

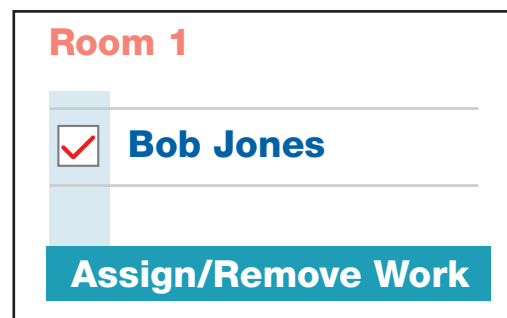
## Classroom Teacher Subscription

### Quick Start Guide 2

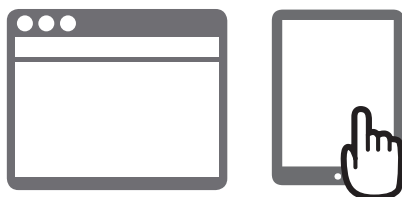
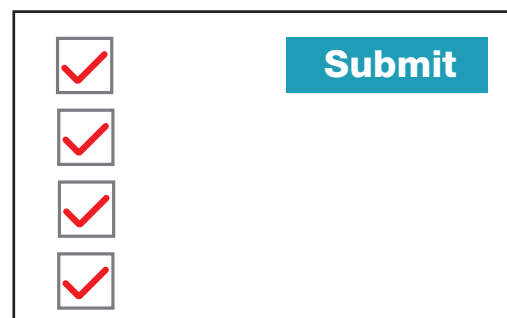
#### Assign Work

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**.



2. Choose the titles and activities to assign and click **Submit**.



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 - TEACHER** Astrid Mcgee Sign Out  
Thu 04/04/2019

Edit Class Name

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			<a href="#">View Work</a>
<input checked="" type="checkbox"/>	Bobby Bland			<a href="#">View Work</a>
<input checked="" type="checkbox"/>	Chris Cranston			<a href="#">View Work</a>
<input checked="" type="checkbox"/>	Denise Davis			<a href="#">View Work</a>
<input checked="" type="checkbox"/>	Eve Eggleton			<a href="#">View Work</a>
<input checked="" type="checkbox"/>	Fiona Farrell			<a href="#">View Work</a>
<input checked="" type="checkbox"/>	Greg George			<a href="#">View Work</a>
<input checked="" type="checkbox"/>	Henry Howell			<a href="#">View Work</a>
<input checked="" type="checkbox"/>	Ivy Izzard			<a href="#">View Work</a>
<input checked="" type="checkbox"/>	John Jackson			<a href="#">View Work</a>
<input checked="" type="checkbox"/>	Kathy Kirwin			<a href="#">View Work</a>
<input checked="" type="checkbox"/>	Len Lewis			<a href="#">View Work</a>

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.
5. To select multiple levels, scroll to the bottom of the screen and select the group you want.

**SUNSHINE BOOKROOM - TEACHER** Astrid Mcgee Sign Out  
Thu 04/04/2019

Room1 Assign Work to : Amy Adams Search Submit

Assign Work Select all Deselect all List View Cover View Resources

Level 20 Level 21 Level 22 Level 23 Level 24 Level 25 Level 26 Level 27 Level 28

**The Three Wishes** Writing Thinking: Story quiz [Teachers Notes](#)

**The Snow Daughter** Writing Thinking: Story quiz [Teachers Notes](#)

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. 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 BOOKROOM - TEACHER' interface, illustrating the process of creating a group and assigning students. The interface is for user 'Astrid Mcgee' on 'Thu 04/04/2019'.

**Step 1:** The first screenshot shows the 'Class1' page with the 'Add Group' button highlighted by a circled '1'. Below the buttons is a table with columns 'Name', 'Reading Group', and 'Level'. The table lists students: Amy Adams, Bobby Bland, Chris Cranston, Denise Davis, Eve Eggleton, Fiona Farrell, Greg George, Henry Howell, Ivy Izzard, John Jackson, Kathy Kirwin, and Len Lewis. A 'View Work' button is visible next to Amy Adams.

**Step 2:** The second screenshot shows the 'My Groups' section with a 'New Group' form. The input field contains 'Group1' and is highlighted by a circled '2'. A 'Submit' button is below the field.

**Step 3:** The third screenshot shows the 'Class1' page with the 'Add Student/s to Group' button highlighted by a circled '3'. A dropdown menu is open, showing 'Group1' and 'Remove From Group'. The table below shows that Amy Adams, Chris Cranston, and Fiona Farrell are now assigned to 'Group1'.

**Step 4:** The fourth screenshot shows the 'Class1' page with the 'Select a Group' dropdown menu highlighted by a circled '4'. The dropdown menu is open, showing 'Group1' as the selected option. The table below shows that Amy Adams, Chris Cranston, Fiona Farrell, Henry Howell, and Ivy Izzard are assigned to 'Group1'.

**Step 5:** The fifth screenshot shows the 'Class1' page with the 'Assign/Remove Work' button highlighted by a circled '5'. The table below shows that Amy Adams, Chris Cranston, Fiona Farrell, Henry Howell, and Ivy Izzard are assigned to 'Group1'.

## 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](http://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 (and 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. **View Work** gives access to the student results.

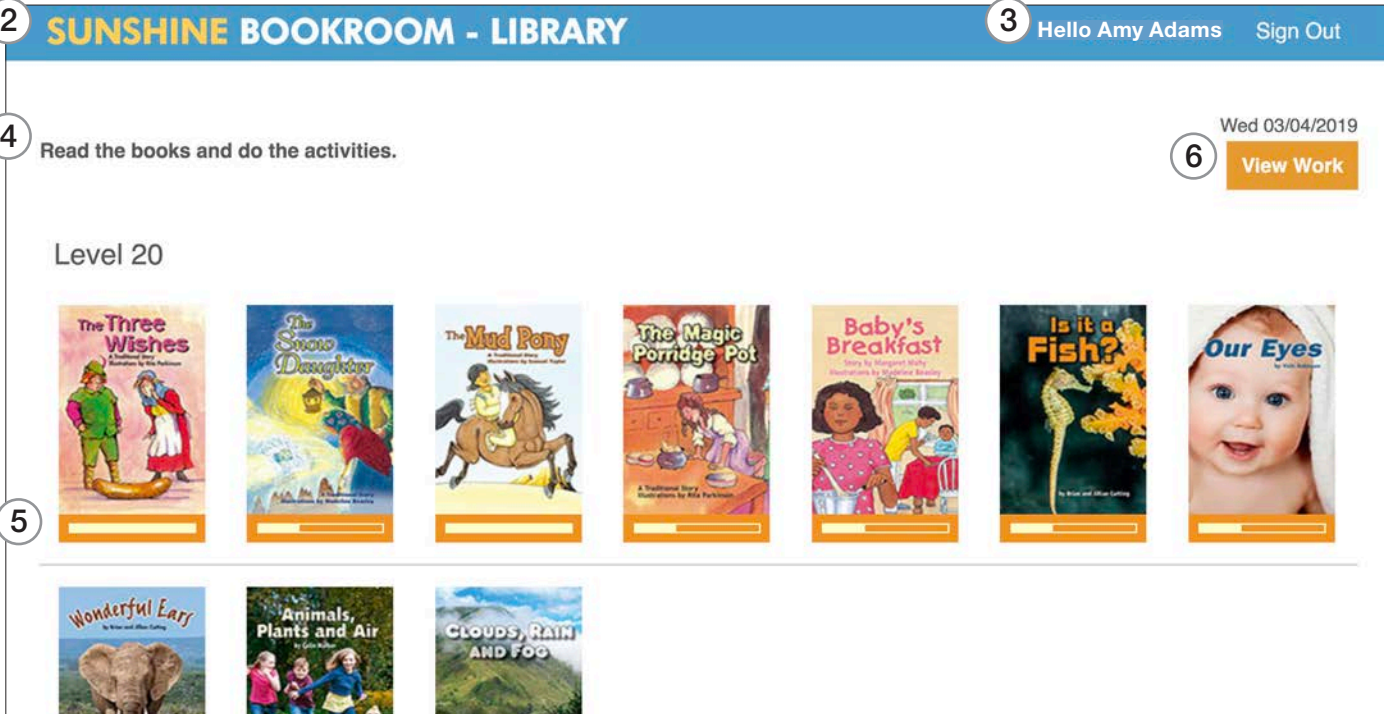


2 **SUNSHINE BOOKROOM - LIBRARY** 3 Hello Amy Adams Sign Out

4 Read the books and do the activities. Wed 03/04/2019 6 View Work

Level 20

5



### 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.

Recordings are saved and can be accessed from the **Listen** button.

Title	Date Assigned	Date Completed	Reading Time	Activities	Recording
Animals and their Teeth Level 21 History	10/08/2017	04/04/2019	Read - not timed	Thinking : 40% View Details Writing : 0 View Details	Error- Accuracy- % Listen Comments:
Feathers and Flight Level 21 History	10/08/2017	04/04/2019	Read - not timed	Thinking : 80% View Details Writing : 0 View Details	Error- Accuracy- % Listen Comments:

The **History** button displays the results of previous saved activities.

In the **My Results** section, **View Details** is now unlocked, and the user can click on this to see their results in more detail.