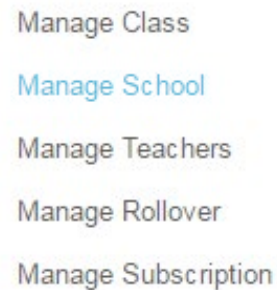


A Manage Students (Subscription Coordinator ONLY)

i. Add Students to School (Individual Student)

Before you add students please check the front page of your teacher dashboard to view the current subscription capacity. If you require additional licences please contact us on 0117 370 1990.

- The Manage School page will list all students currently enrolled in Reading Eggs at your school.
- The option to add new students is at the top of the screen under the heading [Add student's to a class](#).
- Enter the student's first name, last name, grade and teacher.
- Click [Go](#).



Manage Class
Manage School
Manage Teachers
Manage Rollover
Manage Subscription

ii. Add Students (Multiple upload)

- The Manage School page will list all students currently enrolled in Reading Eggs at your school.
- Select [Download a sample file](#) located at the top of the Manage Students page.
- Complete spreadsheet in this format with student first name, surname, grade and teacher email address.
- Save file to your computer.
- If you are uploading your own spreadsheet please ensure you save your file as a CSV.
- Upload file using the [Upload a CSV](#) button located at the top of the Manage School page.
- The username and password for each student will be automatically generated.

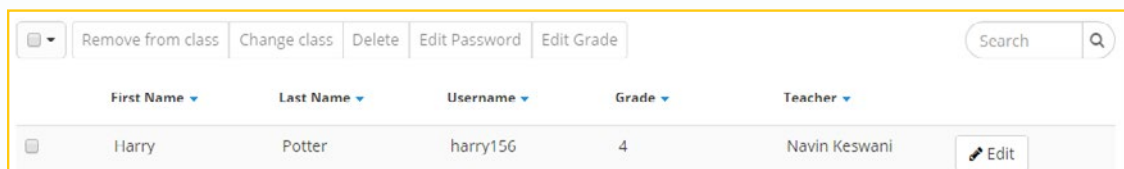
Add students to your class

Create new student

First Name Last Name Grade ▼ Go

iii. Move students into particular classes

- Select the students you wish to move using the selection box tool to the left of the student's names.
- Click the [Change Class](#) button and then select the appropriate teacher's name from the drop down list.
- Click [Change Class](#) to confirm.
- The selected students will be moved into the class.



	Remove from class	Change class	Delete	Edit Password	Edit Grade	Search	
	First Name ▼	Last Name ▼	Username ▼	Grade ▼	Teacher ▼		
<input type="checkbox"/>	Harry	Potter	harry156	4	Navin Keswani	Edit	

iv. Edit student Username, Password, Grade and Teacher (for an individual Student)

- Select [Manage School](#) from the navigation menu on the left of the screen.
- Click the edit button to the right of the name of the student you wish to edit.
- Update the student detail fields as required.
- Click [Update Student](#) to confirm.



Managing Classes

Subscription Co-ordinator Guide (cont.)

	Remove from class	Change class	Delete	Edit Password	Edit Grade	Search
	First Name	Last Name	Username	Grade	Teacher	
<input type="checkbox"/>	Harry	Potter	harry156	4	Navin Keswani	Edit
<input type="checkbox"/>	Alex	Cooper	alex226	4	Rex Teacher	Edit

v. Edit student Passwords & Grades (Multiple Students)

- Select [Manage School](#) from the navigation menu on the left of the screen.
- Click the selection box to the left of the students you wish to edit.
- Click either [Edit password](#) or [Edit grade](#) as required.
- Update details then set changes.

vi. Remove students from class

- Click the selection box to the left of the names of the student/s you wish to move out of their class.
- Click on [Remove from class](#) at the top of the page.
- The student/s will then be unassigned but not deleted from the system. You can move them back into another class and all student progress and details will remain. (See: [Management 2biii](#)).

vii. Delete students from the school

- Click the selection box to the left of the names of the students you wish to delete from the system.
- Click on [Delete](#) at the top of the page.
- Student will then be deleted from the system; this will be irreversible and you will not be able to access their data/account again.

	Remove from class	Change class	Delete	Edit Password	Edit Grade	
	First Name	Last Name	Username	Grade	Teach	
<input checked="" type="checkbox"/>	Harry	Potter	harry156	4	Navin	
<input type="checkbox"/>	Alex	Cooper	alex226	4	Rex T	
<input type="checkbox"/>	Bart	Simpson	bart1	4	Teac	
<input type="checkbox"/>	Freya	Pike	freya25	4	Rex T	

viii. Print student login details

- Please refer to the Manage Teachers Section of this guide. (See [Management 2cvi](#)).

ix. Print parent letters (including parent registration instructions)

- Please refer to the Manage Teachers Section of this guide. (See: [Management 2cvii](#)).

x. Print Certificates and Trophies

- Please refer to the section called [Print](#) at the top of the Manage Class page.
- Select either [Reading Eggs](#) or [Reading Eggspress](#). This will open a list of all certificates and trophies earned that you can then print.
- Select one student at a time using the selection box tool on the left, then click [Print Certificates](#) to open a PDF document that you can then send straight to print.
- You can select multiple students at a time using the selection box tool on the left, then click [Print Certificates](#). An email will be sent to you with the multiple files you can then print.



Managing Classes

Subscription Co-ordinator Guide (cont.)

xi. Export student data

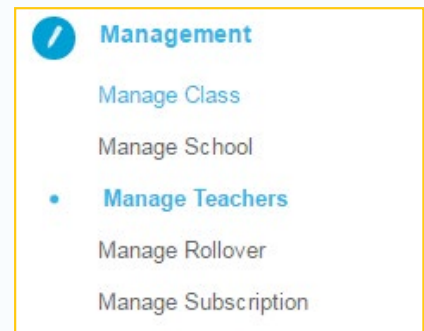
This area will allow you to download a spreadsheet of your class login details for an easy reference.

- Click the [Export Student Data](#) option at the bottom of the Manage Students page.
- A CSV file containing your students' details will be emailed to you.

B Manage Teachers (Subscription Coordinator ONLY)

i. Add Teachers to School Subscription (Individual Teacher)

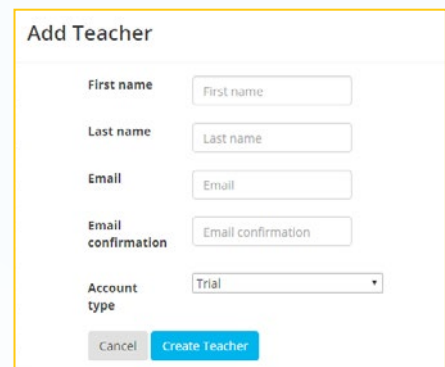
- The Manage Teachers page will list all teachers who are currently registered at your school on Reading Eggs.
- The option to add new teachers is at the top of the screen under the heading [Add Teacher](#).
- Enter the Teacher's first name, surname, email address and account type.
- Click [Create Teacher](#).



The screenshot shows a navigation menu with the following items: Management (with a blue circle icon), Manage Class, Manage School, Manage Teachers (highlighted with a blue circle and a dot), Manage Rollover, and Manage Subscription.

ii. Add Teachers to School Subscription (Multiple upload)

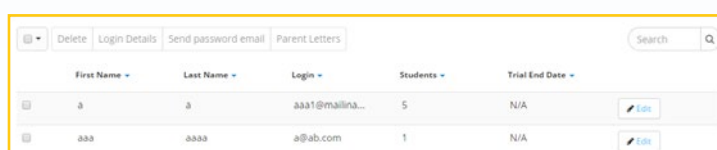
- The Manage Teachers page will list all teachers who are currently registered at your school on Reading Eggs.
- Select [Download a sample file](#) located at the top of this page.
- Complete spreadsheet in this format with teacher first name, surname, email address and account type.
- Save file to your computer.
- Upload file using the [Import Teachers](#) button located at the top of the Manage Teachers page.
- The username and password for each teacher will be automatically generated and emailed to them.



The screenshot shows the 'Add Teacher' form with the following fields: First name (text input), Last name (text input), Email (text input), Email confirmation (text input), and Account type (dropdown menu with 'Trial' selected). There are 'Cancel' and 'Create Teacher' buttons at the bottom.

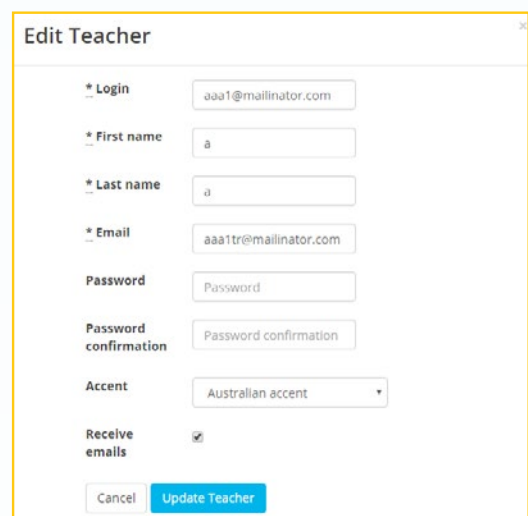
iii. Edit teacher details and send password reset email

- Select [Manage Teachers](#) from the navigation menu on the left of the screen.
- Click the [edit](#) button to the right of the name of the teacher you wish to edit.
- Update the teacher detail fields as required.
- Click [Update Teacher](#) to confirm.
- To send a password reset email to a teacher, click the selection box on the left of the teacher and select [Send password email](#).



The screenshot shows a table with columns: First Name, Last Name, Login, Students, and Trial End Date. There are two rows of data. The first row has 'a' for First Name, 'a' for Last Name, 'aaa1@mailina...' for Login, '5' for Students, and 'N/A' for Trial End Date. The second row has 'aaa' for First Name, 'aaaa' for Last Name, 'a@ab.com' for Login, '1' for Students, and 'N/A' for Trial End Date. There are 'Delete', 'Login Details', 'Send password email', and 'Parent Letters' buttons at the top. There is a search bar on the right. There are 'Edit' buttons at the end of each row.

	First Name	Last Name	Login	Students	Trial End Date	
<input type="checkbox"/>	a	a	aaa1@mailina...	5	N/A	Edit
<input type="checkbox"/>	aaa	aaaa	a@ab.com	1	N/A	Edit



The screenshot shows the 'Edit Teacher' form with the following fields: * Login (text input with 'aaa1@mailinator.com'), * First name (text input with 'a'), * Last name (text input with 'a'), * Email (text input with 'aaa1tr@mailinator.com'), Password (text input), Password confirmation (text input), Accent (dropdown menu with 'Australian accent' selected), and Receive emails (checkbox checked). There are 'Cancel' and 'Update Teacher' buttons at the bottom.



Managing Classes

Subscription Co-ordinator Guide (cont.)

iv. Delete teachers from the system

- Click the selection box to the left of the names of the teacher/s you wish to delete from the system.
- Click on [Delete](#) at the top of the page.
- Teacher/s will then be deleted from the system.

vi. Print student login details

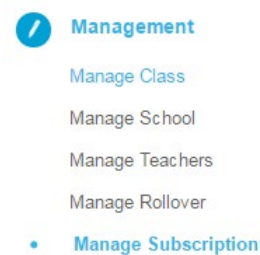
- Select the teacher of the class you wish to print login cards for using the selection box to the left of the name of the teacher.
- By selecting one teacher at a time then clicking on [Login Details](#) a PDF document will be sent to you via email, which you can then print.
- By selecting multiple teachers at a time then clicking [Login Details](#) an email will be sent to you with multiple files you can then print.

vii. Print parent letters (including parent registration instructions)

- Select the teacher of the class you wish to print parent letters for using the selection box to the left of the name of the teacher.
- By selecting one teacher at a time then clicking [Parent Letters](#) a PDF document will open ready for you to print and send home.
- By selecting multiple teachers at a time and then clicking [Parent Letters](#) , a zipped folder with multiple files will open, ready for you to print and send home.
- Instructions to parents on how to register are detailed in the parent letter.

C Manage Subscription (**Subscription Coordinator ONLY**)

- Please complete the online form to renew your schools subscription to Reading Eggs before your expiry date.
- You can find the expiry date on the home page of your teacher centre.



D Manage Rollover (**Subscription Coordinator ONLY**)

- Please complete your rollover by following the instructions on this page.

