

SUNSHINE PRIMARY CLUB

School Administrator Subscription

Quick Start Guide 5

Managing Your Renewal

Managing your subscription from year to year necessitates either:

Deleting, transferring and adding students

or

Deleting all the previous year's students and data

OPTION 1: Managing Your Renewal via CSV File

Login as Admin and download the "Download School.csv" file.

- Fill out the fields for "Delete" (to delete existing students).
- Fill out the fields for "New Class" (to transfer existing students).
- Add new students, new classes or new teachers.
- Click the "Upload School.csv" button and import the revised file.

OPTION 2: Managing Your Renewal Manually

This may be preferable for smaller numbers of students.

OPTION 3: Delete and Start Again

You can delete all the students and their data and start with a completely new bulk upload of all new students for the new school year. All digital records (books read, activity results, recordings etc) will be deleted.

Read the following steps to learn more...

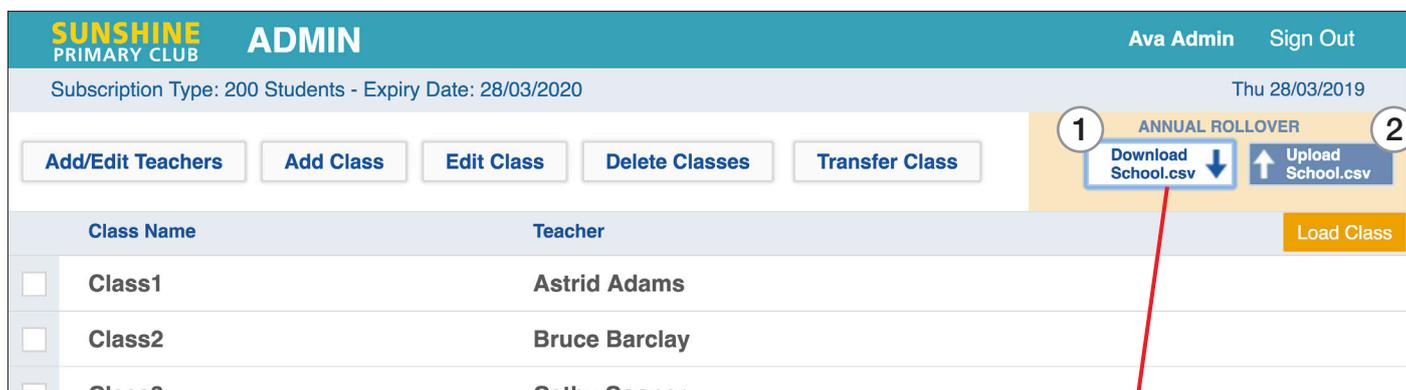
OPTION 1: Managing Your Renewal via CSV File

At the end of the school year, the administrator can download a complete csv file that contains all the existing students and teachers.

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 the existing students and teachers. This file is used 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 download csv file

There are three extra columns in the “Download School.csv” file:

G. Transfer Class - to transfer existing students (or teachers).

H. Delete - use this column to delete existing students.

I. Existing Records - indicates existing students: do not alter.

	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Username	Password	Role	Class	Transfer Class	Delete	Existing Records
2	Amy	Adams	adamssch	school	student	Class1			y
3	Bobby	Bland	blandsch	school	student	Class1			y
4	Chris	Cranston	cranstonsch	school	student	Class1			y
5	Denise	Davis	davissch	school	student	Class1			y
6	Eve	Eggleton	eggletonsch	school	student	Class1			y
7	Fiona	Farrell	farrellsch	school	student	Class1			y
8	Greg	George	georgesch	school	student	Class1			y
9	Henry	Howell	howellsch	school	student	Class1			y
10	Ivy	Izzard	izzardsch	school	student	Class1			y
11	John	Jackson	jacksonsch	school	student	Class1			y
12	Kathy	Kirwin	kirwinsch	school	student	Class1			y
13	Len	Lewis	lewissch	school	student	Class1			y
14	Amy	Jones	Jonessch	school	student	Class4			y
15	Isabella	House	Housesch	school	student	Class4			y
16	Winslow	Jackson	Jacksonwsch	school	student	Class4			y
17	Mandy	Lucas	Lucassch	school	student	Class4			y
18	Andre	Nelson	Nelsonsch	school	student	Class4			y
19	Justin	Vega	Vegasch	school	student	Class4			y
20	Hanna	Royce	Roycesch	school	student	Class4			y
21	Barry	Cunningham	Cunninghamsch	school	student	Class4			y
22	Jameson	Ball	Ballsch	school	student	Class4			y
23	Zachariah	Roy	Roysch	school	student	Class4			y
24	Keira	Lowe	Lowesch	school	student	Class4			y
25	Tracey	Harrison	Harrisonsch	school	student	Class4			y
26	Arnold	Carpenter	Carpentersch	school	student	Class4			y
27	Kendrick	Manning	Manningsch	school	student	Class4			y
28	Lance	Mathis	Mathissch	school	student	Class4			y
29	Brandi	Herrera	Herrerasch	school	student	Class4			y
30	Anne	Salazar	Salazarsch	school	student	Class4			y
31	Kristen	Clarke	Clarkesch	school	student	Class4			y
32	Toby	Casey	Caseysch	school	student	Class4			y
33	Madelaine	Nguyen	Nguyensch	school	student	Class4			y
34	Lloyd	Sanchez	Sanchezsch	school	student	Class4			y
35	Amalia	Tejada	Tejadasch	school	student	Class4			y
36	Keisha	Pogue	Poguesch	school	student	Class4			y
37	Carl	Luna	Lunasch	school	student	Class4			y
38	Rochelle	Poole	Poolesch	school	student	Class4			y
39	Astrid	Adams	astrid@school.com	school	teacher	Class1			y
40	Bruce	Barclay	bruceb@school.com	school	teacher	Class2			y
41	Cathy	Cooper	cathy@school.com	school	teacher	Class3			y
42	Wendy	Shine	wendy@school.com	school	teacher	Class4			y

How to use the “School.csv” file

Use the file to delete, transfer and import students, teachers and classes – see example below.

	A	B	C	D	E	F	G	H	
1	First Name	Last Name	Username	Password	Role	Class	Transfer Class	Delete	Existing Records
2	Amy	Adams	adamssch	school	student	Class1	Class2		y
3	Bobby	Bland	blandsch	school	student	Class1	Class2		y
4	Chris	Cranston	cranstonsch	school	student	Class1	Class2		y
5	Denise	Davis	davissch	school	student	Class1	Class2		y
6	Eve	Eggleton	eggletonsch	school	student	Class1	Class3		y
7	Fiona	Farrell	farrellsch	school	student	Class1	Class3		y
8	Greg	George	georgesch	school	student	Class1	Class3		y
9	Henry	Howell	howellsch	school	student	Class1	Class3		y
10	Ivy	Izzard	izzardsch	school	student	Class1	Class4		y
11	John	Jackson	jacksonsch	school	student	Class1	Class4		y
12	Kathy	Kirwin	kirwinsch	school	student	Class1	Class4		y
13	Len	Lewis	lewissch	school	student	Class1	Class4		y
14	Amy	Jones	Jonessch	school	student	Class4		delete	y
15	Isabella	House	Housesch	school	student	Class4		delete	y
16	Winslow	Jackson	Jacksonwsch	school	student	Class4		delete	y
17	Mandy	Lucas	Lucassch	school	student	Class4		delete	y
18	Andre	Nelson	Nelsonsch	school	student	Class4		delete	y
19	Justin	Vega	Vegasch	school	student	Class4		delete	y
20	Hanna	Royce	Roycesch	school	student	Class4		delete	y
21	Barry	Cunningham	Cunninghamsch	school	student	Class4		delete	y
22	Jameson	Ball	Ballsch	school	student	Class4		delete	y
23	Zachariah	Roy	Roysch	school	student	Class4		delete	y
24	Keira	Lowe	Lowesch	school	student	Class4		delete	y
25	Tracey	Harrison	Harrisonsch	school	student	Class4		delete	y
26	Arnold	Carpenter	Carpentersch	school	student	Class4		delete	y
27	Kendrick	Manning	Manningsch	school	student	Class4		delete	y
28	Lance	Mathis	Mathissch	school	student	Class4		delete	y
29	Brandi	Herrera	Herrerasch	school	student	Class4		delete	y
30	Anne	Salazar	Salazarsch	school	student	Class4		delete	y
31	Kristen	Clarke	Clarkesch	school	student	Class4		delete	y
32	Toby	Casey	Caseysch	school	student	Class4		delete	y
33	Madeline	Nguyen	Nguyensch	school	student	Class4		delete	y
34	Lloyd	Sanchez	Sanchezsch	school	student	Class4		delete	y
35	Amalia	Tejada	Tejadasch	school	student	Class4		delete	y
36	Keisha	Pogue	Poguesch	school	student	Class4		delete	y
37	Carl	Luna	Lunasch	school	student	Class4		delete	y
38	Rochelle	Poole	Poolesch	school	student	Class4		delete	y
39	Astrid	Adams	astrid@school.com	school	teacher	Class1			y
40	Bruce	Barclay	bruceb@school.com	school	teacher	Class2			y
41	Cathy	Cooper	cathy@school.com	school	teacher	Class3			y
42	Wendy	Shine	wendy@school.com	school	teacher	Class4			y
43	Roscoe	Henry	Henrys	school	student	Class1			
44	Marshall	Carney	Carneysch	school	student	Class1			
45	Simon	Daugherty	Daughertysch	school	student	Class1			
46	Erwin	Roy	Roysch	school	student	Class2			
47	Johnathan	Mcdonald	Mcdonaldsch	school	student	Class2			
48	Diego	Cross	Crosssch	school	student	Class2			
49	Pamela	Stokes	Stokessch	school	student	Class3			
50	Pearl	Pratt	Prattsch	school	student	Class3			
51	Kristopher	Bernard	Bernardsch	school	student	Class3			
52	Gena	Carlson	Carlsonsch	school	student	Class4			
53	Daren	Ryan	Ryansch	school	student	Class4			
54	Tamika	Barrett	Barrettsch	school	student	Class4			
55									
56									

Transfer students

Do not alter this column

New students
- new classes/teachers
can also be added here

Delete students
- use the text “delete”

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

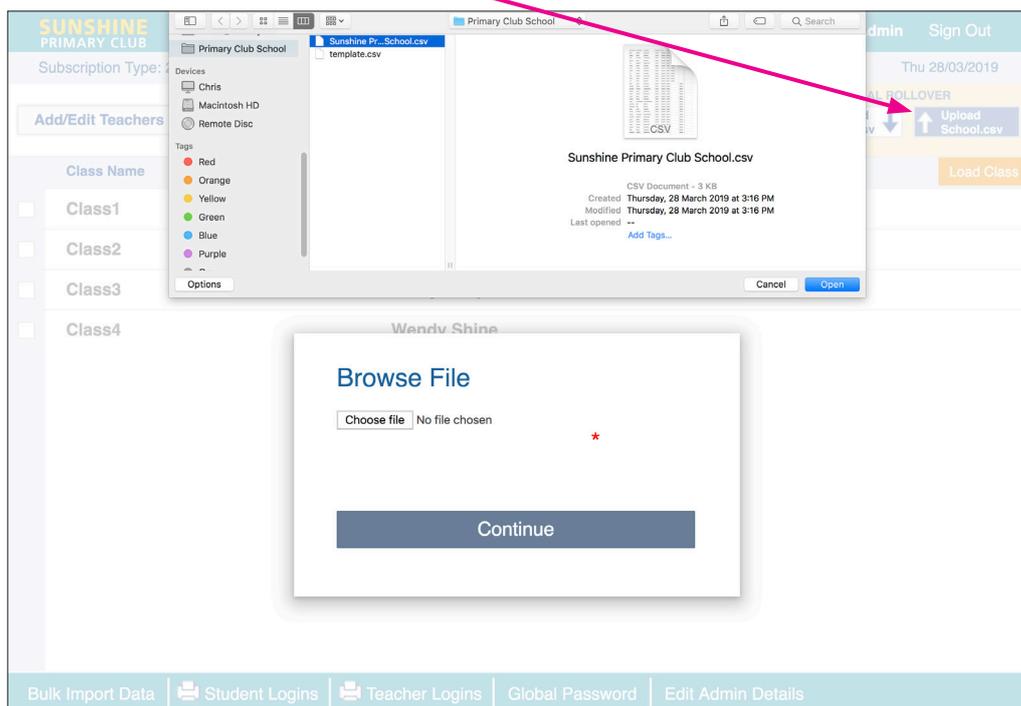
Completing the Renewal

Click the **Upload School.csv** button to locate and import the revised file.

A verification screen displays an analysis of the import file and the number of errors.

Follow the on-screen instructions to complete the import.

For more information on completing the import, see Quick Start Guide 2, page 5.



OPTION 2: Managing Your Renewal Manually

For smaller numbers of students, it may be preferable to manage renewals manually.

Before any student transfers can be done manually, the Administrator needs to add any new **teachers** and the **classes** they will be teaching (see *Quick Start Guide 1 - Overview*). Students no longer accessing the program can then be deleted.

The Admin (or individual teachers) can now start transferring students to their new classes. If the Admin is doing this, we suggest they start the transfer with the highest level classes and then work down to the lower levels. For example,

For Reception to Year 2 classes:

- transfer the Year 2 students to their new Year 3 classes
- transfer the Year 1 students to their new Year 2 classes
- transfer the Reception students to their new Year 1 classes

For more information on how to manually transfer students, see page 5.

Now you can upload the new intake of Reception students. This can be done using the Bulk Upload template (see *Quick Start Guide 2 - Bulk Upload*).

Bulk Import Tips

Username: must be unique

Password: can be generic

Teacher Username: email address

- If the Administrator is also a Teacher, make up any email address for that teacher's username to avoid duplication.

- To keep each student's username unique, you might try using their first name, surname initial and school postcode.

Transfer Students from Within a Class (Admin)

Load the class you wish to transfer students from.

1. Select the students to transfer.
2. Click the **Transfer Students** button.
3. Select the class from the drop-down menu, and click **Submit**.

Note: Teachers can transfer students individually by clicking the **Edit/Transfer** button.

The screenshot shows the SUNSHINE PRIMARY CLUB ADMIN interface. At the top, it displays 'SUNSHINE PRIMARY CLUB ADMIN' and the user 'Ava Admin' with a 'Sign Out' link. Below this, there are navigation links for 'Classes' and 'Admin Home', and the date 'Thu 28/03/2019'. The main area shows a table of students under the heading 'Class2'. The table has columns for 'Name', 'Reading Group', and 'Level'. Several students are listed, with checkboxes next to their names. A modal window titled 'Transfer Students to Another Class' is open, showing a 'Submit' button and a drop-down menu with options 'Class1', 'Class2', 'Class3', and 'Class4'. A 'Submit' button is also visible in the modal. At the bottom of the interface, there is a navigation bar with buttons for 'Assign/Remove Work', 'Student Logins', 'Transfer Students', 'Delete Students', 'Export Results', and 'Edit/Transfer Student'.

Transfer an Entire Class (Admin)

1. Select the class to transfer.
2. Click the **Transfer Class** button.
3. Select the class to transfer to from the drop-down menu and click **Submit**.

The screenshot shows the SUNSHINE PRIMARY CLUB ADMIN interface. At the top, it displays 'SUNSHINE PRIMARY CLUB ADMIN' and the user 'Ava Admin' with a 'Sign Out' link. Below this, there are navigation links for 'Subscription Type: 200 Students - Expiry Date: 28/03/2020' and the date 'Thu 28/03/2019'. The main area shows a table of classes under the heading 'ANNUAL ROLLOVER'. The table has columns for 'Class Name', 'Teacher', and 'Load Class'. Several classes are listed, with checkboxes next to their names. A modal window titled 'Transfer Class' is open, showing a 'Submit' button and a drop-down menu with options 'Class1', 'Class2', 'Class3', and 'Class4'. A 'Submit' button is also visible in the modal. At the bottom of the interface, there is a navigation bar with buttons for 'Add/Edit Teachers', 'Add Class', 'Edit Class', 'Delete Classes', and 'Transfer Class'.

OPTION 3: Delete and Start Again

If students are continuing on from one year to the next, it is advisable **not** to delete them.

If you **do** delete them, and start anew each year, you may want to consider keeping the same usernames and passwords. These can be printed out (before they are deleted) by clicking on **“Print Student Logins”** at the bottom of the Admin screen or at the bottom of each class. This information can be added to the bulk upload template.

How to Delete Students from Within a Class (Admin)

1. Load the class you wish to delete students from.
2. Select the students to delete.
3. Click the **Delete Students** button.

Note: Teachers can delete their students individually by clicking the **Edit/Transfer** button.

The screenshot shows the 'ADMIN' interface for 'SUNSHINE PRIMARY CLUB'. At the top, it says 'Ava Admin Sign Out' and 'Thu 28/03/2019'. Below the header, there are navigation options: 'Classes' and 'Admin Home'. A circled '1' points to the 'Class2' dropdown menu. Below this, there are buttons for 'Add Group', 'Add Student', 'Select a Group', and 'Add Student/s to Group'. The main area is a table with columns for 'Name', 'Reading Group', and 'Level'. The table lists several students: Amy Adams, Bobby Bland, Chris Cranston, Denise Davis, Diego Cross, Erwin Roy, and Johnathan Mcdonald. Each row has a checkbox on the left and a 'View Work' button on the right. A circled '2' points to the checkboxes for Bobby Bland, Denise Davis, and Erwin Roy, which are checked. At the bottom of the interface, there is a navigation bar with buttons: 'Assign/Remove Work', 'Student Logins', 'Transfer Students', 'Delete Students' (highlighted with a circled '3'), 'Export Results', and 'Edit/Transfer Student'.

How to Delete an Entire Class (Admin)

1. Select the class (or classes) to delete and click the **Delete Classes** button.

Caution: This permanently deletes the class and students.

The screenshot shows the 'ADMIN' interface for 'SUNSHINE PRIMARY CLUB'. At the top, it says 'Ava Admin Sign Out' and 'Thu 28/03/2019'. Below the header, it says 'Subscription Type: 200 Students - Expiry Date: 28/03/2020'. There are navigation options: 'Add/Edit Teachers', 'Add Class', 'Edit Class', 'Delete Classes' (highlighted with a circled '1'), and 'Transfer Class'. To the right, there is an 'ANNUAL ROLLOVER' section with 'Download School.csv' and 'Upload School.csv' buttons. Below this, there is a table with columns for 'Class Name', 'Teacher', and 'Load Class'. The table lists two classes: 'Class1' with teacher 'Astrid Adams' and 'Class2' with teacher 'Bruce Barclay'. Both rows have a checked checkbox on the left. A circled '1' points to the 'Delete Classes' button.