<u>Spellingframe – Teacher's Guide</u>

Inviting other teachers in your school

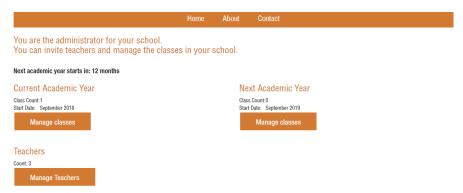
Setting up your class

Creating and scheduling spelling lists

Viewing Results

Inviting other teachers in your school.

If you registered your school for spellingframe then you are the administrator. You can invite other teachers from your school to create their own classes.



Go to your dashboard and click 'Manage Teachers'. Add the names and email addresses of the teachers in your school. They will receive an email with their own usernames and passwords and will then be able to set up their own class by adding the names of their students.

It is also possible for someone logged in as the administrator to add the class lists for all the teachers in your school. To do this, invite all the teachers and then go to 'Manage Classes' and you can add the students for each class.

Setting up your class

Creating **groups** will allow you to set different words to different groups of children in your class at the same time. To add a group, click on '0 Groups' and add the names of your groups e.g. 'Red' and 'Blue' etc.



To add students, click on '0 Students' and add the names and select the group for each child



If you did not add groups first then you can go back and do it later, then assign the children to the groups.

When you have finished adding the names to your class you can download the children's usernames

and passwords by clicking on 'Print Login Information'

Print Login Information

This will download a pdf file that can be printed, cut up, and given to the children.



Creating and scheduling spelling lists

To create your first spelling list, click on '0 Tests' and then 'New Test'.



Choose whether you want your word list to be given to 'All Students' or to a given group(s).

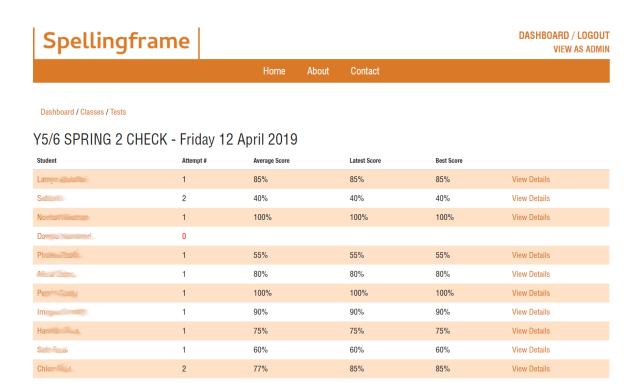
Then choose the publish date (the date this list will first appear for students) and the date you want this list to stop appearing for students. This feature will allow you to schedule different lists over time, so you could create all of your spelling lists for a term in one go.

You can then choose one of our predefined spelling rules or to create your own list of words.

You can add a label or description to your spelling list. The children will see these when they log in. This is optional.

Viewing Results

To view the results of a test, from your dashboard go to 'x Tests' and select the test you wish to view. You will then see the results for all the students that took that test. Click on 'View Details' to see an individual's results.



Alternatively, you can view the results of all test taken by a single student by clicking on their name either from the dashboard or from any test results screen.

If you have any problems or questions, please feel free to contact us - support@spellingframe.co.uk