

SUNSHINE PRIMARY CLUB

School Administrator Subscription

Quick Start Guide 5 Managing Your Renewal

Managing your subscription from year to year necessitates either:

Deleting, transferring and adding students

or

Deleting all the previous year's students and data

OPTION 1: Managing Your Renewal via CSV File

Login as Admin and download the "Download School.csv" file.

- Fill out the fields for "Delete" (to delete existing students).
- Fill out the fields for "New Class" (to transfer existing students).
- Add new students, new classes or new teachers.
- Click the "Upload School.csv" button and import the revised file.

OPTION 2: Managing Your Renewal Manually

This may be preferable for smaller numbers of students.

OPTION 3: Delete and Start Again

You can delete all the students and their data and start with a completely new bulk upload of all new students for the new school year. All digital records (books read, activity results, recordings etc) will be deleted.

Read the following steps to learn more...

OPTION 1: Managing Your Renewal via CSV File

At the end of the school year, the administrator can download a complete csv file that contains all the existing students and teachers.

There are two buttons in the Admin that are used to manage your renewal.

1. Download School.csv – this downloads a csv file that contains the existing students and teachers. This file is used to set up the students and teachers for the new year.

2. Upload School.csv – click this to locate and upload the modified file.

SUNSHINE
PRIMARY CLUB

ADMIN

Ava Admin Sign Out

Subscription Type: 200 Students - Expiry Date: 28/03/2020
 Thu 28/03/2019

Add/Edit Teachers
 Add Class
 Edit Class
 Delete Classes
 Transfer Class

1

ANNUAL ROLLOVER

Download School.csv
 Upload School.csv

2

| | Class Name | Teacher | |
|--------------------------|------------|---------------|------------|
| <input type="checkbox"/> | Class1 | Astrid Adams | Load Class |
| <input type="checkbox"/> | Class2 | Bruce Barclay | |
| <input type="checkbox"/> | Class3 | Cathy Cooper | |

The download csv file

There are three extra columns in the “Download School.csv” file:

G. Transfer Class - to transfer existing students (or teachers).

H. Delete - use this column to delete existing students.

I. Existing Records - indicates existing students: do not alter.

| | A | B | C | D | E | F | 1 | 2 | 3 |
|----|------------|------------|-------------------|----------|---------|--------|----------------|--------|------------------|
| | First Name | Last Name | Username | Password | Role | Class | Transfer Class | Delete | Existing Records |
| 1 | Amy | Adams | adamssch | school | student | Class1 | | | y |
| 2 | Bobby | Bland | blandsch | school | student | Class1 | | | y |
| 3 | Chris | Cranston | cranstonsch | school | student | Class1 | | | y |
| 4 | Denise | Davis | davissch | school | student | Class1 | | | y |
| 5 | Eve | Eggleton | eggletonsch | school | student | Class1 | | | y |
| 6 | Fiona | Farrell | farrellsch | school | student | Class1 | | | y |
| 7 | Greg | George | georgesch | school | student | Class1 | | | y |
| 8 | Henry | Howell | howellsch | school | student | Class1 | | | y |
| 9 | Ivy | Izzard | izzardsch | school | student | Class1 | | | y |
| 10 | John | Jackson | jacksonsch | school | student | Class1 | | | y |
| 11 | Kathy | Kirwin | kirwinsch | school | student | Class1 | | | y |
| 12 | Len | Lewis | lewissch | school | student | Class1 | | | y |
| 13 | Amy | Jones | Jonesssch | school | student | Class4 | | | y |
| 14 | Isabella | House | Housesch | school | student | Class4 | | | y |
| 15 | Winslow | Jackson | Jacksonwsch | school | student | Class4 | | | y |
| 16 | Mandy | Lucas | Lucassch | school | student | Class4 | | | y |
| 17 | Andre | Nelson | Nelsonsch | school | student | Class4 | | | y |
| 18 | Justin | Vega | Vegasch | school | student | Class4 | | | y |
| 19 | Hanna | Royce | Roycesch | school | student | Class4 | | | y |
| 20 | Barry | Cunningham | Cunninghamsch | school | student | Class4 | | | y |
| 21 | Jameson | Ball | Ballsch | school | student | Class4 | | | y |
| 22 | Zachariah | Roy | Roysch | school | student | Class4 | | | y |
| 23 | Keira | Lowe | Lowesch | school | student | Class4 | | | y |
| 24 | Tracey | Harrison | Harrisonsch | school | student | Class4 | | | y |
| 25 | Arnold | Carpenter | Carpenterssch | school | student | Class4 | | | y |
| 26 | Kendrick | Manning | Manningsch | school | student | Class4 | | | y |
| 27 | Lance | Mathis | Mathissch | school | student | Class4 | | | y |
| 28 | Brandi | Herrera | Herrerasch | school | student | Class4 | | | y |
| 29 | Anne | Salazar | Salazarsch | school | student | Class4 | | | y |
| 30 | Kristen | Clarke | Clarksch | school | student | Class4 | | | y |
| 31 | Toby | Casey | Caseysch | school | student | Class4 | | | y |
| 32 | Madeline | Nguyen | Nguyensch | school | student | Class4 | | | y |
| 33 | Lloyd | Sanchez | Sanchezsch | school | student | Class4 | | | y |
| 34 | Amalia | Tejada | Tejadasch | school | student | Class4 | | | y |
| 35 | Keisha | Pogue | Poguesch | school | student | Class4 | | | y |
| 36 | Carl | Luna | Lunasch | school | student | Class4 | | | y |
| 37 | Rochelle | Poole | Poolesch | school | student | Class4 | | | y |
| 38 | Astrid | Adams | astrid@school.com | school | teacher | Class1 | | | y |
| 39 | Bruce | Barclay | bruceb@school.com | school | teacher | Class2 | | | y |
| 40 | Cathy | Cooper | cathy@school.com | school | teacher | Class3 | | | y |
| 41 | Wendy | Shine | wendy@school.com | school | teacher | Class4 | | | y |
| 42 | | | | | | | | | |

How to use the “School.csv” file

Use the file to delete, transfer and import students, teachers and classes – see example below.

| | | | | | | | Transfer students | Do not alter this column | |
|----|------------|------------|-------------------|----------|---------|--------|-------------------|--------------------------|------------------|
| | 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 | Class1 | Class2 | | y |
| 3 | Bobby | Bland | blandsch | school | student | Class1 | Class2 | | y |
| 4 | Chris | Cranston | cranstonsch | school | student | Class1 | Class2 | | y |
| 5 | Denise | Davis | davissch | school | student | Class1 | Class2 | | y |
| 6 | Eve | Eggleton | eggletonsch | school | student | Class1 | Class3 | | y |
| 7 | Fiona | Farrell | farrellsch | school | student | Class1 | Class3 | | y |
| 8 | Greg | George | georgesch | school | student | Class1 | Class3 | | y |
| 9 | Henry | Howell | howellsch | school | student | Class1 | Class3 | | y |
| 10 | Ivy | Izzard | izzardsch | school | student | Class1 | Class4 | | y |
| 11 | John | Jackson | jacksonsch | school | student | Class1 | Class4 | | y |
| 12 | Kathy | Kirwin | kirwinsch | school | student | Class1 | Class4 | | y |
| 13 | Len | Lewis | lewissch | school | student | Class1 | Class4 | | y |
| 14 | Amy | Jones | Jonesssch | school | student | Class4 | | delete | y |
| 15 | Isabella | House | Housesch | school | student | Class4 | | delete | y |
| 16 | Winslow | Jackson | Jacksonwsch | school | student | Class4 | | delete | y |
| 17 | Mandy | Lucas | Lucassch | school | student | Class4 | | delete | y |
| 18 | Andre | Nelson | Nelsonsch | school | student | Class4 | | delete | y |
| 19 | Justin | Vega | Vegasch | school | student | Class4 | | delete | y |
| 20 | Hanna | Royce | Roycesch | school | student | Class4 | | delete | y |
| 21 | Barry | Cunningham | Cunninghamsch | school | student | Class4 | | delete | y |
| 22 | Jameson | Ball | Ballsch | school | student | Class4 | | delete | y |
| 23 | Zachariah | Roy | Roysch | school | student | Class4 | | delete | y |
| 24 | Keira | Lowe | Lowesch | school | student | Class4 | | delete | y |
| 25 | Tracey | Harrison | Harrisonsch | school | student | Class4 | | delete | y |
| 26 | Arnold | Carpenter | Carpentersch | school | student | Class4 | | delete | y |
| 27 | Kendrick | Manning | Manningsch | school | student | Class4 | | delete | y |
| 28 | Lance | Mathis | Mathissch | school | student | Class4 | | delete | y |
| 29 | Brandi | Herrera | Herrerasch | school | student | Class4 | | delete | y |
| 30 | Anne | Salazar | Salazarsch | school | student | Class4 | | delete | y |
| 31 | Kristen | Clarke | Clarkesch | school | student | Class4 | | delete | y |
| 32 | Toby | Casey | Caseysch | school | student | Class4 | | delete | y |
| 33 | Madeline | Nguyen | Nguyensch | school | student | Class4 | | delete | y |
| 34 | Lloyd | Sanchez | Sanchezsch | school | student | Class4 | | delete | y |
| 35 | Amalia | Tejada | Tejadasch | school | student | Class4 | | delete | y |
| 36 | Keisha | Pogue | Poguesch | school | student | Class4 | | delete | y |
| 37 | Carl | Luna | Lunasch | school | student | Class4 | | delete | y |
| 38 | Rochelle | Poole | Poolesch | school | student | Class4 | | delete | y |
| 39 | Astrid | Adams | astrid@school.com | school | teacher | Class1 | | | y |
| 40 | Bruce | Barclay | bruceb@school.com | school | teacher | Class2 | | | y |
| 41 | Cathy | Cooper | cathy@school.com | school | teacher | Class3 | | | y |
| 42 | Wendy | Shine | wendy@school.com | school | teacher | Class4 | | | y |
| 43 | Roscoe | Henry | Henrysich | school | student | Class1 | | | |
| 44 | Marshall | Carney | Carneysch | school | student | Class1 | | | |
| 45 | Simon | Daugherty | Daughertysch | school | student | Class1 | | | |
| 46 | Erwin | Roy | Roysch | school | student | Class2 | | | |
| 47 | Johnathan | Mcdonald | Mcdonaldsch | school | student | Class2 | | | |
| 48 | Diego | Cross | Crosssch | school | student | Class2 | | | |
| 49 | Pamela | Stokes | Stokessch | school | student | Class3 | | | |
| 50 | Pearl | Pratt | Prattsch | school | student | Class3 | | | |
| 51 | Kristopher | Bernard | Bernardsch | school | student | Class3 | | | |
| 52 | Gena | Carlson | Carlsonsch | school | student | Class4 | | | |
| 53 | Daren | Ryan | Ryansch | school | student | Class4 | | | |
| 54 | Tamika | Barrett | Barrettsch | school | student | Class4 | | | |
| 55 | | | | | | | | | |
| 56 | | | | | | | | | |

New students
- new classes/teachers
can also be added here

Delete students
- use the text “delete”

When complete, save as a .csv file and import it via the **Upload School.csv** button.

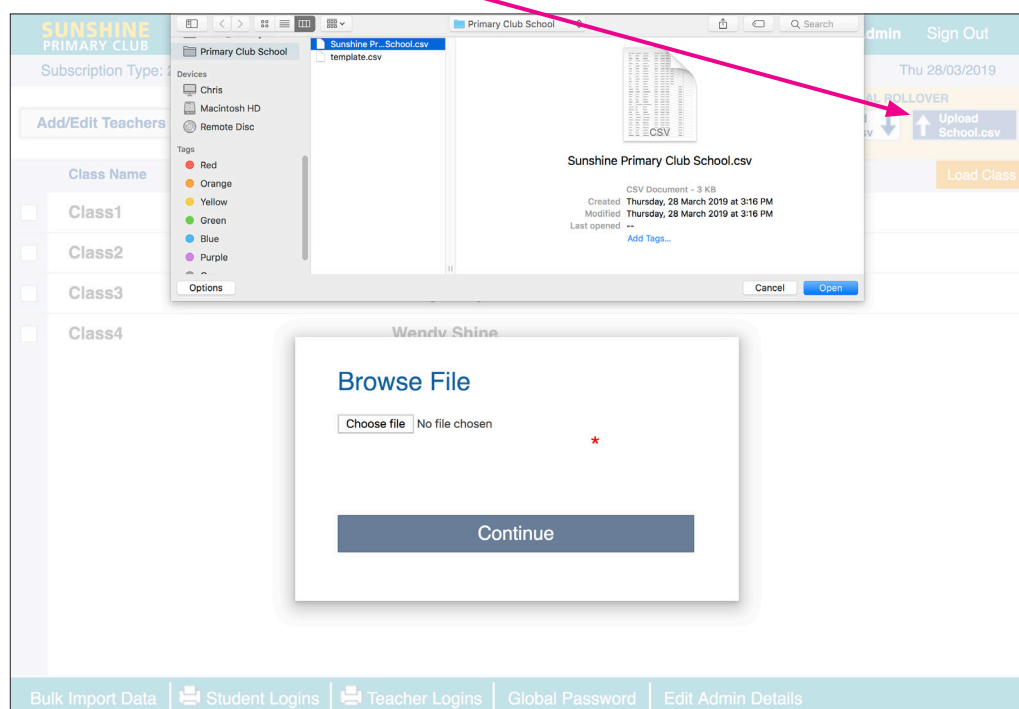
Completing the Renewal

Click the **Upload School.csv** button to locate and import the revised file.

A verification screen displays an analysis of the import file and the number of errors.

Follow the on-screen instructions to complete the import.

For more information on completing the import, see Quick Start Guide 2, page 5.



OPTION 2: Managing Your Renewal Manually

For smaller numbers of students, it may be preferable to manage renewals manually.

Before any student transfers can be done manually, the Administrator needs to add any new **teachers** and the **classes** they will be teaching (see *Quick Start Guide 1 - Overview*). Students no longer accessing the program can then be deleted.

The Admin (or individual teachers) can now start transferring students to their new classes. If the Admin is doing this, we suggest they start the transfer with the highest level classes and then work down to the lower levels. For example,

For Reception to Year 2 classes:

- transfer the Year 2 students to their new Year 3 classes
- transfer the Year 1 students to their new Year 2 classes
- transfer the Reception students to their new Year 1 classes

For more information on how to manually transfer students, see page 5.

Now you can upload the new intake of Reception students. This can be done using the Bulk Upload template (see *Quick Start Guide 2 - Bulk Upload*).

Bulk Import Tips

Username: must be unique

Password: can be generic

Teacher Username: email address

- If the Administrator is also a Teacher, make up any email address for that teacher's username to avoid duplication.
- To keep each student's username unique, you might try using their first name, surname initial and school postcode.

Transfer Students from Within a Class (Admin)

Load the class you wish to transfer students from.

1. Select the students to transfer.
2. Click the **Transfer Students** button.
3. Select the class from the drop-down menu, and click **Submit**.

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

The screenshot shows the SUNSHINE PRIMARY CLUB ADMIN interface. At the top, there's a header with 'SUNSHINE PRIMARY CLUB' and 'ADMIN'. Below it, there's a navigation bar with 'Classes' and 'Admin Home'. The main area shows a table of students with columns 'Name', 'Reading Group', and 'Level'. A modal window titled 'Transfer Students to Another Class' is open, displaying a list of classes (Class1, Class2, Class3, Class4) with Class3 selected. The background shows a table of students with checkboxes for selection. Numbered callouts 1, 2, and 3 indicate the steps: 1. Select students, 2. Click Transfer Students button, 3. Select class from dropdown.

Transfer an Entire Class (Admin)

1. Select the class to transfer.
2. Click the **Transfer Class** button.
3. Select the class to transfer to from the drop-down menu and click **Submit**.

The screenshot shows the SUNSHINE PRIMARY CLUB ADMIN interface. At the top, there's a header with 'SUNSHINE PRIMARY CLUB' and 'ADMIN'. Below it, there's a navigation bar with 'Subscription Type: 200 Students - Expiry Date: 28/03/2020' and 'Thu 28/03/2019'. The main area shows a table of classes with columns 'Class Name' and 'Teacher'. A modal window titled 'Transfer Class' is open, displaying a list of classes (Class1, Class2, Class3, Class4) with Class3 selected. The background shows a table of classes with checkboxes for selection. Numbered callouts 1, 2, and 3 indicate the steps: 1. Select class, 2. Click Transfer Class button, 3. Select class from dropdown.

OPTION 3: Delete and Start Again

If students are continuing on from one year to the next, it is advisable **not** to delete them.

If you **do** delete them, and start anew each year, you may want to consider keeping the same usernames and passwords. These can be printed out (before they are deleted) by clicking on “**Print Student Logins**” at the bottom of the Admin screen or at the bottom of each class. This information can be added to the bulk upload template.

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.

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

SUNSHINE PRIMARY CLUB ADMIN Ava Admin Sign Out Thu 28/03/2019

Classes Admin Home

1 **Class2** Add Group Add Student Select a Group Add Student/s to Group

| <input type="checkbox"/> | Name | Reading Group | Level | |
|-------------------------------------|--------------------|---------------|-------|---------------------------|
| <input type="checkbox"/> | Amy Adams | | | View Work |
| <input checked="" type="checkbox"/> | Bobby Bland | | | View Work |
| <input type="checkbox"/> | Chris Cranston | | | View Work |
| <input checked="" type="checkbox"/> | Denise Davis | | | View Work |
| <input type="checkbox"/> | Diego Cross | | | View Work |
| <input checked="" type="checkbox"/> | Erwin Roy | | | View Work |
| <input type="checkbox"/> | Johnathan McDonald | | | View Work |

3 Assign/Remove Work Student Logins Transfer Students **Delete Students** Export Results Edit/Transfer Student

How to Delete an Entire Class (Admin)

1. Select the class (or classes) to delete and click the **Delete Classes** button.

Caution: This permanently deletes the class and students.

SUNSHINE PRIMARY CLUB ADMIN Ava Admin Sign Out Thu 28/03/2019

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

Add/Edit Teachers Add Class Edit Class **Delete Classes** 1 Transfer Class

ANNUAL ROLLOVER Download School.csv Upload School.csv

| <input type="checkbox"/> | Class Name | Teacher | Load Class |
|-------------------------------------|------------|---------------|------------|
| <input checked="" type="checkbox"/> | Class1 | Astrid Adams | |
| <input checked="" type="checkbox"/> | Class2 | Bruce Barclay | |
| <input type="checkbox"/> | Class3 | Gethy Cooper | |