



Getting Started Guide

1. Log in and access your account

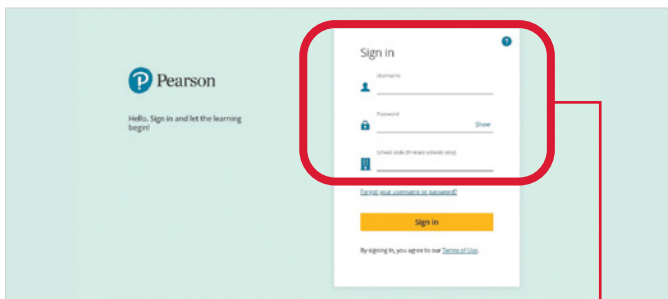
- Once you have received your username, password and school code, go to www.activelearnprimary.com.au

Help is available before logging in.



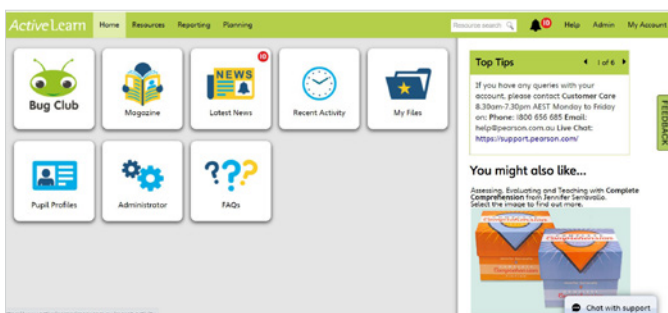
Check the system requirements for *ActiveLearn Primary* here.

- 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

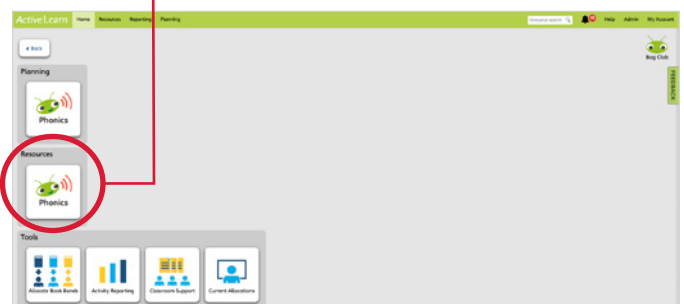
- If your students still need to be set up, please consult the **'Setting Up Your School'** guide for *ActiveLearn Primary*. You can also go to **Help** then **Teacher Help** and refer to the information under 'Setting up your school'.

3. Organise students, classes and groups

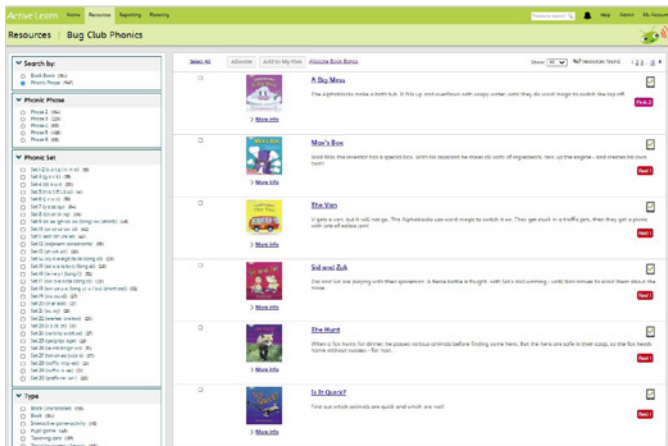
- When your student accounts have been set up, organise them into classes and groups, if this has not been done already.
- To set up a class, select the **Administrator** tile or go to **Admin**, then select the **Classes** tab and **New Class**. Give your class a name and select **Create Class**.
- 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 resources

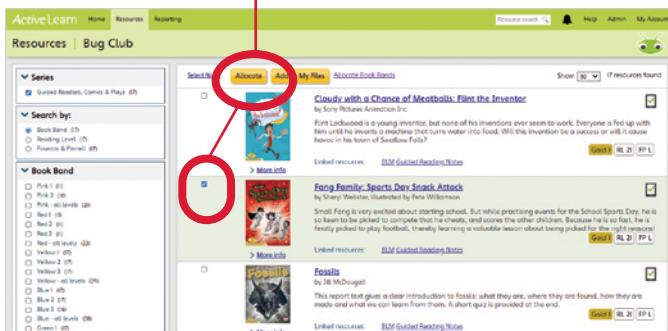
- Select the **Bug Club** tile and then **Resources** or go to **Resources** in the top ribbon and select **Bug Club Phonics**.



- Here you can search for a particular resource. You can search for an eBook according to **Book Band** and **Genre**. You can also search on Letters and Sounds **Phonic Phases**, then **Phonic Sets** and **Type** of resources (eBooks, Blackline Masters, Games, flashcards and teaching screens/magnetic boards). You can also type key words into **Resource search**.



- The resources that match your criteria will appear. Select **More info** for more information about a resource.
- To allocate resources to your students, select the checkboxes to the left. Select **Allocate** and choose whether to send 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. You can also select the option to prevent re-allocations of previously set work.
- The students you selected will be able to see the resources you allocated under **My Stuff** when they next log in. As they read the eBooks and complete games and activities, they will collect points in **My Rewards**.

5. Use resources in class

- To teach using the resources, **Open** and display on your interactive whiteboard. You will need to have your pop-up blocker turned off in your internet browser settings, as they open in a new window.

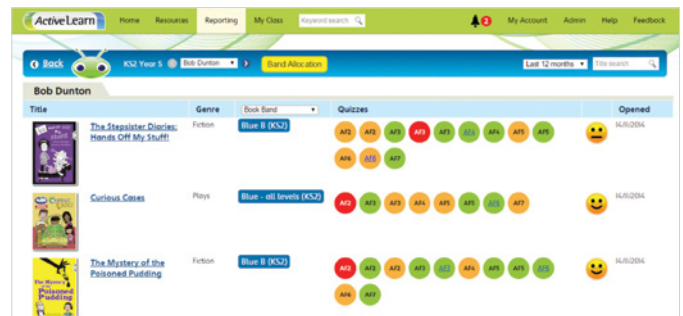
- All eBooks are fully decodable and supported with extensive notes on the inside front and back covers. These notes can be used in class or to support families at home.



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

6. Check student progress

- To see how your students are progressing with the eBooks, select the **Bug Club** tile, go to **Tools** and **Activity Reporting**. You can also go to **Reporting** in the top ribbon and select **Bug Club** from the drop-down menu. You can view progress at a 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 eBook 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 on the top ribbon 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