

Getting Started Guide

1. Log in and access your account

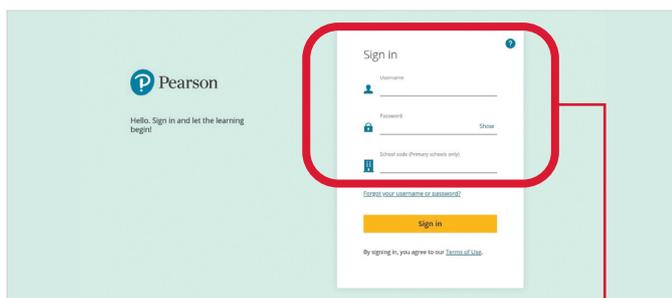
- Once you have received your username, password and school code, go to www.activelearnprimary.com.au

Help is available before logging in.



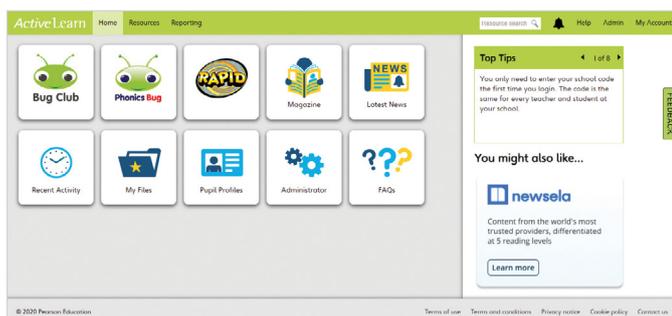
Check the system requirements for *ActiveLearn Primary* here.

- Select **Log in** and enter your username, password and school code on the sign in page.



Enter your sign in details here.

- Once you've signed in, you will be taken to the *ActiveLearn Primary* home page.



2. Set up your school

- If your students still need to be set up, please consult the **'Setting Up Your School'** guide for *ActiveLearn Primary*. You can also go to **Help** then **Teacher Help** and refer to the information under 'Setting up your school'.

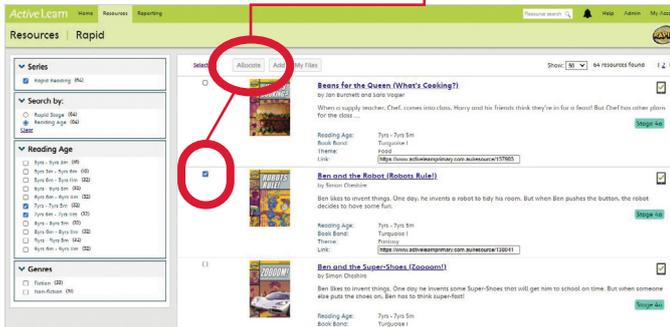
3. Organise students, classes and groups

- When your student accounts have been set up, organise them into classes and groups, if this has not been done already.
- To set up a class, select the **Administrator** tile or go to **Admin**, then select the **Classes** tab and **New Class**. Give your class a name and select **Create Class**.
- Once your class is set up, you can organise students into groups according to their reading ability. To set up a group, select the **Groups** tab, then **New Group**. Give your group a name and select **Create Group**.
- To add students to classes and groups, navigate to the **Pupils** tab. To add one or more students to a class or group, tick the check boxes next to the students' names, select **Bulk Edit Options** then **Set class** or **Set groups**. Select the appropriate class or group and set users.
- To link yourself to your class or groups, navigate to the **Teachers** tab. Tick the check box next to your name, select **Bulk Edit Options** then **Set class** or **Set groups**. Select the appropriate class or group and set user.

4. Search and allocate eBooks

- Select the **Rapid** tile then **Resources** tab or go to the **Resources** tab and select **Rapid** from the drop-down menu.
- You can search for eBooks by series, (Rapid Reading or Rapid Phonics) and by Rapid stage, reading age or phonics step. You can also type key words into the **Resource search**. The eBooks that match your criteria will appear.

- To allocate eBooks to your students, select the checkboxes to the left of each eBook. Select **Allocate** and choose whether to send the eBooks to your whole class, groups, or to individual students.



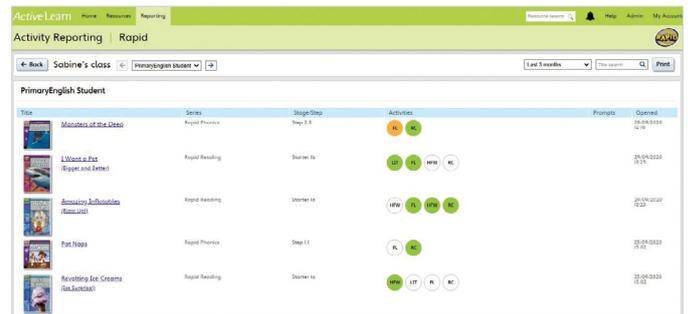
- When allocating the eBooks to students, you can select or deselect check boxes to include the 'Read to me' audio option and to prevent re-allocations of previously set work.
- The students you selected will be able to see the eBooks you allocated under **My Stuff** when they next log in. As they read the eBooks and complete quizzes, they will collect coins for games.

5. Use eBooks in class

- To teach with the eBooks, simply search for the eBooks (as above) and open them by selecting the eBook title and clicking **Open**. You will need to have your pop-up blocker turned off in your internet browser settings, as the eBook opens in a new window.
- The eBooks include a range of features specifically designed to support struggling readers including the ability to click on words to hear them read out. Students can also record themselves reading the text to improve their fluency.

6. Check student progress

- To see how your students are progressing, select the **Rapid** tile then **Activity Reports** or go to the **Reporting** tab and select **Rapid** from the drop-down menu. You can view progress at class or group level, or drill down to each student (by selecting their name) to see their full history of completed eBooks.
- You'll be able to see whether students are completing the quizzes and how they are tracking in relation to the activities. The traffic-light system shows you how well the students have performed in each of the literacy skills covered.
- You can also see which words your students needed help with by looking at the number of 'prompts' used.



- To add observations about a student's progress, select the **Pupil Profiles** tile or go to the **Reporting** tab and select **Pupil Profiles**. Once you've selected a student, you can edit their **Pupil record** and add **Notes** to record key achievements, comments or other information.

7. Need help?

Refer to the **Help** section which is available before and after logging in to the platform.

You can also contact Pearson's Digital Support Team by email help@pearson.com.au, phone **1300 4 PEARSON (1300 473 277)** or live chat www.pearson.com.au

