



Learning to Read

Teacher User Easy Setup Guide

Teacher User Setup Guide
- 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 student's 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 **Add Student** . You will see their name appear as a new row in your Class List.
- c) Repeat for each student in your class.

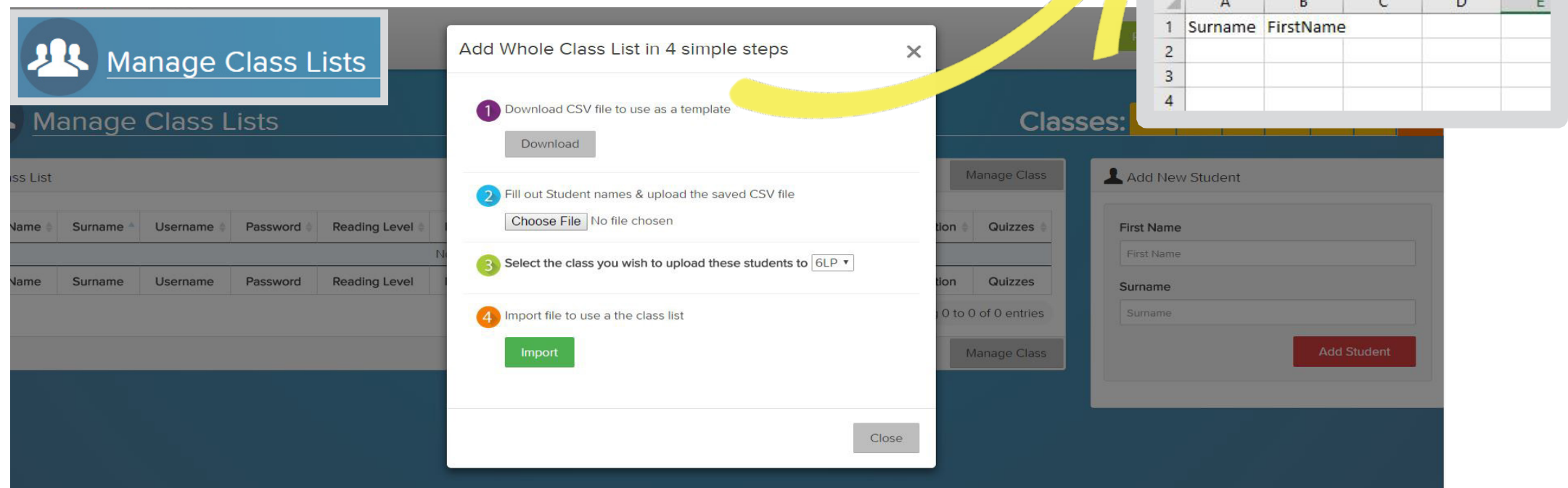
The screenshot displays the 'Manage Class Lists' interface. On the left, a sidebar contains a 'Manage Class Lists' button with a group icon and a 'Manage Class' button. Below these is a table with columns for 'Group', 'Allow Narration', and 'Quizzes'. The table is currently empty, showing 'Showing 0 to 0 of 0 entries'. On the right, the 'Add new student' form is visible, featuring input fields for 'First Name' and 'Surname', and a red 'Add Student' button.

Step 1: (Alternative Option) Upload Class List

a) On the Manage Class Lists 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' page with a modal dialog titled 'Add Whole Class List in 4 simple steps'. The dialog contains the following steps:

- 1 Download CSV file to use as a template (with a 'Download' button)
- 2 Fill out Student names & upload the saved CSV file (with a 'Choose File' button and 'No file chosen' text)
- 3 Select the class you wish to upload these students to (with a dropdown menu showing '6LP')
- 4 Import file to use a the class list (with an 'Import' button)

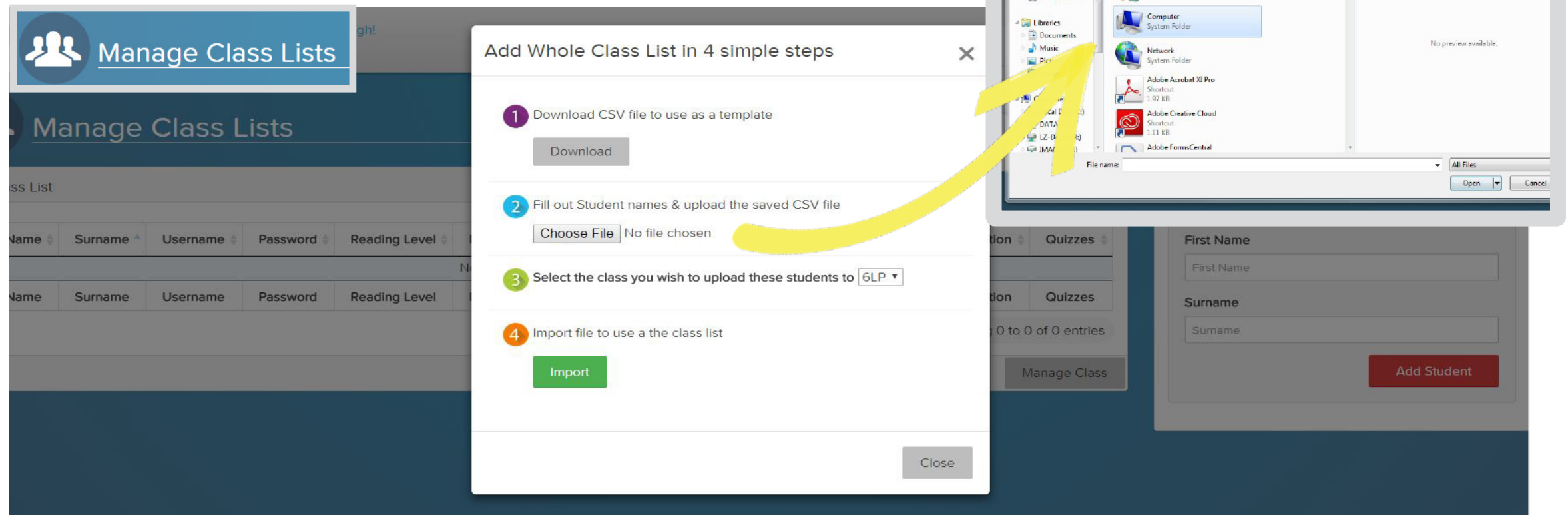
A yellow arrow points from the 'Download' button in step 1 to a Microsoft Excel spreadsheet. The spreadsheet is a template with columns A through E. Row 1 contains the headers 'Surname' and 'FirstName'. Rows 2 through 4 are empty for data entry.

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



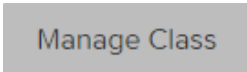

e) Click 'Choose File' and select the spreadsheet from the folder you just saved it to.

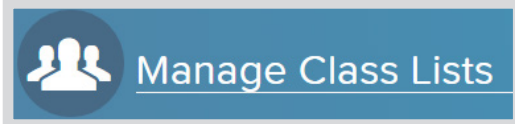
f) The file name should then appear next to the 'Choose File' button. Then select the class you wish to upload your list to.

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




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.)



Set Class Password [X]

Use this to set the one password for the whole class



Student User Login Details

Stuart Robertson's Login

Username

Password

Wushka Learning to Read wushka.com.au

Username




Password

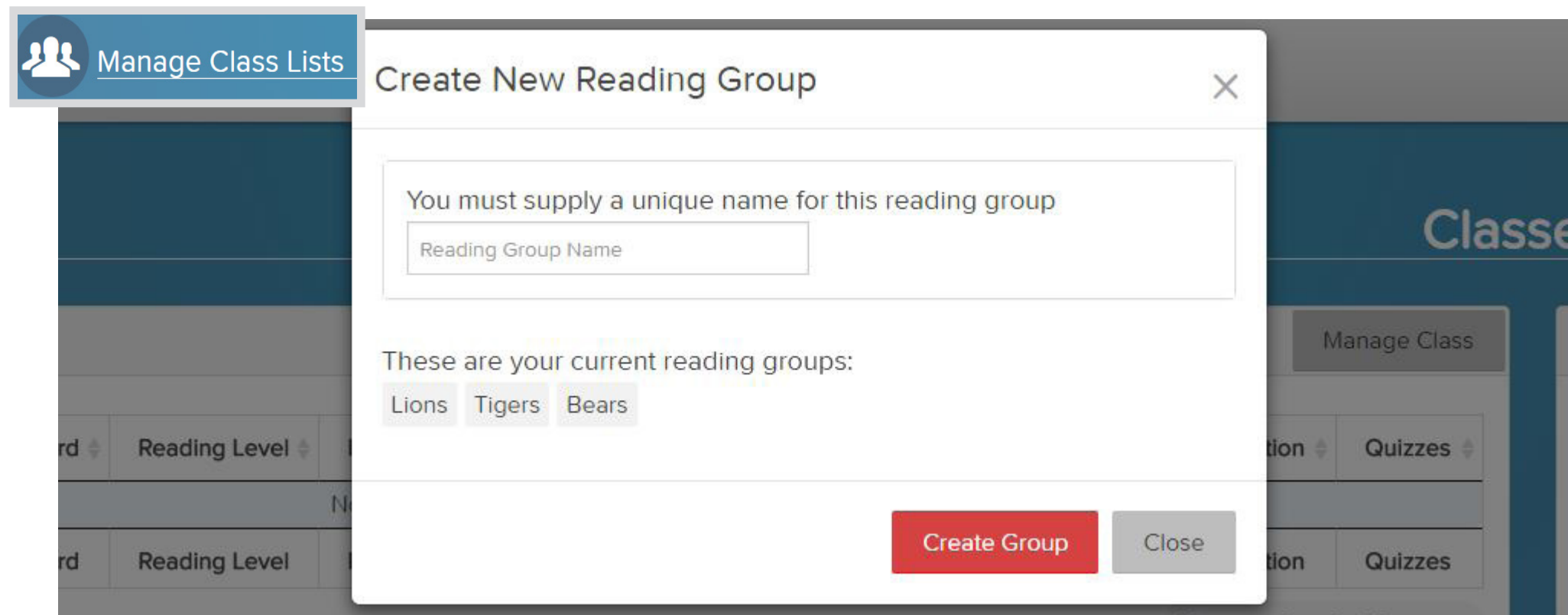
Username

Password

wushka.com.au




Step 3: Create Reading Groups

- On the Manage Class Lists 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.
- On the Manage Class Lists page, 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 Levels Access column.



Manage Class Lists

Classes:
3+4
Frd
6S
4W
5D
efl
6LP


Class List

Manage Class

First Name	Surname	Username	Password	Reading Level	Levels Access	Reading Group	Reading Group Permissions	Allow Narration	Quizzes
Colin	Creevey	CC-7830	Machiavelli	Green (Levels 12-14)	<div>Reading Level Only</div> <div>✓</div> <div>✗</div>	No Group	On	Yes	Compulsory
Draco	Malfoy	DM-2054	Merlin	Green (Levels 12-14)	Reading Level Only	Slytherins	On	Yes	Compulsory
Angelina	Johnson	AJ-1604	Machiavelli	Green (Levels 12-14)	Levels Below Reading Level Only	No Group	On	Yes	Compulsory
Millicent	Bulstrode	MB-1087	Machiavelli	Green (Levels 12-14)	All Levels	Hufflepuff	On	Yes	Compulsory
Cho	Chang	CC-5303	Padfoot	Ruby (Levels 27-28)	All Levels	Mistletoe	School	Yes	Compulsory
Michael	Corner	MC-5681	Machiavelli	Green (Levels 12-14)	Reading Level Only	No Group	Home	Yes	Compulsory
Vincent	Crabbe	VC-7889	Machiavelli	Green (Levels 12-14)	All Levels	Gryffindor	Off	Yes	Compulsory


Add New Student

First Name

Surname

Add Student

My Dashboard

Class List

Reading Groups

Student Login

Class Statistics

Student Statistics

My Bookmarks





Reading Boxes

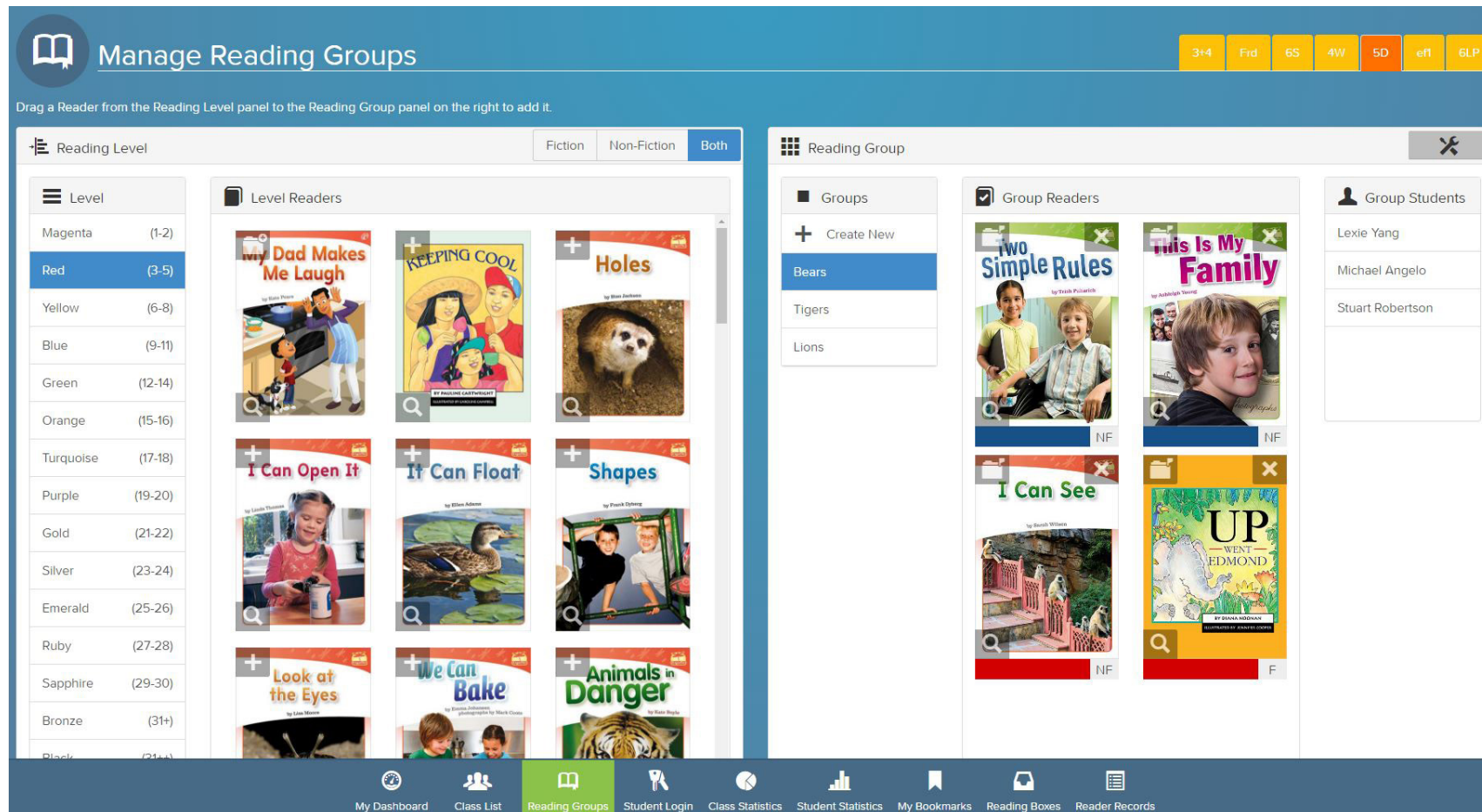
Reader Records

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 .



The screenshot shows the 'Manage Reading Groups' interface. On the left, the 'Reading Level' panel lists levels from Magenta (1-2) to Black (31+). The 'Red' level (3-5) is selected. Below the list is a grid of book covers under 'Level Readers'. On the right, the 'Reading Group' panel shows a list of groups: Bears, Tigers, and Lions. The 'Bears' group is selected. Below the list is a grid of book covers under 'Group Readers'. To the right of the 'Group Readers' grid is a 'Group Students' list containing Lexie Yang, Michael Angelo, and Stuart Robertson. The bottom navigation bar includes links to My Dashboard, Class List, Reading Groups, Student Login, Class Statistics, Student Statistics, My Bookmarks, Reading Boxes, and Reader Records.

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, log in 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 or speak to your Wushka Program Coordinator.

