



Learning to Read

# Program Coordinator Easy Setup Guide

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- [wushka.com.au](http://wushka.com.au) -

# 4 Easy Steps to Set Up Your Wushka School Account

## **Step 1**

Provide some basic information about your School and elect a Wushka Program Coordinator

## **Step 2**

Fill in the details of the Teachers that will be using Wushka

## **Step 3**

Create the Classes that will be using Wushka and assign Teachers to each Class

## **Step 4**

Set up students in each class

# Step 1: Program Coordinator Information

- a) Provide some basic information about your School and who has been elected as the Wushka Program Coordinator
- b) Click the red 'Finished. Go to Step 2' button when complete

**Step 1: Wushka Program Coordinator Settings - Wushka School** Go to Step 2

**a. Details**

**Wushka Program Coordinator Details**

First Name\*

Surname\*

Phone (Mobile Preferred)\*

Email\*   
This is the email address to which account notifications will be sent.

School Job Title\*

Account manager is a teacher?\*   
If you are a Teacher, please check this box to gain access to both School and Teacher dashboards.

**Mailing Address**

School Name\*

Address Line 1\*

Address Line 2

Suburb / Town\*

**b. Contacts**

**Literacy Coordinator (or similar)**

First Name

Surname

Email

**Principal / Deputy Principal**

First Name

Surname

Email

**Finished: Go to Step 2**

Dashboard | **1 Settings** | 2 Teachers | 3 Classes | 4 Students | Overview | Notifications | Parents

# Step 2: Teacher Setup

- a) Add a Teacher by entering their name and valid school email address, then click the red 'Add New Teacher' button. (Complete for every Teacher that will be using Wushka)
- b) Teachers will receive a Welcome email providing them with their own Login Details
- c) Click the red 'Finished. Go to Step 3' button when complete

The screenshot shows the 'Step 2: Teacher Users - Wushka School' interface. It features a navigation bar at the top with 'Previous Step' and 'Go to Step 3' buttons. The main content area is divided into two panels: 'a. Add New Teacher User' and 'b. Teacher Users'. Panel 'a' contains a form with fields for 'First Name', 'Surname', and 'Email / Username', along with a red 'Add New Teacher' button. Panel 'b' displays three teacher user cards for 'Bernie Guy', each with a profile icon and the email address 'bguy@wushka.co.uk'. A bottom navigation bar includes icons for Dashboard, Settings, Teachers (highlighted), Classes, Students, Overview, Notifications, and Parents.

# Step 3: Class Setup

a) Create a class by giving it a Name (e.g. Class KP), then click Add Class (You will see the class appear in the d: Classes section). Complete for all classes that will be using Wushka

b) Click, drag and drop a year into each class from the b: School Years list. Then click, drag and drop a Teacher into each class from the c: Teachers list. (All Teachers must be assigned to a class and more than one teacher can be assigned)

c) Click the red 'Go to Step 4' button when complete.

Step 3: Classes - Wushka

← Previous Step    Go to Step 4

**a. Add new class**

Class Name  
Class Name

Add Class

**b. School Years**

Foundation Year  
Year 1  
Year 2  
Year 3  
Year 4  
Year 5  
Year 6  
Foundation Year +1  
Year 1 + 2

**c. Teachers**

Julie Porter  
Laura Davis  
Peter Smith  
Rose Morton

**d. Classes** Drag and Drop School Years and Teachers from the lists on the left into your classes

Class KP  
Foundation Year  
Julie Porter  
Rose Morton  
Students: 0/11

Class KD  
Foundation Year  
Laura Davis  
Students: 0/0

Class IS  
Year 1  
Peter Smith  
Students: 0/0

This Class does not have a teacher or year set. Please drag and drop teachers and years from the lists on the left.



Students: 0/50

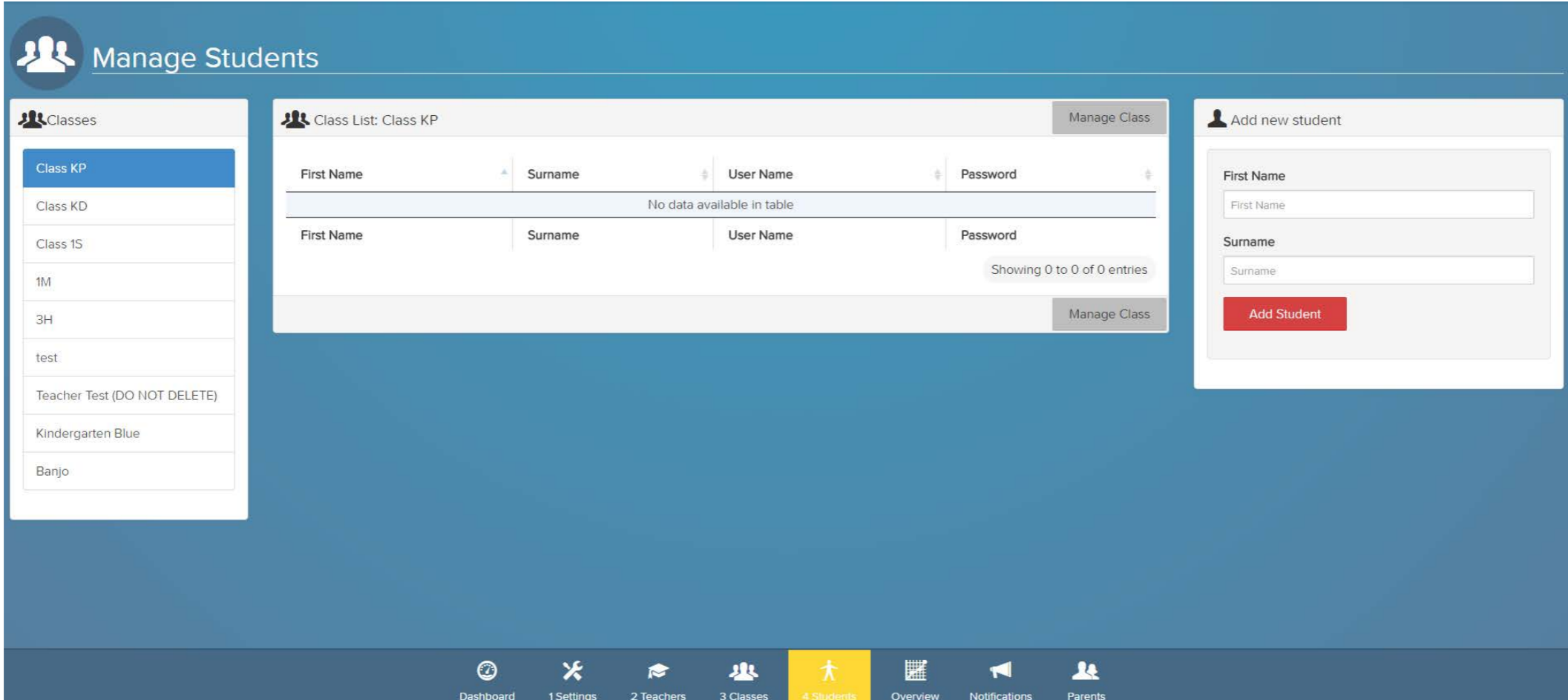
Dashboard   1 Settings   **2 Teachers**   3 Classes   4 Students   Overview   Notifications   Parents

# Step 3: Students Setup

a) To create students, select the class you wish to enter students into.

b) (Option 1) Add each student individually by adding their first name and surname, then click 

c) (Option 2) Click  then  to use the upload tool. This will allow you to add a whole class of students in one go using a template spreadsheet. If you choose to use this option please see the instructions on the following page.



The screenshot displays the 'Manage Students' interface. On the left, a sidebar lists various classes, with 'Class KP' selected. The main content area shows a table for 'Class List: Class KP' with columns for First Name, Surname, User Name, and Password. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. On the right, there is a form to 'Add new student' with input fields for First Name and Surname, and an 'Add Student' button. The bottom navigation bar includes icons for Dashboard, Settings, Teachers, Classes, Students (highlighted), Overview, Notifications, and Parents.

## Step 3: Students Setup (Option 2)

a) Click 'Download' to download the template spreadsheet. Then, open the template spreadsheet from your recent downloads. Enter students' first and last names into the appropriate columns. Then, save the file into a folder on your computer and close the file.

b) Click 'Choose File' and select the spreadsheet from the folder you just saved it to. The file name should then appear next to the 'Choose File' button.

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

The image shows a screenshot of a web application interface. In the foreground, a white dialog box titled "Add Whole Class List in 3 simple steps" is open. It contains three numbered steps:

- 1 Download CSV file to use as a template. Below this step is a "Download" button.
- 2 Fill out Student names & upload the saved CSV file. Below this step is a "Choose File" button with the text "No file chosen" next to it.
- 3 Import file to use a the class list. Below this step is an "Import" button.

At the bottom right of the dialog box is a "Close" button. A yellow arrow points from the "Choose File" button in the dialog box to a file explorer window in the background. The file explorer window shows a folder named "Downloads" selected, and a file named "wushka-template.csv" is highlighted. The file explorer also shows a preview of the spreadsheet with columns for "FirstName" and "LastName".

# And Wushka, You're Complete!

Congratulations, you have now successfully set up your school, teachers, classes and students. You can return to these pages to edit them at any time by logging into this Wushka Program Coordinator Account.

Teachers have now received an email with their own Login Details.

If you would like any further help, please contact us at [support@wushka.com.au](mailto:support@wushka.com.au)

