



Quick Start Guide 1

Overview of Sunshine Classics

Sunshine Classics is a cross platform, managed reading program. It consists of separate logins for Admin/Teacher and Student.

Admin and Teacher



Log in as Admin or Teacher on a computer.

- Go to sunshineclassics.com.au or sunshineclassics.co.nz and click on **Teacher & 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.

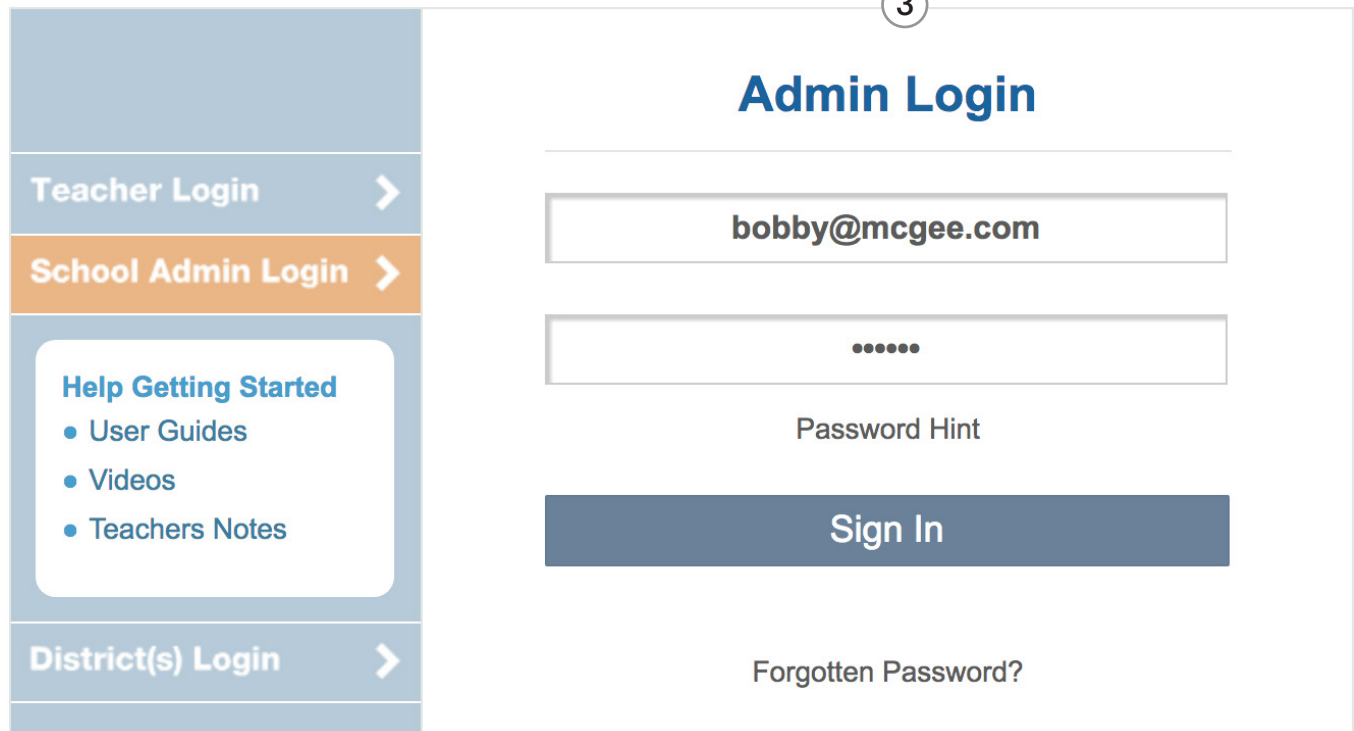
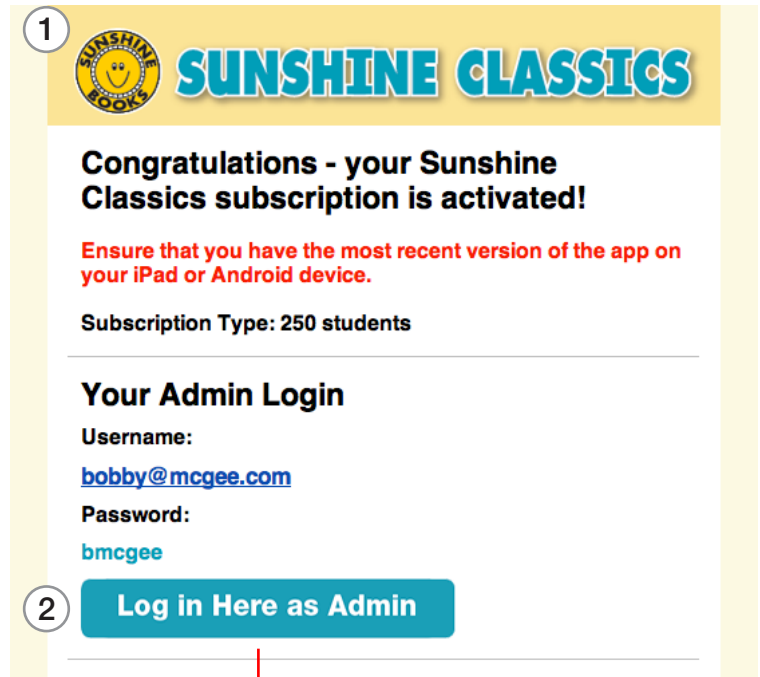
- On a computer, go to sunshineclassics.com.au or sunshineclassics.co.nz and click on **Student Login**.
 - On a tablet, install the free app for ipad or android).
1. Log in with student username and password.
 2. Do the assigned stories and activities.
 3. Results are saved to view by the teacher.

Read the following steps to learn more ...

Activating the Subscription

Admin Login

1. On purchasing a subscription, an email is sent to the school admin.
2. Click on the **Log in Here as Admin** button.
3. Log in as Admin, using the username and password supplied.



Setting Up Your School

For small numbers of students, setup can be done manually.
(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 that are using the program.

The image consists of three overlapping screenshots of the 'SUNSHINE CLASSICS - ADMIN' web application interface, illustrating the steps to add a teacher.

Screenshot 1 (Top): Shows the main dashboard. The header includes 'SUNSHINE CLASSICS - ADMIN', 'Bobby McGee', and 'Sign Out'. Below the header, it displays 'Subscription Type: 111 Students - Expiry Date: 16/06/2018' and 'Wed 21/06/2017'. A navigation bar contains buttons for 'Add/Edit Teachers', 'Add Class', 'Edit Class', 'Transfer Class', and 'Delete Classes'. A yellow 'ANNUAL ROLL-OVER' banner is present with 'Download School.csv' and 'Upload School.csv' buttons. A table with columns 'Class Name' and 'Teacher' is visible, with a 'Load Class' button. A circled '1' is next to the 'Add/Edit Teachers' button.

Screenshot 2 (Middle): Shows the 'Add Teacher' form. The header is the same. A 'Back' button is on the left. The main content area is titled 'All Teachers'. On the right, the 'Add Teacher' form has fields for: 'Teacher name:' (filled with 'Astrid McGee'), 'Email Address:' (filled with 'astrid@a.com'), 'Password:' (filled with 'bmcgee'), 'Re-enter Password:', and 'Password hint:' (filled with 'bmcgee'). A circled '2' is next to the 'Add Teacher' heading.

Screenshot 3 (Bottom): Shows the 'All Teachers' list and the 'Add Teacher' form. The 'All Teachers' list on the left has a 'Back' button and a circled '3' next to it. The list contains three entries: 'Astrid McGee', 'Craig McGee', and 'Daniel McGee', each with a checkbox. Below the list are buttons for 'View/Edit Teacher Details' and 'Delete Teacher X'. The 'Add Teacher' form on the right is empty, with a 'Submit' button at the bottom. A large 'Submit' button is also visible on the right side of the screenshot.

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 CLASSICS - ADMIN Bobby McGee Sign Out

Subscription Type: 111 Students - Expiry Date: 16/06/2018 Wed 21/06/2017

ANNUAL ROLLOVER
Download School.csv Upload School.csv

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

Class Name **Load Class**

Add Class

2 class1

3 Teacher
Astrid McGee
Craig McGee
Daniel McGee

FOR 1ST SETUP: Bulk Import Data Student Logins Teacher Logins Global Password Edit Admin Details

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

SUNSHINE CLASSICS - ADMIN Bobby McGee Sign Out

Subscription Type: 111 Students - Expiry Date: 16/06/2018 Wed 21/06/2017

ANNUAL ROLLOVER
Download School.csv Upload School.csv

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

Class Name	Teacher	Load Class
4 class1	Astrid McGee	
<input type="checkbox"/> class2	Craig McGee	
<input type="checkbox"/> Class3	Daniel McGee	

FOR 1ST SETUP: 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.

The screenshot shows the 'SUNSHINE CLASSICS - ADMIN' interface. At the top, it displays the user 'Bobby McGee' and the date 'Wed 21/06/2017'. Below this, there are navigation buttons: 'Add/Edit Teachers', 'Add Class', 'Edit Class', 'Transfer Class', and 'Delete Classes'. A 'Load Class' button is highlighted with a circled '2'. The main area shows a list of classes: 'class1' (checked), 'class2', and 'class3'. The 'Add Student' button is highlighted with a circled '3'. A modal form titled 'Add Student' is open, with a circled '4' next to its title. The form contains the following fields: 'Student Name' (Bruce Smith), 'User Name' (smithb1), 'Password' (bmcgee), 'Current Reading Level' (None), and 'Reading Group' (None). A 'Submit' button is at the bottom of the form.

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

The screenshot shows the 'SUNSHINE CLASSICS - ADMIN' interface with the 'Add Student' form closed. The 'Add Student' button is highlighted with a circled '5'. Below the form, a table lists the added students. The table has columns for 'Name', 'Reading Group', and 'Level'. Each row has a 'View Work' button. At the bottom, the 'Print Student Logins' button is highlighted with a circled '6'.

Name	Reading Group	Level	
Bruce Smith			View Work
Chris Smith			View Work
Dianne Smith			View Work
Eve Smith			View Work
Fiona Smith			View Work
Greg Smith			View Work
Henry Smith			View Work
Ivan Smith			View Work
Joan Smith			View Work
Kevin Smith			View Work
Lennox Smith			View Work