


### 1. Getting Started

#### A New School (Register for a Trial)

- Go to [www.readingeggs.co.uk](http://www.readingeggs.co.uk)
- Select [Teachers Click Here](#) to register for a free trial. 
- Follow the instructions on this page to create your login and start your trial.
- Create student logins. (See: [Management: 2ai](#))
- Book in your Demonstration of the program with one of our Education Consultants on 0117 370 1990.

#### B Existing School (Join your school subscription)

- Speak to your school's Reading Eggs Subscription Coordinator and ask them to add you to the school subscription or;
- Call us on 0117 370 1990.

Already a member? [LOGIN HERE](#)

### 2. Management

#### Manage Class

##### i. Add Students (Individual Student)

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

Add students to your class

Create new student

##### ii. Add Students (Multiple upload)

- The Manage Class page will list all students currently assigned to your class.
- Select [Download a sample file](#) located at the top of the Manage Class page.
- Complete spreadsheet in this format with student first name, surname & grade.
- Save file to your computer.
- Upload file using the [Upload a CSV](#) button located at the top of the Manage Class page.
- If you are uploading your own spreadsheet please ensure you save your file as a CSV.
- The username and password for each student will be automatically generated eg. james25868 sport12, you can simplify the password (see [Management 2aiv](#)).



### iii. Move students into your class

At the beginning of the year your subscription coordinator will commence the rollover, this removes students from their class for you to reassign for the new school year.

- Click the option [Move students into your class](#) (located at the top of the Manage Class page).
- Click the selection box to the left of the names of the students you wish to move into your class.
- Click [Add to my class](#).
- The selected students will be moved into your class. Select [Manage Class](#) from the navigation menu on the left of the screen to see the list.

<input type="checkbox"/>	First Name ▾	Last Name ▾	Username ▾	Grade ▾	
<input type="checkbox"/>	bobby	bob	bobby20	4	<a href="#">Edit</a>
<input type="checkbox"/>	Tara	Evans	tara180	4	<a href="#">Edit</a>

### iv. Edit student Username, Password & Grade (for an individual Student)

In this area you may wish to simplify the password for your foundation students to minimise login difficulties. We recommend leaving the default username.

- Select [Manage Class](#) 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.

#### Edit Student

\* First name

\* Last name

\* Grade position

\* Login

\* Password

Password confirmation

External Student ID

[Cancel](#) [Update Student](#)

### v. Edit student Passwords & Grades (Multiple Students)

- Select [Manage Class](#) 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 either password or grade.

<input type="checkbox"/>	First Name ▾	Last Name ▾	Username ▾	Grade ▾	
<input checked="" type="checkbox"/>	bobby	bob	bobby20	4	<a href="#">Edit</a>
<input type="checkbox"/>	Tara	Evans	tara180	4	<a href="#">Edit</a>
<input type="checkbox"/>	luke	su	luke845	4	<a href="#">Edit</a>



### vi. Remove students from class

- Click the selection box to the left of the names of the students you wish to move out of your 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; to move them back into your class (see [Management 2a iii](#)). All student progress and details will remain.

### vii. Print student login details

- Please refer to the section called [Print](#) at the top of the Manage Class page.
- Click [Login details](#). This will open a PDF document with your class login cards, ready for you to print.

#### Print

-  [Login details](#)
-  [Parent letters](#)

### viii. Print parent letters (including parent registration instructions)

- Please refer to the section called [Print](#) at the top of the Manage Class page.
- Click [Parent letters](#). This will open a PDF document with your class' parent letters, ready for you to print and send home.
- Instructions to parents on how to register are detailed in the parent letter.

### ix. Print Certificates and Trophies

- Please refer to the section called [Print](#) toward the bottom right 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.

### x. Disable class access to games and playroom

- To control access to Arcade Games (in Reading Eggs ONLY) click the switch to [ON](#) or [OFF](#) as required.
- To control access to the Playroom in Reading Eggs, click the switch to [ON](#) or [OFF](#) as required.

#### Class Options

- Games
- Playroom

### 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 top of the Manage Class page.
- A CSV file containing your students' details will be downloaded automatically.

