SUNSHINE PRIMARY CLUB

School Administrator Subscription

Quick Start Guide 1

Overview and Setup



Log in as Admin on a computer.

- Go to 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 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.

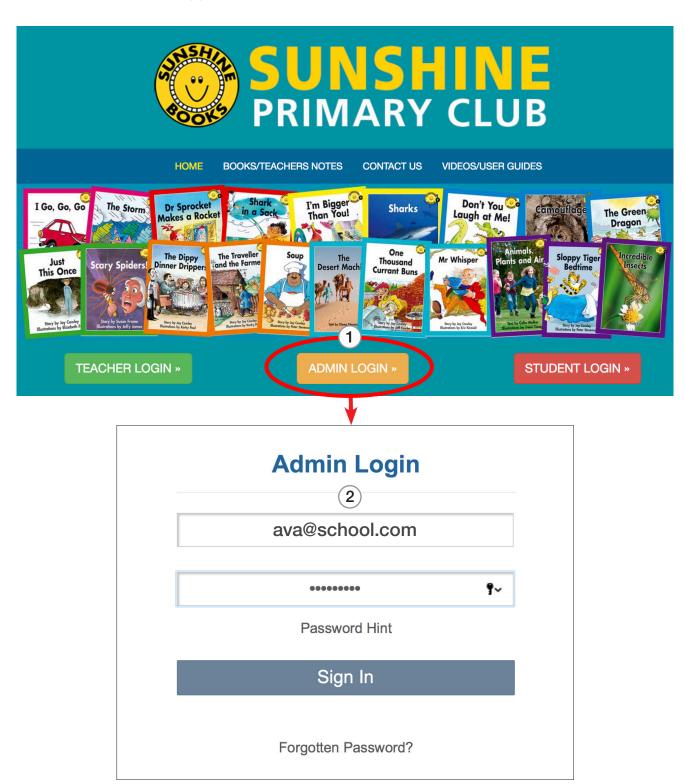
Read the following steps to learn more...

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.

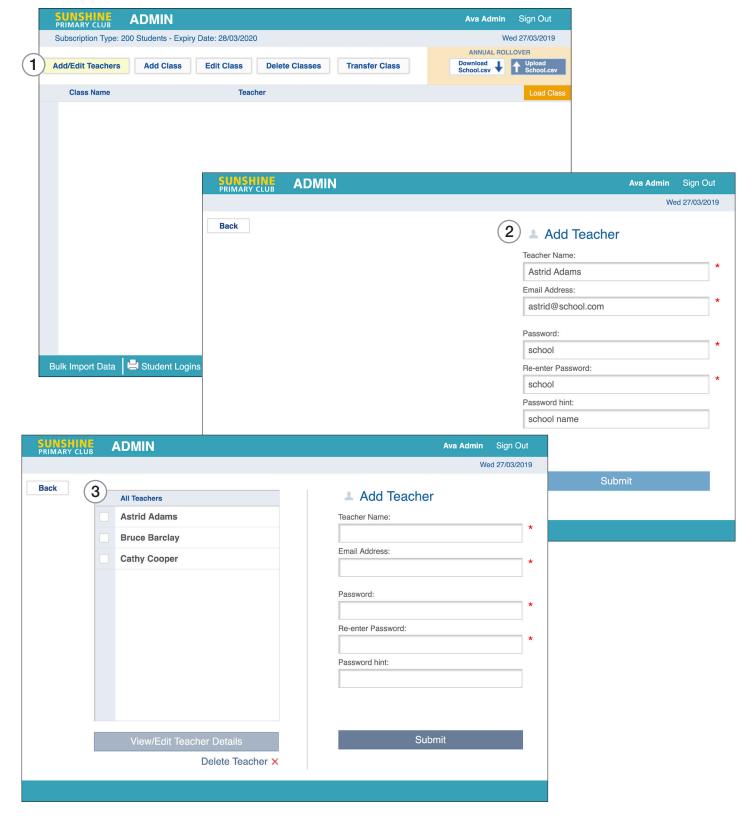


Setting Up Your School

Setup can be done manually, as explained below. (For bulk import, see Quick Start Guide 2)

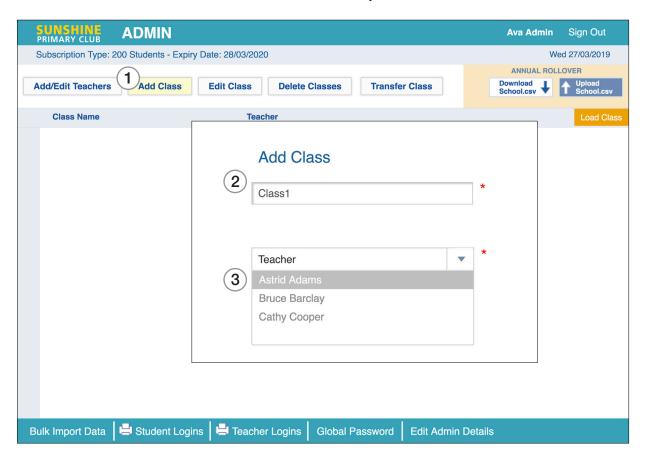
First set up teachers.

- 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.

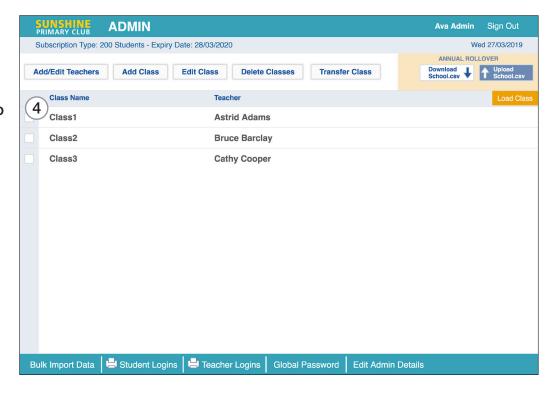


Set up classes.

- 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.



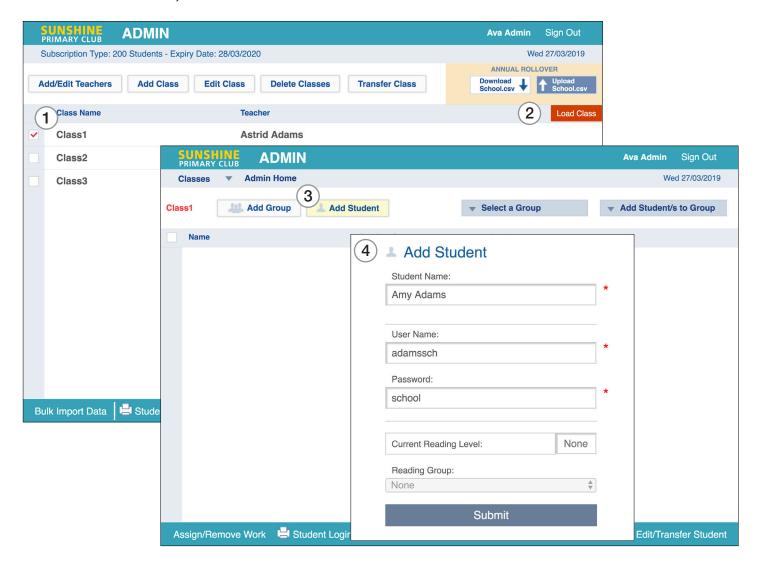
Repeat the process to create a complete list of classes.



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.
- Click Student Logins to print and distribute the student usernames and passwords.

