



CLASSICS BOOKROOM



Using the Classics Bookroom Reading Program and Management System



www.classicsbookroom.com

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Classics Bookroom 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 by both the teacher and student. Results can also be printed by the teacher.

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 13–30.

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.



Classics Bookroom in the Classroom

Classics Bookroom 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. **Classics Bookroom** digital provides support in the digital classroom – a place where teachers have the critical role of providing instruction to a diverse range of students.

Classics Bookroom 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. **Classics Bookroom** 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 **Classics Bookroom** 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 Classics Bookroom Bookroom Website

To review all the titles in the program, go to **The Books** link on the top bar of the *Classics Bookroom* 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, select the link provided at the bottom of the *Classics Bookroom* home page.

Getting Started

School Administration

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

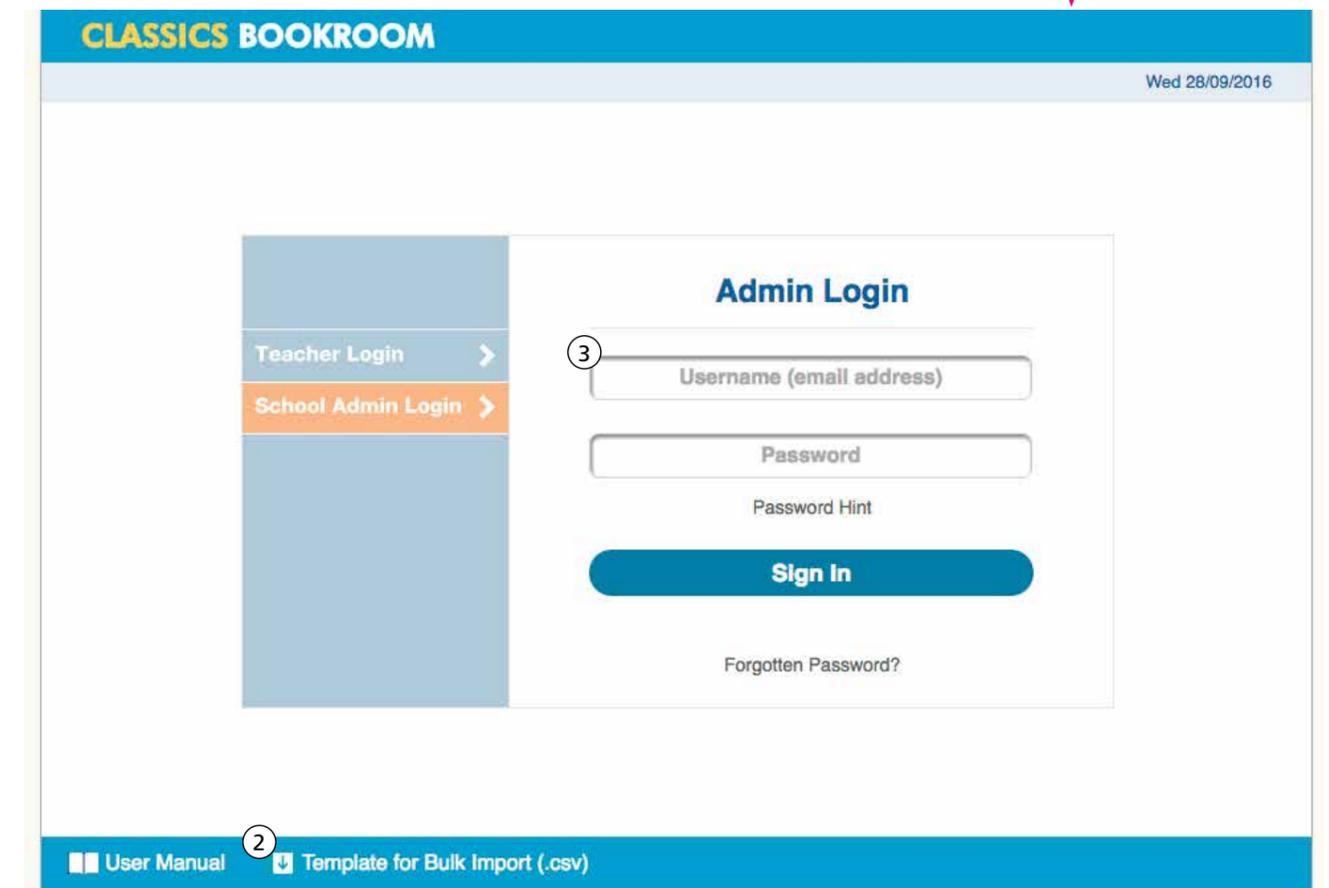
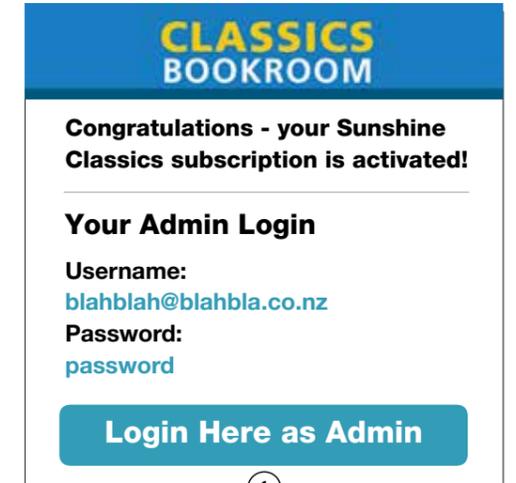
1. Go to the link provided in the email, or log in at any time by selecting "Teacher & Admin Login" from the "Classics Bookroom" website.
2. Bulk Import - to set up teachers and students in a csv file, download the template from the login screen and follow the instructions on page 7.
3. Log in as Admin with the username and password in the email.

Once logged in, select **Bulk Import Data** to set up teachers, classes and students using the downloaded csv template. For manual setup, see page 8.

You or your teachers can now allocate work to the students.

To understand what the student's experience will be, log in as a student on a web browser, or via the free app from the iTunes or Play Store.

To sample the content before purchase, you can apply for a free trial from the **Classics Bookroom** website.



The administrator

The content of **Classics Bookroom** 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:

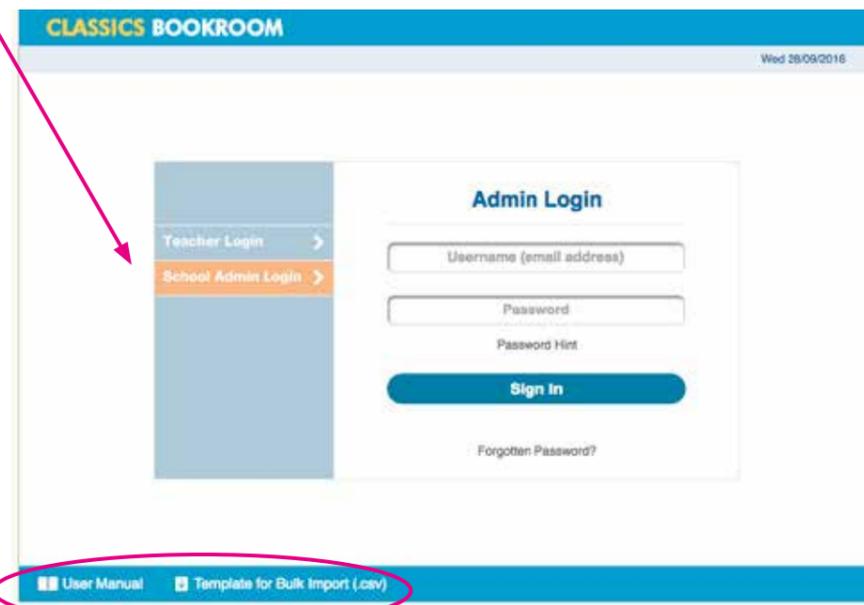
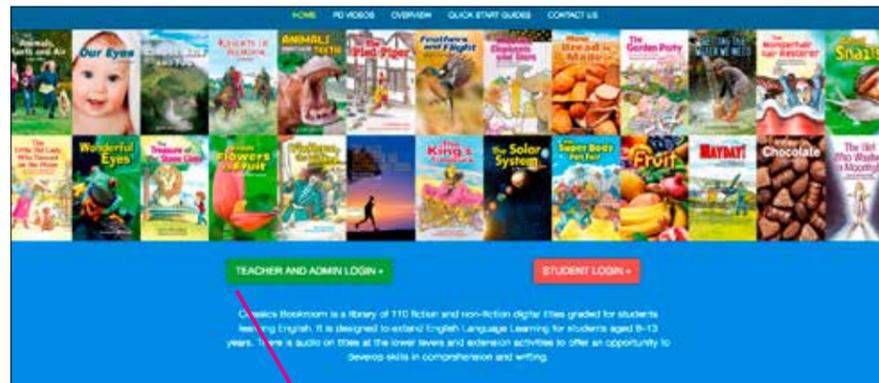
Tablets – Android 4.0 or later; iOS 6.0 or later.

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.

To log in, go to the **Classics Bookroom** website, select **Teacher & Admin Login** and choose **School Admin Login**.

- The login details (username and password) are supplied in the confirmation email from Classics Bookroom.
- From the login page, there are links to the **User Manual** and the downloadable **Template** for bulk import of school data.



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 is provided for download from the Teacher and Admin login. Once the Excel file is ready, save as a csv file (comma separated values).

	A	B	C	D	E	F
1	First name	Last Name	User Name	Password	Role	Class
2	Bruce	Collins	bruce001	collins01	student	orange
3	Patricia	Fuller	patricia001	fuller001	student	orange
4	Satesh	Fermani	satish01	fermani01	student	orange
5	Darryl	Ojala	darryl01	ojala01	student	orange
6	Dick	Brasell	dick001	brasell01	student	orange
7	Jordan	Martin	jordan02	martin10	student	orange
8	Kirsty	Dor	kirsty01	dor002	student	orange
9	Levi	Martin	levi03	martin05	student	orange
10	Kelly	Taylor	kelly@school.com	taylor08	teacher	orange
11						
12						
13						

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.**

Importing the data

1. Select **Bulk Import Data**.

2. Select **Choose File**.
Browse to and select the csv file to open.

3. Select **Continue**.

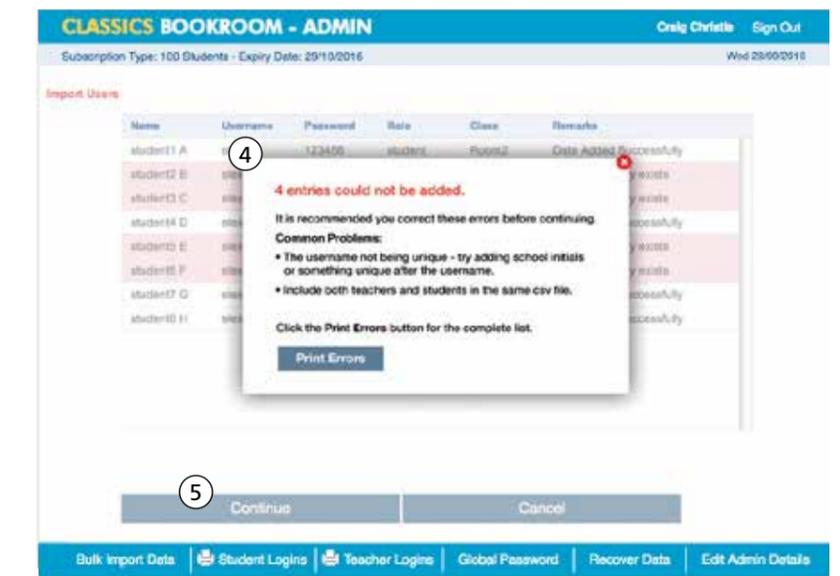
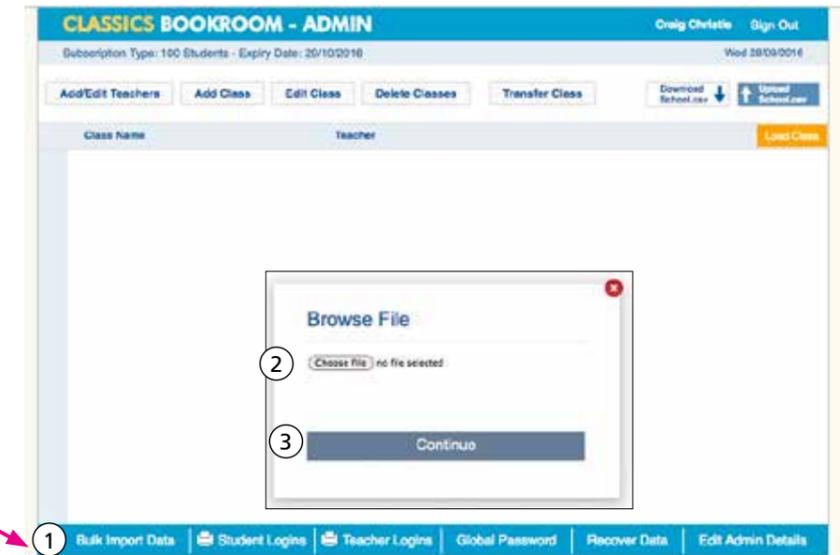
4. A verification screen displays an analysis of the import file. If there are errors in the import file, the total number will be displayed. Select **Print Errors** for a complete list of errors. You should cancel the import and fix these errors before repeating the import process. If you click **Continue** without fixing the errors, any rows marked with an error will not be imported.

Subscriptions are based on student numbers. Students can only be imported up to the maximum number. If exceeded, all students over this number will not be imported, and an error message will explain the problem.

To increase the subscription number, see the contact details for Australia and New Zealand at the back of this manual.

5. Selecting **Continue** will go to the **Import Complete** screen that displays the results of the import.

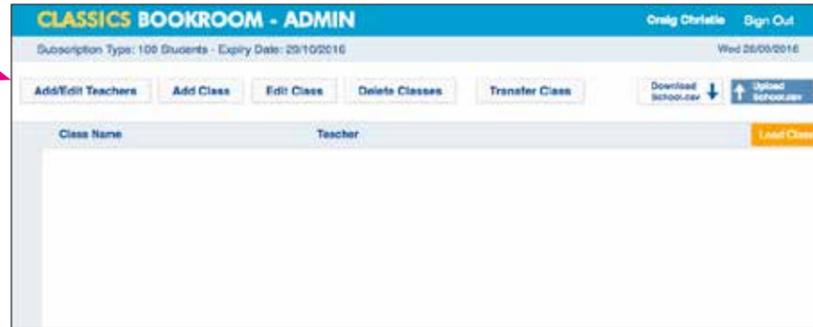
Once complete, the teacher can print out each student's user name and password for their reference.



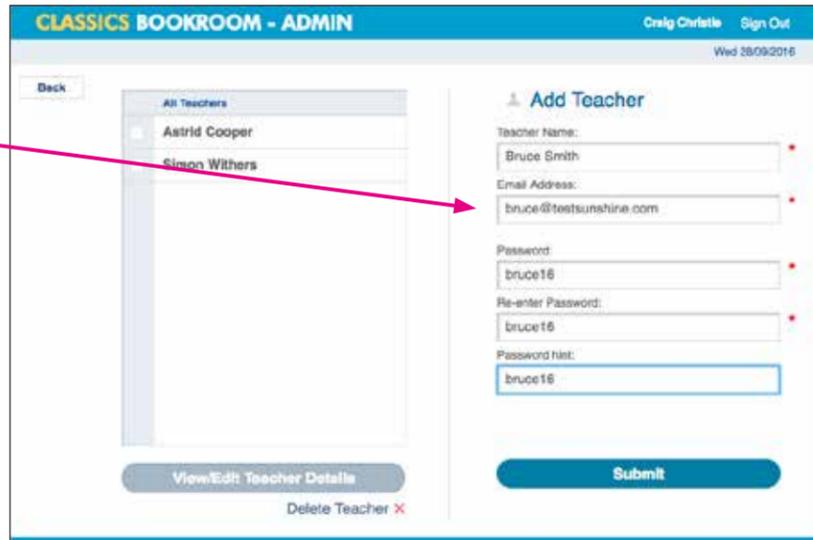
Note: You will get a prompt asking if you would like to allocate all titles to all students. This cannot be done at a later stage but you can allocate all titles to a single student.

Manually set up classes and teachers

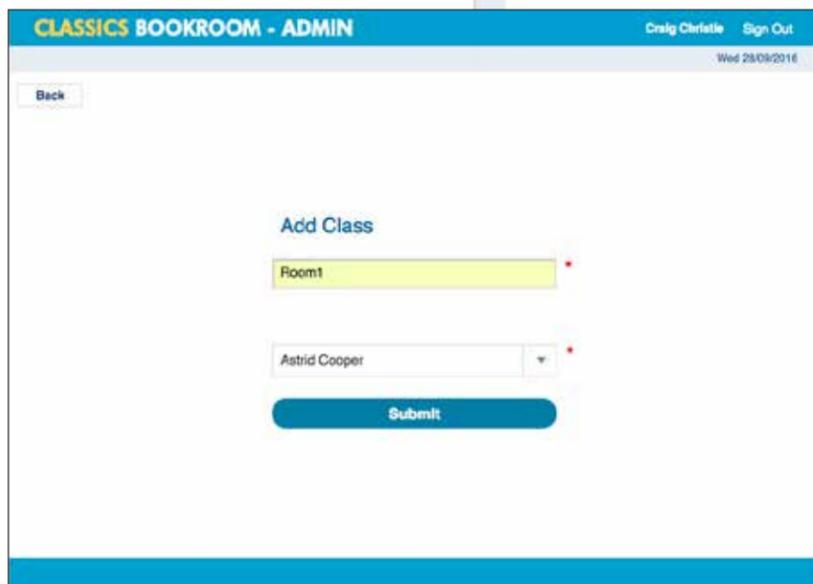
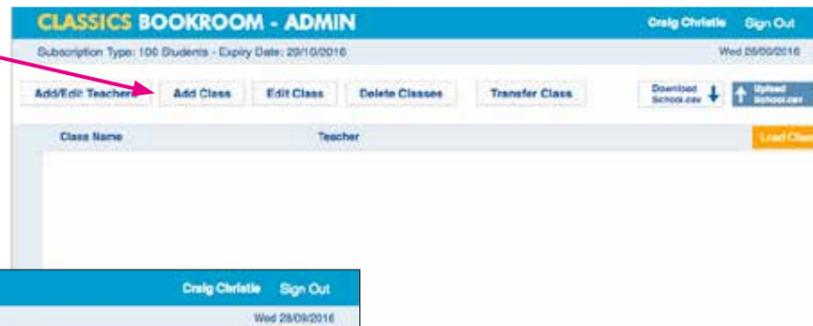
1. Select **Add/Edit Teachers**.



2. Fill in the fields and click **Submit**.
The email address will be used as the username when the teacher logs in.



3. To allocate a class to the teacher, select **Add Class**.

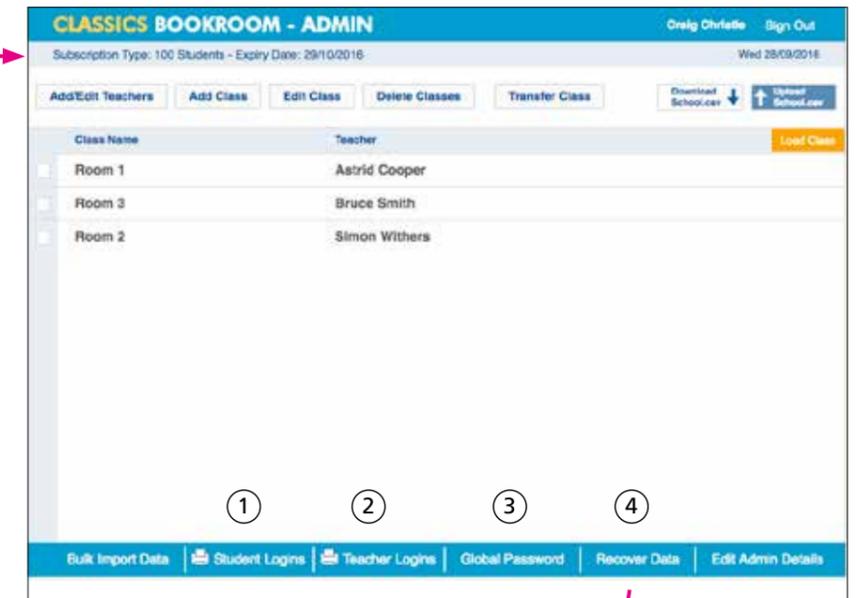


4. Write in the class name and choose the teacher from the drop-down menu, then click **Submit**.

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

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

1. Select **Student Logins** to view and print all student login details.
2. Select **Teacher Logins** to view and print all teacher login details.
3. Select **Global Password** to change all passwords to a single universal password (this is less secure).
4. Select **Recover Data** to recover data that has been accidentally deleted.

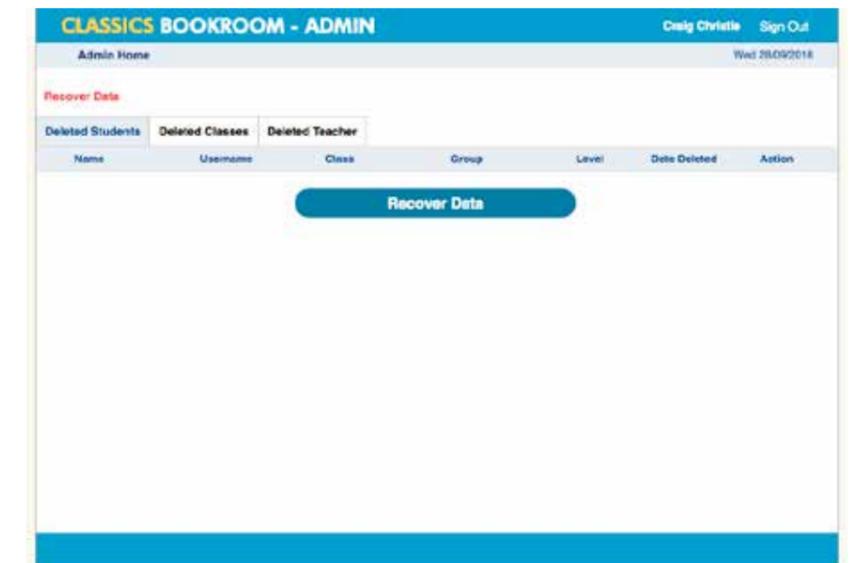


Recover Data

To recover data, select **Deleted Students**, **Deleted Classes** or **Deleted Teacher**, choose the one to be retrieved, and then select **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.

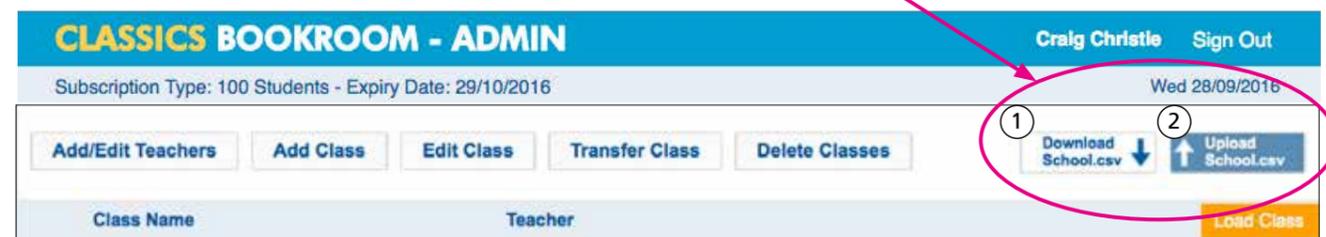
Note: If you delete a class or teacher, students in that class should be transferred to another class beforehand, or they will be deleted too.



Managing the Annual Renewal

There are 2 buttons in the Admin that are used to manage your renewal.

1. **Download School.csv** - this downloads a csv file that contains all the existing students and teachers. This file can be modified to set up the students and teachers for the new year.
2. **Upload School.csv** - use this to upload the modified file.



The "School.csv" file

There are 3 new columns in the "School.csv" file.

1. **New Class**
Transfer existing students/teachers.
2. **Delete**
Delete existing students/teachers.
3. **Existing Records**
This column should not be altered.

Full Name	Username	Password	Role	Class	New Class	Delete	Existing Records
Amy Adams	adams+	aaaaaa	student	room1			Y
Bobby Bland	bland+	aaaaaa	student	room1			Y
Chris Cranston	cranston+	aaaaaa	student	room2			Y
Denise Davis	davis+	aaaaaa	student	room2			Y
Eve Eggleton	eggleton+	aaaaaa	student	room3			Y
Fiona Farrell	farrell+	aaaaaa	student	room3			Y
Greg George	george+	aaaaaa	student	room4			Y
Henry Howell	howell+	aaaaaa	student	room4			Y
Astrid Adams	astrid@sun.com	aaaaaa	teacher	room1			Y
Bruce Barclay	bruce@sun.com	aaaaaa	teacher	room2			Y
Cathy Cooper	cathy@sun.com	aaaaaa	teacher	room3			Y
Dave Dobson	dave@sun.com	aaaaaa	teacher	room4			Y

How to use the "School.csv" file

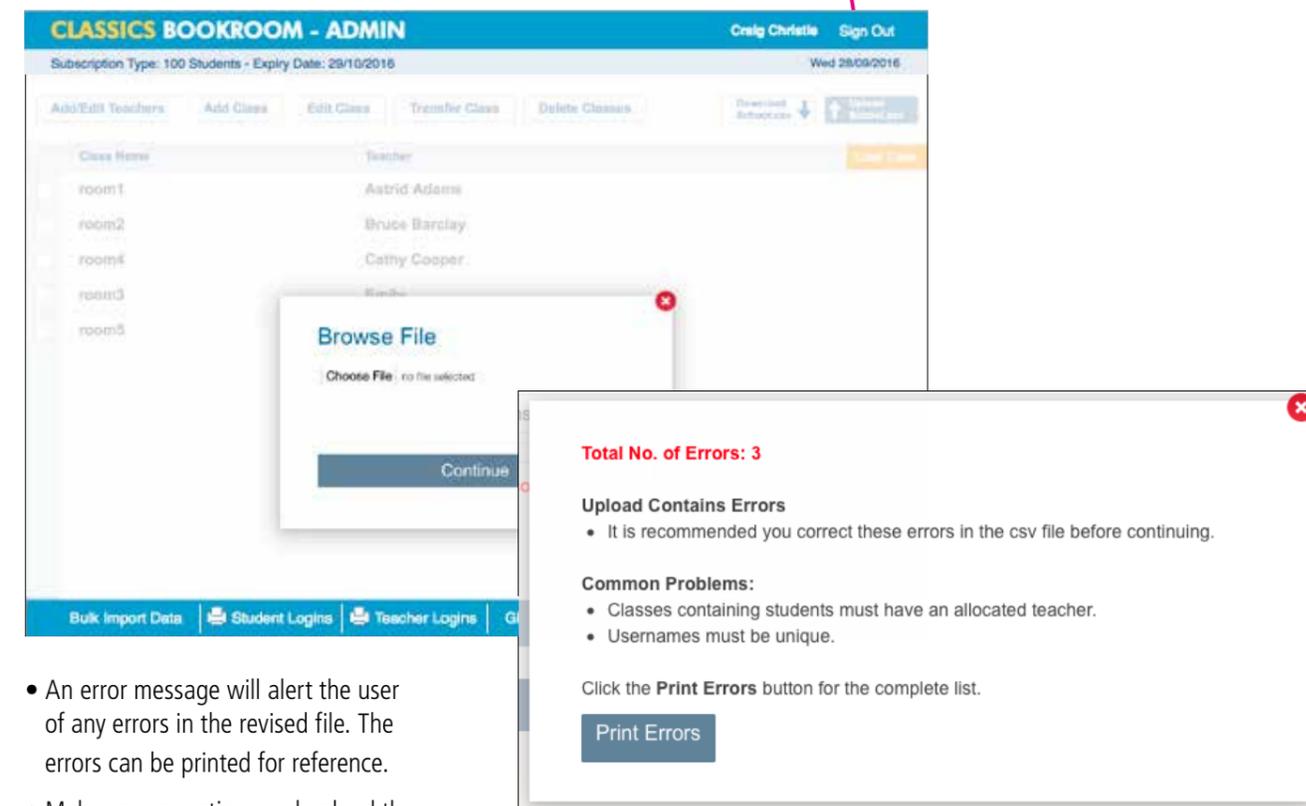
Use file to delete, transfer and import new students, teachers and classes - see example below.

Full Name	Username	Password	Role	Class	New Class	Delete	Existing Records
Amy Adams	adams+	aaaaaa	student	room1	room2		Y
Bobby Bland	bland+	aaaaaa	student	room1	room2		Y
Chris Cranston	cranston+	aaaaaa	student	room2	room3		Y
Denise Davis	davis+	aaaaaa	student	room2	room3		Y
Eve Eggleton	eggleton+	aaaaaa	student	room3	room4		Y
Fiona Farrell	farrell+	aaaaaa	student	room3	room4		Y
Greg George	george+	aaaaaa	student	room4	room5	delete	Y
Henry Howell	howell+	aaaaaa	student	room4	room5	delete	Y
Astrid Adams	astrid@sun.com	aaaaaa	teacher	room1	room5		Y
Bruce Barclay	bruce@sun.com	aaaaaa	teacher	room2			Y
Cathy Cooper	cathy@sun.com	aaaaaa	teacher	room3	room4		Y
Dave Dobson	dave@sun.com	aaaaaa	teacher	room4		delete	Y
Emily Eames	emily@sun.com	aaaaaa	teacher	room3			Y
Ivy Izzard	izzard+	aaaaaa	student	room1			Y
John Jackson	jackson+	aaaaaa	student	room1			Y
Kathy Kirwin	kirwin+	aaaaaa	student	room1			Y
Len Lewis	lewis+	aaaaaa	student	room1			Y
Marcy Morris	morris+	aaaaaa	student	room1			Y
Freya Franks	freya@sun.com	aaaaaa	teacher	room5			Y
Nadia North	north+	aaaaaa	student	room5			Y

Annotations: Transfer teacher (to room 4), Transfer students, Delete students, New teacher and new class, New students, New teacher (for room 3), Delete teacher (for room 4).

- Note:** After reorganizing for the new year, every class with students in it must still have a teacher. As an example (see above):
- Dave Dobson (room4) has left, and been deleted.
 - Cathy Cooper has been transferred to room4 to take his place.
 - Room3 no longer has a teacher, so Emily Eames is imported as the new teacher for room3.

When these updates are complete, save as a csv file and import it via the **Upload School.csv** button.

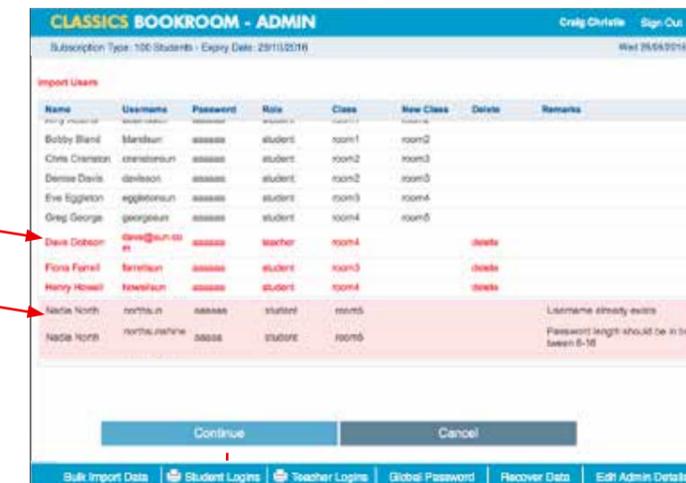


- An error message will alert the user of any errors in the revised file. The errors can be printed for reference.
- Make any corrections and upload the modified csv file.

Note: If a class with students in it has no teacher, you will not be able to continue the upload.

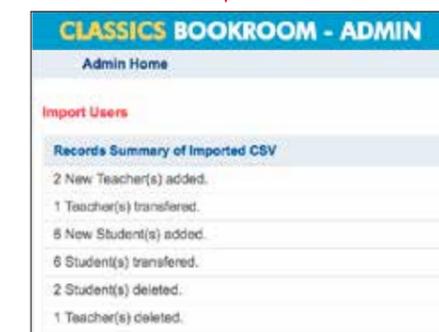
Completing the Upload

- Deletions are high lighted in red text.
- Errors are on a pink background with a description of the problem in the "Remarks" column. It is recommended these be fixed in the csv file before continuing.



Summary

Select **Continue** to complete the upload, with a summary of the added data.



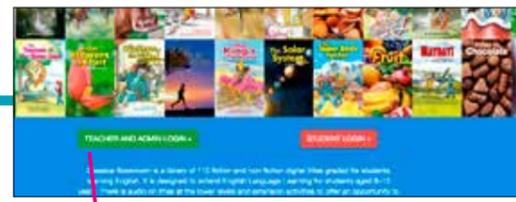
Other Renewal Methods

You may prefer to manage the renewal manually, or completely delete the data at the end of every year and start again.

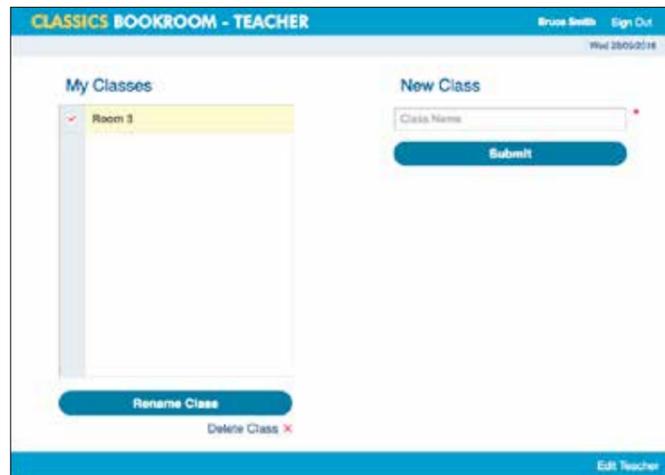
For more information: go to the "Help" section of the website, select "User Guides" and open "Quick Start Guide 5". Video guides are also available.

The teacher

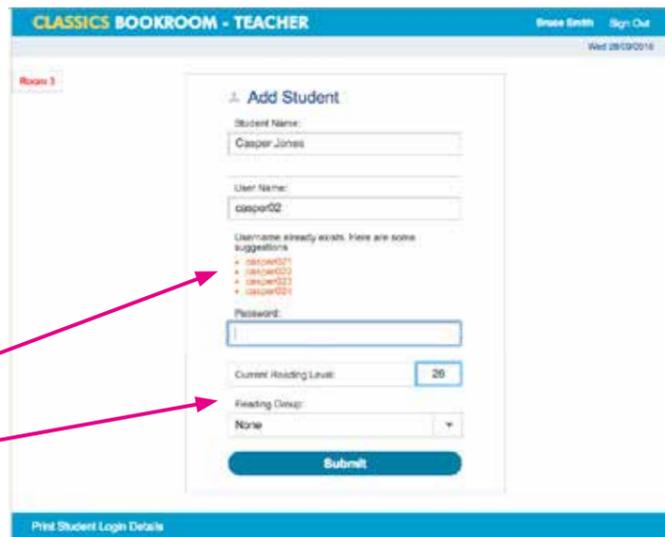
To start organising **Classics Bookroom** for your classroom, go to the **Classics Bookroom** website and select **Teacher & Admin Login** to log in with your user name and password. The administrator will supply you with a password and confirm the email address.



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).



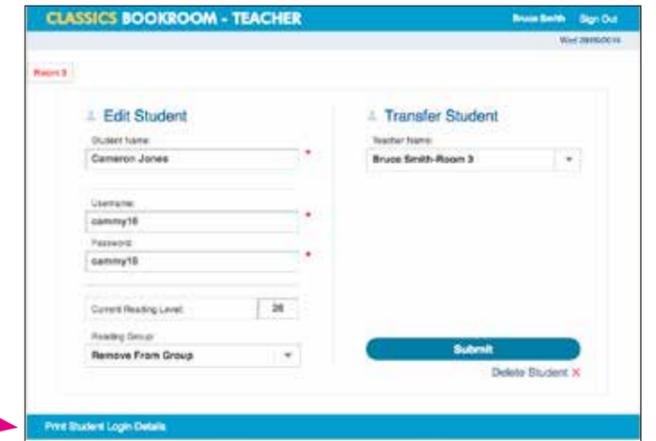
- You can choose to assign a global password to all students. This is easier for them to remember, but is less secure.
- As you type, if the user name is not unique, you will be given suggested alternatives.
- Adding a level or Reading Group is optional.

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 individually by selecting **Print Student Login Details** when adding or editing a student.
- You could copy the parent/caregiver letter on page 24 of this manual and fill in the details for the student to take home.
- If you want to print all logins at once, select **Print Student Logins** from 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

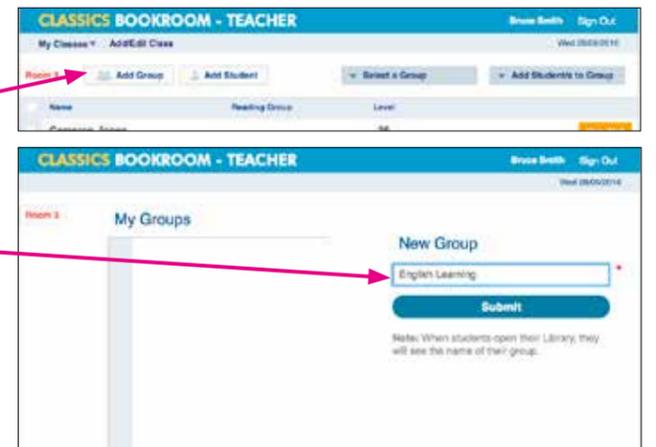


You can assign work to multiple students at once, or set up and assign work to groups.

Select the **Add Group** button.

Give the group a name and click **Submit**.

Note: when the students log in, they will see the name of the group they are in.

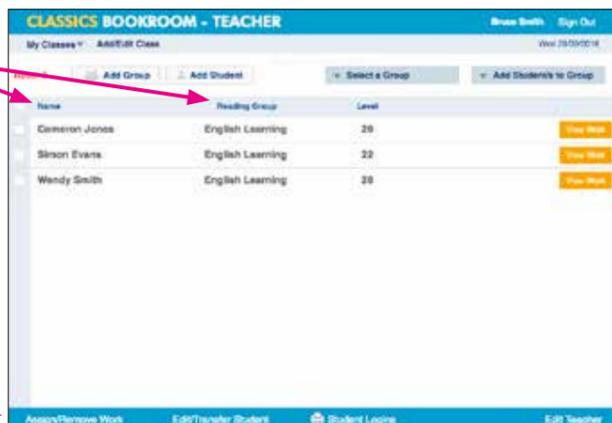


Select students to add to the group by ticking next to each one.

Select **Add Student/s to Group** and choose the group from the drop-down list.



To organise students alphabetically by first name, select **Name**, or to view groups, select **Reading Group**.



To assign work to the group, click on **Assign/Remove Work**.



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.

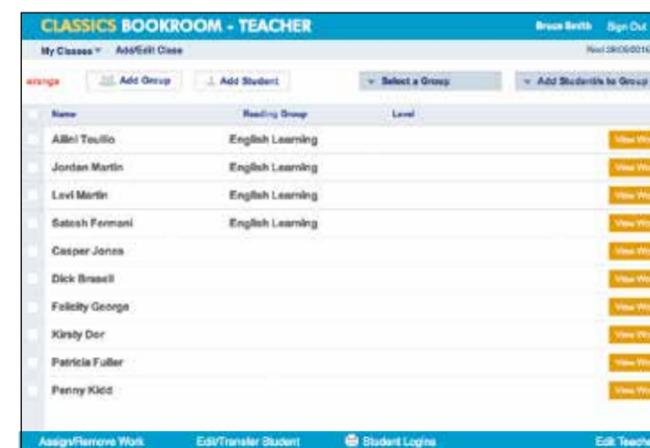
1. The selected level(s) are shown in the list by the book icon. If all e-books at a level are selected, the level button is a dark orange colour; if you have only selected one or two e-books, the level button is a light orange colour.
2. The options **List View** and **Cover View** show whichever layout 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).

5

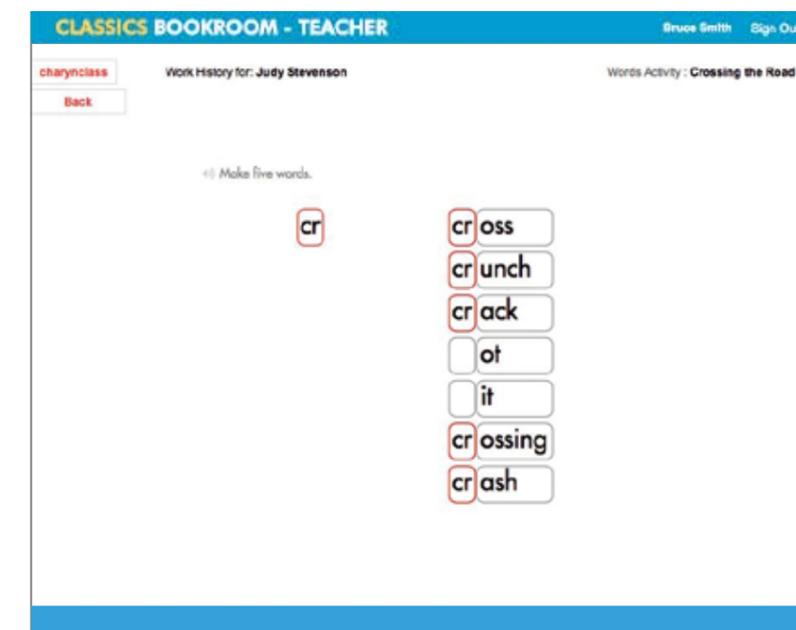
Select Multiple Levels: 20-24 ■ 25-30 ■

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

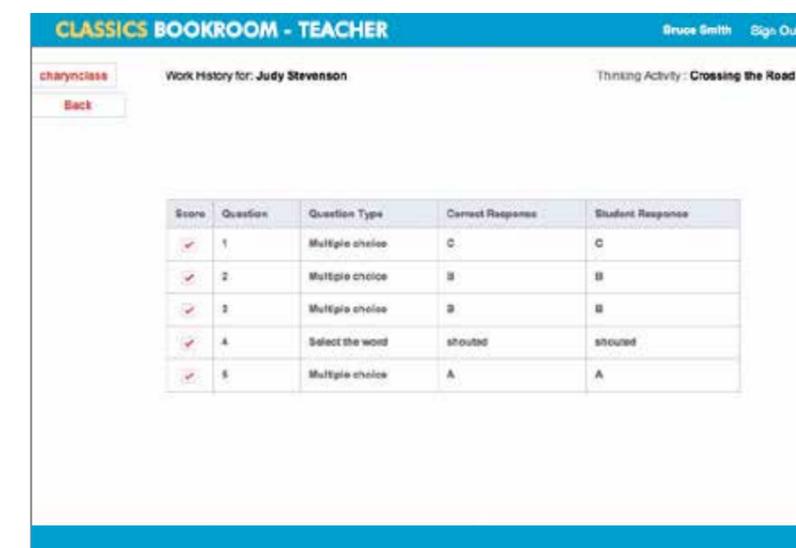
Completed e-books will have reading times and darker orange activity buttons. You will see the date assigned, the reading time and percentages for the activities. Select an activity's **View Details** button to view the results in more detail.



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 and to send feedback to the student. Insert the number of errors into the **Errors** box to calculate the student's accuracy.

On completion, select **Save**.

To use a printed reading record, select **Print**.

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

You can print the entire work history by selecting **Print All Work History** (bottom right).

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

Title	Date Assigned	Reading Time	Activities	Recording
The Birthday Cake Level 1	02/03/2014	0 sec	Approved: % Word: % Thinking: %	Emo- Accuracy: % Comments
Down to Town Level 1	02/03/2014	0 sec	Approved: % Word: % Thinking: %	Emo- Accuracy: % Comments
My Puppy Level 1	02/03/2014	0 sec	Approved: % Word: % Thinking: %	Emo- Accuracy: % Comments

The Writing Activity

This is available from level 20.

The activity is scored from 1 to 5, and the comments box can be used to note any errors.

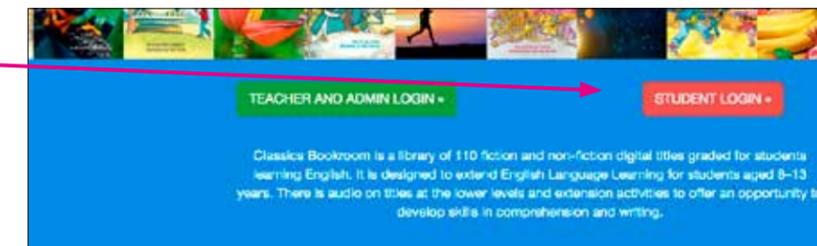
On completion, select **Print** or **Save**.

The student

The student can access **Classics Bookroom** from a mobile device using the free **Classics Bookroom** app, and log in with their username and password.



The student can also log in from a browser by going to the **Classics Bookroom** website and selecting **Student Login**.



Login and Library

When the student logs in with their unique user name and password, they go directly to their **Library**. They select a cover to download the story and it's activities. 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. 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.

The e-books in the student library are levelled. The titles display in ascending order from low to high.

Once the student has completed work on an e-book, the progress bar under the title displays yellow to show that the tasks have been completed and saved. 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.

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.

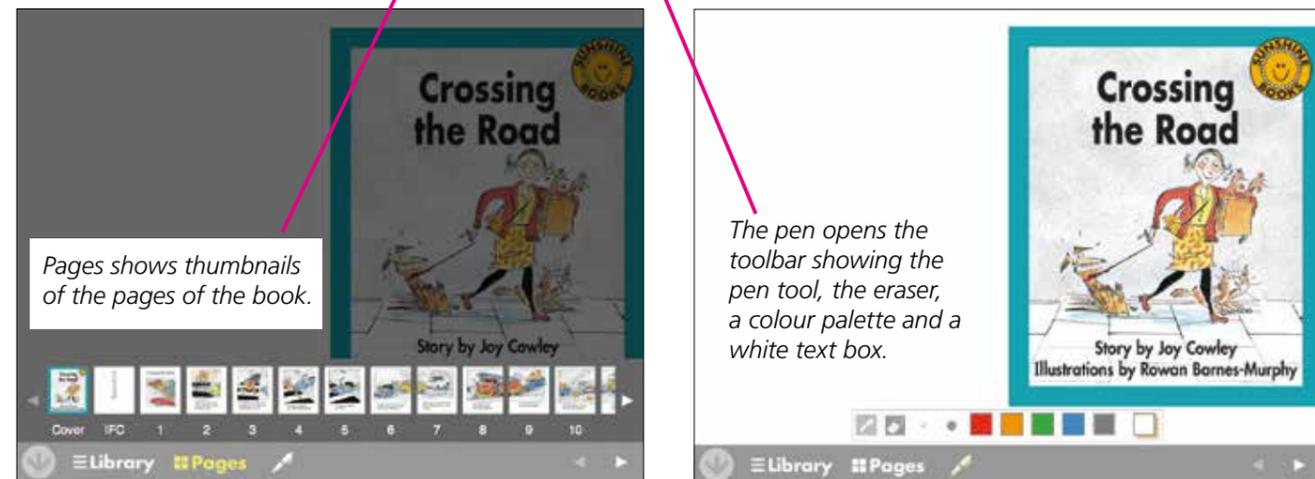


The e-books

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.



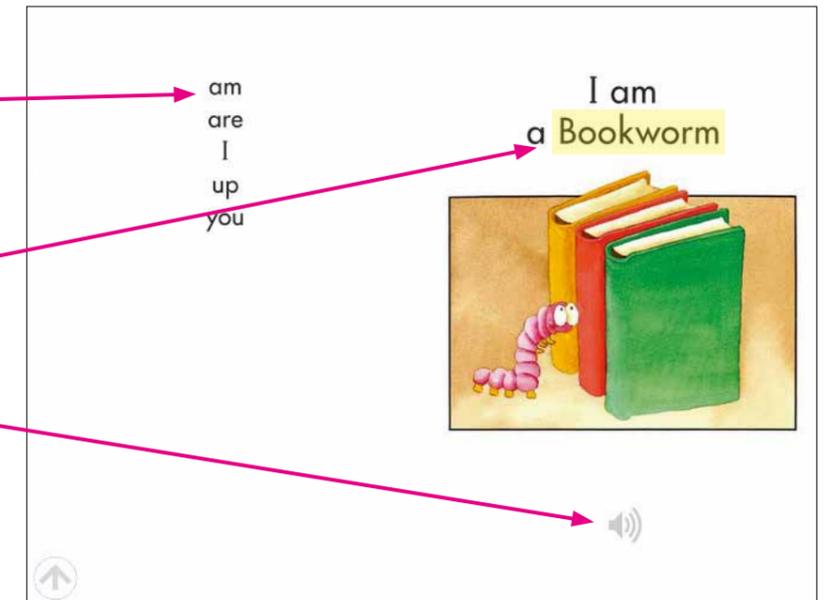
Library takes the student back to their Library and exits the book.



All e-books have the featured high-frequency words listed opposite the title page. These are read out when selected. There are five words for levels 1–12 and 10 words for levels 13–19.

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

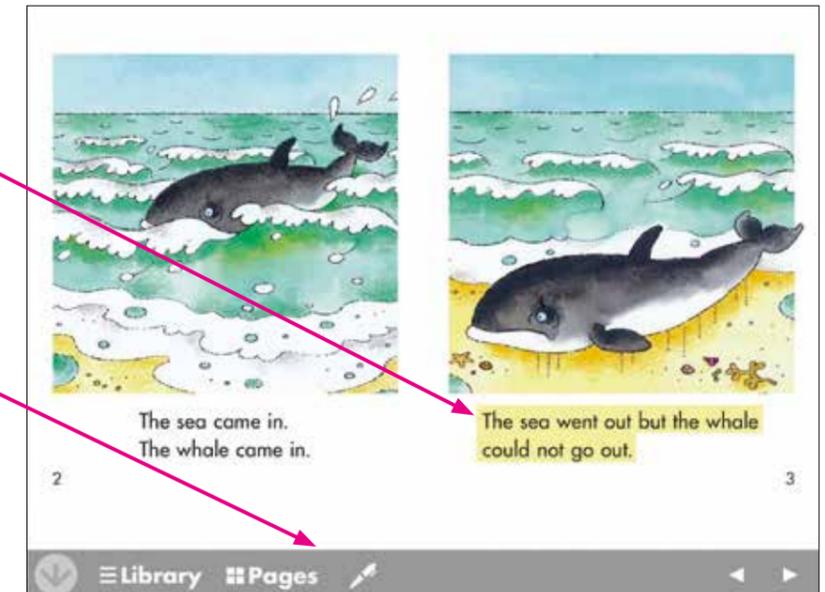
To listen to the text at levels 1–5, the student selects the speaker icon.



At levels 6–30, the student selects words on the screen to hear the text on the page read. They will highlight as shown here.

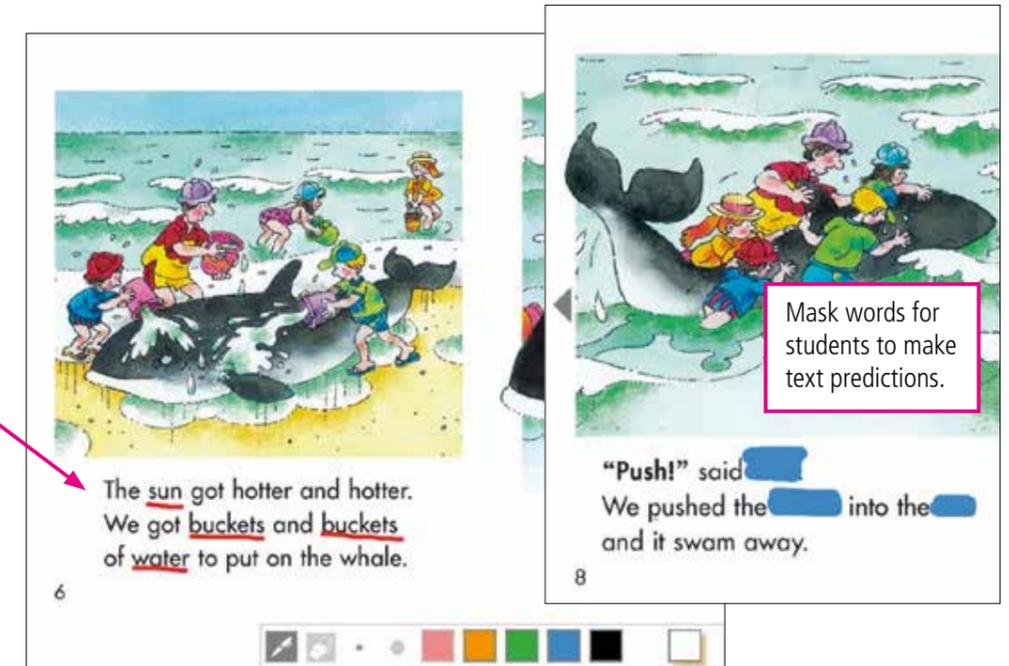
Toolbar

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

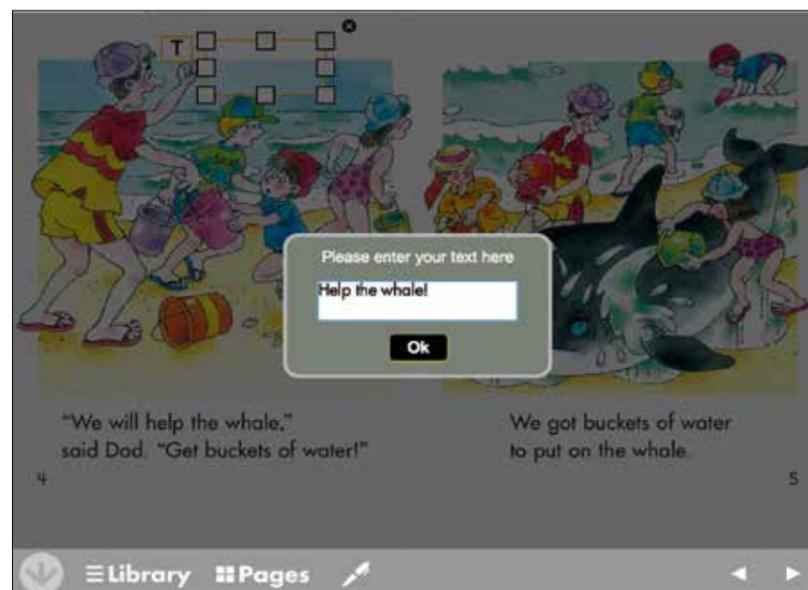
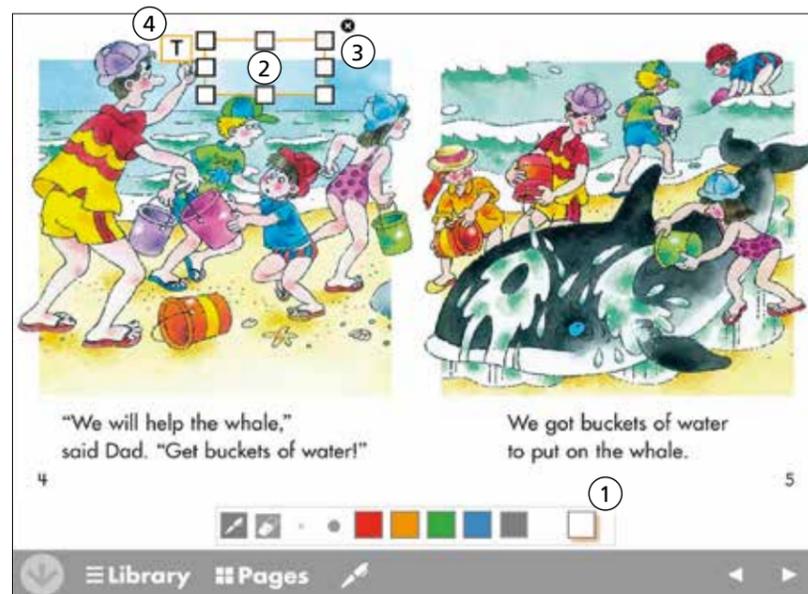
This provides options of thick or thin and five different colours. Select the tool, the thickness and colour. Here some nouns on the page are underlined. The eraser rubs away any unwanted lines.



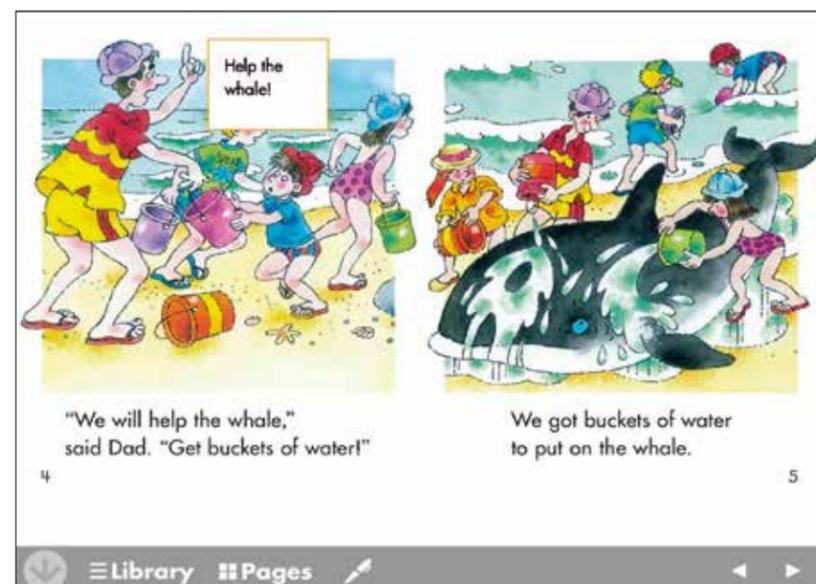
The white box

To use the white text box:

1. Select the box and then tap or click on the screen where it is to go – on an illustration or white space, not on the text as this will activate the reading.
2. Once the text box has been placed, it can be moved around the page and placed anywhere, including over the text of the story.
3. The text box can be made larger or smaller using the corner squares and deleted using the cross in the top right corner.
4. 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.

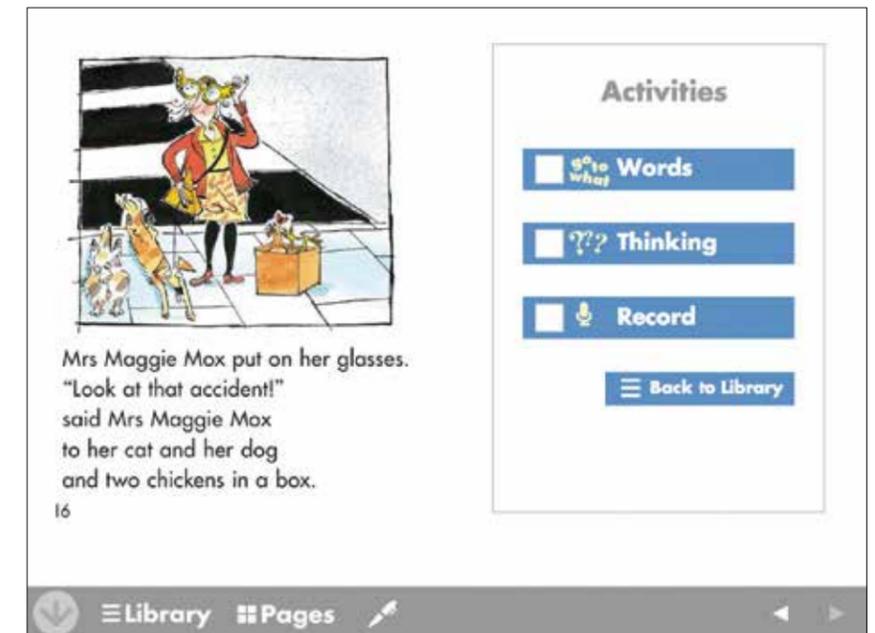


The activities

The **Activities** menu comes at the end of the book. (The time the student takes to read the book is approximate, and is calculated from when they reach this screen).

There are three or four activities associated with each book.

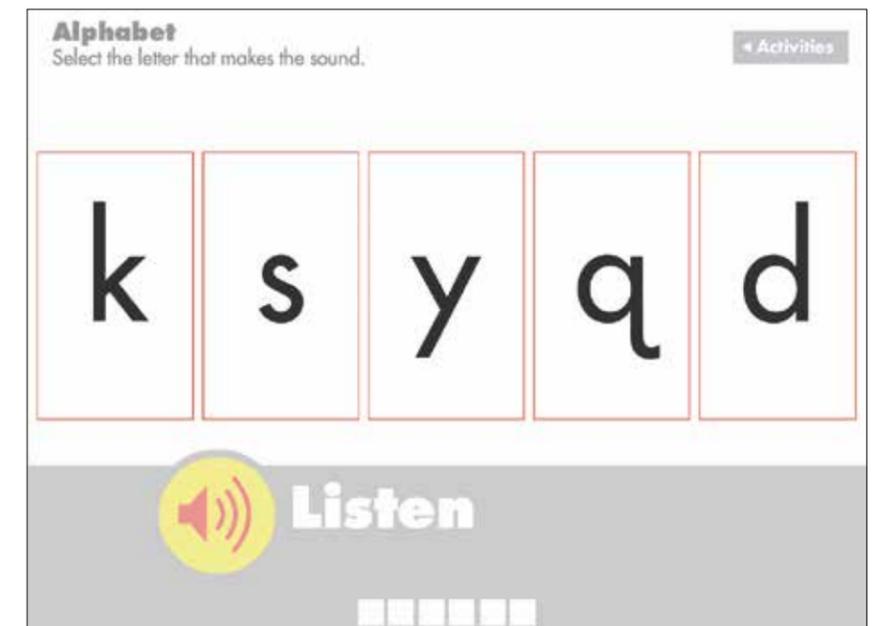
After each activity is saved, the student will see a message stating that the data has been saved successfully.



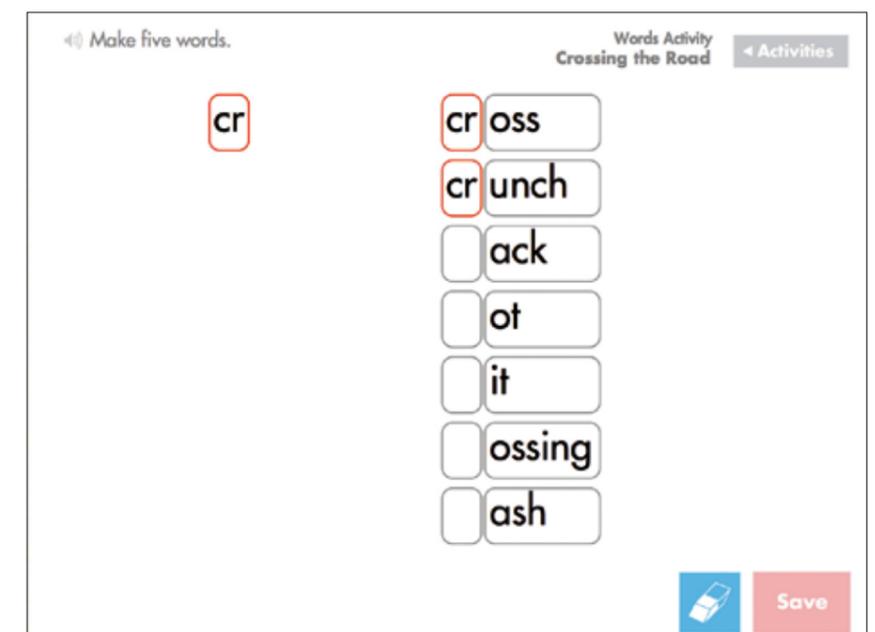
Alphabet activities are at levels 1–8. The Alphabet activities all follow a similar format. They consist of:

- 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 select the eraser tool, this undoes all their work. They will need to start again.



The **Thinking** Activity at levels 13–30 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

1. 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.

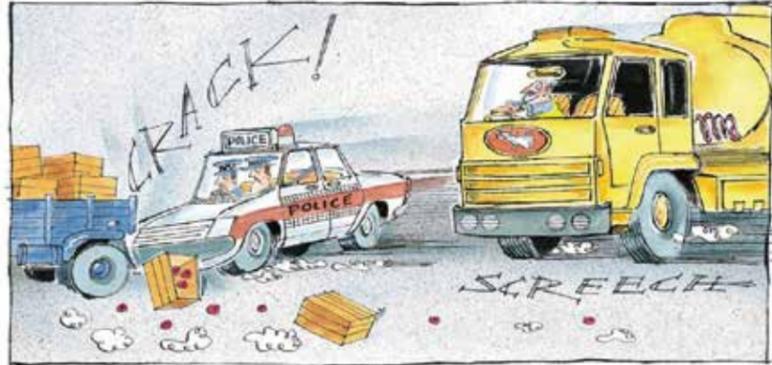
Crossing the Road



Start Recording

GO

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.



10 The traffic office the truck with to 11

Stop recording?

Yes No

STOP

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.

- **Read Book** gives access to the text for reference.

- They can **Print** and **Save** their work.

Once saved, the teacher can mark the writing and provide more detailed analysis in the **Comments** section (see p.16).

Do the following writing activity.

Writing Activity
Feathers and Flight

Write an explanation about how feathers are used and how birds look after them.

Birds have feathers and they are very useful. Feathers keep birds warm from when they are babies and have down to when they are adults and they need feathers to fly. Some birds use feathers to find a mate. Some birds put oil on their feathers so they don't get wet.

Print

Save

Dear Parents / Caregivers

Our school has subscribed to an exciting new digital literacy program called **Classics Bookroom**. 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 **Classics Bookroom** account at home using a computer or a tablet (iPad or Samsung).

Your child's log in details are:

User Name:

Password:

To log in on a Computer:

Go to www.classicsbookroom.com

Click on **STUDENT LOGIN**

Fill in the user name and password and click **Sign In**

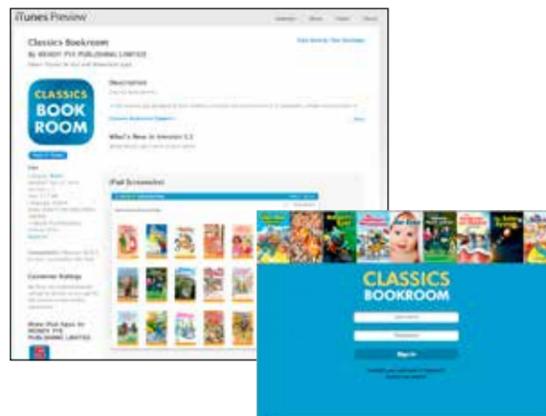


To log in on an iPad:

Go to the App Store and search for **Classics Bookroom**.

Install the FREE **Classics Bookroom** App.

Click on the App and fill in the username and password.



To log in on a Samsung Tablet:

Go to Google Play and search for **Classics Bookroom**.

Install the FREE **Classics Bookroom** 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!



Classics Bookroom

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