

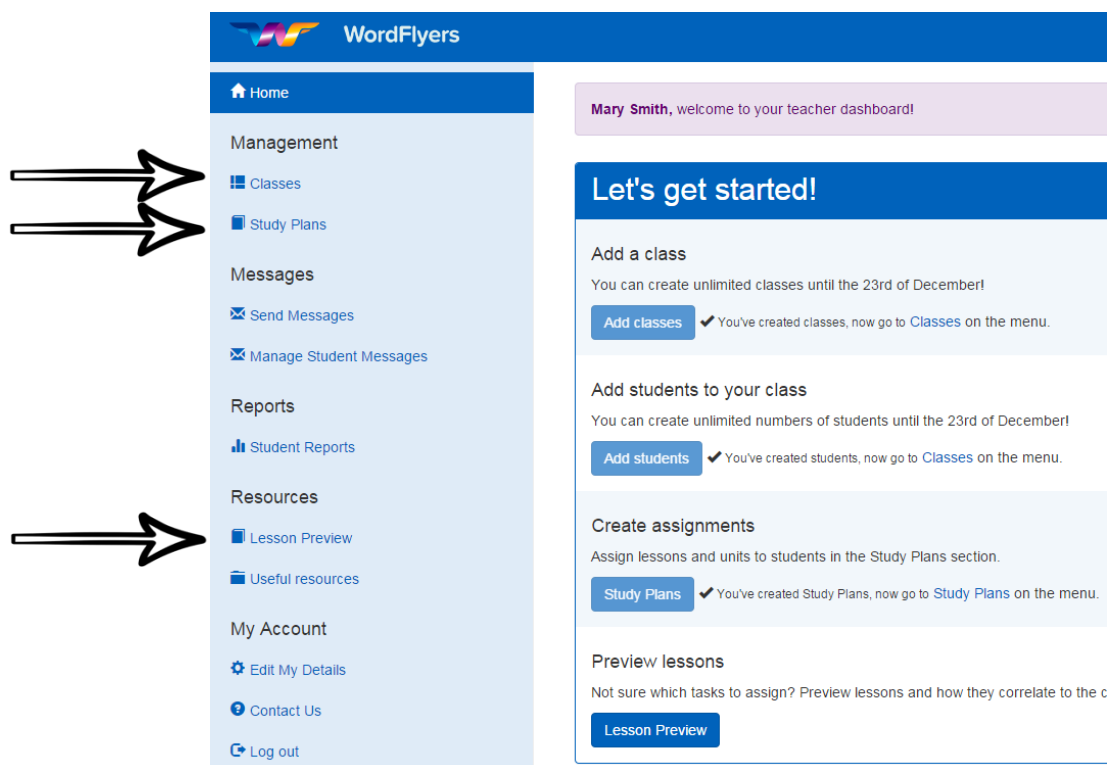
## MANAGING CLASSES AND STUDENTS ON WORDFLYERS

### Teacher Account

This guide will demonstrate how to:

1. Add classes
2. Add new students
3. Add existing students
4. Remove students
5. Delete a class
6. Edit student details
7. Create a study plan
8. Add tasks/activities and students to a study plan
9. Add and delete students as a subscription coordinator in a school

The Classes tab from the homepage allows you to manage all aspects related to student accounts at your school. The Study Plans tab allows you to assign lessons and units of work to students and classes. The Lesson Preview tab allows you to quickly preview these WordFlyers tasks.



**WordFlyers**

Home

Management

- Classes
- Study Plans

Messages

- Send Messages
- Manage Student Messages

Reports

- Student Reports

Resources

- Lesson Preview
- Useful resources

My Account

- Edit My Details
- Contact Us
- Log out

Mary Smith, welcome to your teacher dashboard!

### Let's get started!

**Add a class**  
You can create unlimited classes until the 23rd of December!  
[Add classes](#) ✓ You've created classes, now go to [Classes](#) on the menu.

**Add students to your class**  
You can create unlimited numbers of students until the 23rd of December!  
[Add students](#) ✓ You've created students, now go to [Classes](#) on the menu.

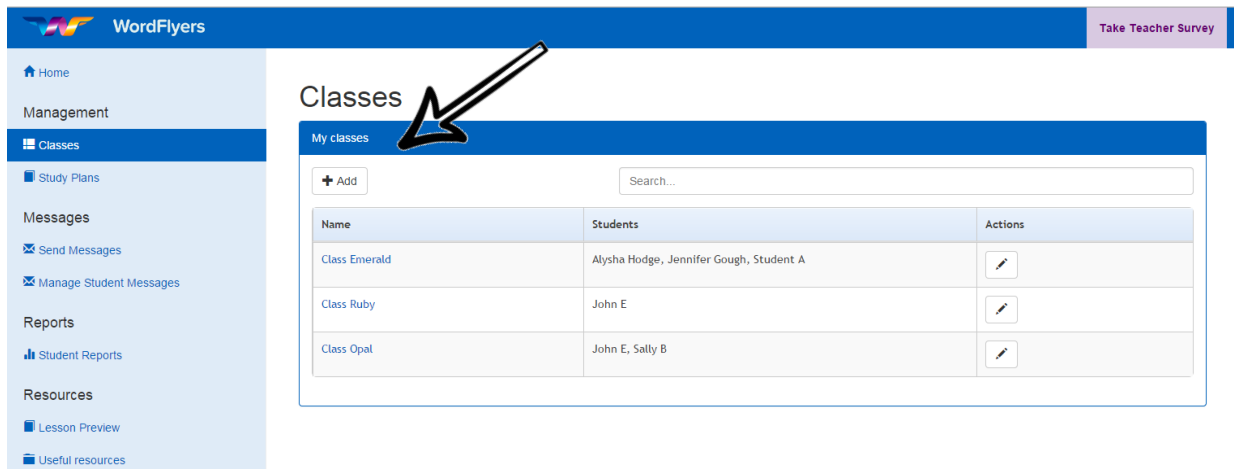
**Create assignments**  
Assign lessons and units to students in the Study Plans section.  
[Study Plans](#) ✓ You've created Study Plans, now go to [Study Plans](#) on the menu.

**Preview lessons**  
Not sure which tasks to assign? Preview lessons and how they correlate to the c  
[Lesson Preview](#)

## 1. ADD CLASSES

### STEP 1

Click on the 'Classes' tab from the homepage. Then click the 'Add' button on the page to add a class.



WordFlyers

Take Teacher Survey

Home

Management

Classes

Study Plans

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Lesson Preview

Useful resources

### Classes

My classes

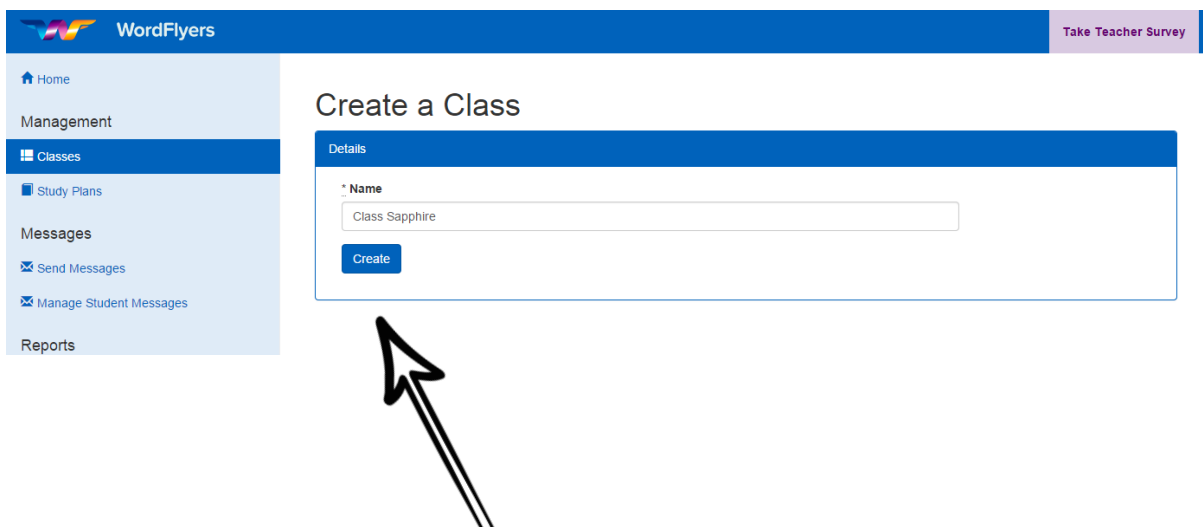
+ Add

Search...

Name	Students	Actions
Class Emerald	Alysha Hodge, Jennifer Gough, Student A	
Class Ruby	John E	
Class Opal	John E, Sally B	

### STEP 2

Type in a Class name then click 'Create'.



WordFlyers

Take Teacher Survey

Home

Management

Classes

Study Plans

Messages

Send Messages

Manage Student Messages

Reports

### Create a Class

Details

Name

Class Sapphire

Create

## ADD CLASSES - CONTINUED

### NOTE:

Once you have created a new Class, you will arrive at this screen. This is where you will be able to add students and have the option to:

- add new students individually
- add existing students from your school's list\*
- add students in bulk through the 'CSV Import File' option.

\*School's list – it is a database that contains all the students that your school has added. Your school's Subscription Coordinator may have added the list.

All classes / Class Sapphire

### Class Sapphire [Edit](#)

**Your class**

[Remove](#)

	Last name	First name	Email	School year	WordFlyers year	WordFlyers level	Classes	Actions
You haven't added any students yet. Use the section below to get started.								

**Add students to your class**

**Creating students tip!** An account login email will be sent directly to students when you create a new student or use 'Import File'.

**Create new**

First name

Last name

Email

School year

[Create](#)

**Add existing**

Add existing students from your school to this class. [Add students](#)

**Import file**

Import a csv file of students to be added to your class.

[Download a sample csv](#)

[CSV upload tips](#)

[Browse...](#) [Import file](#)

Add existing students from your school's list\* using the 'Add Existing' option

Create new students individually

Having problems with the CSV Upload? Check out 'CSV Upload Tips' at <http://wordflyers.com.au/assets/wf-how-to-upload-csv.pdf>

Import CSV file

## 2. ADD NEW STUDENTS

### STEP 1

Click on a class from your Classes page and type in the new student's details

### STEP 2

Click 'Create' to add the new student

Add students to your class

Create new

First name  
Jack

Last name  
E


Email  
jack@school.com

School year  
7

WordFlyers year  
8  
Leave blank to have student work according to school year


WordFlyers level  
1 (Early Year Level)  
Level 1 is least difficult, Level 3 is most difficult. Leave blank to have student complete a placement test to determine level

Create




### NOTE:

You may add a WordFlyers year and level that you deem suitable for your student's capabilities. Leave the WorldFlyers Year blank if you wish the student to begin according to their school year. Leave the WorldFlyers Level blank if you would like them complete a WordFlyers Placement Test to determine their level. Please read the Educational Rational, Table 2, for more information about levels: (<http://wordflyers.com.au/educational-rationale/>).



### WARNING:

It is not possible to add a new student that already exists in the school's list in WordFlyers. You need to add them to your class using the 'Add Existing' option. See page 5 for more details.



### Email

john@school.com

A student account with this email address already exists

### 3. ADD EXISTING STUDENTS

#### STEP 1

Go into the Class page (Homepage > Classes tab > Class name) and click 'Add students' to add existing students from your school's list\*. Your school's subscription coordinator may have added the list.

#### Add existing

Add existing students from your school to this class.

Add students

#### STEP 2

Select the student(s) you wish to add from your school's list\* and then click 'Add students'

#### Add students

Details					
Search...					
<input type="checkbox"/>	First name	Last name	Email	Working year	Classes
<input checked="" type="checkbox"/>	wftest4	student	wftest4@student.com	7	1
<input type="checkbox"/>	WFTTest	Student	wftest@student.com	7	1
<input checked="" type="checkbox"/>	WFTTest2	Student	wftest2@student.com	7	1
<input checked="" type="checkbox"/>	WFTTest3	student	wftest3@student.com	7	1
<input type="checkbox"/>	wftest5	student	wftest5@student.com	7	1
<input type="checkbox"/>	wftest6	student	wftest6@student.com	7	1

Add students

#### NOTE:

This is the same process as moving a student(s) to another class. To move a student from an existing class 'Class X' to a new class 'Class Y', simply use the 'Add Existing' option. If you no longer want the student to appear in Class X, please refer to page 6 of this document 'Remove Students'.





\*School's list – it is a database that contains all the students that your school has added.

## 4. REMOVE STUDENTS

### STEP 1

Open the Class that includes the student you want to remove by going into the 'My Classes' page (Homepage > Classes tab > Class name)






### Classes

My classes		
<a href="#">+ Add</a>	<input type="text" value="Search..."/>	
Name	Students	Actions
<a href="#">Class Emerald</a>	Alysha Hodge, Jennifer Gough, Student A	
<a href="#">Class Ruby</a>	John E	
<a href="#">Class Opal</a>	John E, Sally B	
<a href="#">Class Sapphire</a>	wfest4 student, WFTest2 Student, WFTest3 student, Jack E	

### STEP 2

Select the student(s) you would like to remove from your class then click 'Remove'

### Class Sapphire [Edit](#)

Your class								
	<input type="text" value="Search..."/>							
<input type="checkbox"/>	Last name	First name	Email	School year	WordFlyers year	WordFlyers level	Classes	Actions
<input checked="" type="checkbox"/>	E	Jack	jack@school.com	7	8	1	1	
<input type="checkbox"/>	student	wfest4	wfest4@student.com	7	7	1	2	
<input type="checkbox"/>	Student	WFTest2	wftest2@student.com	7	7	1	2	
<input type="checkbox"/>	student	WFTest3	wftest3@student.com	7	7	1	2	

### NOTE:

Deleting students from your class will not delete them from your school's list\*







\*School's list – it is a database that contains all the students that your school has added.

## 5. DELETE A CLASS

### STEP 1

Go to the Classes page from the Homepage and click the Actions button next to the Class you wish to delete.

#### Classes

My classes		
<div> <div>+ Add</div> <div>Search...</div> </div>		
Name	Students	Actions
Class Emerald	Alysha Hodge, Jennifer Gough, Student A	
Class Ruby	John E	
Class Opal	John E, Sally B	
Class Sapphire	wfrest4 student, WFTest2 Student, WFTest3 student, Jack E	



### STEP 2

Click the 'Delete' button and then click 'OK' to the warning window that pops up.

#### Class: Class Emerald

Details

\* Name

Class Emerald

Update



\* This will permanently delete the class, which will affect all of the students in it.

## 6. EDIT STUDENT DETAILS

### STEP 1

Find the student by going into the Class they are in.

### STEP 2

Click on the Edit button underneath the 'Actions' heading

Class Opal [Edit](#)

Your class								
<a href="#">✕ Remove</a>		<input type="text" value="Search..."/>						
<input type="checkbox"/>	Last name	First name	Email	School year	WordFlyers year	WordFlyers level	Classes	Actions
<input type="checkbox"/>	B	Sally	sally@email.com	7	7	2	1	<a href="#">✎</a>
<input type="checkbox"/>	E	John	john@school.com	7	7	1	2	<a href="#">✎</a>



### STEP 3

Edit the student's details and click 'Update'

Edit

Sally B

First name

Last name

Email

School year

Update

WordFlyers year

WordFlyers level

Leave blank to have student work according to school year

Level 1 is least difficult, Level 3 is most difficult. Leave blank to have student complete a placement test to determine level





## 7. ADD A STUDY PLAN

### STEP 1

Go into the 'Study Plans' tab from the Homepage and click 'Add'

## Study Plans

My study plans

+ Add

Search...

Name	Students	Status	Actions
English Writing	0	Inactive	<div>Activate</div>
English	1	Active	<div>Deactivate</div>

### STEP 2

Type in a name for this study plan and click 'Create'

Study Plan

\* Name

...

English Reading Intensive

Create

### WARNING:

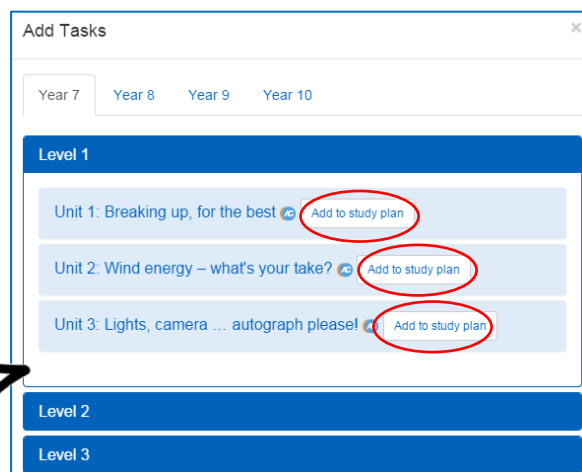
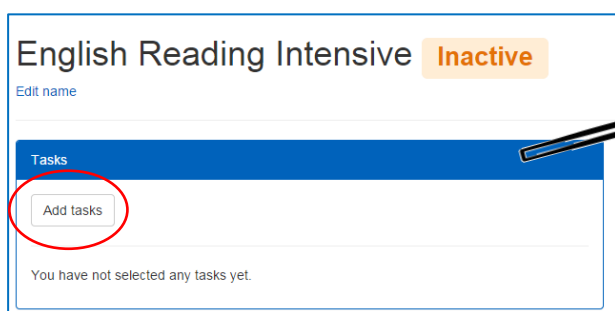
Activating or deactivating a study plan will disable it from being edited any further. You will permanently lose the study plan if you proceed to deactivate it.



## 8. ADD TASKS/ACTIVITIES AND STUDENTS TO A STUDY PLAN

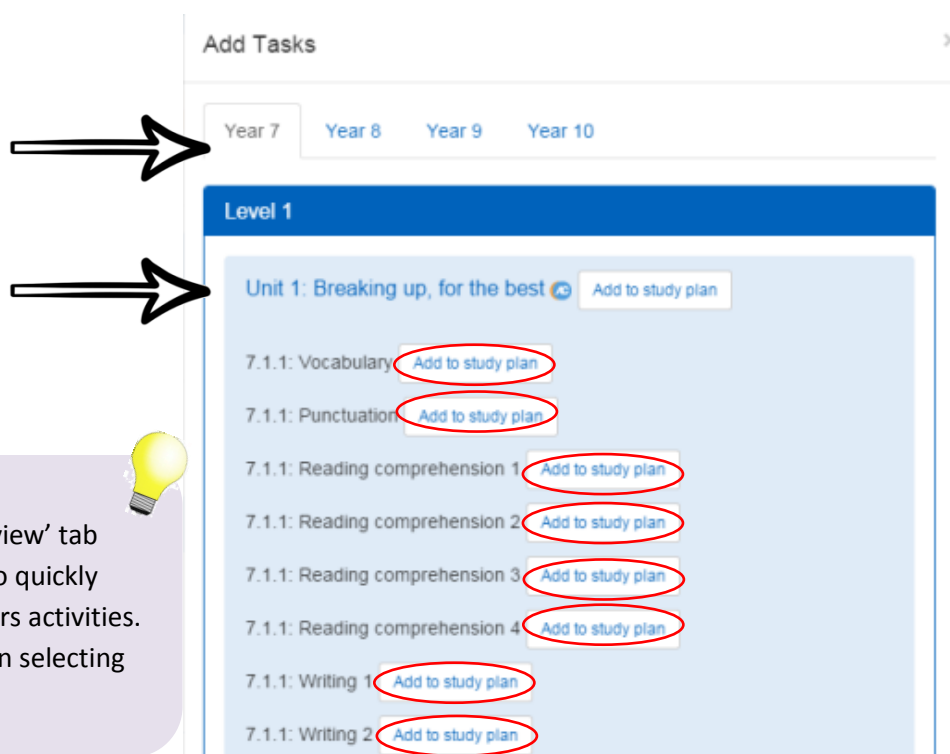
### STEP 1a

Click 'Add Tasks' and select the tasks you wish to add. This will add all the lessons from a unit to the study plan.



### STEP 1b

Alternatively, open a Year level, click on a Unit title and select a single lesson from that unit to add to the study plan.



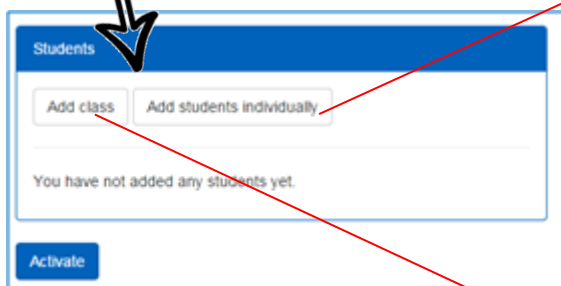
### NOTE:

Go to the 'Lesson Preview' tab from the Homepage to quickly preview the WordFlyers activities. This is helpful for when selecting and adding tasks.

## ADD TASKS/ACTIVITIES AND STUDENTS TO A STUDY PLAN – CONTINUED

### STEP 2

Select the student(s) you wish to add to complete the tasks. You may add a whole class or choose students individually.



### Add students

Details					
Search...					
	First name	Last name	Working year		
<input type="checkbox"/>	Alysha	Hodge	alysa.hodge@blake.com.au	8	2
<input type="checkbox"/>	Jack	E	jack@school.com	8	1
<input type="checkbox"/>	Jennifer	Gough	jennifer.gough@optusnet.com.au	7	2
<input type="checkbox"/>	John	E	john@school.com	7	2
<input type="checkbox"/>	Sally	B	sally@email.com	7	1
<input type="checkbox"/>	Student	A	student@example.com	7	2
<input type="checkbox"/>	WTest4	student	wtest4@student.com	7	2
<input type="checkbox"/>	WTest2	Student	wtest2@student.com	7	2
<input type="checkbox"/>	WTest3	student	wtest3@student.com	7	2

Add Students

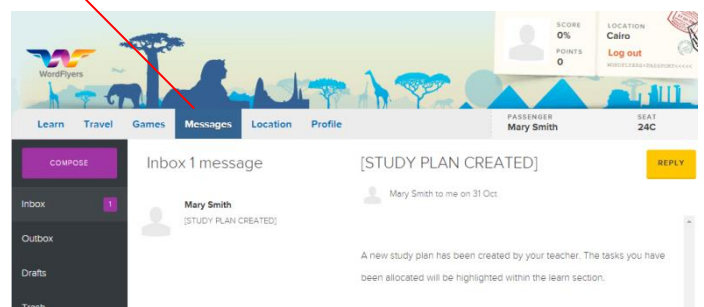
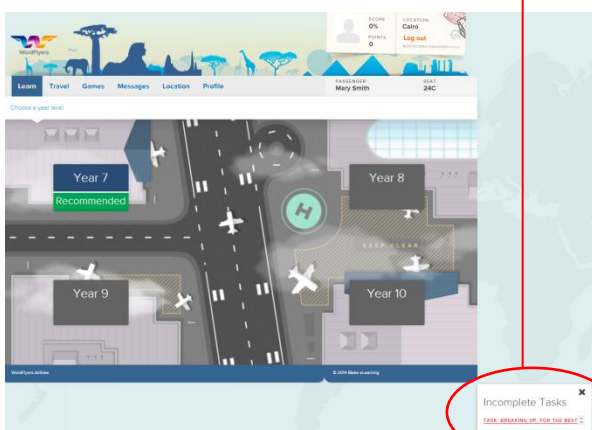
### STEP 3

Click 'Activate' to set up the study plan. A notification will then pop up on the student's Homepage when they log in and they will also receive a notification in their Message inbox, to show that a task/activity has been added for them.

### Add Class

Class Opal

Class Ruby



## 9. ADD AND DELETE TEACHERS AND STUDENTS AS A SUB-COORDINATOR

### NOTE:



The Subscription Coordinator or Sub-Co is the administrator of your school and is in charge of your WordFlyers account. The Subscription Coordinator is able to add teachers and manage your school's teacher and student accounts.

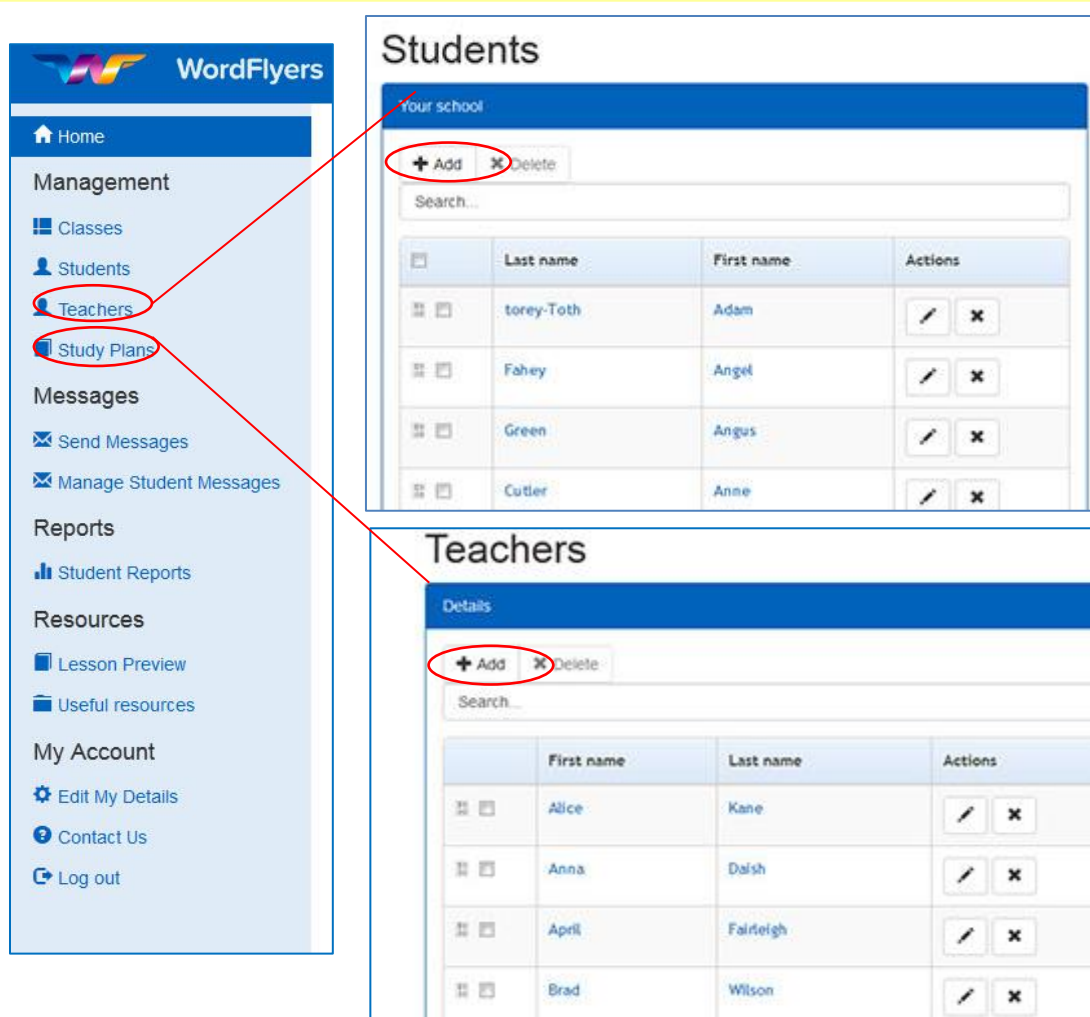


### STEP 1

















Click 'Students' or 'Teachers' on the left hand navigation – a list of students/teachers should appear. This list of students/teachers is your entire school list.















### STEP 2

You can edit your teachers and students profile by clicking . You can delete the student by clicking . You can add teachers and students by clicking the 'Add' button.



The screenshot shows the WordFlyers interface. On the left is a navigation menu with sections: Home, Management (Classes, Students, Teachers, Study Plans), Messages (Send Messages, Manage Student Messages), Reports (Student Reports), Resources (Lesson Preview, Useful resources), and My Account (Edit My Details, Contact Us, Log out). The 'Teachers' link in the Management section is circled in red. To the right, two panels are shown. The top panel, titled 'Students', has a blue header 'Your school' and buttons '+ Add' and 'X Delete' circled in red. Below is a search bar and a table with columns: Last name, First name, and Actions. The table lists four students: toney-Toth (Adam), Fahey (Angel), Green (Angus), and Cutler (Anne). The bottom panel, titled 'Teachers', has a blue header 'Details' and buttons '+ Add' and 'X Delete' circled in red. Below is a search bar and a table with columns: First name, Last name, and Actions. The table lists four teachers: Alice (Kane), Anna (Daish), April (Fairfeigh), and Brad (Wilson). Red lines connect the 'Teachers' link in the navigation menu to the 'Teachers' panel.

	Last name	First name	Actions
 	toney-Toth	Adam	 
 	Fahey	Angel	 
 	Green	Angus	 
 	Cutler	Anne	 

	First name	Last name	Actions
 	Alice	Kane	 
 	Anna	Daish	 
 	April	Fairfeigh	 
 	Brad	Wilson	