



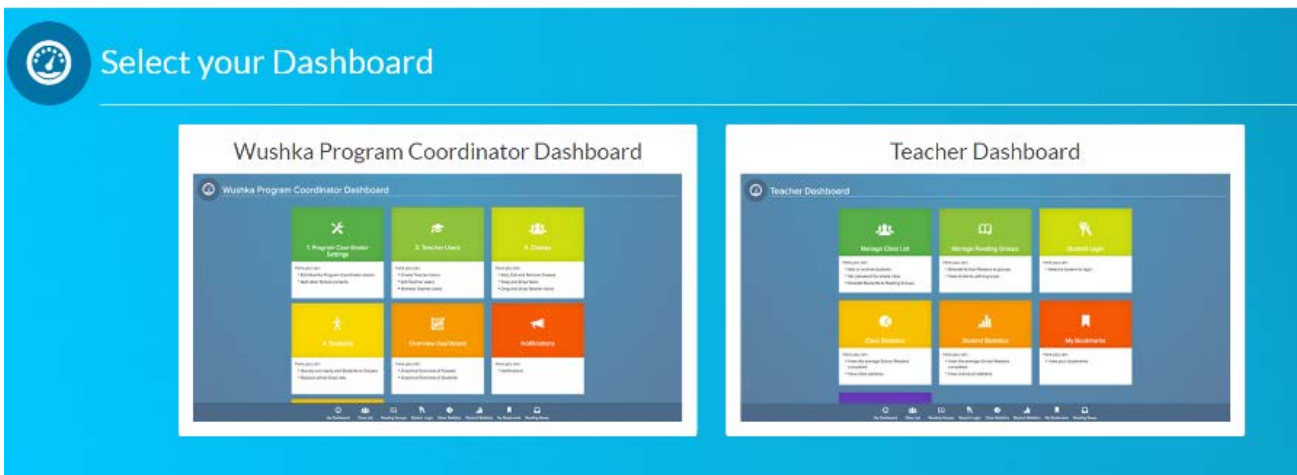
Learning to Read

Program Coordinator Easy Setup Guide

Step 1	Check - Are you the PC?
Step 2	Set Up Teachers
Step 3	Set Up Classes
Step 4	Set Up Students
Bonus: Handy Set-Up Tips and Tricks	

Check – Are you the PC?

- a) As the Program Coordinator, when you sign into Wushka, you should have access to two dashboards.



The Program Coordinator dashboard is for managing school-wide settings such as Teachers and Classes.

The Teacher dashboard is for managing students within a class.

You can switch in between dashboards with the “Switch to Teacher/School” button in the top right-hand corner.

Regular teachers will not have access to the PC dashboard.

- b) PC and Teacher usernames look different.

Teacher accounts log in using their school email address, whereas PC accounts log in using a specific school username, provided by Wushka.

This usually looks something like this: **MTASchool-12345**

- c) If you need to make changes to your school’s Wushka Program Coordinator, reach out to us at onlinelearning.com.au

Set Up Teachers

- a) In the Program Coordinator Dashboard, navigate to the “teachers” page.
- b) Add a Teacher by entering their name and a valid school email address, then click the red ‘Add New Teacher’ button.
- c) Teachers will receive an activation email providing them with their own login details (if they can’t find this email, they should check the junk, spam and promotions section of their inbox).
- d) To resend a teacher’s activation email, click the envelope in the top right-hand corner.

- e) Check which teachers have activated their account, by the colour. Orange = Not Activated, White = Activated
- f) For any teachers not using Wushka, delete them by clicking the X in the top right-hand corner.
- g) Teachers forgotten their password? Their username is their email address, and to reset the password, just click the blue “Forgot Password” button on the sign in page.

a) In the PC dashboard, navigate to the “Classes” page.

b) Create a class by giving it a name eg: Class KP 2023.

(Pssst– We recommend adding the academic year to make rollover easier!)

Then, click “Add Class”. You will see the class appear in the e. *Classes section*. Complete for all classes that will be using Wushka.

The screenshot shows the 'Step 3: Classes' dashboard. It features a blue header with a user icon and the title 'Step 3: Classes'. Below the header are five main sections:

- a. Add Class:** A form with a 'Class Name' input field and an 'Add Class' button.
- b. School Years:** A list of school years: Foundation, Foundation + 1, Year 1, Year 1 + 2, Year 2, Year 2 + 3, Year 3, Year 3 + 4, Year 4, Year 4 + 5, and Year 5.
- c. Teachers:** A list of teacher names: Brett Lucas, Claire Seldon, Connor Duke, Danielle Stuart, Rosemary Arnott, Rosemary Test, Sheryl McKnight, Shireen Wood, and Tyler Tong.
- d. Licence:** A list of licence types: Wushka Decodables, Wushka Levelled, and Wushka Plus.
- e. Classes:** A list of created classes. Each class entry shows the class name (e.g., '1G Decodables 2022'), a year (e.g., 'Year 1'), a licence type (e.g., 'Wushka Decodables'), a list of teachers (e.g., 'James Worrell', 'Rachel Gavin', 'Rosemary Arnott'), and a student count (e.g., '7/50').

c) Click, drag and drop one School Year into each class from the b. *School Years list*.

d) Click, drag and drop teachers from the c. *Teachers list* (multiple teachers can be allocated to a class!).

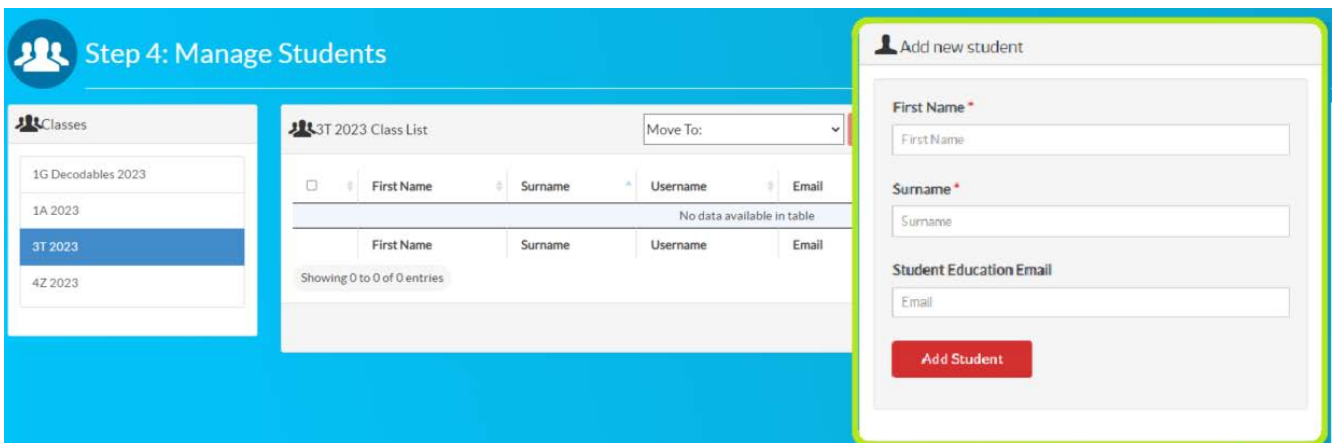
e) Click, drag a drop one licence type from the d. *Licence Type list* (Hint – If a licence type that you need is missing, reach out to us at onlinelearning@teaching.com.au).

Note – This step can also be done by teachers on the Teacher Dashboard in the “Class List” page.

- a) In the PC dashboard, navigate to the “Students” page.
- b) To create students, select the class you wish to enter students into.

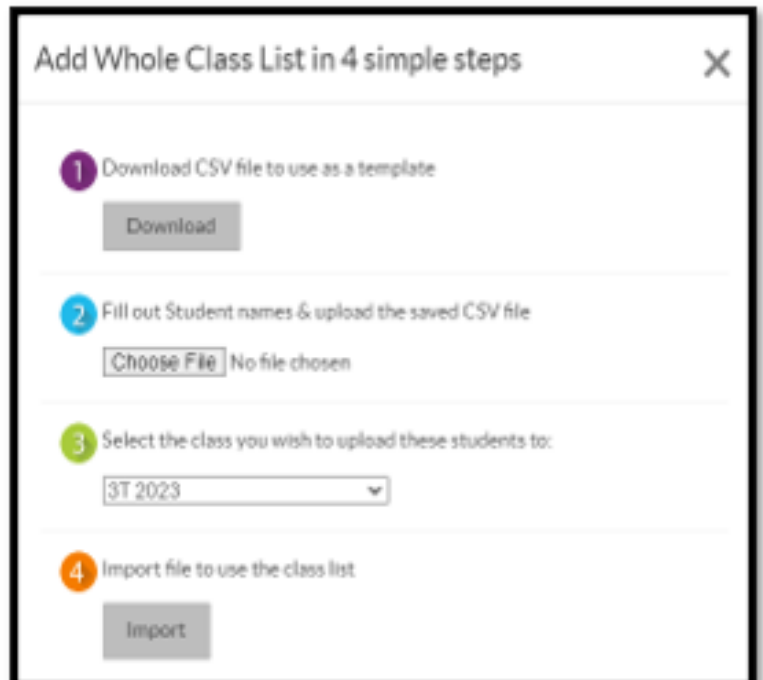
Option 1 – Add each student individually:

- On the right side of the page, add their first name and surname, then click “Add Student”. Complete for all students.



Option 2 – Add a whole class at once:

- Click the grey “Manage Class” button, then select “Upload Class List”.
- Download the CSV excel template, then open it on your device and fill in the columns accurately with class details.
- Hint – Make sure you save the excel as a CSV and create only one spreadsheet per class.
- Once completed, find the document by clicking the “Choose File” button.
- Click the “Import” button.



Hint – Class names haven't appeared after uploading your list? Try refreshing your web browser!



Move an existing student from one class to another

- a) In the PC Dashboard, go to the Students page and select the class that the student is currently in.
- b) Select the student, then click on their new class in the “Move To” dropdown list.

The screenshot shows the 'Step 4: Manage Students' interface. On the left, there is a 'Classes' sidebar with a list of classes: 4F 2021, 1G Decodables 2021, 1G Plus 2021 (selected), 3T 2021, KZ 2021, 4Z 2021, 5G 2022, and 1G Levelled 2021. The main area displays the '1G Plus 2021 Class List' with a table of students. A 'Move To:' dropdown menu is highlighted with a yellow box, and the 'Move Students' button is visible. The table has columns for First Name, Surname, Username, and Password.

	First Name	Surname	Username	Password
<input type="checkbox"/>	Blinky	Bill	BB-4691	XMAS
<input checked="" type="checkbox"/>	Tom	Cruise	TC-5139	XMAS
<input type="checkbox"/>	Donald	Duck	DD-4419	XMAS
<input type="checkbox"/>	Elsa	Frozen	EF-8122	XMAS
<input type="checkbox"/>	Super	Man	SM-3496	XMAS
<input type="checkbox"/>	Roger	Ramjet	RR-9631	XMAS

- c) Click Move Students.
- d) You'll see the student has now moved from the old class, into the new one. Done!

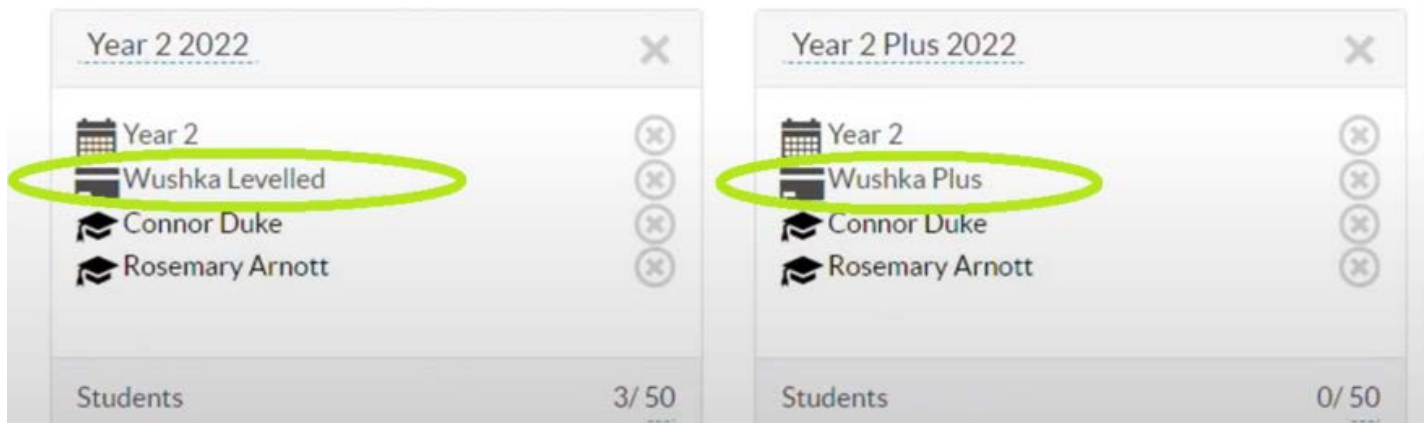


Set up different licence types within one class

- a) On the Classes page, find the class to which you would like to add a different licence type.

Hint - There can only be one licence type attached to each class, so you're going to make a duplicate!

- b) Create another class with the same details...
- c) Then drag and drop a different licence type.

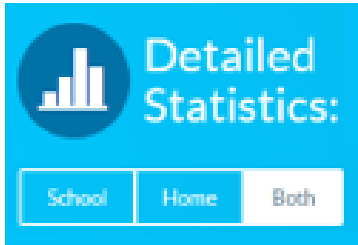


- d) Clear class labels will make organisation easy.
- e) To move students from one class to the other, see steps in the above instructions!

Hint – If you would like to use a licence type which is not on your account, reach out to us at onlinelearning@teaching.com.au



Distinguish between home and school reading data



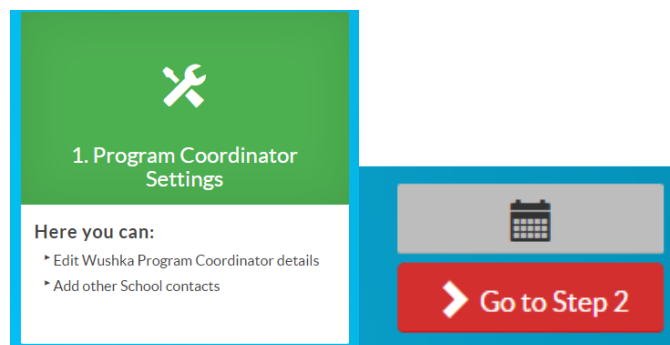
Wushka can tell what students have read at Home and what they've read at School ☺

Teachers can check this data in the Class and Students Statistics section on the Teacher Dashboard.

For “School”, Wushka’s default hours are set to 8:00 – 4:00pm, which means that anything read by students during this time will be picked up as “School”. Anything outside of this will be picked up as “Home”.

If you'd like to change this (for example, if you'd like to edit School Hours to include only reading which occurs between 9:00am – 3:00pm), follow these steps:

- a) In the PC Dashboard, navigate to “Program Coordinator Settings”
- b) Click the calendar icon in the top right-and corner.



- c) Select the term, then use the slider to adjust your account’s School Hours

