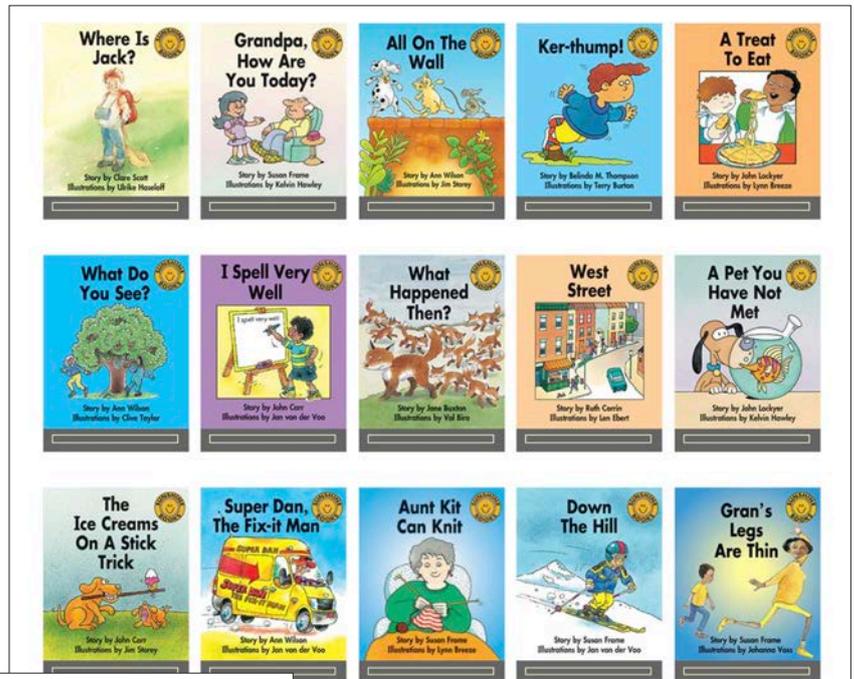
Lettergetter Loves P p P P Lettergetter Loves Q q Q Q Lettergetter Loves R r R R Lettergetter Loves S s S S Lettergetter Loves T t T T

Lettergetter Loves U u U U Lettergetter Loves V v V V Lettergetter Loves W w W W Lettergetter Loves X x X X Lettergetter Loves Y y Y Y

Lettergetter Loves Z z Z Z abc RAP Alphabet Game

Word Families

There are 32 word family e-books that offer students opportunities to explore and develop awareness of the onsets and rimes that make up words. Each story has an activity to reinforce the word family and a game to consolidate skills.



Letter Combinations

There are 24 letter combination e-books that offer students opportunities to develop understanding of sound-letter relationships. Each story has an activity to reinforce the letter combination and a game to consolidate skills.

Songs

Through songs, students are exposed to the sounds of language and a wider variety of words to enrich their vocabulary.



Dear Parents / Caregivers

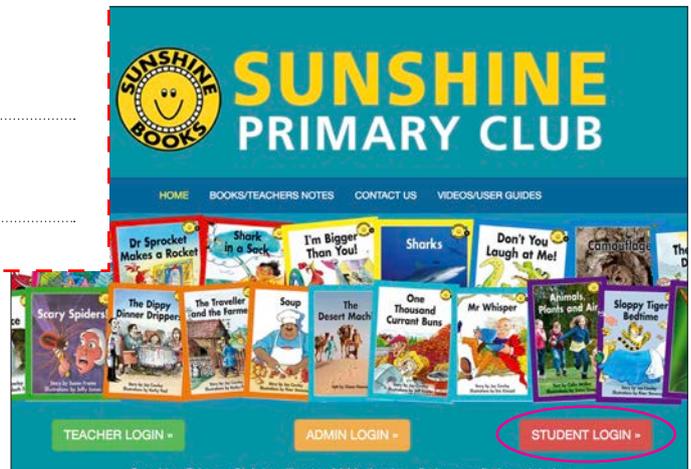
Our school has subscribed to an exciting new digital literacy program called **Sunshine Primary Club**. Your child will have access to e-books to read and interactive activities to complete. These are assigned to your child's individual login by their teacher. Your child can log into their **Sunshine Primary Club** account at home using a computer or a tablet (iPad or Android).

Sunshine Primary Club

Your child's log in details are:

Username:

Password:



To log in on a Computer:

Go to www.sunshineprimaryclub.com

Click on **STUDENT LOGIN**

Fill in the username and password and click **Sign In**.

To log in on an iPad:

Go to the App Store and search for **Sunshine Primary Club**.

Install the FREE **Sunshine Primary Club** app.

Click on the app and fill in the username and password.

To log in on an Android Tablet:

Go to Google Play and search for **Sunshine Primary Club**.

Install the FREE **Sunshine Primary Club** app.

Click on the app and fill in the username and password.



Your child will see their library! These will be e-books and activities allocated to your child by their teacher. To read an e-book, click on the book cover. Once loaded, your child can read through the e-book and complete the activities at the end of the story. All e-books and activities in the library can be downloaded. The teacher may have allocated one or more e-books.

An e-book where the progress bar is yellow means that your child has already read this title and completed the activities. These e-books can still be read and enjoyed over again.

Happy Reading!

