



Getting Started Guide

For teachers

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.



- You can check whether your device needs any updates to run Bug Club Digital by selecting, 'Will it work on my computer?'
- Once you've logged in, you will be taken to the home page.



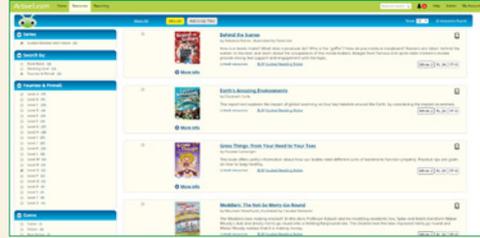
2. Students, classes and groups

- When your student accounts are set up, organise them into classes and groups, if this has not been done already. If your students still need to be set up, please consult the 'Setting Up Your School' guide, or go to **Help** and **Teacher Help** and under 'Setting up your school', select **Pupils** for bulk import options.
- To set up a class, select the **Administrator** button or go to **Admin**, then **Classes** and select **New Class**. Select the **Pupils** tab to link students to classes and groups. To add one or more students to a class or group, tick the check boxes next to the students' names, choose **Bulk Edit Options** then **Set class** or **Set groups**.
- Once your class is set up, you can organise students into groups according to reading ability. Select the **Groups** tab, then **New Group**. To add students, navigate to the **Pupils** tab.
- To only see your class or groups, go to **Admin**, then **Teachers**, tick the check box next to your name, select **Bulk Edit Options** then **Set class** or **Set groups**.

3. Search and allocate eBooks

- Select the **Bug Club** button and **Resources** or go to **Resources** and select **Bug Club** from the drop down menu. You can search for eBooks by Book Band, Fountas & Pinnell or Reading Level and genre, or by typing key words into **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.



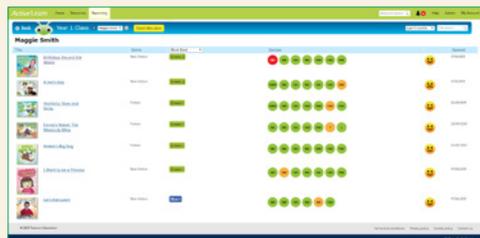
- The students you selected will be able to see those eBooks under **My Stuff** when they next log in. As they read the eBooks and complete quizzes, they will collect coins for games.

4. Use eBooks in class

- To teach with the eBooks, simply search for the eBooks (as above) and open them by selecting the eBook title or thumbnail image. Remember you will need to turn off your pop-up blocker settings to open the resources.
- The teacher view of the eBooks has annotation tools, and a tool to hide quizzes to avoid distractions.

5. Check progress

- To see how your students are progressing, select the **Bug Club** button and **Activity reports** or go to **Reporting**, then **Bug Club**. 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 they've done by area of literacy assessment focus.
- You can also see what the student thought of the eBook overall (through the smiley face rating system).



- Select the **Pupil Profiles** button or go to **Reporting** and select **Pupil Profiles** to edit a student's **Pupil record** and **Notes**.

6. Need help?

Refer to **Help** which is available before and after logging in to the Teacher View and before logging in to the Student View.

Alternatively, contact Pearson's Digital Help Desk. Email help@pearson.com.au or phone **1300 473 277**.