

SUNSHINE BOOKROOM

School Administrator Subscription

Quick Start Guide 5

Managing Your Sunshine Bookroom Renewal

Managing the subscription from year to year entails adding, transferring and deleting students and teachers.

The “Annual Rollover” function is used to manage the renewal.

This can also be done manually.

Another option is to delete all data and start again.

Option 1

Manage the Renewal with the Annual Rollover Function

Click “Download School.csv”

- 1. Open the downloaded file** in Excel.
- 2. Add new classes** to the bottom of the list (with new or existing teachers).
- 3. Add the new students** to the new classes.
- 4. Transfer existing students** to the new classes.
- 5. Delete existing students** not continuing with the program.
- 6. Delete the old classes** (once empty).
- 7. Upload the revised data** for the new school year.

Option 2

Manage the Renewal Manually

This may be preferable for small numbers of students.

Option 3

Delete and Start Again

Delete all the existing students and their data and start with a new “Bulk Import” of all new students for the new school year. All existing digital records (books read, activity results, recordings etc) will be deleted.

Read the following steps to learn more ...

Option 1

Manage the Renewal with the Annual Rollover Function

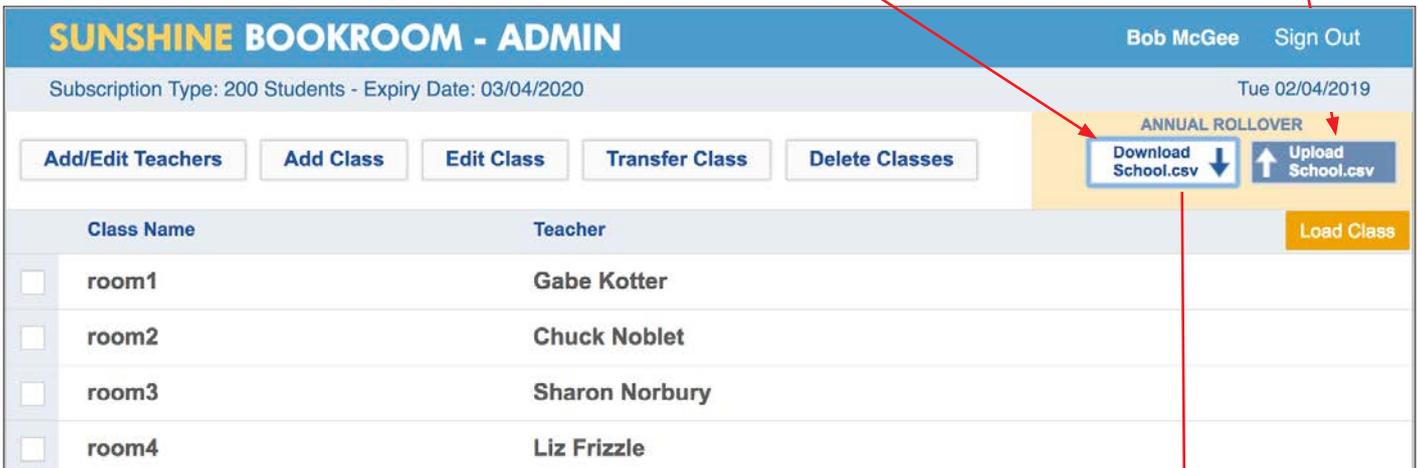
At the end of the school year, the administrator can download a complete **School.csv** file that contains all the existing students and teachers. There are 2 buttons in the school admin under the “Annual Rollover” heading. These are used to manage your renewal.

Download School.csv

This downloads a csv file that contains all existing students, teachers, and classes. This file is used to set up the students and teachers for the new school year.

Upload School.csv

Select this to locate and upload the modified file.



1. Open the downloaded CSV file in Excel

There are 3 extra columns in the downloaded file:

- G. Transfer Class** - to transfer existing students to their new class.
- H. Delete** - to delete students and classes (once classes are empty).
- I. Existing Records** - this column should not be altered.

	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	room1			y
3	Bobby	Bland	blandsch	school	student	room1			y
4	Chris	Clay	claysch	school	student	room1			y
5	Denise	Davis	davissch	school	student	room1			y
6	Eve	Eggleton	eggletonsch	school	student	room2			y
7	Fiona	Farrell	farrellsch	school	student	room2			y
8	Greg	George	georgesch	school	student	room2			y
9	Henry	Hodge	hodgesch	school	student	room2			y
10	Astrid	Ackerman	ackermansch	school	student	room3			y
11	Bruce	Barclay	barclaysch	school	student	room3			y
12	Cathy	Cooper	coopersch	school	student	room3			y
13	Dave	Dobson	dobsonsch	school	student	room3			y
14	Emily	Eames	eamessch	school	student	room4			y
15	Fred	Flynn	flynnsch	school	student	room4			y
16	Georgina	Gee	geesch	school	student	room4			y
17	Helen	Hewett	hewettsch	school	student	room4			y
18	Gabe	Kotter	kotter@sch.com	school	teacher	room1			y
19	Chuck	Noblet	noblet@sch.com	school	teacher	room2			y
20	Sharon	Norbury	norbury@sch.com	school	teacher	room3			y
21	Liz	Frizzle	frizzle@sch.com	school	teacher	room4			y
22									

2. Add new classes

- Add new classes for the new year to the bottom of the download file - e.g. **room1/2020**
- Leave the columns “Transfer Class”, “Delete” and “Existing Records” blank.

	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	room1			y
3	Bobby	Bland	blandsch	school	student	room1			y
4	Chris	Clay	claysch	school	student	room1			y
5	Denise	Davis	davissch	school	student	room1			y
6	Eve	Eggleton	eggletonsch	school	student	room2			y
7	Fiona	Farrell	farrellsch	school	student	room2			y
8	Greg	George	georgesch	school	student	room2			y
9	Henry	Hodge	hodgesch	school	student	room2			y
10	Astrid	Ackerman	ackermansch	school	student	room3			y
11	Bruce	Barclay	barclaysch	school	student	room3			y
12	Cathy	Cooper	coopersch	school	student	room3			y
13	Dave	Dobson	dobsonsch	school	student	room3			y
14	Emily	Eames	eamessch	school	student	room4			y
15	Fred	Flynn	flynnsch	school	student	room4			y
16	Georgina	Gee	geesch	school	student	room4			y
17	Helen	Hewett	hewettsch	school	student	room4			y
18	Gabe	Kotter	kotter@sch.com	school	teacher	room1			y
19	Chuck	Noblet	noblet@sch.com	school	teacher	room2			y
20	Sharon	Norbury	norbury@sch.com	school	teacher	room3			y
21	Liz	Frizzle	frizzle@sch.com	school	teacher	room4			y
22	Virginia	Newbie	newbie@sch.com	school	teacher	room1/2020			
23	Sharon	Norbury	norbury@sch.com	school	teacher	room2/2020			
24	Sharon	Norbury	norbury@sch.com	school	teacher	room3/2020			
25	Liz	Frizzle	frizzle@sch.com	school	teacher	room4/2020			
26	Paul	Newyear	newyear@sch.com	school	teacher	room5/2020			
27									

New teacher and new class (room5)

New teacher (room1)

Existing teachers (for rooms 2, 3 & 4)

- These classes can have new or existing teachers.
- Teachers can have more than one class, but classes can only have one teacher.

3. Add the new students

- Add new students to the new classes at the bottom of the download file.
- Leave the columns “Transfer Class”, “Delete” and “Existing Records” blank.

	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	room1			y
3	Bobby	Bland	blandsch	school	student	room1			y
4	Chris	Clay	claysch	school	student	room1			y
5	Denise	Davis	davissch	school	student	room1			y
6	Eve	Eggleton	eggletonsch	school	student	room2			y
7	Fiona	Farrell	farrellsch	school	student	room2			y
8	Greg	George	georgesch	school	student	room2			y
9	Henry	Hodge	hodgesch	school	student	room2			y
10	Astrid	Ackerman	ackermansch	school	student	room3			y
11	Bruce	Barclay	barclaysch	school	student	room3			y
12	Cathy	Cooper	coopersch	school	student	room3			y
13	Dave	Dobson	dobsonsch	school	student	room3			y
14	Emily	Eames	eamessch	school	student	room4			y
15	Fred	Flynn	flynnsch	school	student	room4			y
16	Georgina	Gee	geesch	school	student	room4			y
17	Helen	Hewett	hewettsch	school	student	room4			y
18	Gabe	Kotter	kotter@sch.com	school	teacher	room1			y
19	Chuck	Noblet	noblet@sch.com	school	teacher	room2			y
20	Sharon	Norbury	norbury@sch.com	school	teacher	room3			y
21	Liz	Frizzle	frizzle@sch.com	school	teacher	room4			y
22	Virginia	Newbie	newbie@sch.com	school	teacher	room1/2020			
23	Sharon	Norbury	norbury@sch.com	school	teacher	room2/2020			
24	Sharon	Norbury	norbury@sch.com	school	teacher	room3/2020			
25	Liz	Frizzle	frizzle@sch.com	school	teacher	room4/2020			
26	Paul	Newyear	newyear@sch.com	school	teacher	room5/2020			
27	Anne	Ascot	ascotsch	school	student	room1/2020			
28	Bob	Brady	bradysch	school	student	room2/2020			
29	Christine	Christy	christysch	school	student	room3/2020			
30	Danny	Davidson	davidsonsch	school	student	room4/2020			
31	Evelyn	Evans	evanssch	school	student	room5/2020			

New students

4. Transfer existing students

- In the **Transfer Class** column, type the name of the new class that the student is moving to.

	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	room1	room2/2020		y
3	Bobby	Bland	blandsch	school	student	room1	room2/2020		y
4	Chris	Clay	claysch	school	student	room1	room2/2020		y
5	Denise	Davis	davissch	school	student	room1			y
6	Eve	Eggleton	eggletonsch	school	student	room2	room3/2020		y
7	Fiona	Farrell	farrellsch	school	student	room2	room3/2020		y
8	Greg	George	georgesch	school	student	room2	room3/2020		y
9	Henry	Hodge	hodgesch	school	student	room2			y
10	Astrid	Ackerman	ackermansch	school	student	room3	room4/2020		y
11	Bruce	Barclay	barclaysch	school	student	room3	room4/2020		y
12	Cathy	Cooper	coopersch	school	student	room3	room4/2020		y
13	Dave	Dobson	dobsonsch	school	student	room3			y
14	Emily	Eames	eamessch	school	student	room4	room5/2020		y
15	Fred	Flynn	flynnsch	school	student	room4	room5/2020		y
16	Georgina	Gee	geesch	school	student	room4	room5/2020		y
17	Helen	Hewett	hewettsch	school	student	room4			y
18	Gabe	Kotter	kotter@sch.com	school	teacher	room1			y
19	Chuck	Noblet	noblet@sch.com	school	teacher	room2			y
20	Sharon	Norbury	norbury@sch.com	school	teacher	room3			y
21	Liz	Frizzle	frizzle@sch.com	school	teacher	room4			y
22	Virginia	Newbie	newbie@sch.com	school	teacher	room1/2020			
23	Sharon	Norbury	norbury@sch.com	school	teacher	room2/2020			
24	Sharon	Norbury	norbury@sch.com	school	teacher	room3/2020			
25	Liz	Frizzle	frizzle@sch.com	school	teacher	room4/2020			
26	Paul	Newyear	newyear@sch.com	school	teacher	room5/2020			
27	Anne	Ascot	ascotsch	school	student	room1/2020			
28	Bob	Brady	bradysch	school	student	room2/2020			
29	Christine	Christy	christysch	school	student	room3/2020			
30	Danny	Davidson	davidsonsch	school	student	room4/2020			
31	Evelyn	Evans	evanssch	school	student	room5/2020			

5. Delete existing students

- In the **Delete** column, type the word “delete” (lower case) beside the students not continuing with the program.

- Deleting a student permanently deletes all student data - scores, recordings & work history.

	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	room1	room2/2020		y
3	Bobby	Bland	blandsch	school	student	room1	room2/2020		y
4	Chris	Clay	claysch	school	student	room1	room2/2020		y
5	Denise	Davis	davissch	school	student	room1		delete	y
6	Eve	Eggleton	eggletonsch	school	student	room2	room3/2020		y
7	Fiona	Farrell	farrellsch	school	student	room2	room3/2020		y
8	Greg	George	georgesch	school	student	room2	room3/2020		y
9	Henry	Hodge	hodgesch	school	student	room2		delete	y
10	Astrid	Ackerman	ackermansch	school	student	room3	room4/2020		y
11	Bruce	Barclay	barclaysch	school	student	room3	room4/2020		y
12	Cathy	Cooper	coopersch	school	student	room3	room4/2020		y
13	Dave	Dobson	dobsonsch	school	student	room3		delete	y
14	Emily	Eames	eamessch	school	student	room4	room5/2020		y
15	Fred	Flynn	flynnsch	school	student	room4	room5/2020		y
16	Georgina	Gee	geesch	school	student	room4	room5/2020		y
17	Helen	Hewett	hewettsch	school	student	room4			y
18	Gabe	Kotter	kotter@sch.com	school	teacher	room1			y
19	Chuck	Noblet	noblet@sch.com	school	teacher	room2			y
20	Sharon	Norbury	norbury@sch.com	school	teacher	room3			y
21	Liz	Frizzle	frizzle@sch.com	school	teacher	room4			y
22	Virginia	Newbie	newbie@sch.com	school	teacher	room1/2020			
23	Sharon	Norbury	norbury@sch.com	school	teacher	room2/2020			
24	Sharon	Norbury	norbury@sch.com	school	teacher	room3/2020			
25	Liz	Frizzle	frizzle@sch.com	school	teacher	room4/2020			
26	Paul	Newyear	newyear@sch.com	school	teacher	room5/2020			
27	Anne	Ascot	ascotsch	school	student	room1/2020			
28	Bob	Brady	bradysch	school	student	room2/2020			
29	Christine	Christy	christysch	school	student	room3/2020			
30	Danny	Davidson	davidsonsch	school	student	room4/2020			
31	Evelyn	Evans	evanssch	school	student	room5/2020			

6. Delete the old classes

- In the **Delete** column, type the word “delete” (lower case) beside the old classes that are now empty.

- Classes must be empty before they can be deleted.
- All teachers stay in the system, and can only be deleted manually.

	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	room1	room2/2020		y
3	Bobby	Bland	blandsch	school	student	room1	room2/2020		y
4	Chris	Clay	claysch	school	student	room1	room2/2020		y
5	Denise	Davis	davissch	school	student	room1		delete	y
6	Eve	Eggleton	eggletonsch	school	student	room2	room3/2020		y
7	Fiona	Farrell	farrellsch	school	student	room2	room3/2020		y
8	Greg	George	georgesch	school	student	room2	room3/2020		y
9	Henry	Hodge	hodesch	school	student	room2		delete	y
10	Astrid	Ackerman	ackermansch	school	student	room3	room4/2020		y
11	Bruce	Barclay	barclaysch	school	student	room3	room4/2020		y
12	Cathy	Cooper	coopersch	school	student	room3	room4/2020		y
13	Dave	Dobson	dobsonsch	school	student	room3		delete	y
14	Emily	Eames	eamessch	school	student	room4	room5/2020		y
15	Fred	Flynn	flynnsch	school	student	room4	room5/2020		y
16	Georgina	Gee	geesch	school	student	room4	room5/2020		y
17	Helen	Hewett	hewettsch	school	student	room4		delete	y
18	Gabe	Kotter	kotter@sch.com	school	teacher	room1		delete	y
19	Chuck	Noblet	noblet@sch.com	school	teacher	room2		delete	y
20	Sharon	Norbury	norbury@sch.com	school	teacher	room3		delete	y
21	Liz	Frizzle	frizzle@sch.com	school	teacher	room4		delete	y
22	Virginia	Newbie	newbie@sch.com	school	teacher	room1/2020			
23	Sharon	Norbury	norbury@sch.com	school	teacher	room2/2020			
24	Sharon	Norbury	norbury@sch.com	school	teacher	room3/2020			
25	Liz	Frizzle	frizzle@sch.com	school	teacher	room4/2020			
26	Paul	Newyear	newyear@sch.com	school	teacher	room5/2020			
27	Anne	Ascot	ascotsch	school	student	room1/2020			
28	Bob	Brady	bradysch	school	student	room2/2020			
29	Christine	Christy	christysch	school	student	room3/2020			
30	Danny	Davidson	davidsonsch	school	student	room4/2020			
31	Evelyn	Evans	evanssch	school	student	room5/2020			

7. Upload the revised data for the new school year

Save the changes as a CSV file, and select **Upload School.csv** to locate and import the revised data.

Click “Continue”

If there are no errors in the file, the renewal is completed, along with a summary of the updated data.

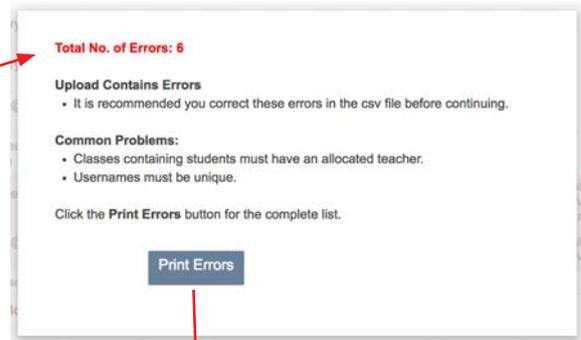
Name	Username	Password	Role	Class	Transfer Class	Delete	Remarks
Virginia Newbie	newbie@sch.com	school	teacher	room1/2018			
Sharon Norbury	norbury@sch.com	school	teacher	room2/2018			
Sharon Norbury	norbury@sch.com	school	teacher	room3/2018			
Liz Frizzle	frizzle@sch.com	school	teacher	room4/2018			
Paul Newyear	newyear@sch.com	school	teacher	room5/2018			
Anne Ascot	ascotsch	school	student	room1/2018			
Bob Brady	bradysch	school	student	room2/2018			
Christine Christy	christysch	school	student	room3/2018			
Danny Davidson	davidsonsch	school	student	room4/2018			

Records Summary of Imported CSV
2 New Teacher(s) added.
5 New Class(s) added.
5 New Student(s) added.
12 Student(s) transferred.
4 Student(s) deleted.
4 Class(s) deleted.

Continuing the Rollover with Errors

An error message will alert the user to any errors in the revised Rollover file. The errors can be printed for reference.

*** It is recommended to fix the errors in the csv file before continuing.**



Name	Username	Password	Role	Class	Remarks
Virginia2 Newbie2	newbiesch.com	school	teacher	room1/2020	Duplicate class/es exist in the current CSV. Username should be an email address for teacher
Liz Frizzle	frizzle@sch.com	school	teacher	room3/2020	Duplicate class/es exist in the current CSV
Gabe Kotter	kotter@sch.com	school	teacher	room1	room1 cannot be deleted as there are students still in it.
Beatrice Bradbury	bradburysch	school	student	room2	Class does not exists.
Bea Brad	bradsch	sch	student	room1/2020	Password length should be in between 6-16.
					Password length should be in between

Continuing with the Upload

Import Users							
Name	Username	Password	Role	Class	Transfer Class	Delete	Remarks
Fred Flynn	flynnsch	school	student	room4	room5/2020		
Georgina Gee	geesch	school	student	room4	room5/2020		
Gabe Kotter	kotter@sch.com	school	teacher	room1		delete	room1 cannot be deleted as there are students still in it.
Chuck Noblet	noblet@sch.com	school	teacher	room2		delete	
Sharon Norbury	norbury@sch.com	school	teacher	room3		delete	
Liz Frizzle	frizzle@sch.com	school	teacher	room4		delete	

All deletions display as red text.
Deletions are permanent and not reversible.

Any remaining errors will display with a red background

Bulk Import & Rollover Tips

- **Student username** must be unique (not case sensitive). Try something like 1st name + 1st letter of surname + postcode.
- **Password** must be a minimum of 6 characters (case sensitive) and can be generic
- **Teacher username** must be an email address.
- Teachers stay in the school account, and can only be deleted manually
- Classes cannot be deleted if there are still students in them.
- Classes are limited to 100 students.
- If the Administrator is also a Teacher, make up an email address for the teacher's username to avoid duplication.

Option 2

Managing the Renewal Manually

It is recommended to use the **ANNUAL ROLLOVER** function to manage the renewal. However, for small numbers of students, it is possible to manage renewals manually. Teachers also have the ability to transfer or delete individual students from within their class.

To manage the renewal manually, it may be preferable to:

1. **Delete students** no longer continuing with the program.
2. **Set up all new classes** for the new year.
3. **Transfer existing students** to their new classes.
4. **Delete the old classes** - after first double-checking that they are empty.

Now add the new intake of students to the new classes (either manually or via the Bulk Upload - see *Quick Start Guide 2*).

1. Delete students no longer continuing with the program

- Load the class and select the students to be deleted.
- Click the **Delete Students** button.
- Choose **Yes** to delete the students.

Note: This will permanently delete all student data such as scores, recordings and work history and is not reversible.

The screenshot shows the 'SUNSHINE BOOKROOM - ADMIN' interface. At the top, the user 'Bob McGee' is logged in, and the date is 'Wed 03/04/2019'. Below the header, there are navigation links for 'Classes' and 'Admin Home'. The main area displays a table of students in 'Room1'. The table has columns for 'Name', 'Reading Group', and 'Level'. The students listed are Amy Adams, Bob Brady, Bobby Bland, and Chris Clay. Each student row has a 'View Work' button. A confirmation dialog box is overlaid on the table, asking 'Are you sure you want to delete the student(s)?' and stating 'This will permanently delete the students and their data.' The dialog has 'Yes' and 'No' buttons. A red arrow points from the 'Delete Students' button in the bottom navigation bar to the 'Yes' button in the dialog. The bottom navigation bar also includes 'Assign/Remove Work', 'Student Logins', 'Transfer Students', 'Delete Students', 'Export Results', and 'Edit/Transfer Student'.

<input type="checkbox"/>	Name	Reading Group	Level	
<input checked="" type="checkbox"/>	Amy Adams			View Work
<input type="checkbox"/>	Bob Brady			View Work
<input checked="" type="checkbox"/>	Bobby Bland			View Work
<input type="checkbox"/>	Chris Clay			View Work

2. Set up all new classes for the new year (Admin)

- Select the Add Class button.
- Type the name of the class - e.g. **room5/2020**.
- Select the teacher from the drop-down list and click "Submit".

The screenshot shows the 'SUNSHINE BOOKROOM - ADMIN' interface. At the top, it displays 'Subscription Type: 200 Students - Expiry Date: 03/04/2020' and 'Tue 02/04/2019'. Below this are navigation buttons: 'Add/Edit Teachers', 'Add Class', 'Edit Class', 'Delete Classes', and 'Transfer Class'. An 'ANNUAL ROLLOVER' section contains 'Download School.csv' and 'Upload School.csv' buttons. A table lists existing classes with columns for 'Class Name' and 'Teacher'. A red arrow points from the 'Add Class' button to a modal form titled 'Add Class'. The modal form has a text input field containing 'room5/2020' and a 'Teacher' dropdown menu with the following options: Gabe Kotter, Chuck Noblet, Sharon Norbury, Liz Frizzle, Virginia Newbie, and Paul Newyear (highlighted). A 'Load Class' button is visible in the top right of the main interface.

Class Name	Teacher
<input type="checkbox"/> room1	Gabe Kotter
<input type="checkbox"/> room1/2020	Virginia Newbie
<input type="checkbox"/> room2	Sharon Norbury
<input type="checkbox"/> room2/2020	Sharon Norbury
<input type="checkbox"/> room3	Chuck Noblet
<input type="checkbox"/> room3/2020	Sharon Norbury
<input type="checkbox"/> room4	Liz Frizzle
<input type="checkbox"/> room4/2020	Liz Frizzle

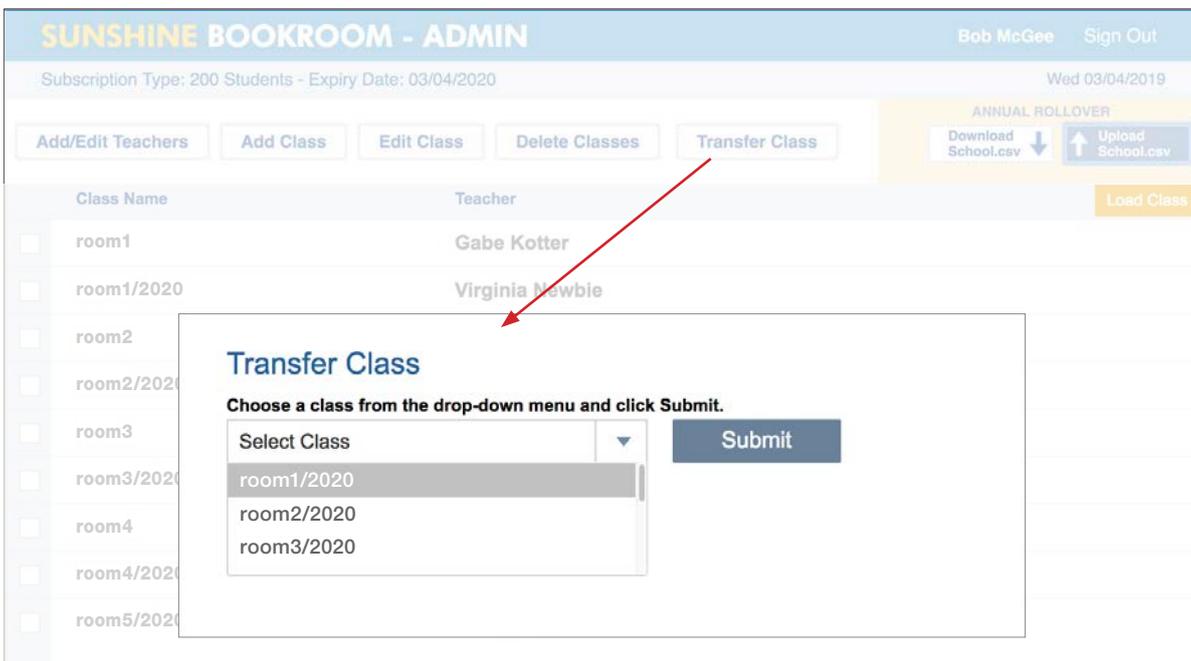
This screenshot shows the same 'SUNSHINE BOOKROOM - ADMIN' interface after the new class has been added. The table now includes a new row: 'room5/2020' with 'Paul Newyear' as the teacher. A red arrow points from the 'Add Class' modal in the previous screenshot to this new row. The 'ANNUAL ROLLOVER' section and navigation buttons remain the same.

Class Name	Teacher
<input type="checkbox"/> room1	Gabe Kotter
<input type="checkbox"/> room1/2020	Virginia Newbie
<input type="checkbox"/> room2	Sharon Norbury
<input type="checkbox"/> room2/2020	Sharon Norbury
<input type="checkbox"/> room3	Chuck Noblet
<input type="checkbox"/> room3/2020	Sharon Norbury
<input type="checkbox"/> room4	Liz Frizzle
<input type="checkbox"/> room4/2020	Liz Frizzle
<input type="checkbox"/> room5/2020	Paul Newyear

3. Transfer existing students to their new classes

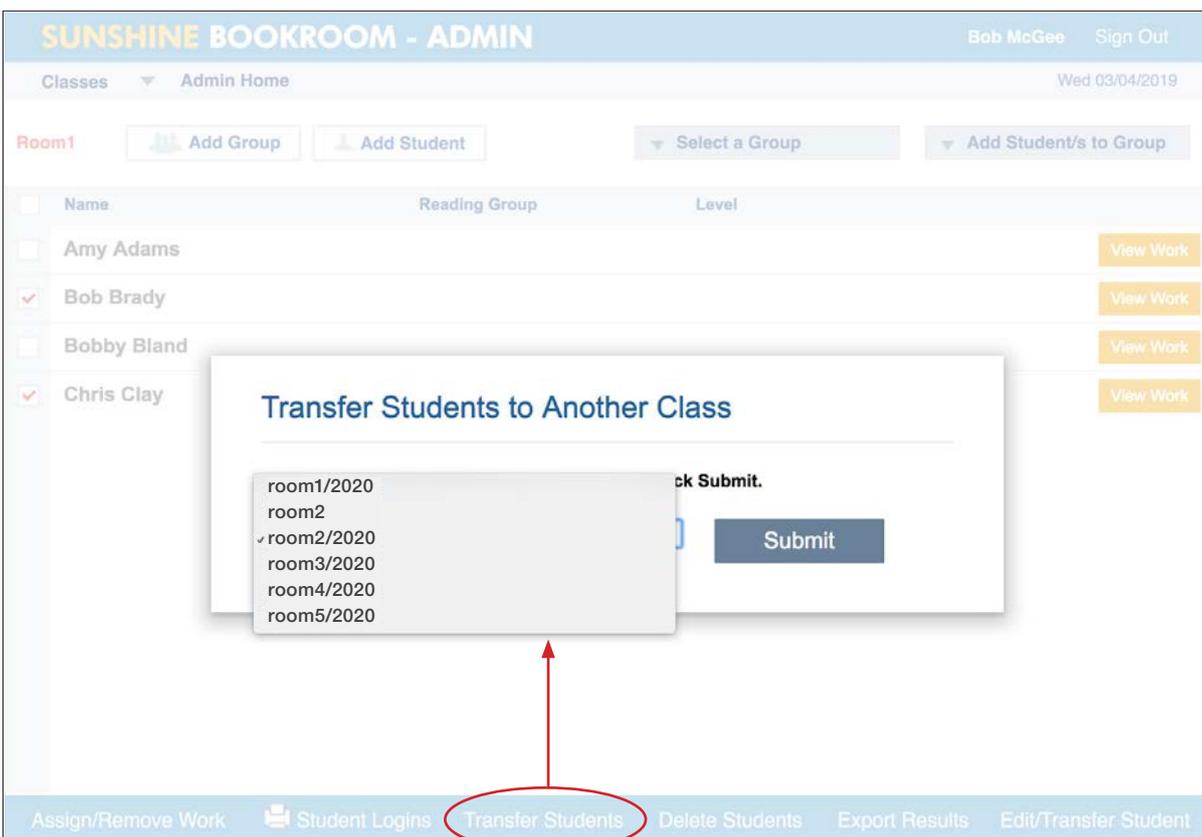
To transfer an entire class:

- Select the room to be transferred and click **Transfer Class**.
- Select the transfer class from the drop-down list - e.g. room1/2020.
- Click **Submit**.



To transfer students individually:

- Load the class of the students to be transferred.
- Select the students and click **Transfer Students**.
- Select the transfer class from the drop-down list - e.g. room2/2020.
- Click **Submit**.



Option 3

Delete and Start Again

If students are continuing on from one year to the next, it is **not** advisable to delete them, as this will permanently delete all their data - scores, recordings and work history.

If you **do** delete them, and start anew each year, you may want to reuse the usernames and passwords for the students continuing with the program. These can be printed from the “Print Student Logins” button at the bottom of the Admin screen.

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.
4. Click **Yes** to delete the students (and their data - scores, recordings and work history).

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

The screenshot shows the 'SUNSHINE BOOKROOM - ADMIN' interface. At the top, it displays the user 'Bob McGee' and a 'Sign Out' button. Below the header, there are navigation links for 'Classes' and 'Admin Home', and a date 'Wed 03/04/2019'. The main area shows a table with columns for 'Name', 'Reading Group', and 'Level'. A table with the following data is visible:

Name	Reading Group	Level	View Work
<input checked="" type="checkbox"/>	Amy Adams		View Work
<input type="checkbox"/>	Bob Brady		View Work
<input checked="" type="checkbox"/>	Bobby Bland		View Work
<input type="checkbox"/>	Chris Clay		View Work

A modal dialog box is open in the center, asking 'Are you sure you want to delete the student(s)?' with a red warning: 'This will permanently delete the students and their data.' Below the question are two buttons: 'Yes' (circled with a '4') and 'No'. At the bottom of the interface, there is a navigation bar with buttons: 'Assign/Remove Work', 'Student Logins', 'Transfer Students', 'Delete Students' (circled with a '3'), 'Export Results', and 'Edit/Transfer Student'. The top left of the interface has a 'Room1' header and buttons for 'Add Group' and 'Add Student'. A 'Select a Group' dropdown and 'Add Student/s to Group' button are also present. A circled '1' is next to the 'Room1' header, and a circled '2' is next to the student selection checkboxes.

How to Delete an Entire Class (Admin)

1. Select the class (or classes) to delete.
2. Click the **Delete Classes** button.
3. Click **Yes** to delete the class and students along with all their data - scores, recordings and work history.

The screenshot shows the 'SUNSHINE BOOKROOM - ADMIN' interface. At the top, it displays the user 'Bob McGee' and a 'Sign Out' button. Below the header, there are navigation links for 'Classes' and 'Admin Home', and a date 'Wed 03/04/2019'. The main area shows a table with columns for 'Class Name'. A table with the following data is visible:

Class Name	
<input checked="" type="checkbox"/>	room1
<input type="checkbox"/>	room2
<input type="checkbox"/>	room3

A modal dialog box is open in the center, asking 'Are you sure you want to delete the class?' with a red warning: 'If there are students in the class, this will permanently delete the students and their data.' Below the question are two buttons: 'Yes' (circled with a '3') and 'No'. At the bottom of the interface, there is a navigation bar with buttons: 'Add/Edit Teachers', 'Add Class', 'Edit Class', 'Transfer Class', 'Delete Classes' (circled with a '2'), 'Download School.csv', 'Upload School.csv', and 'Load Class'. The top left of the interface has a 'Room1' header and buttons for 'Add Group' and 'Add Student'. A 'Select a Group' dropdown and 'Add Student/s to Group' button are also present. A circled '1' is next to the class selection checkboxes.