

SUNSHINE PRIMARY CLUB

School Administrator Subscription

Quick Start Guide 3

Assign Work

The admin can set up teachers to assign work to individuals or groups of students.

- 1. Load a class and select a student (or multiple students) and click Assign/Remove Work.**



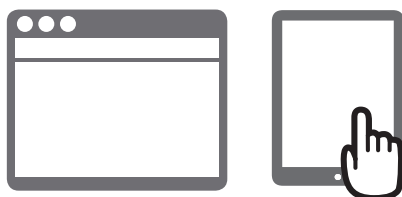
Room 1

<input checked="" type="checkbox"/>	Bob Jones
<input type="checkbox"/>	

Assign/Remove Work

- 2. Choose the titles and activities to assign and click Submit.**

<input checked="" type="checkbox"/>	Submit
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	



- 3. Done! The work is now added to the library when the student logs in on the computer or tablet.**

Read the following steps to learn more...

Select Students from the Class List and Assign Work

Load the Class

1. Tick the box beside the student (or students) to assign work to. To select all students in the class, select the tick box at the top, next to **Name**.
2. Click the **Assign/Remove Work** button.

SUNSHINE PRIMARY CLUB ADMIN Ava Admin Sign Out
Classes Admin Home Wed 27/03/2019

Class1 Add Group Add Student Select a Group Add Student/s to Group

<input checked="" type="checkbox"/>	Name	Reading Group	Level	
<input checked="" type="checkbox"/>	Amy Adams			View Work
<input checked="" type="checkbox"/>	Bobby Bland			View Work
<input checked="" type="checkbox"/>	Chris Cranston			View Work
<input checked="" type="checkbox"/>	Denise Davis			View Work
<input checked="" type="checkbox"/>	Eve Eggleton			View Work
<input checked="" type="checkbox"/>	Fiona Farrell			View Work
<input checked="" type="checkbox"/>	Greg George			View Work
<input checked="" type="checkbox"/>	Henry Howell			View Work
<input checked="" type="checkbox"/>	Ivy Izzard			View Work
<input checked="" type="checkbox"/>	John Jackson			View Work
<input checked="" type="checkbox"/>	Kathy Kirwin			View Work
<input checked="" type="checkbox"/>	Len Lewis			View Work

Assign/Remove Work Student Logins Transfer Students Delete Students Export Results Edit/Transfer Student

Assign the Work

3. This takes you to the **Assign Work** screen. Titles and activities that are selected here will be assigned to all the students who were chosen from the class list.
4. Choose a level, tick the titles to assign and click **Submit**.
Wait for the confirmation in green before moving to another level.
To select multiple levels, scroll to the bottom of the screen and select the group you want.

SUNSHINE PRIMARY CLUB ADMIN Ava Admin Sign Out
Wed 27/03/2019

Class1 Assigning work in progress..
Assign Work to : Amy Adams, Bobby Bland, Chris Cranston, Submit

Assign Work Select all Deselect all List View Cover View Phonics Practice

Level 1	<input type="checkbox"/>		My Home	Letter names: m, h, f, n Words: Match words to pictures Thinking: Insert punctuation	abc Alphabet
Level 2	<input type="checkbox"/>				Word Families
Level 3	<input type="checkbox"/>				Letter Combinations
Level 4	<input checked="" type="checkbox"/>		When Itchy Witchy Sneezes	Letter names: w, s, a, l Words: Rhyming words Thinking: Match pictures to words	Songs
Level 5	<input type="checkbox"/>				
Level 6	<input type="checkbox"/>				
Level 7	<input type="checkbox"/>				
Level 8	<input type="checkbox"/>		A Hug Is Warm	Alphabet: D Words: Match initial letters to words Thinking: Match words to pictures	
Level 9	<input type="checkbox"/>				
Level 10	<input type="checkbox"/>				
Level 11	<input type="checkbox"/>				
Level 12	<input type="checkbox"/>		Wake Up, Mum!	Alphabet: E Words: Match high-frequency words Thinking: Make sentences	
Level 13	<input type="checkbox"/>				

Creating a Group from the Class List

You can set up groups to keep track of work assigned to students.

1. Click **Add Group**.
2. Name the group and click **Submit**.
3. Tick the students for this group and click the **Add Students to Group** button.
4. You can now **Select a Group** from the drop-down menu.
5. You can assign work to that group. (When they open their **Library**, students will see the name of the group they are in).

The image consists of three overlapping screenshots of the SUNSHINE PRIMARY CLUB ADMIN interface, illustrating the process of creating a group and assigning students to it.

Top Screenshot: Shows the 'ADMIN' page with the 'Add Group' button highlighted by a circled '1'. The page header includes 'SUNSHINE PRIMARY CLUB ADMIN', 'Ava Admin', 'Sign Out', and the date 'Wed 27/03/2019'. Below the header, there are navigation tabs for 'Classes' and 'Admin Home'. A 'Class1' dropdown is visible, along with buttons for 'Add Group', 'Add Student', 'Select a Group', and 'Add Student/s to Group'. A table with columns 'Name', 'Reading Group', and 'Level' is partially visible, showing a 'View Work' button for 'Amy Adams'.

Middle Screenshot: Shows the 'My Groups' page with a 'New Group' form. The 'Group1' input field is highlighted by a circled '2'. A 'Submit' button is located below the input field. The page header and navigation tabs are consistent with the top screenshot.

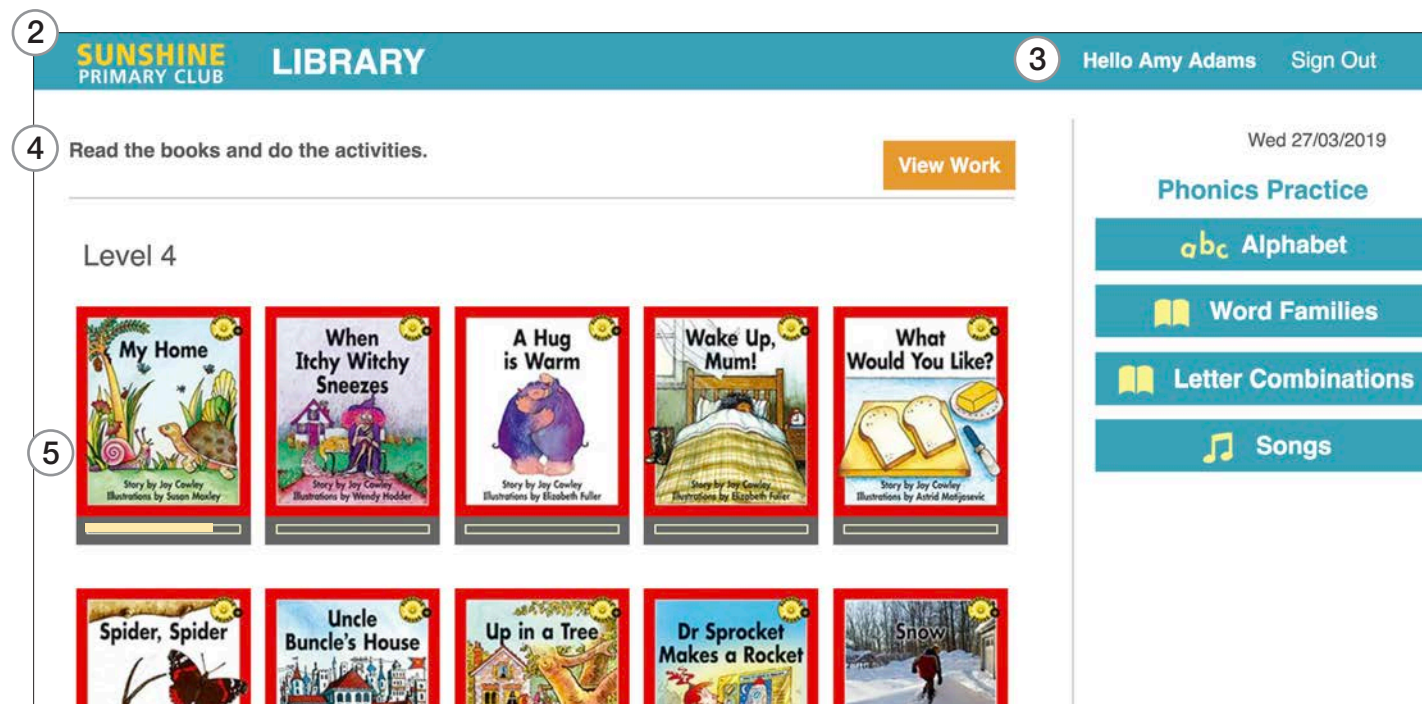
Bottom Screenshot: Shows the 'ADMIN' page with the 'Add Student/s to Group' button highlighted by a circled '3'. A dropdown menu is open, showing 'Group1' and 'Remove From Group'. The table below shows several students with checkboxes and 'View Work' buttons. The 'Add Student/s to Group' button is highlighted by a circled '4'. The page header and navigation tabs are consistent with the top screenshot.

Bottom Screenshot (continued): Shows the 'ADMIN' page with the 'Select a Group' dropdown menu highlighted by a circled '5'. The dropdown menu is open, showing 'Group1'. The table below shows several students with checkboxes and 'View Work' buttons. The 'Assign/Remove Work' button is visible at the bottom of the page.

Student Login

The student can now log in to view the assigned work.

1. The student logs in on a computer or a tablet.
(On a computer, go to sunshineprimaryclub.com and click on **Student Login**).
2. This is the **Library** that the student sees on a computer.
3. The Library will have the student's name at the top.
4. The Library will have the name of the group they are in (if organised by group).
5. A progress bar tracks the completion of activities related to the book.



Note: Sunshine Primary Club App on a Tablet

The app works the same way as for the computer, except for the following:

- The tablet has a download arrow on each title to download the book and activities.
- Once downloaded on a tablet, the stories and activities can be used offline as long as the student doesn't log out.

Student Notifications and Results

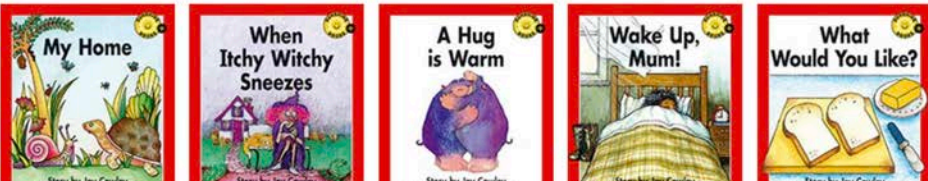
1. **Notifications** - the student is notified when all activities related to the book are completed, or when recording and writing activities are marked by the teacher.
2. **View Work** - accesses the student's results.
3. **My Results** - this displays the student's results in order of date.

SUNSHINE PRIMARY CLUB LIBRARY 1 Notifications 2 Hello Amy Adams Sign Out

Thu 28/03/2019

Read the books and do the activities. [View Work](#)

Level 4



Phonics Practice

- abc Alphabet
- Word Families
- Letter Combinations
- Songs

SUNSHINE PRIMARY CLUB LIBRARY Hello Amy Adams Sign Out

Thu 28/03/2019

Read the books and do the activities. [View Work](#)

Level 4

2 Click **View Work** to see your results [View Work](#) Quit X

Hi Amy Adams

Results are now available for :

- **My Home** - Level 4 - set on 28/03/2019
- **When Itchy Witchy Sneezes** - Level 4 - set on 28/03/2019

Phonics Practice

- abc Alphabet
- Word Families
- Letter Combinations
- Songs

SUNSHINE PRIMARY CLUB MY RESULTS 3 Hello Amy Adams Sign Out

Thu 28/03/2019

[Back to Library](#) Currently Assigned Work for : **Amy Adams** View Work History by Level ▼

Title	Date Assigned	Date Completed	Reading Time	Activities	Recording
When Itchy Witchy Sneezes Level 4 History	27/03/2019	28/03/2019	Read - not timed	Thinking : 100% View Details Word : 25% View Details Alphabet : 100% View Details	Error-Accuracy- % Listen Comments:
My Home Level 4 History	27/03/2019	28/03/2019	Read - 36 sec	Thinking : 50% View Details Word : 100% View Details Alphabet : 50% View Details	Error-Accuracy- % Listen Comments: