SUNSHINE PRIMARY CLUB

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.
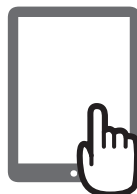
Room 1

☑ Bob Jones

Assign/Remove Work

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

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.**

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

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).

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 sunshineprimaryclub.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.
4. The Library will have 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.

> **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.
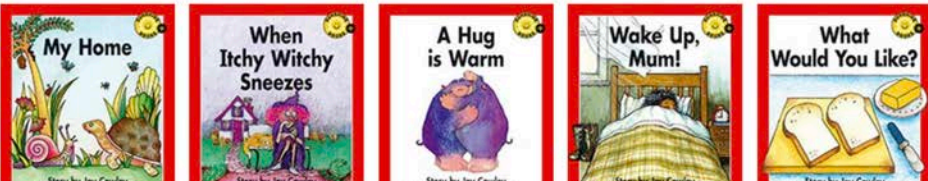
Student Notifications and Results

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.