





SUNSHINE GLASSIGS

Using the Sunshine Classics Reading Program and Management System



www.sunshineclassics.co.nz www.sunshineclassics.com.au

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Sunshine Classics consists of 310 e-books with three to four activities for each. The e-books cover levels 1-30. The alphabet and high-frequency word revision activities can be selected for students at levels 1-8. The activities are in four categories focusing on the pillars for literacy success: phonic and word knowledge, comprehension, fluency and writing. The results of the students' work is saved to a database for viewing online and printing.

Alphabet:

Identifying the letter names, both upper- and lowercase; selecting the letter that makes the sound; identifying the word that begins with the sound; forming the letters, both upper- and lowercase.

Words:

Learning high-frequency words; letter blends and word families; rhyming words; contractions; compound words; labelling and captioning illustrations from the book; identifying verbs in the present and past tenses; common endings.

Thinking:

Comprehension of the book using sequencing; remaking sentences; punctuation; answering five-question quizzes about the book at levels 13-19.

Record:

Students read the e-book and save their recording. They can listen to it themselves and make more recordings if they wish. Each recording overwrites the previous attempt. They select **Save** for the teacher to listen to it in their own time.

Writing:

Students are given a writing task based on the story. They type directly into the activity and can print or save their work. (levels 20-30) These activities cover many text types.



Sunshine Classics in the Classroom

Sunshine Classics is a digital version of stories that have been continually in print for 25 years. They are perennial favourites with students and are testament to the skills of Joy Cowley and the other Sunshine authors who managed to write for both literacy skills and student engagement. **Sunshine Classics** digital provides support in the digital classroom — a place where teachers have the critical role of providing instruction to a diverse range of students.

Sunshine Classics digital can be used for:

Shared reading
Guided reading
Independent reading
Supplementary reading
Special needs
Home Reading
Revision
Struggling readers

Technology and print, often referred to as blended learning, makes learning exciting for students. Their attitudes to reading improve. Research shows that digital natives are motivated to achieve and struggling readers develop a more positive attitude to reading and writing. (http://www.awardreadingonline.com/research.php)



The management system

This software helps teachers become aware of the strengths and weaknesses of individual students. The profile of results can be saved to the student's digital portfolio or printed to take home and share with caregivers. Students become aware of their own strengths and weaknesses and can set their own learning goals. They start to talk about their learning, their successes and outcomes. The approach supports students taking ownership of their learning in literacy and using the allocated tests and revision activities to lift progress and achievement. It also allows for school districts to have an overview of the performances of their schools.

Differentiated learning

The program caters for the individual needs of every student. **Sunshine Classics** management system allows teachers to set up groups and assign students to these groups depending on their learning needs. These groups can then be assigned sets of relevant e-books or revision activities for guided, independent or home reading.

Partnership with home

As the program can be used on both tablets and computers, there is an ideal opportunity for the school to engage with the home by using **Sunshine Classics** for practice or home reading. All students' work can be tracked by the teacher as the student must use their individual login whether using a browser on a home computer or the free app on their tablet.

Skill activities

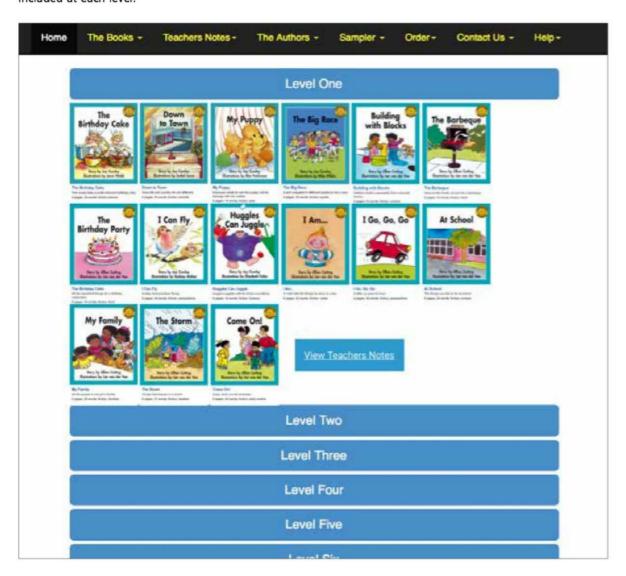
The activities associated with each e-book are structured to introduce letter recognition, followed by letter sounds and formation, parts of words (blends and word families), punctuation and sentence structure. Vocabulary acquisition is a vital part of literacy and is introduced in a structured way so that new high-frequency words are scaffolded by the story and repeated in a variety of settings.

Fluency

This can be developed with the recording and playback feature. The student records an oral reading. They can listen to it before saving it. The teacher then listens to it and evaluates the reading at his/her convenience.

The Sunshine Classics Website

To review all the titles in the program, go to **The Books** link on the top bar of the **Sunshine Classics** website, and select a level. Roll over a thumbnail to read a short description, the number of pages and words and the genre of each title. Teachers Notes are included at each level.



To download the app for access to the program on a tablet, click on the link provided at the bottom of the **Sunshine Classics** home page.



Getting Started

School Administration

1. The school administrator will receive an email when Sunshine Classics has been purchased.

Note: There is also a District Login option - this is only used if the product is purchased and administered at a district-wide level.

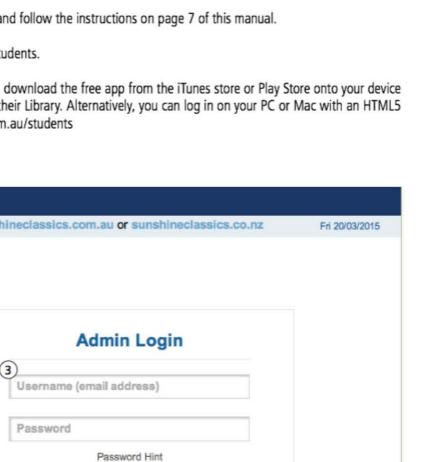
- 2. Go to the link provided: http://bookshelf.sunshineclassics.com.au/admin
- 3. Log in as Admin with the username and password supplied in the email.
- 4. Set up teachers/classes/students. This can be done manually or via Bulk Import.

4a. Manual Set-up (page 8)

- Add teachers
- Add classes
- Load each class and add students

4b. Bulk Import (page 7)

- Download the csv template from the login screen and follow the instructions on page 7 of this manual.
- You or your teachers can now allocate work to the students.
- 6. To understand what the student's experience will be, download the free app from the iTunes store or Play Store onto your device and log in as a student to see the allocated work in their Library. Alternatively, you can log in on your PC or Mac with an HTML5 web browser at http://bookshelf.sunshineclassics.com.au/students



Congratulations - your Sunshine

Your Admin Login

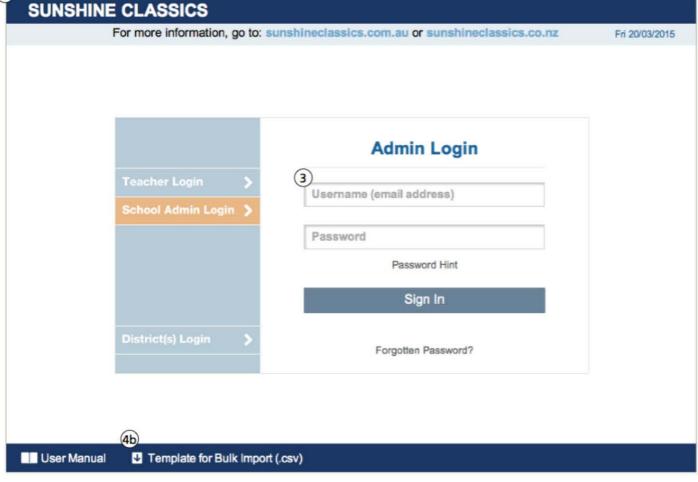
blahblah@blahbla.co.nz

Username:

Password: password

Classics subscription is activated!

Login Here as Admin



The administrator

The content of **Sunshine Classics** can be viewed, used and saved to a computer or mobile device, however the initial set up should be completed through a browser.

Desktop - Chrome 30 or later; Firefox 24 or later; Internet Explorer 10 or later; Safari 6.0 or later.

The student experience will be through a Sunshine app available free from iTunes app store and Google Play or through the website browser.

Technical specifications:

Tablets - Android 4.0 or later; iOS 6.0 or later.

The administrator is the person who sets up the teachers and can set up classes and students. The administrator has access to all data across all classes. They are able to bulk import data for the classes that are using the program during the life of the subscription.

They can recover data that may have been accidentally deleted by teachers. Once the subscription is purchased, the nominated administrator will be emailed the school's user name and password and other information relevant to the subscription.

Either log in using the link from your confirmation email or go to the **Sunshine Classics** website and click on the **Teacher & Admin Login** button and select **School Admin Login** to login with your user name (this will be an email address) and password. This will have been confirmed by email from Sunshine. Here there are links to the **User Manual pdf** and to the **Excel** template for a bulk import of school data.



There are two approaches you can take to set up class names, teachers and students.

1. Bulk Import Data

You will need all the students' details, the teachers' email addresses and the class names on an Excel file. This file must be configured so that columns are named First Name, Last Name, User Name, Password, Role, Class in order from left to right. A template for the file is provided on the Sunshine Classics website. Once the Excel file is ready, Save As a csv file (comma separated values).

You will need to allocate unique user names for each student and passwords (minimum of six characters and maximum of 16) to each student. A **global password** can be used for all students to make it easier for them to remember their login details. However, this is less secure. **Role** specifies whether the entry is a student or teacher. **The teacher's user name must be his/her email address**.

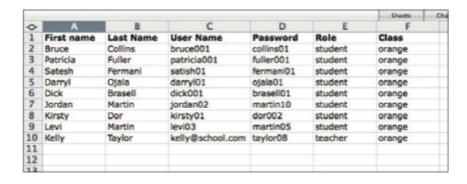
To import the data:

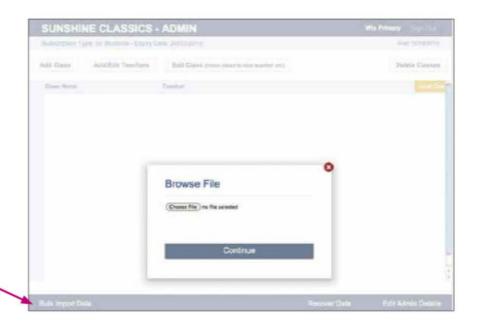
- 1. Click Bulk Import Data.
- Click Choose File.
 Browse to and select the .csv file and click Open.

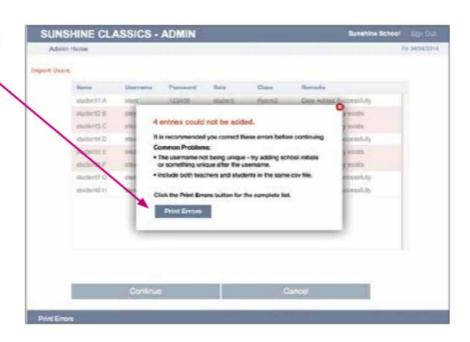
3. Click Continue.

- 4. A verification screen displays an analysis of the import file. If there are errors in the import file, the total number will be displayed. Click **Print Errors** for a complete list of errors. You should cancel the import and fix these errors before repeating the import process. If you click **Continue** without fixing the errors, any rows marked with an error will not be imported. A count of student accounts is performed to align with the number of students in the subscription. If more than that number are uploaded, the subscription will cut the last names off the list.
- Once you click **Continue**, the **Import Complete** screen displays the results of the import. Click **Done** to complete the import process.

Once complete, the teacher can print out each student's user name and password for their reference (see page 11).

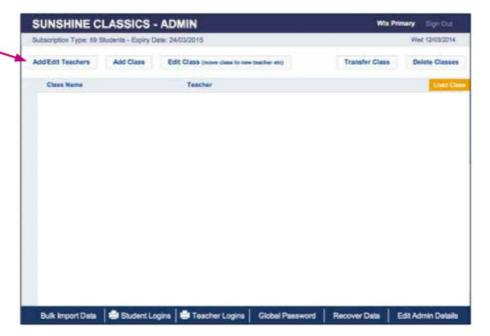




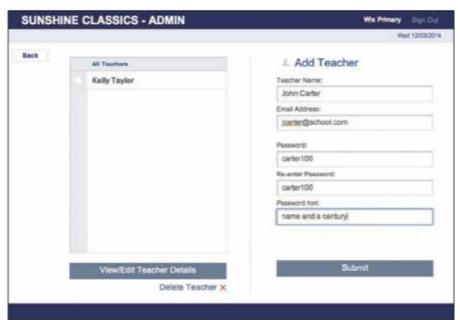


2. Manually set up classes and teachers

1. Click on Add/Edit Teachers. -

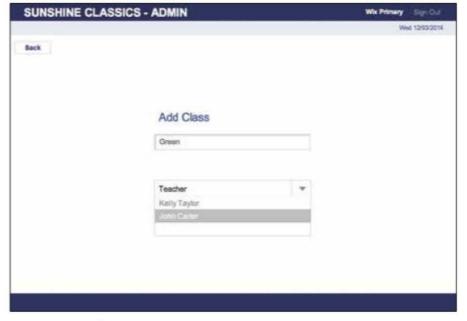


Fill in the fields and click Submit. The teacher's user name must be their email address.



To allocate a class to the teacher, click on Add Class.

Write in the class name and choose the teacher from the drop-down menu. Click **Submit**.



Your subscription duration and the number of students is listed here.

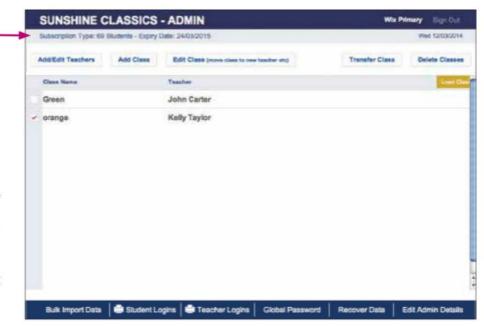
When the subscription is about to expire, you will receive reminder emails.

Click **Recover Data** to recover data that has been accidentally deleted.

Click **Global Password** to change all passwords to a single universal password.

Click **Teacher Logins** to view and print all teacher login details.

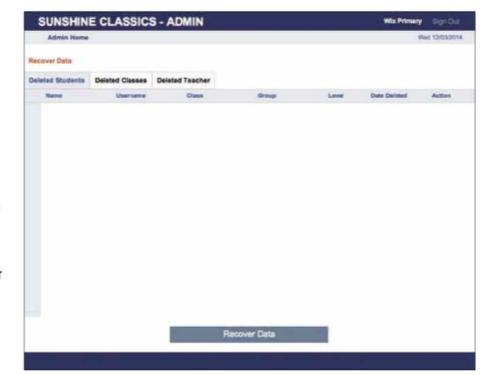
Click **Student Logins** to view and print all student login details.



To recover data, select **Deleted Students** or **Deleted Classes** and select the one to be retrieved. Click **Recover Data**.

As administrator you can view all classes in the school and edit or transfer teachers and students from one class to another and delete classes.

Note: If you delete a class, students in that class should be transferred to another class beforehand or they will be deleted, too. They can, of course, be recovered (see above).



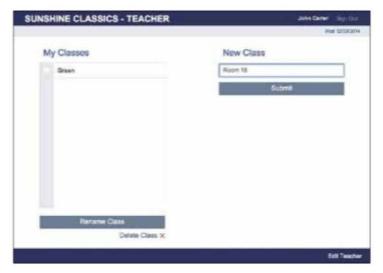
The teacher

To start organising **Sunshine Classics** for your classroom, go to the **Sunshine Classics** website and click on the **Teacher Login** button to login with your user name and password. The administrator will supply you with a password and confirm the email address.





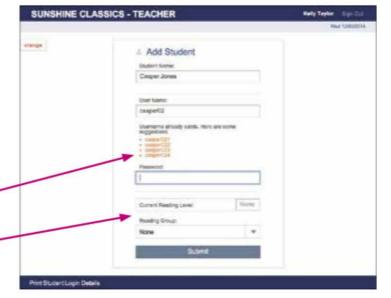
The administrator may have already set up your class or you will need to add your class before typing in the students' details.



When adding students, choose unique and intuitive passwords, for example, the first name with a number after it for the user name and their last name with a number for the password (with a minimum of six characters).

- You can choose to assign a global password to all students. This is easier for them to remember, but is less secure.
- As you type, if the user name is not unique, you will be given suggested alternatives.
- Adding a level or Reading Group is optional.

As you add students, your class will look like this.





The student's login information needs to be printed and given to them for safe keeping.

- This can be done when adding each student, or by clicking Edit/Transfer Student and selecting Print Student Login Details.
- You could copy the parent/caregiver letter on page 21 of this manual and fill in the details for the student to take home.
- If you want to print all logins at once, there is a
 Print Student Login Details button on the bottom
 menu bar of your class list.



Organise your Students

This class management page is where you organise your students. Once your students are loaded, you can

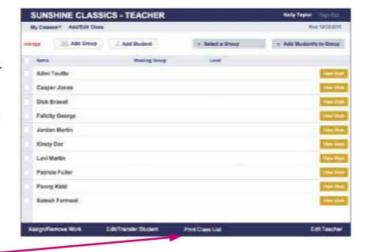
- transfer them between classes
- add a group or groups to organise your class into their reading levels or other categories, such as English language learners
- · create and manage students by group
- · assign and remove work to a group
- assign work to a selected student or students
- edit student details
- · edit teacher details
- add or edit a class
- · print the class login details from Print Class List

The best way to keep track of work assigned to students is to organise them into groups. You can add or remove students at any time. You will still be able to assign additional books to individual students within a group.

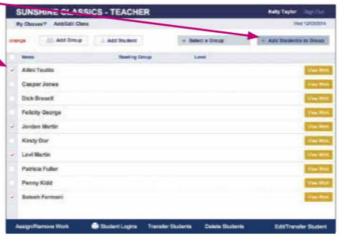
To **Add Group**, give it a name and click **Submit**.

Note that when they open their **Library**, students will see the name of the group they are in.

Select students to add to the group by ticking next to each one and **Add Student/s to Group**.







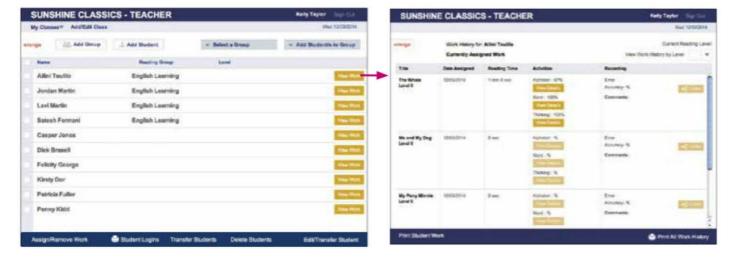


Assign work to the group by selecting a level and then either **Select All** the e-books at that level or tick individual e-books. After every selection, you must select **Submit** to save your selection. This sends the e-books to the students' library for them to access when they log into their account either via the app on a tablet or via the website. You can edit this selection at any time. To exit, select your class name top left of the screen.

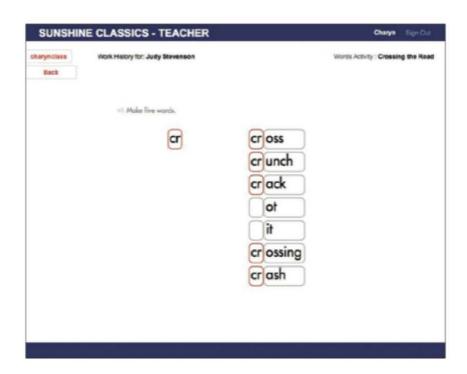
- 1. The selected level(s) are shown in the list by the book icon. If all e-books at a level are selected, the level button is a dark orange colour; if you have only selected one or two e-books, the level button is a light orange colour.
- The options List View and Cover View show whichever layout suits you best. The List View lists the skills included in the extension activities for your reference.
- 3. You can click on the cover of any book or revision activity to review the contents. There is no limit to the number of e-books you can allocate to a group or an individual at any one time.
- 4. At levels 1-8 there is a side bar with revision activities to allocate to students. The data from these activities is not tracked.
- 5. If you scroll to the bottom of the screen, you are able to assign multiple levels at once (see below).

To review a student's work, go to the class list and select View Work next to the student name.

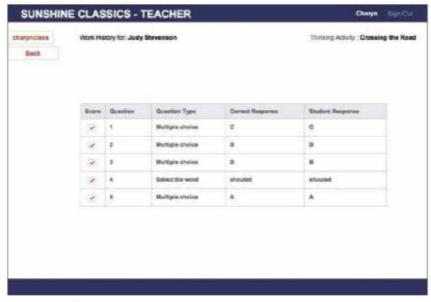
Completed e-books will have reading times and darker orange activity buttons. You will see the date assigned, the reading time and percentages for the activities. Select an activity's **View Details** button to view the results in more detail.



Results of a Words Activity



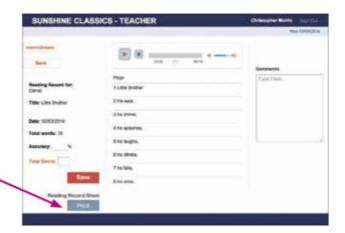
Results of a Thinking Activity



The Recording Activity

To listen to the Record activity, select the play arrow. Use the comments box to note any errors. Insert the number of errors into the **Errors** box to calculate the student's accuracy.

To use a printed reading record, click on the Print button.



The student's results for the e-books are collated in their Work History. The **Currently Assigned Work** is viewable and can be printed. Click on **Print Student Work**.

To view all current and previously assigned work by level, go to **View Work History by Level** (top right).



You can print the entire / work history by clicking on Print All Work History.

There are two ways a student can access Sunshine Classics:

 on a computer by going to the Sunshine Classics website and clicking on Student Login. TEACHER

REGISTER NOW FOR YOUR FREE SAMPLE

LOGIN

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on a mobile device using the free Sunshine Classics app.

The free **Sunshine Classics** app needs to be downloaded for their devices from the iTunes App store for an iPad or Google Play Store for an Android. There are links to these on the **Sunshine Classics** home page.



When the student logs in with their unique user name and password, they go directly to their **Library**. They select an e-book and tap the arrow to download the e-book. They tap on the cover of the book to open it. The download time varies depending on the wi-fi connection and bandwidth. If students bring their own devices to school, they can download e-books to work offline but they should not log out if they do. Their data scores will be fed back to the database when they next connect to the internet.

If the student enters an incorrect user name or password, the teacher or the administrator can find their user names and passwords for them.



In the student library, the e-books are labelled by level on the covers. The titles display in ascending order from low to high.

Note: To make the Library more manageable for a student or group of students, it is recommended that assigned work is removed after it is completed.

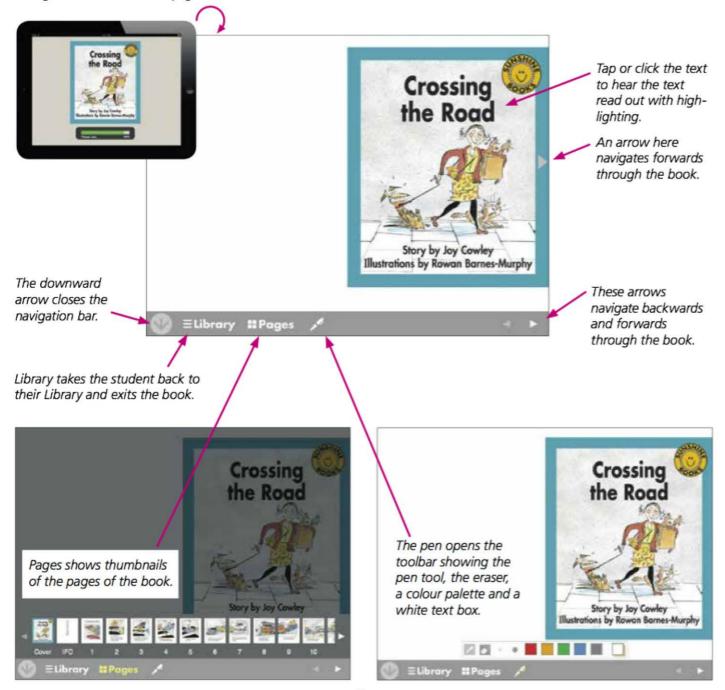
Tap or click the title to download.

The progress bar below each title indicates the students' progression through the activities.

When the progress bar is solid yellow, this indicates the book and activities have been completed.



When the e-book has downloaded, students select the text to hear it read or read it themselves and then select the grey arrow on the right to move to the next page.



The time the student takes to read the e-book is approximate. It is calculated from when they reach the last page and click on an activity.

On the **Activities** page there are three or four activities associated with the e-book. (Alphabet activities are at levels 1-8 only.)

After each activity is saved, the student will see a message stating that the data has been saved successfully.

Note: All activities that follow on from the books are saved, but activities from the "Revision Activities" list are not saved.

The Alphabet activities all follow a similar format. They consist of:

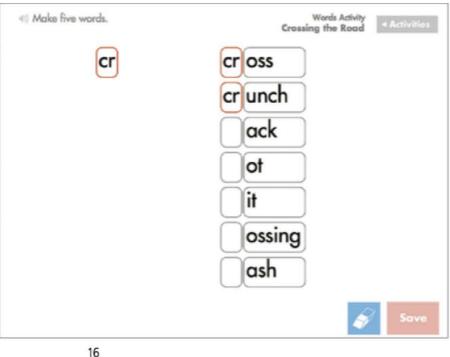
- Write the Alphabet
- Letter Names
- Letter Sounds
- Initial Sounds

This **Alphabet** activity requires students to select the letter they hear. When the activity is completed, they Save to send their results to the database.

After completing the Words activity, they select Save to save the data. If they tap on the eraser tool, this undoes all their work. They will need to start again.







The **Thinking** Activity at levels 13–19 is a quiz that explores the student's comprehension of the e-book. The answer they select is highlighted in red. They can change their answer but not once they have selected **Next**.

Read the question and choose the correct answer.

Thinking Activity
Crossing the Road

Activities

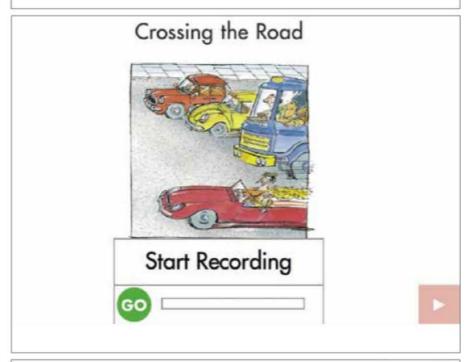
I. Who caused the accident?

A. the chickens

B. the dog

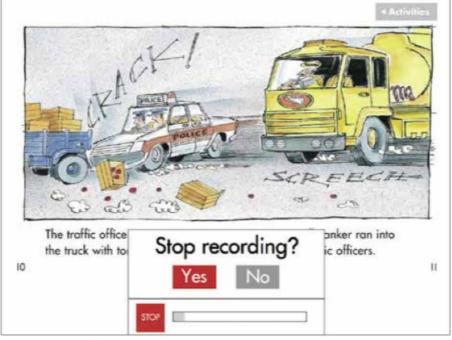
C. Mrs Maggie Mox

The **Record** Activity allows students to record their reading of all or part of the text. They select **Go** and move through the e-book using the red arrow bottom right. When the red arrow disappears, they have reached the end of the task.



They finish reading and select **Stop** to end their recording.

If they want to listen to their recording, they select the speaker icon and when they have finished, they select **Save**. They can redo the reading but this will overwrite the previous one when saved.



Texts at the higher levels

At levels 20—30 there are chapter books with bridging titles (24 pages) through to more extensive texts (48 pages). The range of content and increasing text complexity is matched perfectly for students as they develop greater independence in their reading.

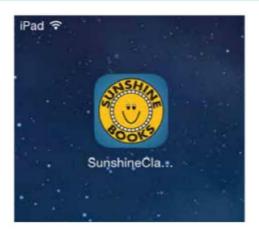
There are also many more non-fiction texts which include an interesting selection of topics. Many titles are drawn from the highly successful Sunshine Science series. Information is presented in a way to make it easily accessible for all students.

The **Writing** activity at levels 20-30 provides opportunities for students to write about their reading and to innovate on the text. They can print or save their work



The student

The student can access **Sunshine Classics** from a mobile device using the free **Sunshine Classics** app.

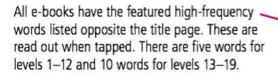


The student can also access the program from a browser by going to the **Sunshine Classics** website and clicking on **Student Login.**



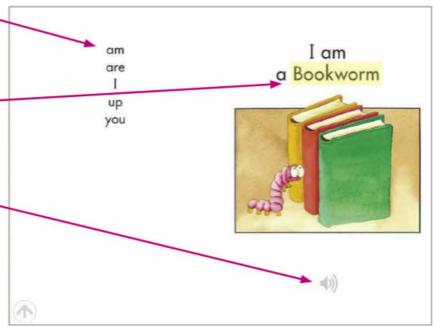
Once the student has completed work on an e-book, the progress bar shows yellow in their **Library** to show that all the tasks have been completed and saved to their **Work History**. The e-book isn't locked. The student can go in again and redo the work which will overwrite data. The e-book stays in their library until the teacher deselects it.





To hear an individual word read, they tap on the word. Words highlight as here.

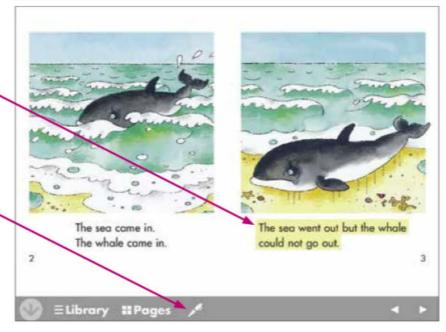
To listen to the text at levels 1–5, the student taps on the speaker icon.



At levels 6–19, the student taps on words on the screen to hear the text on the page read. They will highlight as shown here.

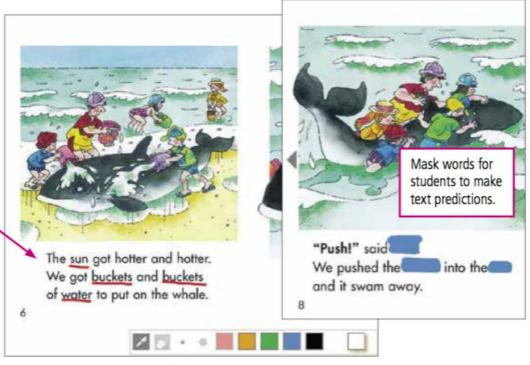
Toolbar

The tools on the toolbar can be used in many ways depending on whether the e-book is for shared, guided or independent reading. They are not saved when the student returns to their library.



The pen tool

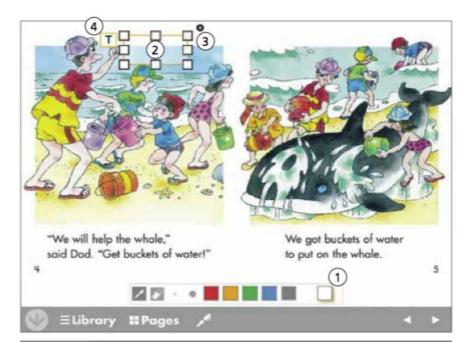
This provides options of thick or thin and five different colours. Select the tool, the thickness and colour. Here some nouns on the page are underlined. The eraser rubs away any unwanted lines.

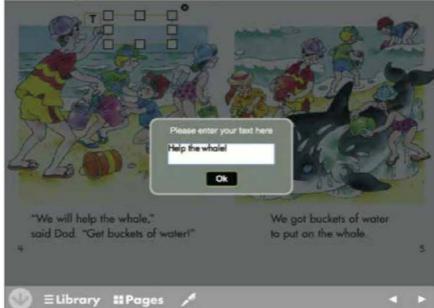


The white box

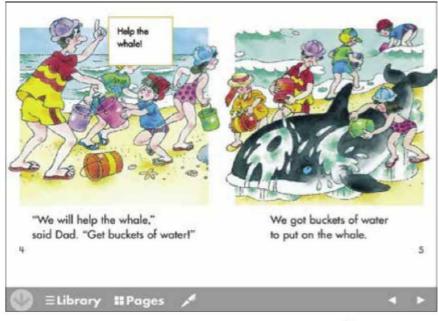
To use the white text box:

- Select the box and then tap on the screen where it is to go — on an illustration or white space, not on the text as this will activate the reading.
- Once the text box has been placed, it can be moved around the page and placed anywhere, including over the text of the story.
- The text box can be made larger or smaller using the corner squares and deleted using the cross in the top right corner.
- To add text, select the T at the top left corner of the box and type into the field. Select OK when finished.





To remove all the sizing tools, select anywhere inside the white text box. To change the shape of the box or the text, just select inside the box again and the sizing tools will reappear.





Dear Parents / Caregivers

Our school has subscribed to an exciting new digital literacy program called **Sunshine Classics**. Your child will have access to e-books to read and interactive activities to complete. These are assigned to your child's individual login by their teacher. Your child can log into their **Sunshine Classics** account at home using a computer or a tablet (iPad or Android).

Your child's log in details are:
User Name:
Password:

To log in on a Computer:

Go to www.sunshineclassics.com.au (Australia) www.sunshineclassics.co.nz (NZ)

Click on STUDENT LOGIN

Fill in the user name and password and click Sign In

To log in on an iPad:

Go to the App Store and search for **Sunshine Classics**. Install the FREE **Sunshine Classics** App. Click on the App and fill in the username and password.

To log in on an Android Tablet:

Go to Google Play and search for **Sunshine Classics**. Install the FREE **Sunshine Classics** App. Click on the App and fill in the username and password.

Your child will see their library! These will be e-books and activities allocated to your child by their teacher. To read an e-book, click on the download button on the book cover. Once loaded, your child can read through the e-book and complete the activities at the end of the story. All e-books and activities in the library can be downloaded. The teacher may have allocated one or more e-books.

An e-book where the progress bar is yellow means that your child has already read this title and completed the activities. These e-books can still be read and enjoyed over again.

Happy Reading!









NEW ZEALAND

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