

# SUNSHINE PRIMARY CLUB

## Classroom Teacher Subscription

### Quick Start Guide 2

### Assign Work

The teacher assigns work to individuals or groups of students.

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



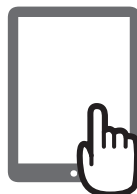
Room 1

<input checked="" type="checkbox"/>	Bob Jones
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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 TEACHER Astrid Adams Sign Out  
Wed 27/03/2019

Edit Class Name

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 Edit/Delete Student Student Logins Export Results Edit Teacher

### 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 TEACHER Astrid Adams Sign Out  
Wed 27/03/2019

Class1 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 checked="" type="checkbox"/>	My Home	Letter names: m, h, f, n Words: Match words to pictures Thinking: Insert punctuation
Level 2	<input checked="" type="checkbox"/>	When Itchy Witchy Sneezes	Letter names: w, s, a, l Words: Rhyming words Thinking: Match pictures to words
Level 3	<input checked="" type="checkbox"/>	A Hug Is Warm	Alphabet: D Words: Match initial letters to words Thinking: Match words to pictures
Level 4	<input checked="" type="checkbox"/>	Wake Up, Mum!	Alphabet: E Words: Match high-frequency words Thinking: Make sentences

abc Alphabet  
Word Families  
Letter Combinations  
Songs

## 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 TEACHER interface, illustrating the process of creating a group and assigning students to it.

**Top Screenshot:** Shows the 'Class1' page with the 'Add Group' button circled with a '1'. The page header includes 'SUNSHINE PRIMARY CLUB TEACHER', 'Astrid Adams', and 'Sign Out'. The date is 'Wed 27/03/2019'. Below the header, there are buttons for 'Add Group', 'Add Student', and a dropdown menu for 'Select a Group'. A table below shows a list of students with checkboxes and a 'View Work' button.

**Middle Screenshot:** Shows the 'My Groups' page with a 'New Group' form. The text 'Group1' is entered in the input field, which is circled with a '2'. A 'Submit' button is below the input field. The page header is the same as the top screenshot.

**Bottom Screenshot:** Shows the 'Class1' page with the 'Add Student/s to Group' button circled with a '3'. The dropdown menu for 'Select a Group' is open, showing 'Group1' selected. The table below shows a list of students with checkboxes, and the 'Group1' group is assigned to several students (Amy Adams, Chris Cranston, Fiona Farrell, Henry Howell, Ivy Izzard). The 'Add Student/s to Group' button is circled with a '4'. The page header is the same as the top screenshot. At the bottom, the 'Assign/Remove Work' button is circled with a '5'.

## 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](http://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.



2

3 Hello Amy Adams Sign Out

4 Read the books and do the activities. View Work

5

Level 4

### 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

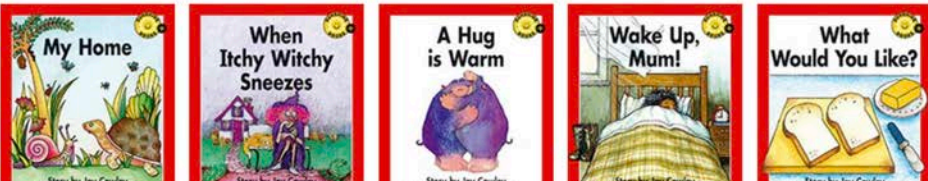
1. **Notifications** - the student is notified when all activities related to the book are completed, or when recording and writing activities are marked by the teacher.
2. **View Work** - accesses the student's results.
3. **My Results** - this displays the student's results in order of date.

**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

Click **View Work** to see your results
2
[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
<b>When Itchy Witchy Sneezes</b> Level 4 <a href="#">History</a>	27/03/2019	28/03/2019	Read - not timed	Thinking : 100% <a href="#">View Details</a> Word : 25% <a href="#">View Details</a> Alphabet : 100% <a href="#">View Details</a>	Error-Accuracy- % <a href="#">Listen</a> Comments:
<b>My Home</b> Level 4 <a href="#">History</a>	27/03/2019	28/03/2019	Read - 36 sec	Thinking : 50% <a href="#">View Details</a> Word : 100% <a href="#">View Details</a> Alphabet : 50% <a href="#">View Details</a>	Error-Accuracy- % <a href="#">Listen</a> Comments: