

**FREE!**

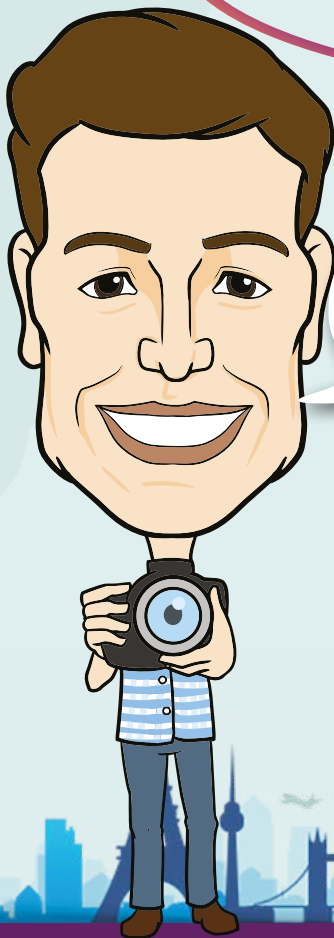


To speak to  
someone about  
WordFlyers  
call us on  
1300 784 088

# WordFlyers User Guide

## Getting started with WordFlyers

Made with the requirements of busy teachers in mind, this guide will give you step-by-step instructions on how to use the WordFlyers program to its full potential!



Here's a riddle for you:  
name 5 countries  
that have a one-  
syllable name.

Well ...  
I've been to  
France, Spain, Greece,  
Chad ... Can I have  
a hint?



[www.wordflyers.com.au](http://www.wordflyers.com.au)

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# 1. Let's Get Started

## A. Registration

Follow these steps to register for WordFlyers:

1. Go to [www.wordflyers.com.au/freetrial](http://www.wordflyers.com.au/freetrial)
2. Complete the sign-up form on the right.  
Make sure you enter your school code correctly.  
To find out your school code, please contact **1300 784 088** or email [contact@wordflyers.com.au](mailto:contact@wordflyers.com.au)
3. Click the 'This is my school' box if all your details are correct.
4. Click 'Start Free Trial'; you are now registered.

You will receive an email confirming your registration.



## B. Teacher Dashboard

Once you have signed up and logged in as a teacher, you will arrive at the **Teacher Dashboard**.

### My Classes

This is where you can add, edit and delete classes. All your classes are listed here.

### Study Plans

Here, you can assign your students to activities and tasks.

### Send Messages and Manage Student Messages

Send messages to teachers and students. You can also manage your students' messages, to protect them against unlawful or inappropriate content.

### Reports

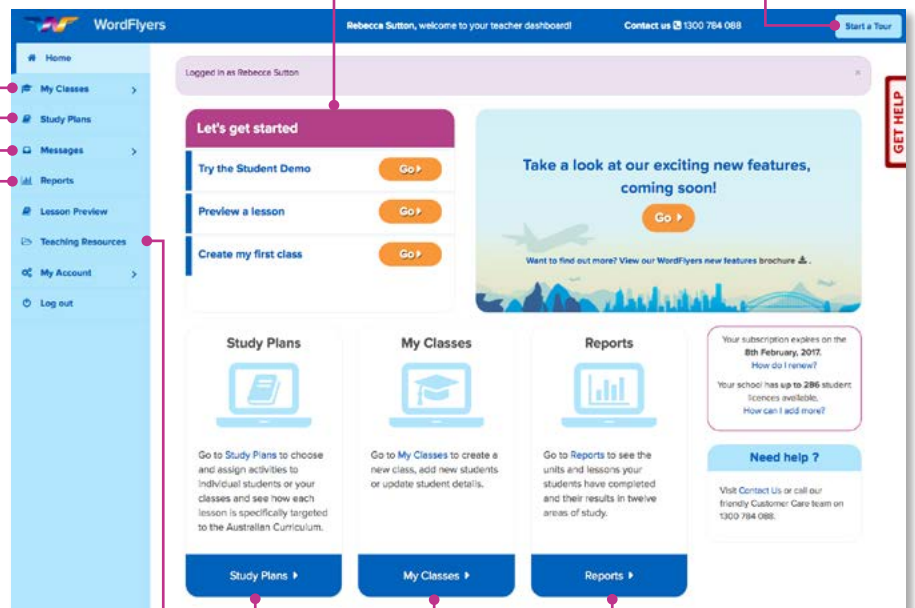
See each student's results according to unit, year and level.

### Teaching Resources

This allows you to preview lessons that you want to set for your class or individual students. You can also download our wide range of resources: Australian Curriculum matrixes, Educational rationale, curriculum correlations for each unit and much more.

'Let's get started!' helps you navigate through the Teacher Dashboard when you first log in.

Start a tour of the program by clicking 'Start a Tour'.



### Quick links

Use our quick links to view Study Plans, My Classes and Reports.

**Study Plans** - choose and assign activities to individual students or your classes.

**My Classes** - create a new class, add new students or update student details.

**Reports** - view the units and lessons your students have completed and their results in twelve areas of study.

## 2. WordFlyers – My Classes

'My Classes' allows you to manage all aspects related to student accounts at your school.

You can set up multiple classes for your own use in WordFlyers. Subscription Coordinators can set up multiple classes for use by any teacher within a school.

Follow these steps to set up a class.

1. Select 'My Classes' from the left navigation bar.

2. Click '+ Create classes' on either the navigation bar or the tab. Both options will direct you to the same page.

All	Last name	First name	Login	Password	Year	Level	Classes	Messages	Games
<input type="checkbox"/>	Adams	Georgia	georgia15428	Jump13	7	7.1	7A English	ON	ON
<input type="checkbox"/>	Brownie	Emily	emily51834	king30	7	7.2	7B English	ON	ON
<input type="checkbox"/>	Fiskars	Miriam	miriam1347	ask95	7	7.1	7A English	ON	ON
<input type="checkbox"/>	Haddad	Ibrahim	ibrahim3126	nose28	7	7.1	7A English	ON	ON

3. Enter a name for your class and click 'Create class'.

Class name	Edit	Remove
7A	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Class Emerald	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

### Updating and deleting classes

To change the class name, click 'Edit class name' . Type in the new name and click 'Change class name'.

To delete a class, click 'Delete class' and follow the prompts.

Select a class: Year 7 English  
There are no students in Year 7 English.

**Delete Year 7 English**

You are PERMANENTLY DELETING Year 7 English. Are you sure?

**Warning:** You can no longer retrieve a class once it has been deleted. It will have no effect on the students included in that class, except that it will remove them from that class grouping.

# 3. WordFlyers – Students

## A. Adding students to a class

After you have set up your class, you can start adding students.

Select 'My Classes' on the left navigation bar. Then you can either choose 'Add students' in the drop-down menu or the tab. Both will take you to the 'Add students' page.



Select a class in the drop-down menu above. There are three ways to add students.

### 1. Create a new student account.

- Enter student details.
- Enter WordFlyers level (optional)
  - If you do not choose a WordFlyers level, the student is automatically assigned to level 1 of their school year, e.g. 7.1. See page 21.
- Click 'Create student'.

### 2. Create multiple new accounts from a list.

- Download the CSV file from the page.
- Save the CSV file and then browse to the file in your system.
- Click 'CSV upload tips' for tips on preparing the CSV file for upload.
- Click 'Import file'.

### 3. Add existing school students to a class.

- Existing students have already been added by the Subscription Coordinator or another teacher.
- You can find students by typing their name or login into Search. Tick the box beside their name and then click 'Add students'.
- To select all students, tick the box under 'All'. Then click 'Add students'.

You can print out student logins and passwords from the 'My Classes' page. Select a class from the drop-down menu, choose the student(s) by ticking the box next to their name(s). Then click 'Print logins'.

All	Last name	First name	Login	Password	Year	Level	Classes	Messages	Games
<input checked="" type="checkbox"/>	Christopoulos	Angelina	angelina6293	english	7	7.1	7A, Year 7 English	OFF	ON
<input checked="" type="checkbox"/>	Griffins	Aly	aly1897	light56	7	7.0	7B, Year 7 English	OFF	ON
<input checked="" type="checkbox"/>	Jones	Angela	angea4241	cup35	7	7.1	7A, Year 7 English	ON	ON



**Warning:** You MUST add students to classes using the above methods and not via the teacher sign-up page.

## B. Managing student accounts

Once you have added your students, you can manage their accounts by updating their details, resetting their passwords, disabling/enabling messages, or removing them from the class. To manage student accounts, follow these steps.

1. Select 'My Classes' from the left navigation bar.
2. Click the class that includes the student from the drop-down menu. If you do not know the class, you can use Search to find the student.
3. Click the student's name.

All	Last name	First name	Login	Password	Year	Level	Classes	Messages	Games
<input type="checkbox"/>	Adams	Georgia	georgi15426	Jump13	7	7:1	7A English	ON	ON
<input type="checkbox"/>	Fixcars	Milan	milam1347	axx95	7	7:1	7A English	ON	ON
<input type="checkbox"/>	Haddoe	Ibrahim	ibrahim3126	nose28	7	7:1	7A English	ON	ON
<input type="checkbox"/>	Pierose	Miya	maya9876	few73	7	7:1	7A English	ON	ON
<input type="checkbox"/>	Rogers	Paul	paul5371	boen97	7	7:1	7A English	ON	ON
<input type="checkbox"/>	Smith	Rebecca	rebecca9310	hand42	7	7:3	7A English	ON	ON

4. You are taken to the 'Student Profile' page, which is a snapshot of the student's details, lessons and classes. On this page, you can change the student's details, or use the links to go to the student's reports, assign lessons or go to 'My Classes'.

To edit a student's details, follow these steps.

1. Click 'Edit Details'.

2. Add or change the student details.

3. Click 'Save'.

You can reset a student's password on 'Edit Profile'. Type in the new password. Then retype the password for confirmation. Click 'Save'. Make sure you give the new password to the student so they can log in.

**Student Profile: Angela Mik** Close Profile

**Student details**

Name: Angela Mik  
Login ID: angela3789  
School Year: 7  
WordFlyers Level: 7.2  
Password: arm51  
Messages: ON  
Games: ON

[Edit Details](#)

[View student report](#)

**Lessons**

[Assign lessons](#)

**Classes**

7A  
Year 7 English

[Go to my classes](#)

**Edit Profile: Angela Mik** My Account Help GET HELP

First name \*  
Angela

Last name \*  
Mik

Login \*  
angela3789

School Year \*  
7

WordFlyers Level \*  
7.2 (on level)

Password \*  
arm51

Confirm password

[Save](#) [Cancel](#)

Messages On/Off

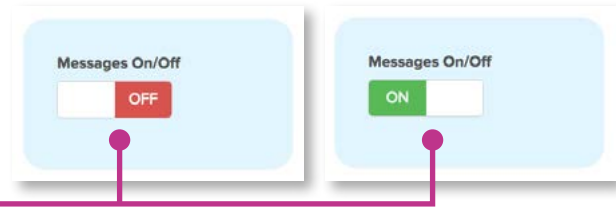
Games On/Off

**Did you know?:** If you are a Subscription Coordinator, you can edit your school's students via the left navigation bar. To see how, go to page 24.

## C. Managing messaging

On **'Student Profile'**, you can enable or disable student messaging by switching the button to ON or OFF.

You can switch the button to **OFF** to turn off messaging for students. Switch the button to **ON** to enable messaging.



## D. Removing students from a class

To remove a student from a class, follow these steps.

1. On **'My Classes'** page, select the class from the drop-down menu.

2. Tick the box beside the student's name.

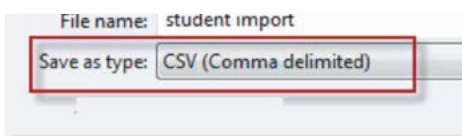
3. Click **'Remove students'** and follow the prompts.

All	Last name	First name	Login	Password	Year	Level	Classes	Messages	Games
<input type="checkbox"/>	Christopolous	Angelina	angelina6253	english	7	7.1	7A, Year 7 English	OFF	ON
<input checked="" type="checkbox"/>	Griffins	Aly	ally1897	light56	7	7.0	7B, Year 7 English	OFF	ON
<input type="checkbox"/>	Jones	Angela	angela4241	cup35	7	7.1	7A, Year 7 English	ON	ON
<input type="checkbox"/>	Mik	Angela	angela3789	arm51	7	7.2	7A, Year 7 English	ON	ON
<input type="checkbox"/>	Mik	Annie	annie2985	hand21	7	Awaiting placement rubric	7B, Year 7 English	ON	ON
<input type="checkbox"/>	O'Brien	Abbey	abbey5093	are72	7	7.1	7A, Year 7	ON	ON

**Warning:** This does not permanently delete the student from WordFlyers; you are only removing them from the class.

## E. Tips for uploading students with a CSV file

1. Have you used the wrong file format? Make sure you save your file as a CSV (Comma delimited file).



2. Check you have included all information in all the required fields:

- First\_name, last\_name, school\_year

Please ensure these header fields in the CSV are not removed, or it will prevent the file from uploading properly.

3. Ensure that there is no additional information in the CSV file outside the required fields provided.

4. Ensure there are no special characters used in the file, such as commas (,) and quotation marks ("").

If you are still having problems, please contact us on **1300 784 088** or via email to [contact@wordflyers.com.au](mailto:contact@wordflyers.com.au)

# 4. Study Plans

## A. What is a study plan?

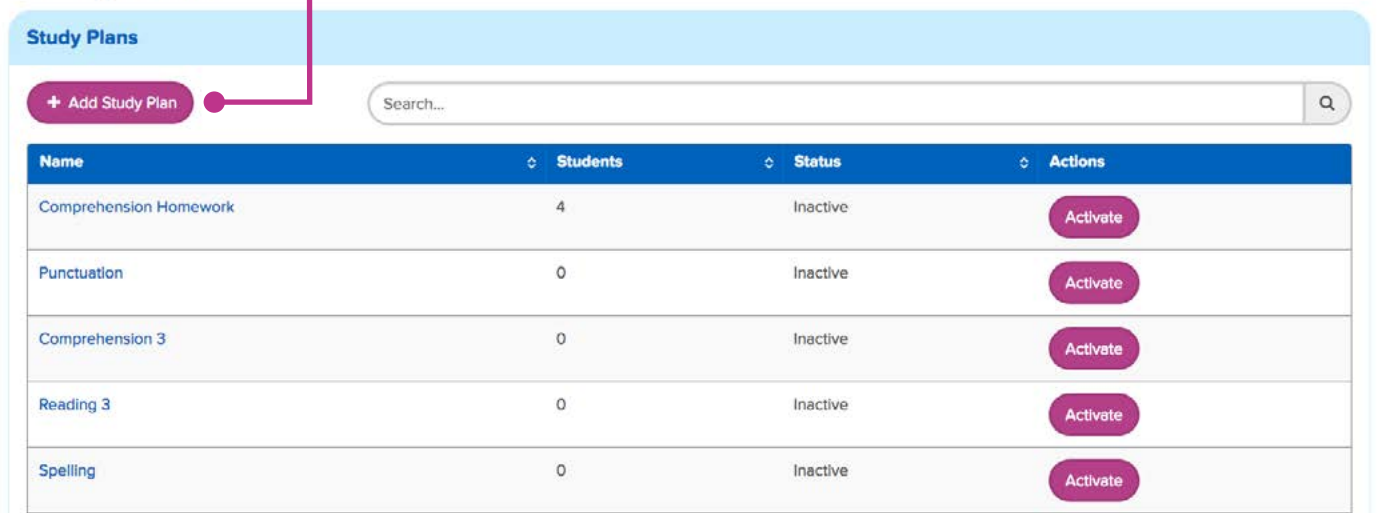
Study plans are how you assign lessons and activities to your students in WordFlyers. You can create study plans to manage your class before you even walk into the classroom! Study plans make it easy to implement the English curriculum, with Australian Curriculum mapping attached to each unit when adding tasks. Creating a study plan for students means that a reminder to complete the lessons will be displayed each time the student logs in.

## B. Create a study plan

1. Select 'Study Plans' from the left navigation bar. If you have created a study plan before, this is where they will be listed.

2. Click '+Add Study Plan' to create a new study plan.

### Study Plans



The screenshot shows the 'Study Plans' interface. At the top, there is a header 'Study Plans' and a search bar. Below the header is a button labeled '+ Add Study Plan'. The main content is a table with the following columns: Name, Students, Status, and Actions. The table lists five study plans: 'Comprehension Homework' (4 students, Inactive), 'Punctuation' (0 students, Inactive), 'Comprehension 3' (0 students, Inactive), 'Reading 3' (0 students, Inactive), and 'Spelling' (0 students, Inactive). Each row has an 'Activate' button in the Actions column.

Name	Students	Status	Actions
Comprehension Homework	4	Inactive	Activate
Punctuation	0	Inactive	Activate
Comprehension 3	0	Inactive	Activate
Reading 3	0	Inactive	Activate
Spelling	0	Inactive	Activate

3. Type a name for your study plan (e.g. 'Comprehension Homework').



The screenshot shows the 'Study Plan' creation form. It has a 'Name\*' field with the text 'Comprehension Homework' entered. Below the field is a 'Create' button. To the right of the form is a box titled 'Steps' with a numbered list of instructions: 1. Enter a name for this study plan. 2. Add tasks to complete. 3. Add students. 4. Activate the study plan to assign it to students.

4. Click 'Create'.

### Steps

On the right, you will notice a box titled 'Steps'. Use these steps to help you activate a study plan. A tick will appear after you have completed each step.

### Steps

1. Enter a name for this study plan.
2. Add tasks to complete.
3. Add students.
4. Activate the study plan to assign it to students.



5. Click 'Add tasks'.

**Comprehension Homework** Inactive

Edit name

**Tasks**

Add tasks

You have not selected any tasks yet.

**Students**

Add class Add students individually

You have not added any students yet.

Activate

**Steps**

1. Create a new study plan and give it a name. ✓
2. Add tasks to complete.
3. Add students.
4. Activate the study plan to assign it to students.

GET HELP

6. You can add tasks one of two ways. You can either add an entire unit to your study plan or a single lesson from that unit. The content has been aligned to the Australian Curriculum: English. Click **Curriculum** and a curriculum matrix will appear with the codes that apply to that unit. You can choose tasks based on your students' needs. This means that you can tailor study plans according to your individual students' needs.

#### Option 1 – Adding an entire unit

Open a Level / Gate. Click **'Add to study plan'**. This will add all the lessons from the unit to the study plan.

#### Option 2 – Adding a single lesson

Click a unit title. Select **'Add to study plan'** beside a single lesson. **This will add just that lesson to the study plan.**

**Add Tasks**

Year 7 Year 8 Year 9 Year 10  
Journey 1 Journey 2 Journey 3 Journey 4

Review / Gate Review

Level 1 / Gate 1

**Unit 7.1.1: Breaking up, for the best (Imaginative / Narrative / Comic strip) Curriculum** Add to study plan

**Unit 7.1.2: Wind energy – what's your take? (Persuasive / Discussion / Talkback radio [transcript]) Curriculum** Add to study plan

**Unit 7.1.5: Good bugs, bad bugs (Imaginative/Informative / Poetry / Jingle [transcript and audio clip]) Curriculum** Add to study plan

**Unit 7.1.6: Training diary of an elite athlete (Informative / Recount / Diary entry) Curriculum** Add to study plan

**Unit 7.1.8: Alone, cold and 14 tomorrow (Informative/Imaginative / Description / Personal reflection) Curriculum** Add to study plan

**Unit 7.1.9: Hope and adventure in 'Finding Nemo' (Persuasive / Text**

**Add Tasks**

Year 7 Year 8 Year 9 Year 10  
Journey 1 Journey 2 Journey 3 Journey 4

Review / Gate Review

Level 1 / Gate 1

**Unit 7.1.1: Breaking up, for the best (Imaginative / Narrative / Comic strip) Curriculum** Add to study plan

7.1.1: Vocabulary Add to study plan

7.1.1: Punctuation Add to study plan

7.1.1: Reading comprehension 1 Add to study plan

7.1.1: Reading comprehension 2 Add to study plan

7.1.1: Reading comprehension 3 Add to study plan

7.1.1: Reading comprehension 4 Add to study plan

7.1.1: Writing 1 Add to study plan

7.1.1: Writing 2 Add to study plan

7.1.1: Grammar 1 Add to study plan

7. You can add and remove students from your study plan.

You can add students to a study plan by selecting a class or adding individual students.

Students

Add class Add students individually

You have not added any students yet.

Activate

To add a class, click **'Add class'**. A list of classes will display. Click **'Add'**.

Add Class

Class Opal Add

Class Ruby Add

Class Emerald Add

To add students, click **'Add students individually'**. Tick the box next to the student's name and click **'Add Students'**.

Add students to Comprehension Homework

Details

Search...

<input type="checkbox"/>	First name	Last name	Login	Working year
<input type="checkbox"/>	Ange	Smith	angela3847	9
<input type="checkbox"/>	Wendy	Hau	wendy881	7
<input type="checkbox"/>	Jack	Em	jack36849	8
<input type="checkbox"/>	kara	davy	kara2047	7
<input type="checkbox"/>	Saxon	Brown	saxon969	9
<input type="checkbox"/>	John	Brown	john14538	7

To delete a student from a study plan, tick the box next to the student's name and click **'Remove'**.

Students

Add class Add students individually

Remove Search...

All	First name	Last name	Login	WordFlyers year	Classes
<input checked="" type="checkbox"/>	Carolynne	Barby	carolynne5	7	8
<input type="checkbox"/>	John	Brown	john14538	7	4
<input type="checkbox"/>	Nathan	Lee	nathan22026	7	5
<input type="checkbox"/>	Wang	Chan	wang132	7	6

Activate

8. Activate your study plan by clicking **'Activate'**.



**Warning:** Once you have activated a study plan, you will no longer be able to edit it.

## C. Editing a study plan

To edit a study plan which has not yet been activated, click the name of the study plan to update students and make the required changes.

## D. Deactivating a study plan

Click 'Deactivate' next to the name of the study plan to be deactivated. Click 'OK' to confirm the deactivation.

Name	Students	Status	Actions
Comprehension Homework	4	Inactive	Activate
Punctuation	0	Inactive	Activate
English Writing	1	Active	Deactivate
Reading 3	0	Inactive	Activate

# 5. Student Reports

'Student Reports' contains four reports that enable you to view the progress and achievements of a whole class and individual students.

### Class overview report

Begin by selecting a class name and level to display the overview information.

Select a class **Year 8 Reading**

Download Print

Class overview Content area NAPLAN-style tests

Class overview

Level All Select a view Last 7 days Levels and class ranking

Name	Assigned level	Current level	Ranking	Last active	Current location	Lessons completed	Units completed	
Class average							15	3
Gabriella Olsen	71	71	3	24/08/16	Hong Kong	3	3	
Xavier Brooke	71	71	14	01/09/16	New York	14	14	
Jesse Fallett	71	71	23	Today	Mexico City	23	23	
Daniel Knibbs	71	71	9	24/08/16	Hong Kong	9	9	
Felix Sampson	71	71	11	01/09/16	New York	11	11	
Simon Trevitt	71	71	17	Today	Mexico City	17	17	
Anthea Cooper	71	71	30	24/08/16	Hong Kong	30	30	
Shaun Mullins	71	71	5	01/09/16	New York	5	5	

Each column of information can be sorted and you can compare each student's data with a class average.

Select a student's name to view their individual reports.

## Content area report

This report shows each student's average score for the main content areas.

Choose a class name, level and time frame to see the results for an individual class.

The table shows the number of lessons each student has completed and the number of attempts they took to achieve their average score for each content area.

Data about each student's assigned level and current level assists you to evaluate your students' achievements. The 'Current level' is the level the student last completed a lesson in.

Select a class **Year 8 Reading** Download Print

**Class overview** **Content area** NAPLAN-style tests

Student results by content area

Level **All** Select a view **Last 7 days** Student results

Number of lessons completed  Number of attempts  Average score

Name	Assigned level	Current level	Spelling/Vocabulary			Punctuation			Grammar 1 & 2			Writing 1 & 2			Reading comprehension 1-4		
<b>Class average</b>			63	84	80%	63	84	80%	63	84	80%	63	84	80%	63	84	80%
Daniel Marsh	7.1	8.2	38	45	100%	38	45	100%	38	45	100%	38	45	100%	38	45	100%
Anna Reed	7.1	7.1	34	52	60%	34	52	60%	34	52	60%	34	52	60%	34	52	60%
Jonny Bourke	7.1	7.2	62	73	40%	62	73	40%	62	73	40%	62	73	40%	62	73	40%
Ella Carvalho	7.1	7.1	58	61	80%	58	61	80%	58	61	80%	58	61	80%	58	61	80%
Stephen Manning	7.1	7.2	92	105	80%	92	105	80%	92	105	80%	92	105	80%	92	105	80%
Vanessa Travers	7.1	7.3	17	22	60%	17	22	60%	17	22	60%	17	22	60%	17	22	60%
Eloise Conisbee	7.1	7.1	69	81	80%	69	81	80%	69	81	80%	69	81	80%	69	81	80%
Doug Tomlinson	7.1	7.1	24	36	100%	24	36	100%	24	36	100%	24	36	100%	24	36	100%

## Student report – Overview

When you select a student name from the 'Class Overview' or 'Content area' reports, you can see an individual student report. This is an ideal screen to print off for parent-teacher reports.

**Emily Brownie** Class ranking **23** Download Print

Assigned level 7.1  
Current level 7.1

**Overview** Lessons complete

Student results by content area

Level **All** Select a view **Last 7 days** Levels explained

Number of lessons completed  Number of attempts  Average score

Name	Assigned level	Current level	Spelling/Vocabulary			Punctuation			Grammar 1 & 2			Writing 1 & 2			Reading comprehension 1-4		
Emily Brownie	7.1	7.1	63	2	80%	63	2	80%	63	2	80%	63	2	80%	63	2	80%

**Badges earned**

Unit badges 23 Gate badges 7 NAPLAN-style tests badges 2

**Activity compared to class average**

>80% <80% Not attempted

Emily (dark blue) Class average (light blue)

The number of badges a student has earned is displayed.

A student's lesson score averages are compared to the class averages.

## Student report – Lessons complete

This student report provides more detailed information about a student's progress and the topics studied in the lessons they have completed.

The report can be filtered by a time frame and a year / level.

**Emily Brownie** Class ranking **23**  
Assigned level 7.1  
Current level 7.1

Download Print

Overview **Lessons complete**

Preview lessons

**Student overview**  
Level **7.1** Select a view **Last 7 days**

Unit number	Content	Number of attempts	Average score
<b>Spelling/Vocabulary</b>			
1	Adjectives, Nouns (common, proper), Verbs (action, sensing)	2	100%
2	Adverbs, Everyday language, Technical language	2	100%
3	Commands, Technical language, Text connectives (temporal), Verbs (action)	2	100%
4	Everyday language, Nouns (common, proper), Technical language, Verbs (action, relating, saying)	2	100%
5	Adjectives, Adjectival phrases, Nouns (specific), Verbs (action, relating)	2	100%
6	Adverbs, Nouns (general), Verbs (action, relating)	2	100%
7	Adverbs, Nouns (general), Verbs (relating, sensing)	2	100%
8	Adjectives, Evaluative language, Nouns, Verbs (action, relating)	2	100%
<b>Punctuation</b>			
<b>Grammar 1</b>			
<b>Grammar 2</b>			
<b>Writing 1</b>			
1	Suffixes (verb tenses)	2	100%
2	Technical language (art)	2	100%

Each unit's lesson content is fully described and you can view the student's number of attempts at this lesson and their average score.

You can open and close the accordion menu for each content area. This tool makes it easy to compare scores in different content areas.

# 6. Getting Your Students Started

## A. Start student access

Once you have set up an account for your students, you can print student login details from the 'My Classes' page.

To print student login details, follow these steps.

1. Choose 'My Classes' from the left navigation bar.
2. You will have two options to print student login details.

To print the login details for one student, tick the box next to the student's name. Click 'Print logins' in the Bulk student edit options.

To print the logins for an entire class, select the class from the drop-down menu. Tick 'All' box to select all students and then click 'Print logins'.

My classes + Create classes + Add students

Select a class: All classes

You have 169 students.

**Bulk student edit options:**  
Add students, Remove students, Edit passwords, Change year, Change level, **Print logins**, Print parent letter, Messages On/Off, Games On/Off

**Manage class:**  
Create classes, Edit class name, Delete class

Search for student

All	Last name	First name	Login	Password	Year	Level	Classes	Messages	Games
<input checked="" type="checkbox"/>	Abaid	Tia	tia3302	english	7	9.1	English Advanced, 7A	ON	ON
<input type="checkbox"/>	Agaplou	Parissa	parissa15	into47	8	8.1	English Standard, 8A	ON	ON
<input type="checkbox"/>	Allsop	Jessica	jessica23254	bet53	7	Awaiting placement rubric	English Advanced, 7B	OFF	ON

3. Click 'Print' in the prompt and a PDF with the student logins and passwords will be loaded in a new tab. You can then print the document.

Parissa A. **Wordflyers**  
Login: parissa15 School year: 8  
Password: into47

parissaa16 **Wordflyers**  
Login: parissa16 School year: 8  
Password: home46

wordflyers.com.au

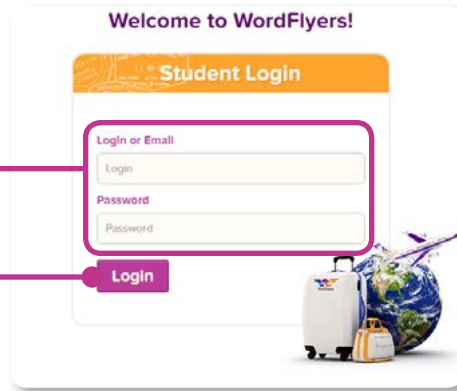
Your students can log in via [www.wordflyers.com.au](http://www.wordflyers.com.au)

1. Click the **STUDENT** icon in the top right corner.



2. Enter their login and password.

3. Click 'Login'.



**Did you know?:**  
Your students can access WordFlyers from home. As WordFlyers is a web-based product, students can access WordFlyers anytime, anywhere. Simply follow the instructions above to log in.

**Please note:** Students previously set up with an email address can login using either their login or email address.

### The student lesson gateway

The student gateway is designed as a grid with coloured tiles. Students find and access level content through 16 gateways. Each Gate consists of 80 lesson tiles.

A dotted progress bar indicates the number of Gates (levels) and units completed by a student.

The NAPLAN\*-style tests for each unit are on a separate tab in the navigation bar.

Units are numbered 1–8 in a separate row at the top of the grid. To complete a unit, a student must finish every lesson in that column, in any order.

When a student successfully completes a row of lessons, they earn 5000 bonus points.

When a student successfully completes a column, they are awarded 5000 bonus points and a WordFlyers badge.

Each horizontal row represents all the Gate's lessons in each content area on an Arrivals/Departures board.

\*This is not an officially endorsed publication of the NAPLAN program and is produced by Blake eLearning independently of Australian Governments

## Lesson and Unit information

On hover or tap and hold, the blue lesson and crimson unit tiles display an information panel over the Arrivals/Departures board. The panel outlines the lesson or unit content.

The screenshot shows a grid of lesson tiles. Each tile displays a progress percentage (e.g., 80%, 100%, 60%) and a score of 5000. A blue tile is highlighted, and an information panel is overlaid on it. The panel contains the following text:

**READING COMPREHENSION 4**

- Brackets (enclosing additional information).
- Colons (introducing an amplifying or elaborating phrase or clause).
- Dashes (enclosing additional information).
- Exclamation marks (expressing emotion).
- Full stops

**Text: Sniffer dog school Informative/Report**  
A young writer reports on a visit to a sniffer dog training facility.

The coloured tiles are used to show different aspects of a student's progress. A blue tile is lesson not started, a green tile with numerals between 80% and 100% is a passed lesson, a red tile is a failed lesson and a grey dotted tile is an incomplete lesson.

## B. How students begin their lessons

A student is assigned a level of lessons when you set up a class and indicate the student's year level. Students are placed in Gate 1, the first level of lessons in their year level.

Students can complete lessons at any Gates and you can also assign another level to a student. See page 6 for how to change a student's level.

This table shows the levels of WordFlyers content (black) and the way the content is described to students onscreen (blue).

Year 7 Journey 1	Year 8 Journey 2	Year 9 Journey 3	Year 10 Journey 4
Review 7.0 Gate Review	Review 8.0 Gate Review	Review 9.0 Gate Review	Review 10.0 Gate Review
Level 7.1 Gate 1	Level 8.1 Gate 1	Level 9.1 Gate 1	Level 10.1 Gate 1
Level 7.2 Gate 2	Level 8.2 Gate 2	Level 9.2 Gate 2	Level 10.2 Gate 2
Level 7.3 Gate 3	Level 8.3 Gate 3	Level 9.3 Gate 3	Level 10.3 Gate 3

The screenshot shows the WordFlyers user interface. At the top, there is a profile section with a user icon, 'SCORE - POINTS 1 000 000', 'LOCATION Edinburgh', and a 'Log out' button. Below this is a navigation bar with 'Learn', 'NAPLAN\*-style tests', 'Travel', 'Games', 'Messages', 'Location', and 'My reports'. A progress bar at the bottom shows 'Journey 1', 'Journey 2', 'Journey 3', and 'Journey 4'. The current level is 'Gate 1: My Gate', which is highlighted in blue. Other gates shown are 'Gate Review', 'Gate 2', and 'Gate 3'.

Each time a student logs in to WordFlyers, the level that opens up is their assigned level of content and the level is labelled 'My Gate'.

# 7. Program Overview and Features

## A. Program overview

**'Travel':** Students can find locations to travel to here. The world map indicates places they have been or places they can go to.



**'Games':** Students can spend their hard-earned points on reward games. If you find that your students are distracted by these games, you can disable them. See page 6 to find out how to disable reward games.

**'Learn':** This is where students access the different levels of content and lessons. All levels of lessons are open for students to complete. The student's **'Assigned level'** will be displayed each time a student logs in and is labelled as **'My Gate'**.

**'NAPLAN\*-style tests':** Each unit on the Learn tab has 20 Language conventions and 10 Reading questions about the Unit text (lesson text). These tests will assist students to prepare for the national tests.

The interface features a top navigation bar with tabs: Learn, NAPLAN\*-style tests, Travel, Games, Messages, and Location. Below this is a progress bar with four stages: Journey 1, Journey 2, Journey 3, and Journey 4. A 'Gate Review' section is visible, with 'Gate 1: My Gate' highlighted. The bottom section displays a table of test results for 'ARRIVALS/DEPARTURES'.

ARRIVALS/DEPARTURES	1	2
Vocabulary/Spelling	80%	100%
Punctuation	[Camera icon]	[More icon]
Grammar 1	[Globe icon]	[Gear icon]
Grammar 2	100%	80%
Writing 1	[More icon]	[Lightbulb icon]
Writing 2	[Book icon]	[Lightbulb icon]
Reading comprehension 1	[Gear icon]	[Lightbulb icon]
Reading comprehension 2	[Lightbulb icon]	[Lightbulb icon]
Reading comprehension 3	[Lightbulb icon]	[Lightbulb icon]
Reading comprehension 4	[Lightbulb icon]	[Lightbulb icon]

WordFlyers Airlines

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**'Messages':** This function enables students and teachers to communicate with one another. See page 7 to find out how to disable this option.

**'My reports':** Students can view their individual reports. These are the same individual reports that teachers can access from the **'Class Overview'** and **'Content area'** tabs on **'Student Reports'**. Students can see their **'Assigned level'** and **'Current level'**, their results in the content areas and the badges they have been awarded.

**'Profile:** This passport is a snapshot of a student's achievements and shows their current location, points earned and 'Profile'. The score is an average score of passed lessons. This should be between 80% and 100%.

**Student information:** Students can learn quick tips about how to get started and how to earn points.

**'Location':** This page displays the most recent location, a student has bought with their points. At each location students learn about a world destination through quizzes, photos and maps. They can also spend points on souvenirs and receive a passport stamp.



## B. Activity overview

### The lesson tutorial

Students select the 'Learn' tab to access the WordFlyers lesson activities. Then they choose one of the blue tiles from the student gateway to begin a lesson.

**Tutorials:** Each lesson begins with a narrated tutorial that provides information relevant to the lesson topic and Unit text.

**Narrations:** Each tutorial is narrated. This assists and encourages students who may have weaker reading skills.

**'View Lesson text':** Students can read and listen to the lesson text at any stage. Referring back to the text will help students to answer the questions correctly. Examples used to explain key ideas in the tutorial come from the Unit text.

The screenshot shows the WordFlyers student gateway interface. At the top, there's a navigation bar with 'Learn' selected, and other options like 'NAPLAN\*-style tests', 'Travel', 'Games', 'Messages', 'Location', and 'My reports'. A user profile is visible in the top right, showing 'Score - Points 1000 000', 'Location Edinburgh', and a 'Log out' button. Below the navigation bar, there's a section for 'JOURNEY 2 - GATE 2' with a table showing lesson progress:

LESSON	QUESTION	PASS (80%)	BONUS (100%)
Reading comprehension 1	1/5	1000 points	500 points

Below the table, there's a blue box with the text 'Read and listen to the tutorial about recognising Descriptions.' followed by a list of bullet points:

- Descriptions focus on describing the features of a particular person, place or thing. This text focuses on describing Jeremy Wilcox, a small-business owner.
- Descriptions can be written in a number of forms, including observations, personal profiles and **feature articles**. Descriptions usually begin by introducing the subject of the text (for example, Jeremy Wilcox). The majority of a Description will focus on the characteristic features of the subject (such as physical appearance, qualities, behaviours, significant attributes, etc.).
- Descriptions usually contain specific nouns, proper nouns and pronouns that refer to the subject and their characteristic features. For example: *phone covers, Jeremy and they*. Adjectives and **adjectival phrases** are used to describe the subject in more detail. For example: *a unique approach to sustainable design*.
- A variety of verbs are used to describe the subject's behaviours, to link information about their characteristics and to indicate what they might be thinking, feeling or saying.

At the bottom of the tutorial, there's a blue box with the text 'Complete the next activity to check you've understood the tutorial.' and a downward-pointing arrow. On the right side of the interface, there's a sidebar titled 'ABOUT THE UNIT' with a list of unit details:

- UNIT** 8.2.2
- TITLE** In with the old, out with the new
- TEXT CATEGORY** Informative
- TEXT TYPE** Description
- FORM** Feature article
- TOPIC** Small business
- ABOUT** A teen turns friends' rubbish into profit

**Key words:** The definition of a key word appears when the student rolls over or taps the link. The definitions are based on the requirements of the Australian Curriculum: English, and also take into account state variations.

**Arrow:** After a student has listened to and read the tutorial, they select the arrow to begin the activities.

**About the unit:** This sidebar provides a summary of key information about the unit text. This tool assists students to answer questions and is a quick reference if a student is repeating or returning to lesson.

## The lesson activities

Each lesson contains a variety of different kinds of interactive activities. Each activity type has been chosen to provide students with the best opportunity to learn and practise new literacy skills.

**Scoreboard:** The lesson scoreboard provides points and lesson information to motivate and inform students.

**'Lesson tutorial'** and **'View Lesson text':** Students can use the tutorial or the lesson text at any time to help them choose the correct answers and earn points.

The screenshot shows the WordFlyers interface. At the top, there's a navigation bar with 'Learn', 'NAPLAN\*-style tests', 'Travel', 'Games', 'Messages', 'Location', and 'My reports'. A user profile is visible with 'Score - Points 1 000 000' and 'Location Edinburgh'. Below the navigation bar, there's a section for 'JOURNEY 2 - GATE 2' with a scoreboard table:

LESSON	QUESTION	PASS (80%)	BONUS (100%)
Reading comprehension 1	2/5	1000 points	500 points

Below the table, there are buttons for 'BACK TO GATE', 'LESSON TUTORIAL', and 'VIEW LESSON TEXT'. The main content area displays a text passage with various words highlighted in different colors. Below the text, there are four true/false questions:

- The text appears to be about a person called Jeremy Wilcox and his business of making wristbands.  True  False
- The text contains words and phrases related to running a small business.  True  False
- The text has subheadings.  True  False
- There are quite a lot of adjectives in the text.  True  False

At the bottom right, there's a button that says 'AM I RIGHT?'. On the far right, there's a vertical sidebar with the text 'ABOUT THE UNIT'.

Example lesson text 1

The screenshot shows a text passage titled 'To me: a citizen of the world'. The text discusses the concept of citizenship and how it varies across different cultures and societies. It includes a definition of a citizen and a list of words related to the topic.

Example lesson text 2

The screenshot shows a text passage titled 'Elite Vit-C - super drink'. The text describes the benefits of the drink and includes a chorus and a verse. The chorus says: 'You need a hit of Elite Vit-C. So, don't go drinking something sugary. The ones they call juice are way too watery. But Elite Vit-C is total purity.'

# 8. Educational Rationale Summary

## The informing theories and research behind WordFlyers

To read the Educational Rationale document, go to [www.wordflyers.com.au/educational-rationale](http://www.wordflyers.com.au/educational-rationale)

WordFlyers is dedicated to building high levels of literacy and language skills and understanding within the English curriculum but also as a basis for learning across the curriculum and meeting the challenges associated with living and working in a complex social world.

The resource enables a significant level of Curriculum differentiation, based on individual learners' skills and abilities, interests or prior knowledge. With its focus on explicit teaching, the resource is also designed to support 'learning about learning' and the development of metalanguage related to English language and literacy practices.

This program is informed by well-respected theoretical positions on language, teaching and learning.

### Literacy as a social construct

WordFlyers is a teaching and learning resource underpinned by a view of literacy as a social construct or phenomenon. This view arises out of research traditions in social psychology and cultural anthropology, and is most clearly identified in the work of eminent linguist M.A.K. Halliday.

### Scaffolding as a pedagogic principle

The teaching and learning approach featured uses scaffolding as one of its central pedagogic principles, with all lessons providing extensive support to assist students to accomplish learning tasks and develop new skills and understandings. Based on initial research by Russian psychologist L.S. Vygotsky, the principle of scaffolding has become a core element of contemporary teaching pedagogies from early childhood to tertiary contexts.

### A functional model of language

WordFlyers is based on a functional model of language, first proposed by MAK Halliday. To a large degree, this model also underpins the Australian Curriculum: English. Within this model, language is understood as a system of resources for creating meaning in particular contexts of use.

### Reading comprehension: the 'Four Resources' model

WordFlyers draws on a view of reading as a repertoire of practices that can be used to access and respond to the meanings in texts, following the model of reading comprehension first proposed by Freebody and Luke and popularly known as the 'Four Resources' model.

### Writing: genres in the English Curriculum

Students are expected to be able to write a wide range of text types or genres within the English Curriculum. WordFlyers provides students with opportunities to study and write ten different genres, in a variety of forms, at every year level within the resource.

### Teaching the 'basics' – spelling and punctuation

WordFlyers incorporates the teaching and learning of spelling and punctuation, referred to widely as two of the 'basics' of literacy. As in other components of the resource, the spelling and punctuation lessons address key skills and understandings that have been identified within the Australian Curriculum: English.

### Dr Merle Iles

PhD (Charles Darwin University)

M Ed (Deakin University)

Grad Dip Arts: Literature (University of Melbourne)

# 9. Curriculum Content Overview by Level

<b>J O U R N E Y 1</b>	<p><b>Review 7 (80 lessons) Gate Review</b></p> <p>Revision of Years 2, 3, 4, 5, 6 and 7 content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.</p> <p>Age/stage appropriate texts/ topics (similar to those featured in 7.1, 7.2 and 7.3) written at a level suitable for low-literacy students.</p>	<p><b>Level 7.1 (80 lessons) Gate 1</b></p> <p>Revision of Year 5 and Year 6 content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.</p> <p>Age/stage appropriate texts/topics (similar to those featured in 7.2 and 7.3).</p>	<p><b>Level 7.2 (80 lessons) Gate 2</b></p> <p>Year 7 level content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.</p> <p>Age/stage appropriate texts/topics (similar to those featured in 7.1 and 7.3).</p>	<p><b>Level 7.3 (80 lessons) Gate 3</b></p> <p>Covers same content as Level 7.2 but assumes greater prior knowledge, requires deeper levels of independent thought and includes more challenging questions.</p> <p>Age/stage appropriate texts/topics (similar to those featured in 7.1 and 7.2).</p>
<b>J O U R N E Y 2</b>	<p><b>Review 8 (80 lessons) Gate Review</b></p> <p>Revision of Years 2, 3, 4, 5, 6 and 7 content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.</p> <p>Age/stage appropriate texts/topics (similar to those featured in 8.1, 8.2 and 8.3) written at a level suitable for low-literacy students.</p>	<p><b>Level 8.1 (80 lessons) Gate 1</b></p> <p>Revision of Year 7 content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.</p> <p>Age/stage appropriate texts/topics (similar to those featured in 8.2 and 8.3).</p>	<p><b>Level 8.2 (80 lessons) Gate 2</b></p> <p>Year 8 level content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.</p> <p>Age/stage appropriate texts/topics (similar to those featured in 8.1 and 8.3).</p>	<p><b>Level 8.3 (80 lessons) Gate 3</b></p> <p>Covers same content as Level 8.2 but assumes greater prior knowledge, requires deeper levels of independent thought and includes more challenging questions.</p> <p>Age/stage appropriate texts/topics (similar to those featured in 8.1 and 8.2).</p>
<b>J O U R N E Y 3</b>	<p><b>Review 9 (80 lessons) Gate Review</b></p> <p>Revision of Years 6, 7 and 8 content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.</p> <p>Age/stage appropriate texts/topics (similar to those featured in 9.1, 9.2 and 9.3) written at a level suitable for low-literacy students.</p>	<p><b>Level 9.1 (80 lessons) Gate 1</b></p> <p>Revision of Year 8 content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.</p> <p>Age/stage appropriate texts/topics (similar to those featured in 9.2 and 9.3).</p>	<p><b>Level 9.2 (80 lessons) Gate 2</b></p> <p>Year 9 level content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.</p> <p>Age/stage appropriate texts/topics (similar to those featured in 9.1 and 9.3).</p>	<p><b>Level 9.3 (80 lessons) Gate 3</b></p> <p>Covers same content as Level 9.2 but assumes greater prior knowledge, requires deeper levels of independent thought and includes more challenging questions.</p> <p>Age/stage appropriate texts/topics (similar to those featured in 9.1 and 9.2).</p>
<b>J O U R N E Y 4</b>	<p><b>Review 10 (80 lessons) Gate Review</b></p> <p>Revision of Years 6, 7 and 8 content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.</p> <p>Age/stage appropriate texts/topics (similar to those featured in 10.1, 10.2 and 10.3) written at a level suitable for low-literacy students.</p>	<p><b>Level 10.1 (80 lessons) Gate 1</b></p> <p>Revision of Year 9 content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.</p> <p>Age/stage appropriate texts/topics (similar to those featured in 10.2 and 10.3).</p>	<p><b>Level 10.2 (80 lessons) Gate 2</b></p> <p>Year 10 level content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.</p> <p>Age/stage appropriate texts/topics (similar to those featured in 10.1 and 10.3).</p>	<p><b>Level 10.3 (80 lessons) Gate 3</b></p> <p>Covers same content as Level 10.2 but assumes greater prior knowledge, requires deeper levels of independent thought and includes more challenging questions.</p> <p>Age/stage appropriate texts/topics (similar to those featured in 10.1 and 10.2).</p>

■ revise content from previous year levels

■ 'on level' content

■ 'on level' but more challenging questions

# 10. Technical Requirements

## A. Desktop computers

To have the best experience of WordFlyers, you will need, at a minimum:

- Windows: Internet Explorer 10, Firefox 15 or Google Chrome
- Macintosh: Safari 6.0, Firefox 15 or Google Chrome
- Screen resolution: 1024x768
- Flash Player: 10.56+ for older versions of Firefox
- Sound card must be working
- A high speed internet service
- Users on Chrome 55 should upgrade to Chrome 56

Due to the nature of computer errors it can be very difficult to diagnose compatibility issues without seeing them in action. We would recommend having your IT technician investigate them in the first instance.

If you do come across a technical issue, please try the following:

- Refresh the page.
- Check firewalls / security settings / content filters as this sometimes blocks content, like sound.
- If you're experiencing issues using Internet Explorer, please try a different browser such as Firefox or Google Chrome.
- Clear your cache: <http://www.wikihow.com/Clear-Your-Browser's-Cache>
- Modify proxy/content filter settings to accept larger files up to 5 MB in size.
- If traffic from our CDN is not cached, there will likely be an unnecessary increase in bandwidth expenditure on the school's network. The relevant URL to cache is: \*.readingeggsassets.com

It is essential that content relating to the IP address for our web server (wordflyers.com.au) is not cached. All other content should be cached. To determine the IP, run the following in the command line:

- dig +nostats +nocomments +nocmd wf-student-app-production-2113347585.us-west-2.elb.amazonaws.com
- dig +nostats +nocomments +nocmd wf-teacher-app-production-1371670232.us-west-2.elb.amazonaws.com
- The following file extensions should be allowed in the group policy:
  - .mp3
  - .mp4
  - .png
  - .jpg
  - .js
- Please ensure that the following URLs are accessible through your school network:
  - \*.wordflyers.com.au
  - student.wordflyers.com
  - teacher.wordflyers.com.au
  - \*.readingeggsassets.com
  - \*.typekit.net
  - \*.tiles.mapbox.com

## B. Tablets

To have the best experience of WordFlyers on your tablets, you will need, at a minimum:

- iPad: Compatible with iPad 2, iPad 3, iPad 4 and mini (iOS 6.0+)
- iPad browser: Safari 6.0 or Chrome 29
- Android: Galaxy Tab 2, Galaxy Tab 3, Nexus 7 or Nexus 10 running OS 4.1 or later
- Android browser: Chrome 29.0 or later
- High speed internet service
- Device orientation: Landscape mode recommended

If you do come across a technical issue, please try the following:

- Refresh the page.
- Clear browser cache and cookies.
- Restart the browser and device.
- Check firewalls / security settings / content filters as this sometimes blocks content, like sound.
- Make sure the sound is not muted on device.
- Modify proxy/content filter settings to accept larger files up to 5 MB in size.
- If traffic from our CDN is not cached, there will likely be an unnecessary increase in bandwidth expenditure on the school's network. The relevant URL to cache is: \*.readingeggsassets.com

It is essential that content relating to the IP address for our web server (wordflyers.com.au) is not cached. All other content should be cached. To determine the IP, run the following in the command line:

- dig +nostats +nocomments +nocmd wf-student-app-production-2113347585.us-west-2.elb.amazonaws.com
- dig +nostats +nocomments +nocmd wf-teacher-app-production-1371670232.us-west-2.elb.amazonaws.com
- The following file extensions should be allowed in the group policy:
  - .mp3
  - .mp4
  - .png
  - .jpg
  - .js
- Please ensure that the following URLs are accessible through your school network:
  - \*.wordflyers.com.au
  - student.wordflyers.com
  - teacher.wordflyers.com.au
  - \*.readingeggsassets.com
  - \*.typekit.net
  - \*.tiles.mapbox.com

Should you have any questions or would like assistance, please contact our WordFlyers team via email at [contact@wordflyers.com.au](mailto:contact@wordflyers.com.au) or via phone on 1300 784 088 for Australia.

# Subscription Coordinator

## A. Who is the Subscription Coordinator?

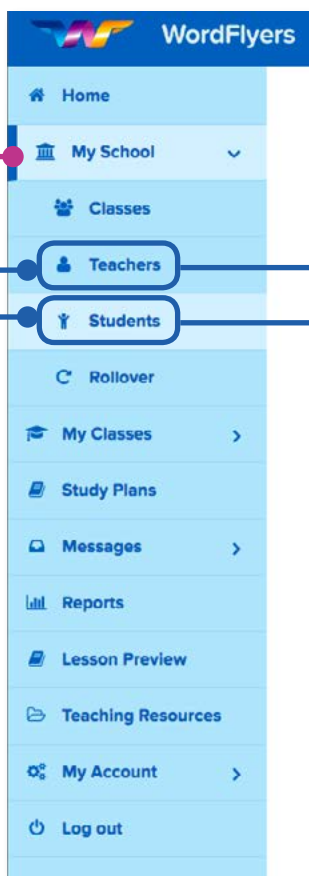
The Subscription Coordinator or Sub-Co is the WordFlyers administrator of your school, and is in charge of your WordFlyers account. The Subscription Coordinator is able to add teachers and manage your school's teacher and student accounts.

## B. Add or delete student and teacher profiles

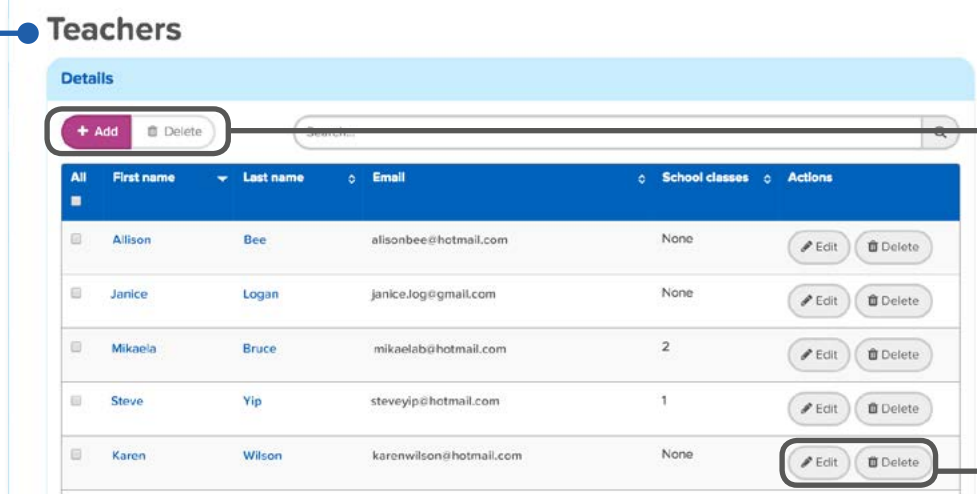
2. Click **'My School'** and a drop-down menu of **'Classes'**, **'Teachers'** and **'Students'** will appear in the menu. Here you can select what you would like to manage.

1. Click either **'Teachers'** or **'Students'**. A list of teachers or students will appear. This is a list of all the teachers and students in your school who have a WordFlyers account.

3. Click **'Edit'** to change your teachers' and students' profiles. Click **'Add'** in the top left of your page to add teachers and students. You can delete a teacher or student by ticking the checkbox beside their name and then selecting **'Delete'**.

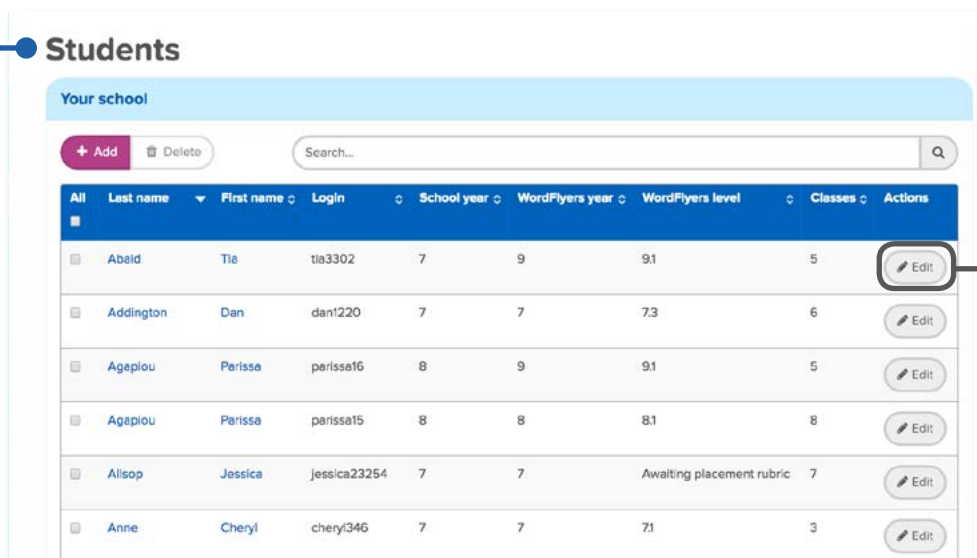


The navigation menu for WordFlyers includes the following items: Home, My School (with a dropdown arrow), Classes, Teachers, Students, Rollover, My Classes, Study Plans, Messages, Reports, Lesson Preview, Teaching Resources, My Account, and Log out.



The 'Teachers' management interface shows a 'Details' section with '+ Add' and 'Delete' buttons and a search bar. Below is a table of teachers with columns for 'All', 'First name', 'Last name', 'Email', 'School classes', and 'Actions'.

All	First name	Last name	Email	School classes	Actions
<input type="checkbox"/>	Allison	Bee	alisonbee@hotmail.com	None	<input type="checkbox"/> Edit Delete
<input type="checkbox"/>	Janice	Logan	janice.jog@gmail.com	None	<input type="checkbox"/> Edit Delete
<input type="checkbox"/>	Mikaela	Bruce	mikaelab@hotmail.com	2	<input type="checkbox"/> Edit Delete
<input type="checkbox"/>	Steve	Yip	steveyip@hotmail.com	1	<input type="checkbox"/> Edit Delete
<input type="checkbox"/>	Karen	Wilson	karenwilson@hotmail.com	None	<input type="checkbox"/> Edit Delete



The 'Students' management interface shows a 'Your school' section with '+ Add' and 'Delete' buttons and a search bar. Below is a table of students with columns for 'All', 'Last name', 'First name', 'Login', 'School year', 'WordFlyers year', 'WordFlyers level', 'Classes', and 'Actions'.

All	Last name	First name	Login	School year	WordFlyers year	WordFlyers level	Classes	Actions
<input type="checkbox"/>	Abald	Tia	tia3302	7	9	9.1	5	<input type="checkbox"/> Edit
<input type="checkbox"/>	Addington	Dan	dan1220	7	7	7.3	6	<input type="checkbox"/> Edit
<input type="checkbox"/>	Agapiou	Parissa	parissa16	8	9	9.1	5	<input type="checkbox"/> Edit
<input type="checkbox"/>	Agapiou	Parissa	parissa15	8	8	8.1	8	<input type="checkbox"/> Edit
<input type="checkbox"/>	Alisop	Jessica	jessica23254	7	7	Awaiting placement rubric	7	<input type="checkbox"/> Edit
<input type="checkbox"/>	Anne	Cheryl	cheryl346	7	7	7.1	3	<input type="checkbox"/> Edit

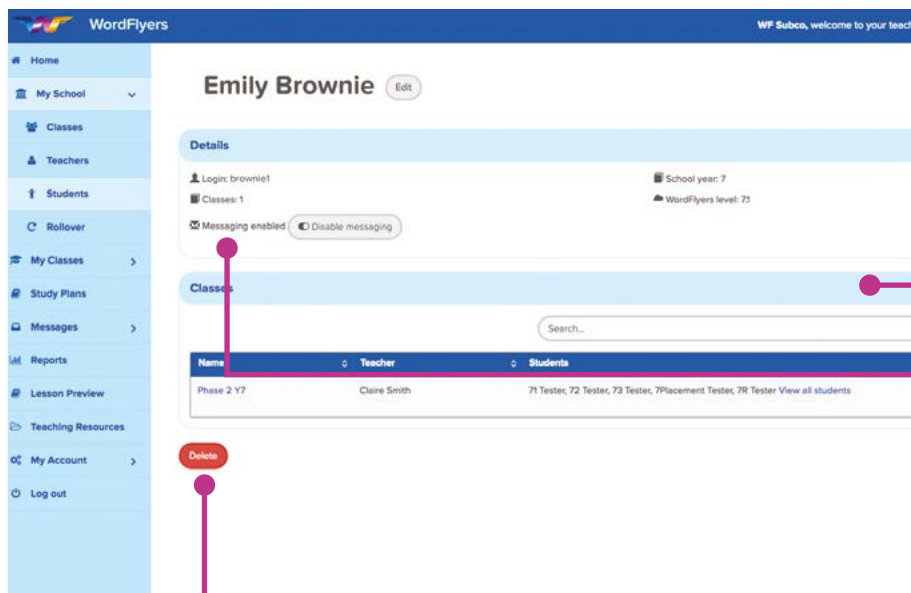


## C. Managing a student's profile

As a Subscription Coordinator, you will have access to manage/edit every student in your school who is currently using WordFlyers. **Teachers without a Subscription Coordinator login will only be able to edit their own details and their students' profiles.**


**To manage a student's profile:**

1. Click 'Students' on the left navigation bar.
2. Click the first or last name of the student you wish to edit.



Clicking 'Delete' will remove the student's WordFlyers account.

A list of classes a student is enrolled in appears under 'Classes'. To edit the class name, add or delete students from a class, or print logins, click the name of the class. Another page will appear where you can make these changes.

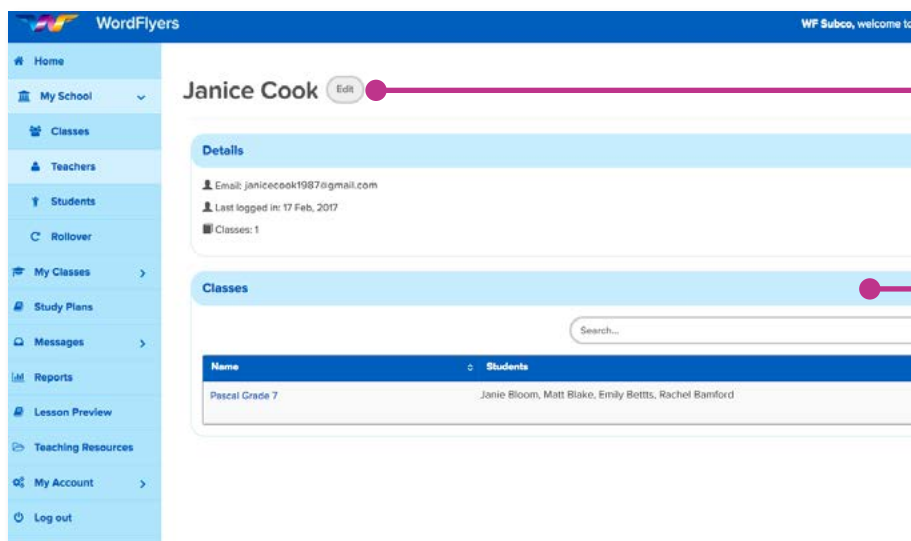
You can manage your students' messages, to protect them against unlawful or inappropriate content. To change student messaging, click on the link next to the Message icon . It should say 'Messaging enabled' or 'Disable messaging'.

## D. Managing a teacher's profile

As a Subscription Coordinator, you will have access to manage/edit every teacher within your school currently using WordFlyers. Teachers without a Subscription Coordinator login will only be able to edit their own details and their students' profiles.

**To manage a teacher's profile:**

1. Click 'Teachers' on the left navigation bar.
2. Click the first or last name of the teacher you wish to edit.



Click 'Edit' to change a teacher's details, such as name or email address. You can also email instructions on how to reset their password.

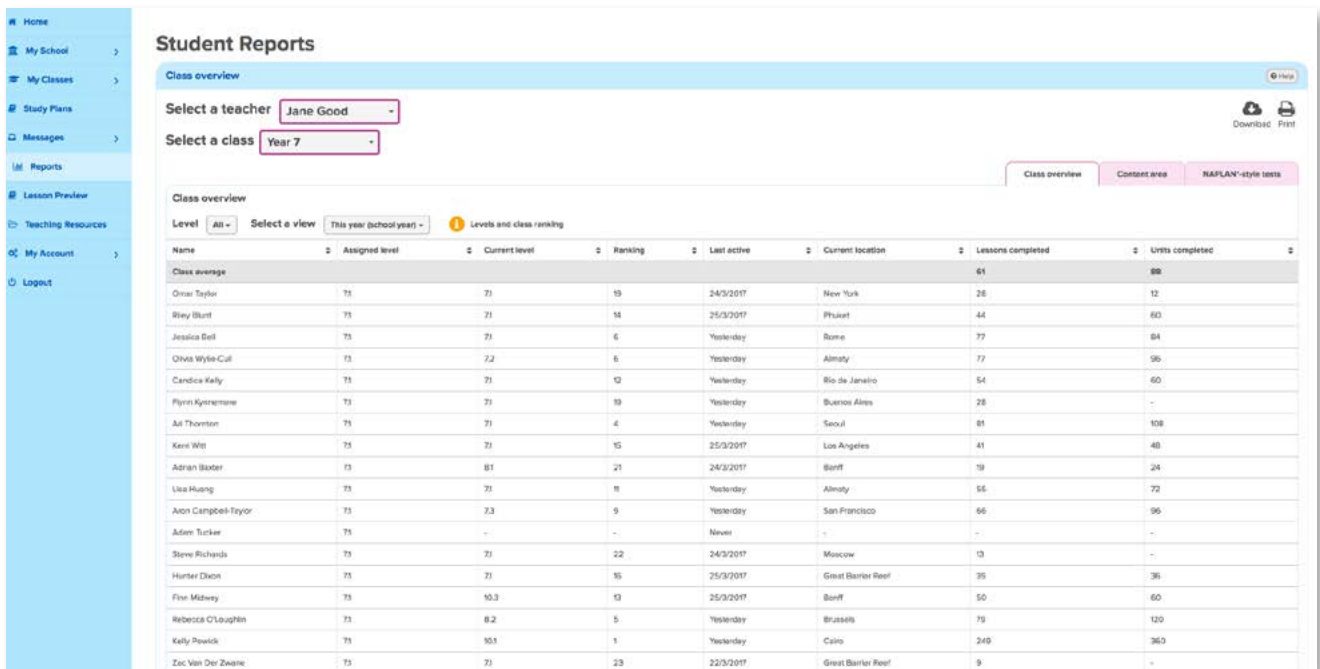
A list of the teacher's classes appears under 'Classes'. To edit the class name, or delete the class, click 'Edit'.

To edit the class name, add or delete students from a class, or print logins, click the name of the class. Another page will appear where you can make these changes.

## E. Managing 'Reports'

As a Subscription Coordinator, you will have access to the **'Student Reports'** of classes that belong to other teachers as well as your own classes. You can view the progress and achievements of a whole class and individual students.

1. To access **'Student Reports'**, click **'Reports'** on the left navigation bar.
2. Choose a teacher from the **'Select a teacher'** drop-down menu. This will filter the classes that belong to the teacher.
3. Choose a class from **'Select a class'** drop-down menu.
4. Then follow the guidelines in **5. Student Reports** on pages 11–13.



The screenshot displays the 'Student Reports' interface. On the left is a navigation menu with options: Home, My School, My Classes, Study Plans, Messages, Reports, Lesson Preview, Teaching Resources, My Account, and Logout. The main content area is titled 'Student Reports' and includes a 'Class overview' section. At the top, there are two dropdown menus: 'Select a teacher' set to 'Jane Good' and 'Select a class' set to 'Year 7'. Below these are tabs for 'Class overview', 'Context area', and 'NAPLAN-style tests'. The 'Class overview' tab is active, showing a table with columns: Name, Assigned level, Current level, Ranking, Last active, Current location, Lessons completed, and Units completed. A 'Class average' row is highlighted in grey. The table lists 20 individual students with their respective data points.

Name	Assigned level	Current level	Ranking	Last active	Current location	Lessons completed	Units completed
<b>Class average</b>							
Omar Taylor	7.1	7.1	13	24/3/2017	New York	26	12
Biley Blunt	7.1	7.1	14	25/3/2017	Phuket	44	60
Jessica Bell	7.1	7.1	6	Yesterday	Rome	77	94
Olivia Wylie-Cull	7.1	7.2	6	Yesterday	Almaty	77	96
Candice Kelly	7.1	7.1	10	Yesterday	São de Janeiro	54	60
Flynn Kyrenemere	7.1	7.1	19	Yesterday	Buenos Aires	28	-
Al Thornton	7.1	7.1	4	Yesterday	Seoul	81	108
Keri Wei	7.1	7.1	15	25/3/2017	Los Angeles	41	48
Adrian Bader	7.1	8.1	21	24/3/2017	Berlin	19	24
Lisa Huang	7.1	7.1	8	Yesterday	Almaty	56	72
Avon Campbell-Taylor	7.1	7.3	9	Yesterday	San Francisco	66	96
Adam Tucker	7.1	-	-	Never	-	-	-
Steve Richards	7.1	7.1	22	24/3/2017	Moscow	13	-
Hunter Dixon	7.1	7.1	16	25/3/2017	Great Barrier Reef	35	36
Fin. Midway	7.1	10.3	13	25/3/2017	Berlin	50	60
Rebecca O'Loughlin	7.1	8.2	5	Yesterday	Brussels	75	120
Kelly Powick	7.1	10.1	1	Yesterday	Cairo	249	260
Zac Van Der Zwane	7.1	7.1	23	22/3/2017	Great Barrier Reef	9	-

