

School Administrator Subscription

Quick Start Guide 3

Assign Content to Students

The teacher can assign work to individuals or groups of students.

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



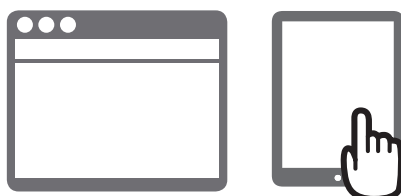
Room 1

<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 BOOKROOM - ADMIN

Bob McGee Sign Out

Classes Admin Home Wed 03/04/2019

Room1 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 that were chosen from the class list.
 4. Choose a level, tick the titles to assign and click **Submit** (*before* moving to another level).
 5. Scroll to the bottom if you want to select and assign multiple levels
- From within this area, you can also search for individual titles and view **Teachers Notes**.

SUNSHINE BOOKROOM - ADMIN

Bob McGee Sign Out

Wed 03/04/2019

Room1 Assign Work to : Amy Adams, Bobby Bland, Chris Cranston, ... Submit

Assign Work Select all Deselect all List View Cover View Resources

Level	Title	Activity	Resources
Level 20	<input checked="" type="checkbox"/> The Three Wishes	Writing Thinking: Story quiz	Teachers Notes
Level 21			
Level 22			
Level 23			
Level 24	<input checked="" type="checkbox"/> The Snow Daughter	Writing Thinking: Story quiz	Teachers Notes
Level 25			
Level 26			
Level 27			
Level 28	<input checked="" type="checkbox"/> The Mad Boy	Writing Thinking: Story quiz	Teachers Notes
Level 29			

Select Multiple Levels: 20-24 25-30

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. Go back to the class and tick the students for this group. Click **Add Students to Group**.
4. You can now **Select a Group** from the drop-down menu.
5. Assign work to that group. (When they open their **Library**, students will see the name of the group they are in).

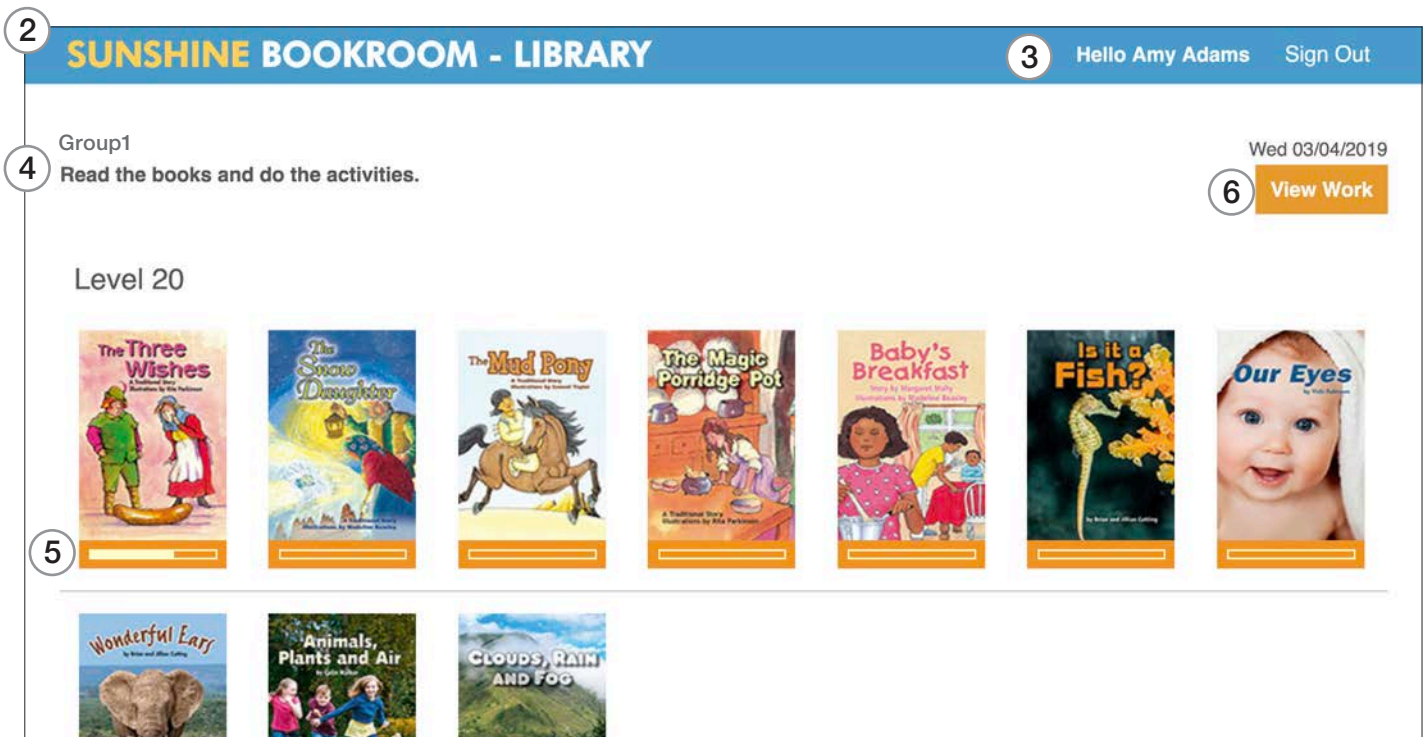
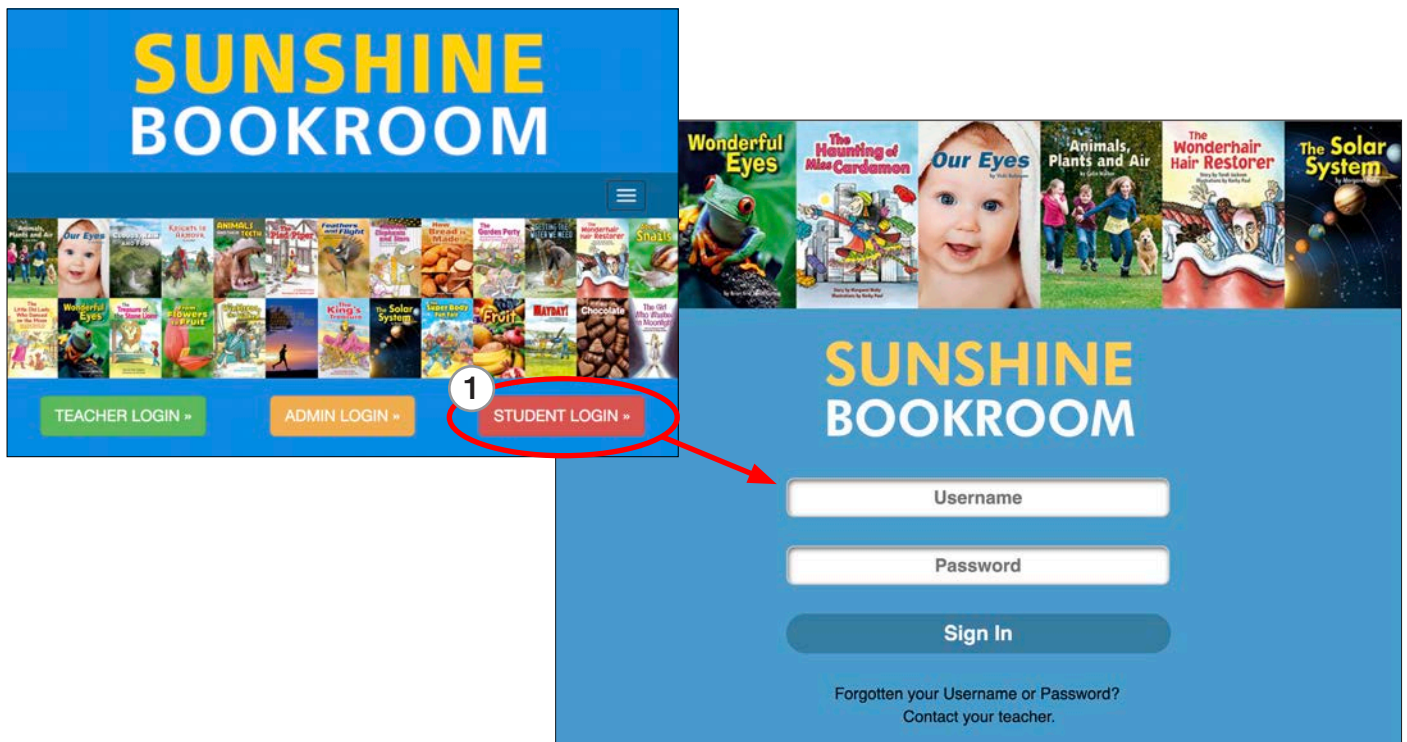
The screenshots illustrate the following steps:

- Step 1:** The user is in the 'Room1' view. The 'Add Group' button is highlighted with a circled '1'.
- Step 2:** A 'New Group' form is shown with the text 'Group1' entered in the input field and a 'Submit' button.
- Step 3:** The user returns to the class list. The 'Add Student/s to Group' button is highlighted with a circled '3'. A dropdown menu is open, showing 'Group1' and 'Remove From Group'.
- Step 4:** The 'Select a Group' dropdown menu is highlighted with a circled '4', showing 'Group1' selected.
- Step 5:** The final screenshot shows the class list with several students (Amy Adams, Chris Cranston, Fiona Farrell, Greg George, John Jackson) checked. A circled '5' is at the bottom left. The bottom navigation bar includes 'Assign/Remove Work', 'Student Logins', 'Transfer Students', 'Delete Students', 'Export Results', and 'Edit/Transfer Student'.

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 sunshinebookroom.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.
6. Select **View Work** to access the student results.



Student Library on a Tablet

This is the **Library** that the student sees on a tablet using the Sunshine Bookroom app. (It works the same way as for the computer, except for the following...)

1. The tablet has a large green download arrow on each title.
2. Touch the cover 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).

SUNSHINE BOOKROOM - LIBRARY Hello Amy Adams Sign Out

Group1 Thu 03/04/2019

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

Level 20

1 2

The Three Wishes
The Snow Daughter
The Mud Pony
The Magic Porridge Pot
Baby's Breakfast
Is it a Fish?
Our Eyes
Wonderful Ears
Animals, Plants and Air
CLOUDS, RAIN AND FOG