

# SUNSHINE BOOKROOM

## Classroom Teacher Subscription

### Quick Start Guide 4

#### Managing Your Renewal

Delete students not continuing with the program and set up new students for the new school year.

The screenshot displays the 'SUNSHINE BOOKROOM - TEACHER' interface. At the top right, the user 'Astrid Mcgee' is logged in, with a 'Sign Out' link. Below this, there is an 'Edit Class Name' field and the date 'Thu 04/04/2019'. The main area shows a 'Room1' header with buttons for 'Add Group', 'Add Student', 'Select a Group', and 'Add Student/s to Group'. A table lists students with columns for 'Name', 'Reading Group', and 'Level'. Each row includes a checkbox, the student's name, and a 'View Work' button. The first student, Amy Adams, has her checkbox checked. At the bottom, a navigation bar contains links for 'Assign/Remove Work', 'Edit/Delete Student', 'Student Logins', 'Export Results', and 'Edit Teacher'.

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

Read the following steps to learn more...

## Delete Students

1. Put a tick next to the student to delete and select the **Edit/Delete Student** button.
  2. Select **Delete Student**.
  3. Select **Yes** to permanently delete the student and all their data.
- Repeat for all the students you want to delete.

**SUNSHINE BOOKROOM - TEACHER** Astrid Mcgee Sign Out

Edit Class Name Thu 04/04/2019

Room1 Add Group Add Student Select a Group Add Student/s to Group

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

Assign/Remove Work **Edit/Delete Student** Student Logins Export Results Edit Teacher

**SUNSHINE BOOKROOM - TEACHER** Astrid Mcgee Sign Out

Room1 Fri 05/04/2019

**Edit Student**

Student Name:  \*

Username:  \*

Password:  \*

Current Reading Level:

Reading Group:

Room1

Edit Student

Student Name:

Amy Adams \*

Username:

adamsa

Password:

password

Current Reading

Reading Group:

Remove From Group

Are you sure you want to delete the student(s)?

This will permanently delete the students and their data.

3

Yes

No

Submit

Delete Student X

Print Student Login Details

### Add New Students

Add new students in the usual way by clicking on the **Add Student** button.

Repeat for all the students you want to add.

See **Guide 1 – Overview and Setup**.

Edit Class Name

Thu 04/04/2019

Room1

Add Group

Add Student

Select a Group

Add Student/s to Group

<input type="checkbox"/>	Name	Reading Group	Level	
<input type="checkbox"/>	Amy Adams			<a href="#">View Work</a>