

## School Administrator Subscription

### Quick Start Guide 1

## Overview and Set Up of Sunshine Bookroom

Sunshine Bookroom is a cross platform, managed reading program. It consists of separate logins for Admin, Teacher and Student.

### Admin and Teacher



#### Log in as Teacher (or Admin) on a computer.

- Go to [sunshinebookroom.com](http://sunshinebookroom.com) and click on **ADMIN LOGIN**.
1. Set up your students.
  2. Allocate work to students.
  3. View student progress.

### Student



#### Log in as a student on a computer or tablet.

- On a computer, go to [sunshinebookroom.com](http://sunshinebookroom.com) and click on **Student Login**.
  - On a tablet, install the free app for ipad or android.
1. Log in with student username and password.
  2. Do the assigned stories and activities.
  3. Results are saved to view by the teacher.

Read the following steps to learn more ...

# Activating the Subscription

## Admin Login

On purchasing the subscription, a confirmation email is sent to the school admin with the login details.

1. Go to **sunshinebookroom.com** and click **ADMIN LOGIN**.
2. Log in as Admin with your username and password.



2 **Admin Login**

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Password Hint

Forgotten Password?

# Setting Up Your School

Setup can be done manually, as explained below. (For bulk import, see **Quick Start Guide 2**)

## First, set up teachers.

1. Click the Add/Edit Teachers button.
2. Fill out all the boxes, and click Submit.
3. Repeat for all teachers who are using the program.

The image consists of three screenshots of the SUNSHINE BOOKROOM - ADMIN interface, illustrating the steps to add a teacher. Red arrows and numbered circles (1, 2, 3) indicate the sequence of actions.

**Screenshot 1:** The main dashboard shows the 'Add/Edit Teachers' button highlighted with a red box and a circled '1'. The dashboard also displays 'Subscription Type: 200 Students - Expiry Date: 03/04/2020' and 'Tue 02/04/2019'. There are buttons for 'Add Class', 'Edit Class', 'Delete Classes', and 'Transfer Class'. An 'ANNUAL ROLLOVER' section contains 'Download School.csv' and 'Upload School.csv' buttons. A 'Load Class' button is also present.

**Screenshot 2:** The 'Add Teacher' form is shown, with a circled '2' next to the form title. The form fields are: 'Teacher Name:' (Astrid McGee), 'Email Address:' (astrid@mcgee.com), 'Password:' (bkroom), 'Re-enter Password:' (bkroom), and 'Password hint:' (school name). A 'Submit' button is at the bottom right. A 'Back' button is at the top left.

**Screenshot 3:** The 'All Teachers' list is shown, with a circled '3' next to the list title. The list contains three entries: 'Astrid McGee', 'Bruce McGee', and 'Cathy McGee', each with a checkbox. Below the list is a 'View/Edit Teacher Details' button and a 'Delete Teacher' link with a red 'X'. The 'Add Teacher' form is still visible on the right side of the screen.

## Set up classes.

1. Click the Add Class button.
2. Type the name of the class.
3. Choose the name of the teacher from the drop-down list.

**SUNSHINE BOOKROOM - ADMIN** Bob McGee Sign Out

Subscription Type: 200 Students - Expiry Date: 03/04/2020 Tue 02/04/2019

ANNUAL ROLLOVER  
Download School.csv Upload School.csv

Add/Edit Teachers **Add Class** Edit Class Delete Classes Transfer Class

Class Name Teacher Load Class

**Add Class**

Room1 \*

Teacher \*

Astrid McGee  
Bruce McGee  
Cathy McGee

FOR 1ST SETUP: Bulk Import Data Student Logins Teacher Logins Global Password Edit Admin Details

4. Repeat the process to create a complete list of classes.

**SUNSHINE BOOKROOM - ADMIN** Bob McGee Sign Out

Subscription Type: 200 Students - Expiry Date: 03/04/2020 Tue 02/04/2019

ANNUAL ROLLOVER  
Download School.csv Upload School.csv

Add/Edit Teachers Add Class Edit Class Delete Classes Transfer Class

Class Name	Teacher	Load Class
Room1	Astrid McGee	
Room2	Bruce McGee	
Room3	Cathy McGee	

FOR 1ST SETUP: Bulk Import Data Student Logins Teacher Logins Global Password Edit Admin Details

## Set up students.

The admin can set up all students, or teachers can set up their own students.

1. Select the class you want to load.
2. Click the Load Class button.
3. Click the Add Student button.
4. Fill out the form, and click Submit.

The screenshot shows the 'SUNSHINE BOOKROOM - ADMIN' interface. At the top, it displays 'Bob McGee Sign Out' and 'Tue 02/04/2019'. Below the header, there are buttons for 'Add/Edit Teachers', 'Add Class', 'Edit Class', 'Delete Classes', and 'Transfer Class'. A yellow box labeled 'ANNUAL ROLLOVER' contains 'Download School.csv' and 'Upload School.csv' buttons. A table lists classes with columns for 'Class Name' and 'Teacher'. The first row is 'Room1' with teacher 'Astrid McGee'. A red arrow points from the 'Load Class' button (circled 2) to the 'Add Student' button (circled 3) in the 'Room1' row. A modal form titled 'Add Student' is open, with fields for 'Student Name' (Amy Adams), 'User Name' (amybkrm), 'Password' (bkroom), 'Current Reading Level' (None), and 'Reading Group' (None). A 'Submit' button is at the bottom of the form. A blue button at the bottom left says 'FOR 1ST SETUP: Bulk Import Data'.

5. Keep adding students until the class list is complete.

6. Click **Student Logins** to print and distribute the student usernames and passwords.

The screenshot shows the 'SUNSHINE BOOKROOM - ADMIN' interface with the 'Add Student' modal closed. The 'Room1' table now contains a list of students. A red arrow points from the 'Submit' button in the previous screenshot to the 'Add Student' button (circled 5) in the 'Room1' row. The student list is as follows:

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

At the bottom, there are buttons for 'Assign/Remove Work', 'Student Logins', 'Transfer Students', 'Delete Students', 'Export Results', and 'Edit/Transfer Student'. The 'Student Logins' button is circled 6.