

# SUNSHINE PRIMARY CLUB

## School Administrator Subscription

### Quick Start Guide 1 Overview and Setup



#### **Log in as Admin on a computer.**

- Go to [sunshineprimaryclub.com](https://sunshineprimaryclub.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 [sunshineprimaryclub.com](https://sunshineprimaryclub.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 **sunshineprimaryclub.com** and click the **ADMIN LOGIN** button.
  2. Log in as Admin.
- Use the username and password that was set up when the product was purchased.
  - These details are also supplied in a confirmation email.



### Admin Login

2



Password Hint

Sign In

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 first screenshot shows the main admin dashboard with the 'Add/Edit Teachers' button highlighted by a circled '1'. The dashboard includes a header with the school name, a navigation bar with buttons for adding and editing classes, and a table for class management.

The second screenshot shows the 'Add Teacher' form, highlighted by a circled '2'. The form includes fields for Teacher Name, Email Address, Password, Re-enter Password, and Password hint, each with a red asterisk indicating it is required. A 'Back' button is also present.

The third screenshot shows the 'All Teachers' list, highlighted by a circled '3'. The list displays three teachers: Astrid Adams, Bruce Barclay, and Cathy Cooper, each with a checkbox. Below the list is a 'View/Edit Teacher Details' button and a 'Delete Teacher' link with a red 'X' icon. The 'Add Teacher' form is also 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  
PRIMARY CLUB

ADMIN

Ava Admin    Sign Out

Subscription Type: 200 Students - Expiry Date: 28/03/2020

Wed 27/03/2019

Add/Edit Teachers

**Add Class**

Edit Class

Delete Classes

Transfer Class

ANNUAL ROLLOVER

Download School.csv

Upload School.csv

Class Name

Teacher

Load Class

Add Class

Class1

Teacher

Astrid Adams

Bruce Barclay

Cathy Cooper

Bulk Import Data

Student Logins

Teacher Logins

Global Password

Edit Admin Details

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

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Add/Edit Teachers

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Download School.csv

Upload School.csv

Class Name

Teacher

Load Class

Class1

Astrid Adams

Class2

Bruce Barclay

Class3

Cathy Cooper

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**.

5. Keep adding students until the class list is complete.
6. Click **Student Logins** to print and distribute the student usernames and passwords.

Name	Reading Group	Level	
<input 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>