

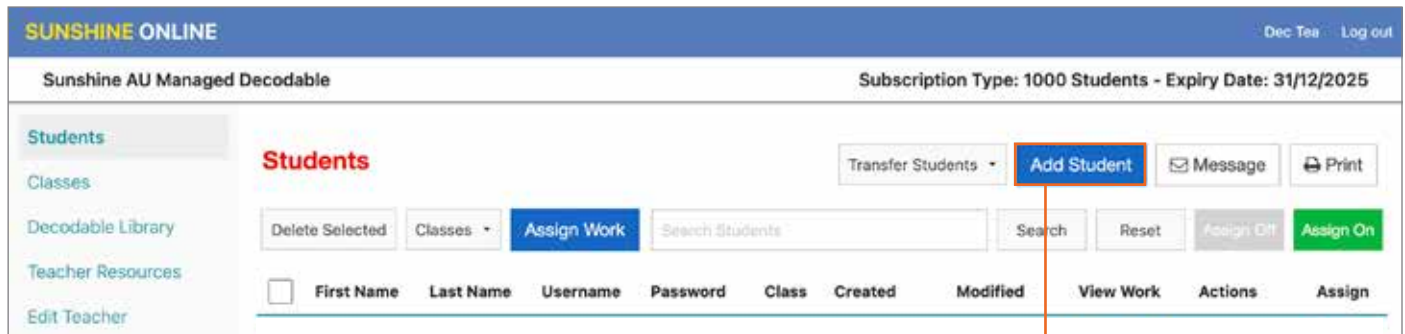
# Sunshine Online Decodable Library

## Quick-start guide for teachers.

Ask your school administrator for your login details.

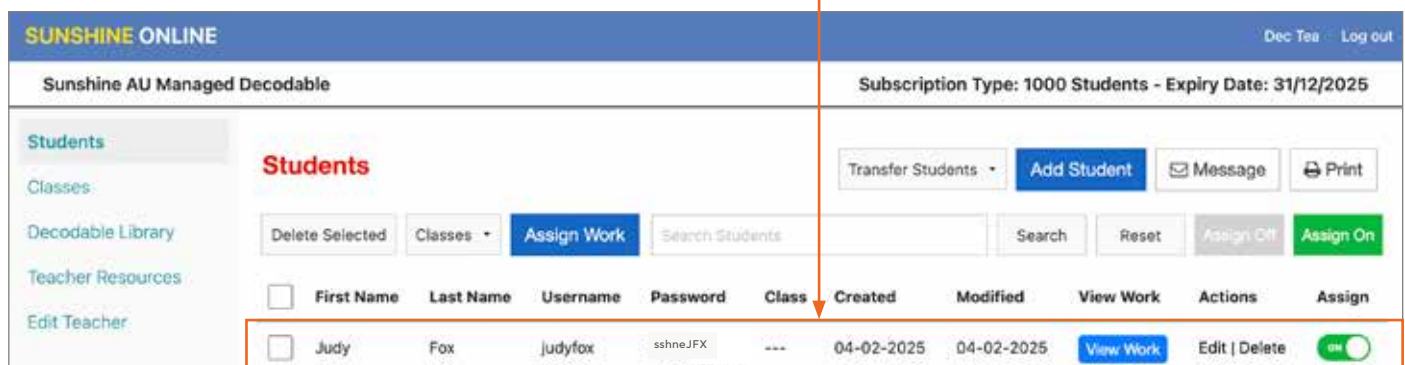


1. Go to [sunshineonline.co.nz](https://sunshineonline.co.nz)  
Log in as Teacher or Admin.



2. Set up a student.

- Select **Add Student**.
- Fill out the form and click **Submit** (password min 6 characters)
- Keep adding students until the student list is complete. (You can click the **Print** button to print the student usernames and passwords.)

The image shows the 'Add Student' form. It has the following fields: 'First Name \*' (Judy), 'Last Name \*' (Fox), 'Username \*' (judyfox), 'Password \*' (sshneJFX), and 'Class' (Select). A blue 'SUBMIT' button is at the bottom.

3. Now students can log in.



Bulk import of students is available to the School Admin.

For detailed information on how to do this, go to Sunshine Online/Help/User Guides and select the **Bulk Import** video ([sunshineonline.co.nz/guides](https://sunshineonline.co.nz/guides))

A non-managed option using a single student login is also available, without the ability to assign or track student work.

# How to assign work to students

1. Select the student.

Turn Assign **OFF** to unlock all titles.

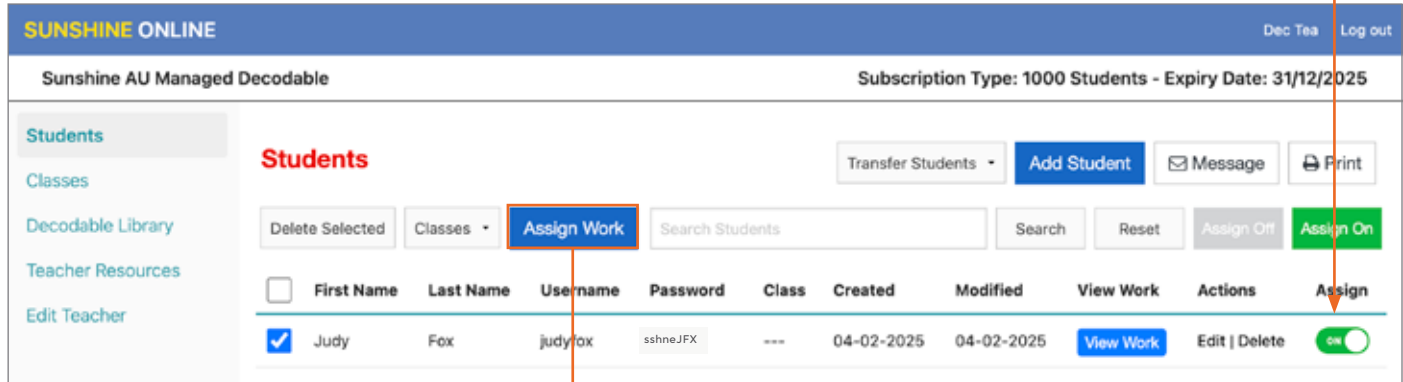
This gives the student access to all the content.



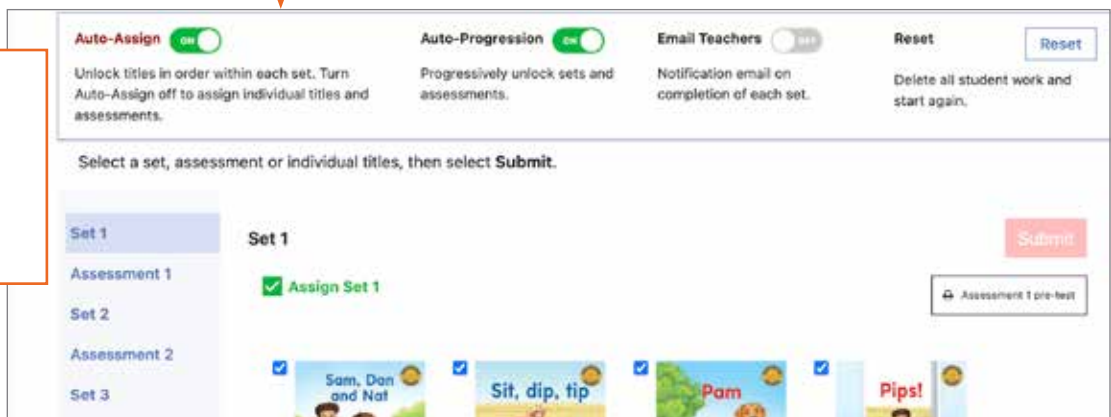
Turn Assign **ON** to assign individual titles or sets.



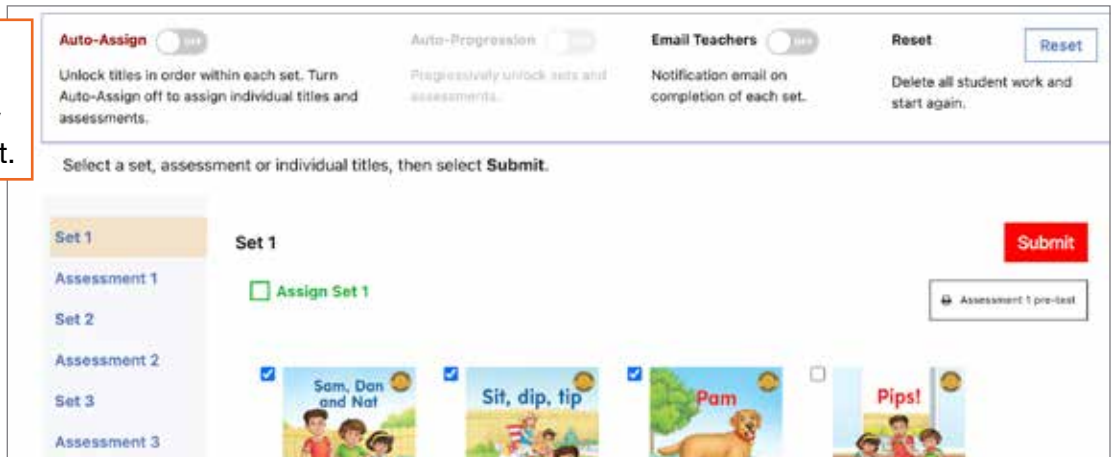
2. Click Assign Work.



3. By default, Auto-Assign is ON and titles are unlocked sequentially starting from Set 1 / book 1.



4. Turn Auto-Assign OFF to select titles individually from any set, and click Submit.



5. Assigned titles are displayed like this when the student logs in.

