



Learning to Read

# Teacher User Easy Setup Guide

Teacher User Setup Guide  
- [wushka.com.au](http://wushka.com.au) -

# 5 Easy Steps to Set Up Your Students and Reading Groups

## Step 1: Manage Class List Page

Input your students' details  
individually

OR

Use the upload tool to set up all  
students in one go

## Step 2: Manage Class List Page

Set a common password for the whole class and generate a printable PDF of  
each students' login details

## Step 3: Manage Class List Page

Create Reading Groups and allocate students to a group

## Step 4: Manage Class List Page

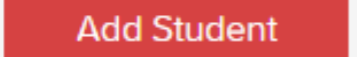
Complete the remaining Class List settings

## Step 5: Manage Reading Groups Page

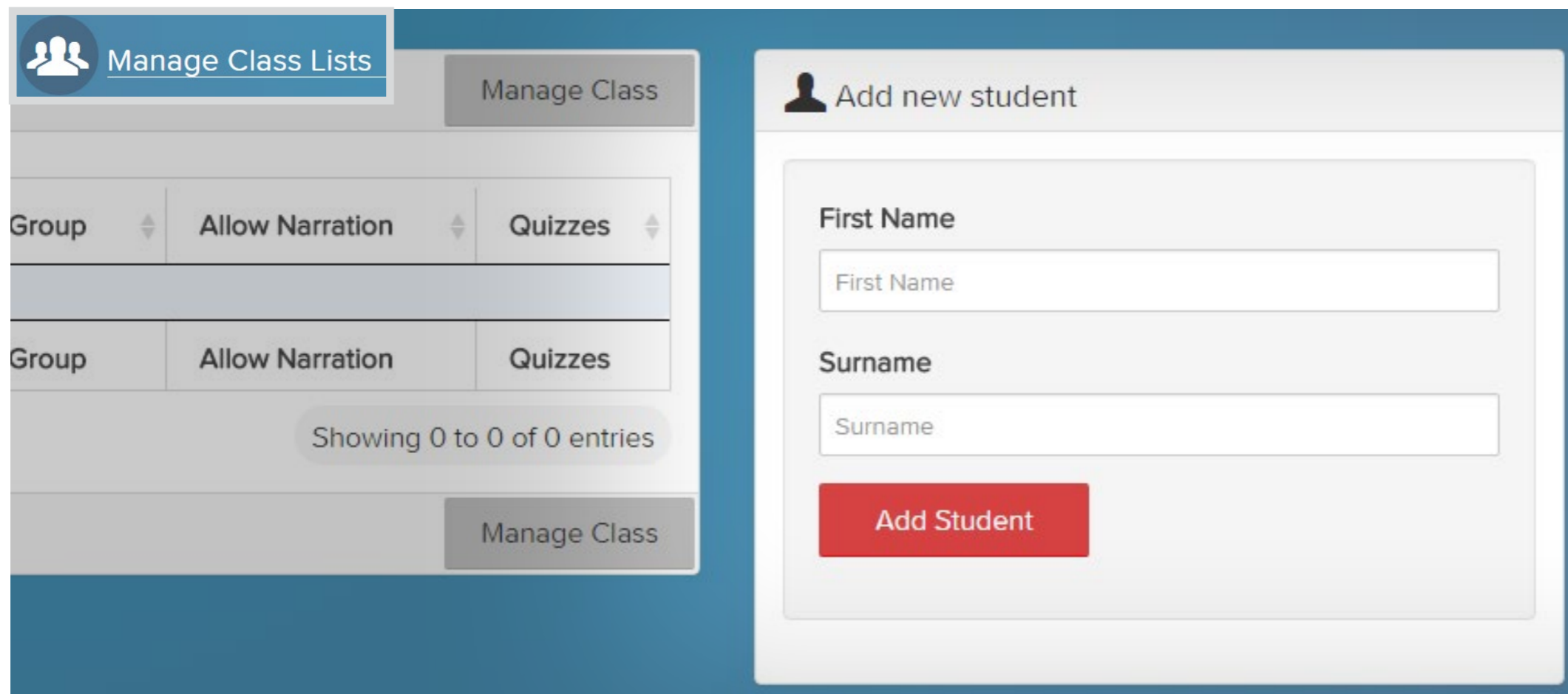
Allocate Readers to Reading Groups

# Step 1: (Option 1) Input Students

a) On the Manage Class List page (if your class has not already been set up by your Wushka Program Coordinator), set up each student individually by adding their first name and surname to the Add New Student section.


b) Click . You will see their name appear as a new row in your Class List.

c) Repeat for each student in your class.



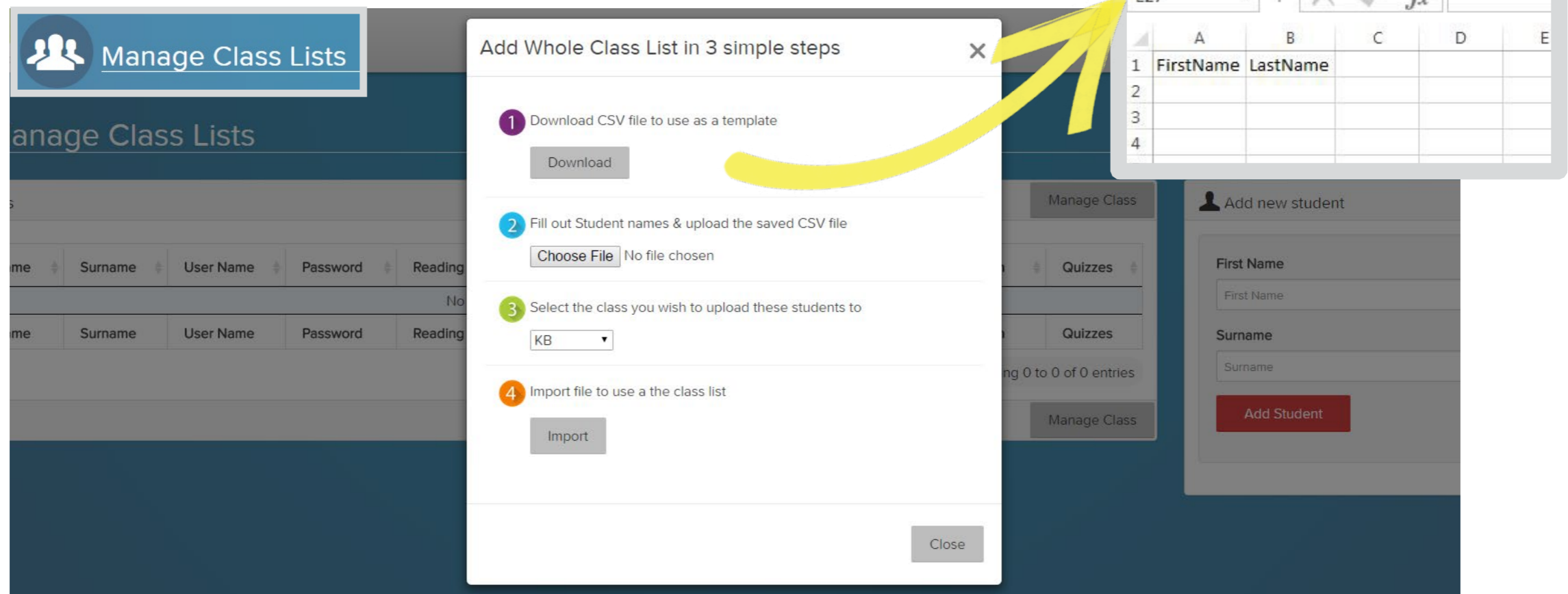
The screenshot displays two side-by-side panels from the Wushka interface. The left panel, titled 'Manage Class Lists', features a header with a group icon and the text 'Manage Class Lists'. Below this is a 'Manage Class' button. The main area contains a table with columns for 'Group', 'Allow Narration', and 'Quizzes'. The table is currently empty, with a status message 'Showing 0 to 0 of 0 entries' at the bottom. A second 'Manage Class' button is located at the bottom right of the table. The right panel, titled 'Add new student', has a header with a person icon and the text 'Add new student'. It contains two input fields: 'First Name' and 'Surname'. Below these fields is a red 'Add Student' button.

# Step 1: (Alternative Option) Upload Class List

a) On the Manage Class List page (if your class has not already been set up by your Wushka Program Coordinator), click **Manage Class** then  to use the upload tool. This will allow you to add all students in one go using a template spreadsheet.

b) Click 'Download' to download the template spreadsheet. Then, open the template spreadsheet from your recent downloads.

c) Enter students' first and last names into the appropriate columns. Then, save the file into a folder on your computer and close the file.



The screenshot displays the 'Manage Class Lists' interface. A modal window titled 'Add Whole Class List in 3 simple steps' is open, showing the following steps:

- 1 Download CSV file to use as a template
- 2 Fill out Student names & upload the saved CSV file  
 No file chosen
- 3 Select the class you wish to upload these students to  
KB
- 4 Import file to use a the class list

The modal also includes a 'Close' button at the bottom right. In the background, the 'Manage Class Lists' page is visible, showing a table with columns for 'First Name', 'Surname', 'User Name', 'Password', and 'Reading'. A 'Manage Class' button is also present. To the right, a 'Add new student' form is visible with fields for 'First Name' and 'Surname', and an 'Add Student' button.

An inset image shows a preview of the CSV template spreadsheet. The spreadsheet has columns labeled 'A', 'B', 'C', 'D', and 'E'. The first row contains the headers 'FirstName' and 'LastName'. The second row is empty, and the third and fourth rows are also empty. A yellow arrow points from the 'Choose File' button in the modal to the spreadsheet preview.

# Step 1: (Alternative Option) Upload Class List, Continued



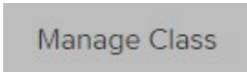

e) Click 'Choose File' and select the spreadsheet from the folder you just saved it to.

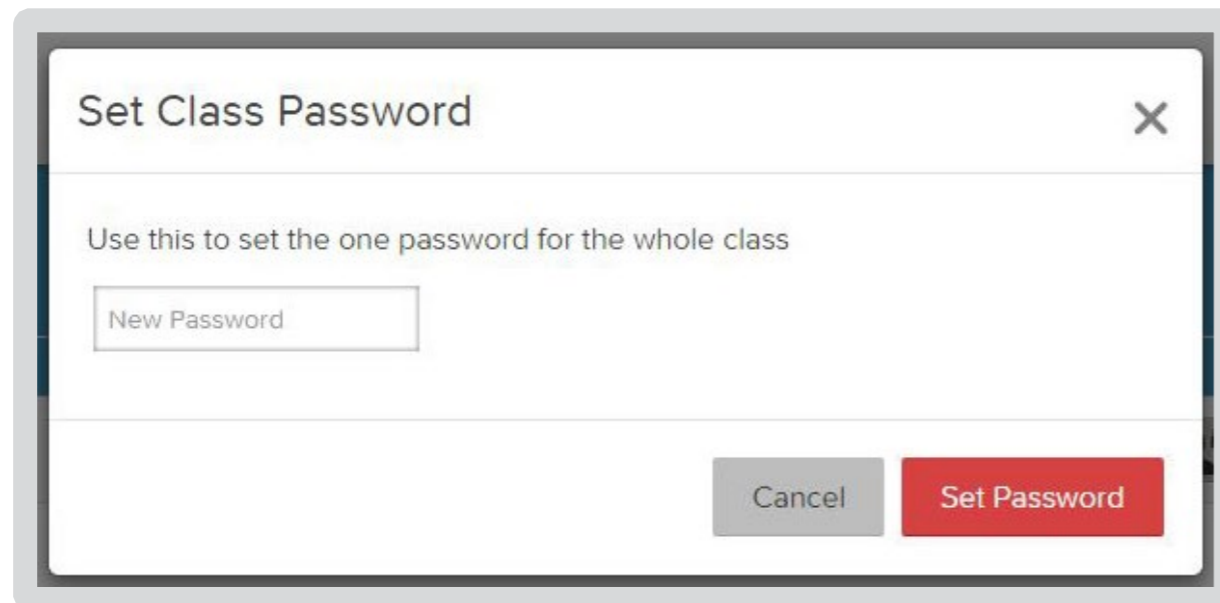
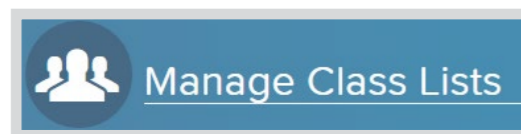
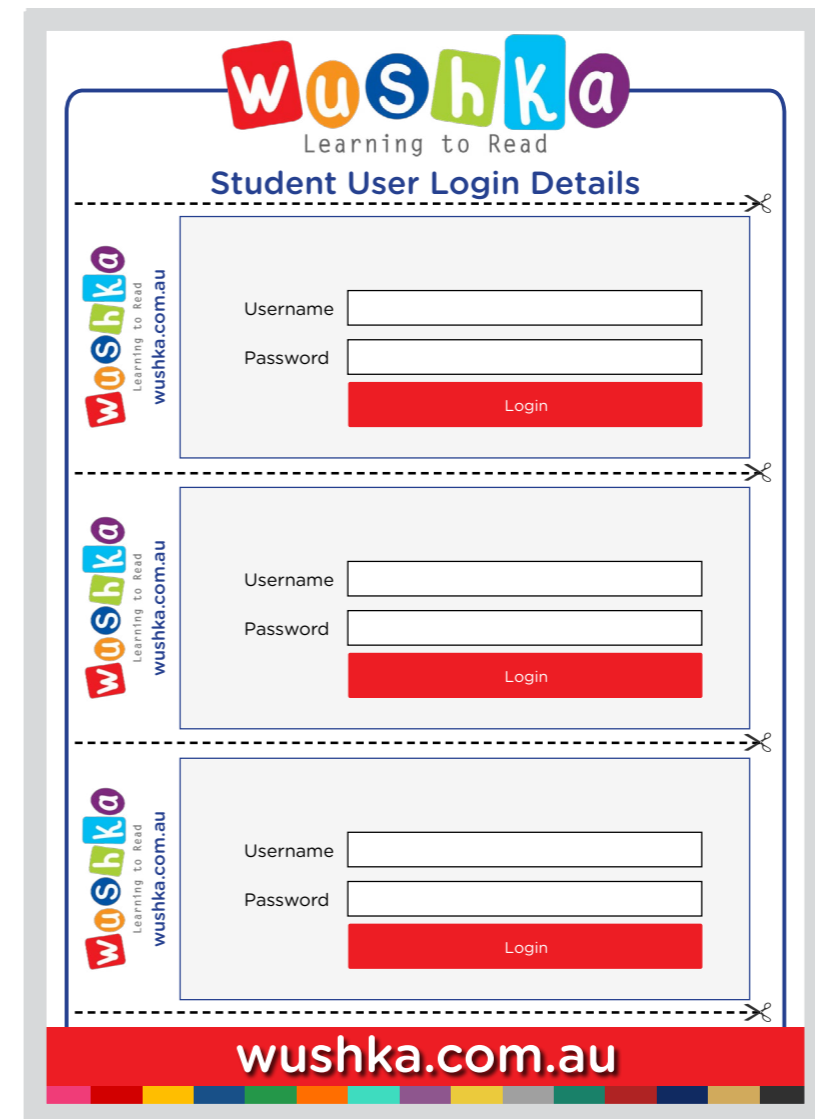
f) The file name should then appear next to the 'Choose File' button. Then select the class you wish to upload your list to.

g) Click the 'Import' button and the upload tool will close automatically. (Your list of students should now have appeared.)




The screenshot displays the 'Manage Class Lists' interface. A modal window titled 'Add Whole Class List in 3 simple steps' is open, showing four steps: 1. Download CSV file to use as a template (Download button), 2. Fill out Student names & upload the saved CSV file (Choose File button, No file chosen), 3. Select the class you wish to upload these students to (KB dropdown), 4. Import file to use a the class list (Import button). A yellow arrow points from the 'Choose File' button to a Windows File Explorer window showing the Desktop folder. The background shows a table with columns for User Name, Password, and Reading.

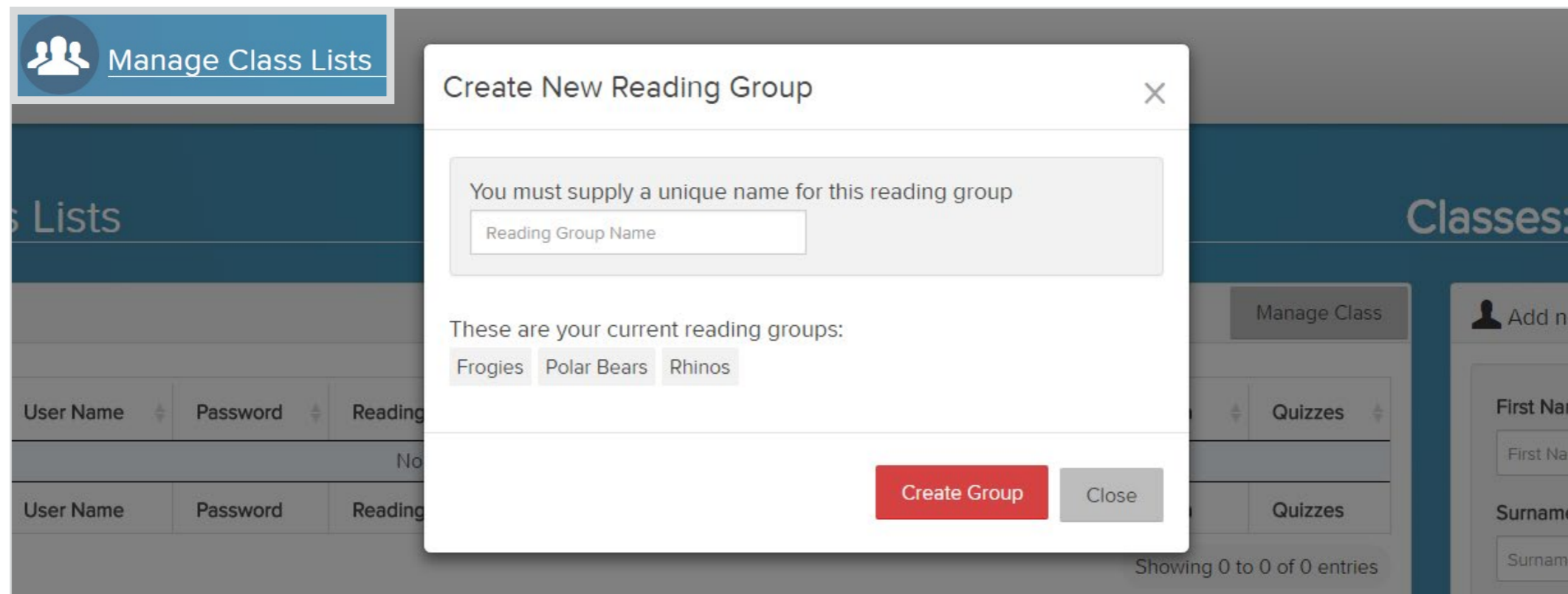
# Step 2: Set Password and Generate Login Details

- a) On the Manage Class List page, if you would like to, click  then  to set a common password for the whole class. (Usernames cannot be changed).
- b) Click  then  to generate a PDF of students' individual login details. When it opens, right click to 'Save As' so that you can print a copy later. (These can be cut up and given out to your students.)

A dialog box titled "Set Class Password" with a close button (X) in the top right. The text inside says "Use this to set the one password for the whole class". Below this is a text input field labeled "New Password". At the bottom are two buttons: "Cancel" and "Set Password".A preview of a PDF document titled "Student User Login Details". The document has a header with the Wushka logo and "Learning to Read". The main content consists of three identical login forms, each with a "Username" field, a "Password" field, and a red "Login" button. The Wushka logo and "wushka.com.au" are repeated on the left side of each form. A red footer bar at the bottom contains "wushka.com.au".




# Step 3: Create Reading Groups

- On the Manage Class List page, click  then  to create a Reading Group.
- Enter the name of your first Reading Group, then click the red 'Create Group' button. Repeat this process to create all of your Reading Groups.
- Allocate each student to an appropriate Reading Group by selecting a group from the drop down menu in the table. Click the  to save the group.

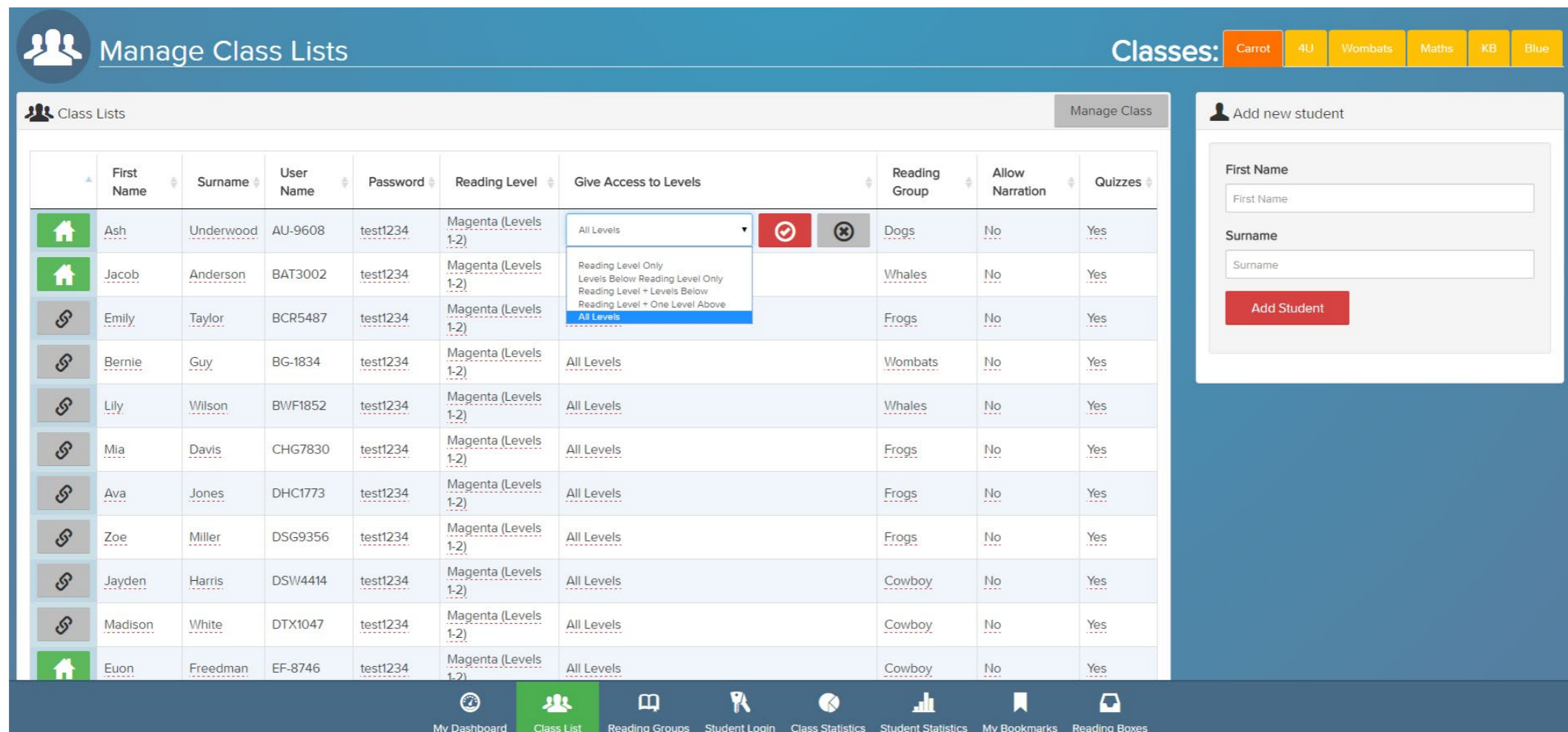


# Step 4: Complete Class List Settings

a) On the Manage Class List page, click **Manage Class** to change the following settings:

-  to set the same reading level for the whole class
-  to turn the narration on or off for the whole class
-  to set the quizzes as mandatory, optional or not required for the whole class

b) Or edit these settings for individual students by clicking on the cells in the table. You can also restrict individual students to specific reading levels under the Give Access to Levels column.




The screenshot shows the 'Manage Class Lists' page. At the top right, there are class selection buttons: Carrot, 4U, Wombats, Maths, KB, and Blue. The main area contains a table with columns: First Name, Surname, User Name, Password, Reading Level, Give Access to Levels, Reading Group, Allow Narration, and Quizzes. A dropdown menu is open for the 'Give Access to Levels' column of the first row, showing options: All Levels, Reading Level Only, Levels Below Reading Level Only, Reading Level + Levels Below, and Reading Level + One Level Above. To the right of the table is a 'Add new student' form with fields for First Name and Surname, and an 'Add Student' button. At the bottom, there is a navigation bar with icons for My Dashboard, Class List, Reading Groups, Student Login, Class Statistics, Student Statistics, My Bookmarks, and Reading Boxes.


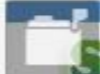


	First Name	Surname	User Name	Password	Reading Level	Give Access to Levels	Reading Group	Allow Narration	Quizzes
	Ash	Underwood	AU-9608	test1234	Magenta (Levels 1-2)	All Levels	Dogs	No	Yes
	Jacob	Anderson	BAT3002	test1234	Magenta (Levels 1-2)		Whales	No	Yes
	Emily	Taylor	BCR5487	test1234	Magenta (Levels 1-2)		Frogs	No	Yes
	Bernie	Guy	BG-1834	test1234	Magenta (Levels 1-2)	All Levels	Wombats	No	Yes
	Lily	Wilson	BWF1852	test1234	Magenta (Levels 1-2)	All Levels	Whales	No	Yes
	Mia	Davis	CHG7830	test1234	Magenta (Levels 1-2)	All Levels	Frogs	No	Yes
	Ava	Jones	DHC1773	test1234	Magenta (Levels 1-2)	All Levels	Frogs	No	Yes
	Zoe	Miller	DSG9356	test1234	Magenta (Levels 1-2)	All Levels	Frogs	No	Yes
	Jayden	Harris	DSW4414	test1234	Magenta (Levels 1-2)	All Levels	Cowboy	No	Yes
	Madison	White	DTX1047	test1234	Magenta (Levels 1-2)	All Levels	Cowboy	No	Yes
	Euon	Freedman	EF-8746	test1234	Magenta (Levels 1-2)	All Levels	Cowboy	No	Yes

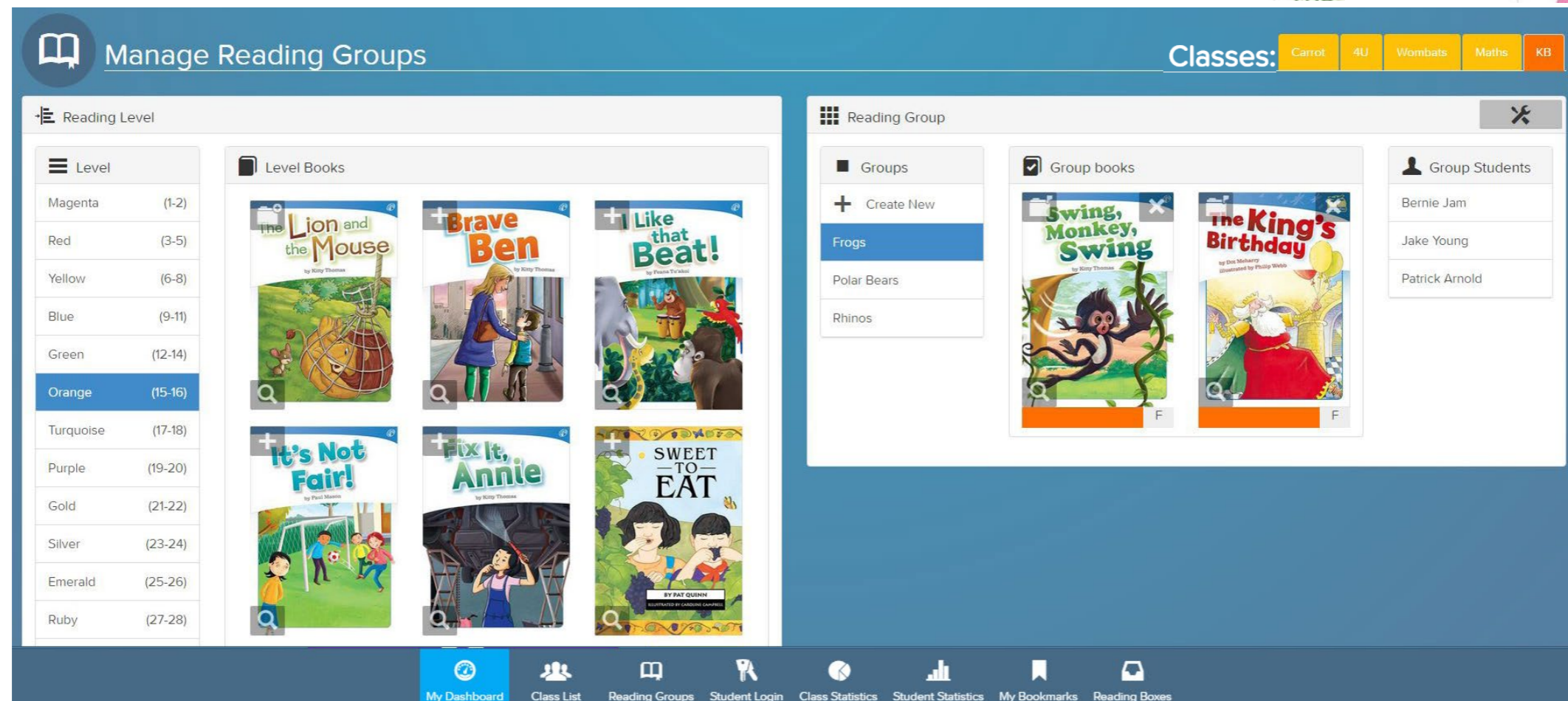


# Step 5: Allocate Readers to Reading Groups

a) On the Manage Reading Groups page, select the Reading Level in the left panel, from which you would like to take Readers. Then select the Reading Group in the right panel, to which you would like to allocate Readers.

b) Click  to allocate a Reader to the Reading Group selected.

c) Click  to delete the Reader from the Reading Group or click  to archive the Reader. (Archiving the reader will flag it as read by that Reading Group. It will appear as  instead of  )



# And Wushka, You're Complete!

Congratulations, you have now successfully set up your students and their Reading Groups. You can return to these pages to edit them at any time by logging into your Teacher User Account.

To start reading with a student, login using their username and password or click on a student from the Student Login page from your Teacher Dashboard.

**If you would like any further help, please contact us at [support@wushka.com.au](mailto:support@wushka.com.au) or speak to your Wushka Program Coordinator.**

The screenshot displays the 'Teacher Dashboard' interface. At the top left, there is a circular profile icon and the text 'Teacher Dashboard'. The main area contains six large, colorful tiles arranged in a 2x3 grid. Each tile has an icon at the top, a title, and a list of actions under the heading 'Here you can:'. Below the grid is a purple navigation bar with icons for 'My Dashboard', 'Class List', 'Reading Groups', 'Student Login', 'Class Statistics', 'Student Statistics', 'My Bookmarks', and 'Reading Boxes'. The 'My Dashboard' icon is highlighted in blue.

Tile Title	Icon	Here you can:
Manage Class List	Group of people	<ul style="list-style-type: none"><li>• Add or archive students</li><li>• Set password for whole class</li><li>• Allocate Students to Reading Groups</li></ul>
Manage Reading Groups	Open book	<ul style="list-style-type: none"><li>• Allocate School Readers to groups</li><li>• View students within groups</li></ul>
Student Login	Key	<ul style="list-style-type: none"><li>• Select a student to login</li></ul>
Class Statistics	Pie chart	<ul style="list-style-type: none"><li>• View the average School Readers completed</li><li>• View class statistics</li></ul>
Student Statistics	Bar chart	<ul style="list-style-type: none"><li>• View the average School Readers completed</li><li>• View individual statistics</li></ul>
My Bookmarks	Bookmark icon	<ul style="list-style-type: none"><li>• View your bookmarks</li></ul>