



Learning to Read

Program Coordinator Easy Setup Guide

Program Coordinator Setup Guide

- wushka.com.au -

4 Easy Steps to Set Up Your Wushka School Account

Step 1

Provide some basic information about your School and elect a Wushka Program Coordinator

Step 2

Fill in the details of the Teachers that will be using Wushka

Step 3

Create the Classes that will be using Wushka and assign Teachers and School Years to each Class

Step 4

Set up students in each class

Step 1: Program Coordinator Information

- Provide some basic information about your School and who has been elected as the Wushka Program Coordinator.
- Click the red 'Finished. Go to Step 2' button when complete.

The screenshot shows a web form titled "Step 1: Wushka Program Coordinator Settings - Wushka". The form is divided into two main sections: "a. Details" and "b. Contacts".

a. Details (includes a "Change Password" link):

- Wushka Program Coordinator Details:**
 - First Name*: Ashleigh
 - Surname*: Treehouse
 - Phone (Mobile Preferred)*: 0288237815
 - Email*: wushka@wushka.com.au (Note: This is the email address to which account notifications will be sent.)
 - School Job Title*: Literacy Coordinator (or similar)
 - Coordinator is a teacher?*: (Note: If you are a Teacher, please check this box to gain access to both School and Teacher dashboards.)
- Mailing Address:**
 - School Name*: Wushka
 - Address Line 1*: PO Box 790
 - Address Line 2: (empty)
 - Suburb / Town*: Milsons Point
 - Postcode*: 1565
 - State*: New South Wales

b. Contacts (includes a note: "*These fields are compulsory"):

- Literacy Coordinator (or similar):**
 - First Name: Literacy Coordinator (or similar) first name
 - Surname: Literacy Coordinator (or similar) surname
 - Email: name@example.com
- Principal / Deputy Principal:**
 - First Name: Principal / Deputy Principal first name
 - Surname: Principal / Deputy Principal surname
 - Email: name@example.com

Navigation buttons: "Go to Step 2" (top right) and "Finished. Go to Step 2" (bottom right).

Step 2: Teacher Setup

- Add a Teacher by entering their name and valid school email address, then click the red 'Add New Teacher' button. (Complete for every Teacher that will be using Wushka).
- Teachers will receive an Activation email providing them with their own Login Details.
- Click the red 'Finished. Go to Step 3' button when complete.

Step 2: Teacher Users - Wushka

a. Add New Teacher User

First Name
First Name

Surname
Surname

Email / Username
name@example.com
Once a username is set it cannot be changed. A username must be a valid email address.

Add New Teacher

b. Teacher Users

Mary McCann annaliesewilliams@hotmail.com annaliesewilliams@hotmail.com	Susan Robert awilliams@wushka.com.au awilliams@wushka.com.au	Bernard Greyson bguy@wushka.co.uk bguy@wushka.co.uk
Eugene Freesham efreedman@cyantist.com efreedman@cyantist.com	Sam Mitchell efreedman@cyantist.com.au efreedman@cyantist.com.au	John Smith efreedman@larktale.com efreedman@larktale.com
Euon Freeman efreedman@larktale.com.au efreedman@larktale.com.au	Euon Test euon.wushka.com.au e3%!@4wushka.com.au	Neill wwwhiston nwhiston@child.com.au nwhiston@child.com.au

Legend:

- School Administrator account
- Teacher accounts pending activation

Navigation: Previous Step | Go to Step 3

Step 3: Class Setup

a) Create a class by giving it a Name (e.g. Class KP), then click Add Class (You will see the class appear in the d. Classes section). Complete for all classes that will be using Wushka.

b) Click, drag and drop a School Year into each class from the b. School Years list. Then click, drag and drop a Teacher into each class from the c. Teachers list. (All Teachers must be assigned to a class. More than one teacher can be assigned to a class).

c) Click the red 'Go to Step 4' button when complete.

Step 3: Classes - Wushka

← Previous Step Go to Step 4 →

a. Add Class

Class Name

Class Name

Add Class

b. School Years

Foundation

Foundation + 1

Year 1

Year 1+2

c. Teachers

Mary McCann

Susan Robert

Bernardine Guy

Eugene Freesham

Sam Mitchell

John Smith

Euon Freeman

Euon Test

Neill Wwhhiston

Nelson Wiley

d. Classes: Drag and Drop School Years and Teachers from the lists on the left into your classes

6S

Year 6

Ashleigh Treehouse

Students 2/45

6LP

Year 5 + 6

Ashleigh Treehouse

John Smith

Students 0/50

6B

Year 6

Susan Robert

Students 9/51

Kindergarten Green

Foundation

Bernardine Guy

Students 11/70

Red3

Year 3

John Smith

Students 10/50

Class KP

Foundation

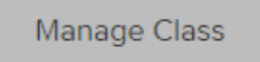

Eugene Freesham

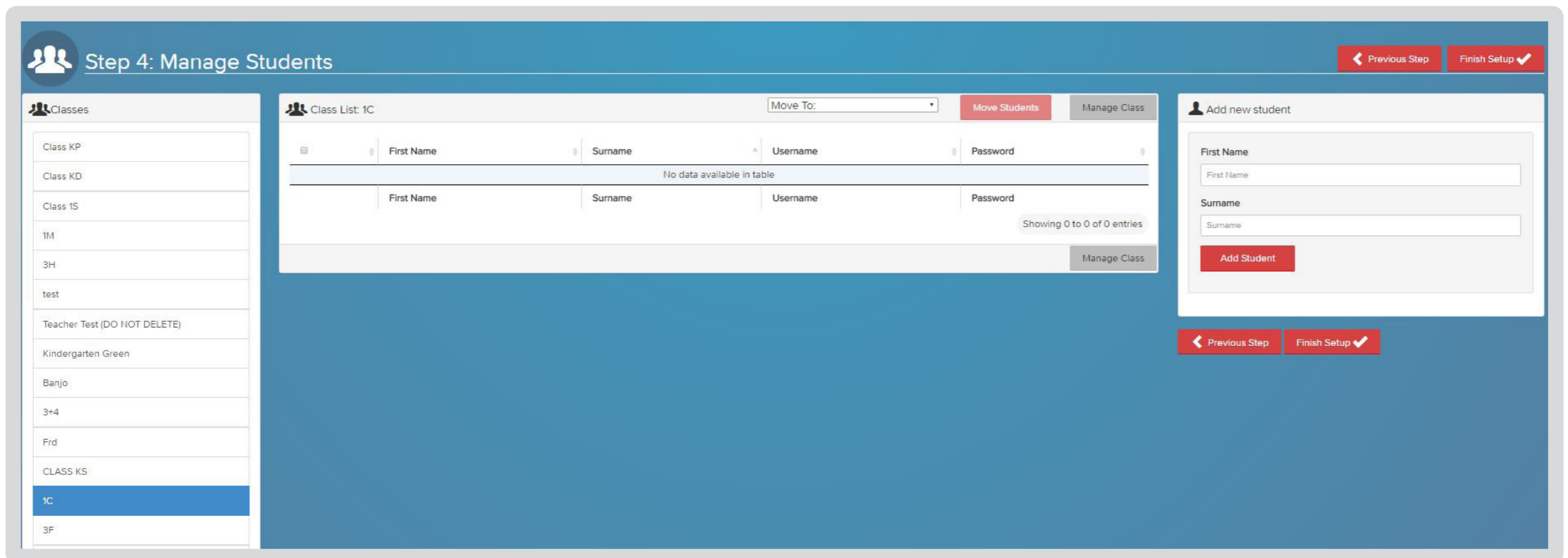
Students 24/55

Step 3: Students Setup

a) To create students, select the class you wish to enter students into.

b) (Option 1) Add each student individually by adding their first name and surname, then click 

c) (Option 2) Click  then  to use the Upload Class List tool. This will allow you to add a whole class of students in one go using a template spreadsheet. If you choose to use this option please see the instructions on the following page.



Step 4: Manage Students

Classes

- Class KP
- Class KD
- Class 1S
- 1M
- 3H
- test
- Teacher Test (DO NOT DELETE)
- Kindergarten Green
- Banjo
- 3+4
- Frd
- CLASS KS
- 1C**
- 3F

Class List: 1C

First Name	Surname	Username	Password
No data available in table			
First Name	Surname	Username	Password

Showing 0 to 0 of 0 entries

Add new student

First Name

Surname

Add Student

Step 3: Students Setup (Option 2)

a) Click 'Download' to download the template spreadsheet. Then, open the template spreadsheet from your recent downloads. Enter students' first and last names into the appropriate columns. Then, save the file into a folder on your computer and close the file.

b) Click 'Choose File' and select the spreadsheet from the folder you just saved it to. The file name should then appear next to the 'Choose File' button.

g) Click the 'Import' button and the upload tool will close automatically. (Your list of students should now have appeared). Repeat for each class of students.

The screenshot displays the Wushka interface with a 'Class List: 3+4' table. A dialog box titled 'Add Whole Class List in 3 simple steps' is overlaid on the table. The dialog box contains three steps: 1. Download CSV file to use as a template (with a 'Download' button), 2. Fill out Student names & upload the saved CSV file (with a 'Choose File' button and 'No file chosen' text), and 3. Import file to use as the class list (with an 'Import' button). A yellow arrow points from the 'Choose File' button in the dialog box to a Windows File Explorer window. The File Explorer window shows the 'Computer' folder selected, with a list of system folders and shortcuts. The 'File name' field is empty, and the 'Open' button is visible. The background interface shows a table with columns for First Name, Surname, Username, and Password, and a 'Manage Class' button at the bottom right.

First Name	Surname	Username	Password
Elijah		temp	test1035
John		test1035	test1035
Bob		test1035	test1035
Lisa		test1035	test1035
three		temp	test1035
Amy		test1035	test1035
Rus		test1035	test1035
Xavier		test1035	test1035
Matthias	Middleton	MM-9898	test1035
Jennifer	Morgan	JM-4752	test1035
Jane	Smith	JS-4339	test1035

And Wushka, You're Complete!

Congratulations, you have now successfully set up your school, teachers, classes and students. You can return to these pages to edit them at any time by logging into this Wushka Program Coordinator Account.

Teachers have now received an email with their own Login Details.

If you would like any further help, please contact us at support@wushka.com.au

