PEARSON

Bug Club

Getting Started Guide

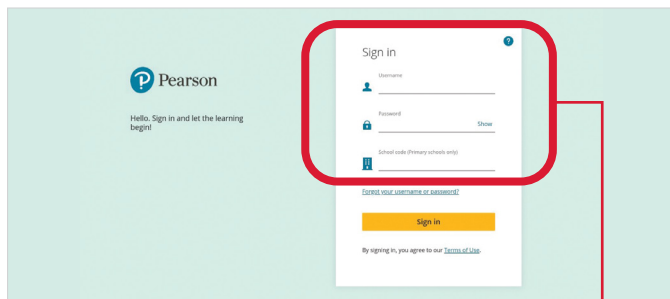## 1. Log in and access your account

- Once you have received your username, password and school code, go to **www.activelearnprimary.com.au**
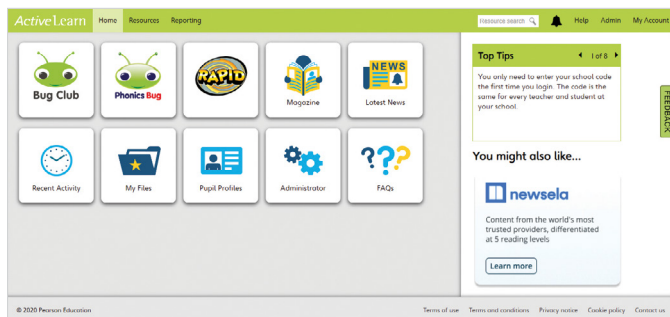
Help is available before logging in.

Check the system requirements for *Active*Learn *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 *Active*Learn *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 *Active*Learn *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 **Bug Club** or **Phonics Bug** tile then **Resources** tab or go to the **Resources** tab and select **Bug Club & Phonics Bug** from the drop-down menu. You can search for eBooks by series, book band, Fountas & Pinnell level, guided reading level or genre, or by typing key words into the **Resource search**.

- The eBooks that match your criteria will appear. Select **More info** for more information about a resource.

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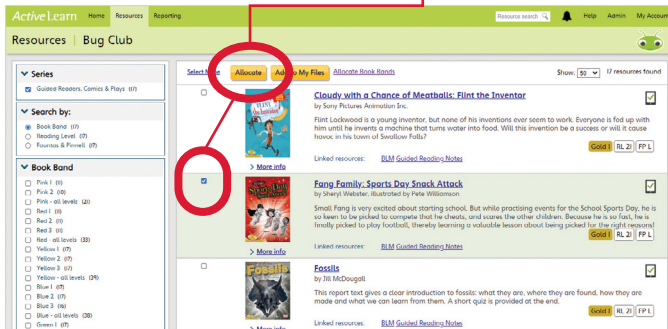

- When allocating the eBooks to students, you can select or deselect check boxes to include the 'Read to me' audio option and to prevent re-allocations of previously set work.

- 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 off in your internet browser settings, as the eBook opens in a new window.

- The teacher view of the eBooks has annotation tools, and a tool to hide quizzes to avoid distractions.

6. Check student progress

- To see how your students are progressing, select the **Bug Club** or **Phonics Bug** tile then **Activity Reporting** or go to the **Reporting** tab and select **Bug Club & Phonics Bug** 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 how your students felt about the eBooks through the smiley face rating system.
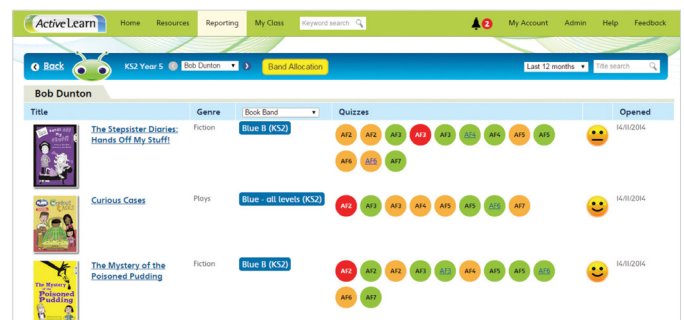
- To add observations about a student's progress, select the **Pupil Profiles** tile or go to the **Reporting** tab and select **Pupil Profiles**. Once you've selected a student, you can edit their **Pupil record** and add **Notes** to record key achievements, comments or other information.

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 473 277** or live chat **www.pearson.com.au**

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