

Bug Club Getting Started Guide – The future of reading



Welcome to the Club

You're in great company!

This Getting Started Guide will give you all the information you need to start you and your pupils on your Bug Club online reading journey! Bug Club's interactive world, familiar characters and sophisticated reward system will engage and motivate your children to read, and the online reporting and assessment will make it easy for you to keep track of every pupil's progress.

ActiveLearn Primary is the home of Bug Club (alongside our other primary services) and you can access Bug Club via ActiveLearn Primary on a PC, laptop, iPad or selected Android devices.

In ActiveLearn Primary your pupils will find their own personalised learning world, with lively and exciting games, avatars and rewards, and you will find all the tools you need to find books, allocate books to pupils and assess pupils' progress.

You'll find ActiveLearn Primary at **www.activelearnprimary.co.uk**. To ensure easy access, please add this URL to your favourite websites and bookmarks list and ask your IT technician to add it to your school network.

We are constantly improving ActiveLearn Primary and Bug Club in response to customer feedback, so this Getting Started Guide will be updated regularly. For the most up-to-date copy visit the Bug Club Support page **<https://support.activelearnprimary.co.uk/resources/bug-club.html>**.

We hope you enjoy using Bug Club with your colleagues and pupils.

Best wishes,

The Bug Club Team

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Setting up your school account

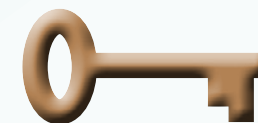
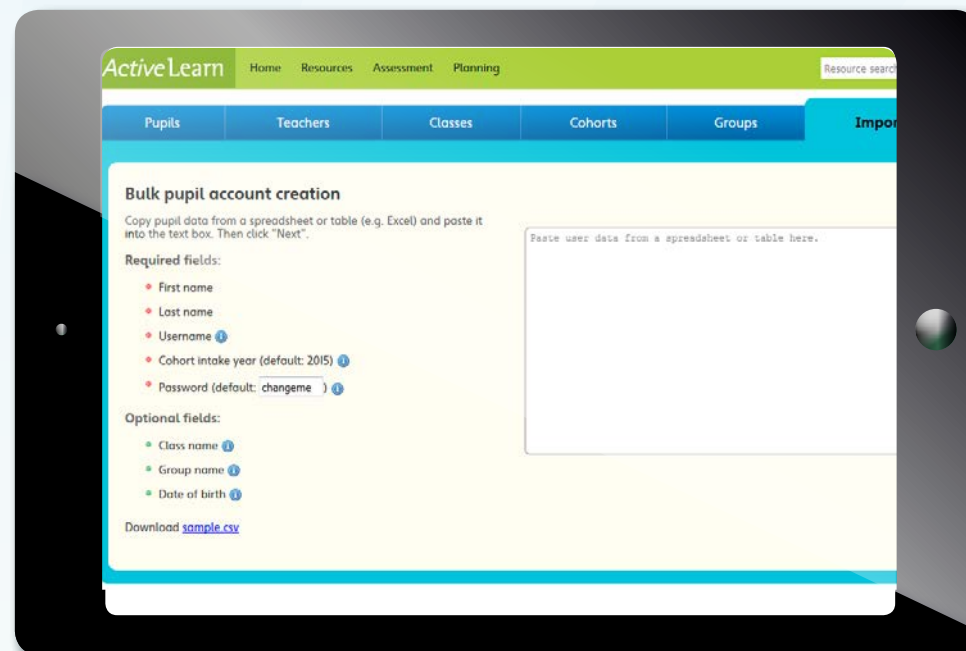
Activating your Bug Club subscription

- By now you should have received an email from us asking you to activate your Bug Club subscription.
- To activate your subscription, you simply need to accept our terms and conditions – follow the instructions in your activation email to do this. You will then receive a second email containing your Bug Club login details, including your username and school code with a link to set your password. Click on the link and you'll get the opportunity to set a password for your account. This information is your passport to the world of Bug Club so make sure you don't lose the email!
- Once you've activated your subscription, you can start to import teachers and pupils with your existing datalists, by clicking the Admin area at the top right of your screen. From here, you can select the Import tab. This will walk you through importing you existing datalists. For more help on this feature go to 'Help' and select 'Importer Help'. Alternatively, if you are already in the Teacher Help area, go to 'Setting up your school' and select 'Bulk import'.

Tip:

Still waiting on your activation email, or having trouble activating?

Give the ActiveLearn Support Team a call on **0845 313 8888** or email **digital.queries@pearson.com**



The Teacher Toolkit

Home

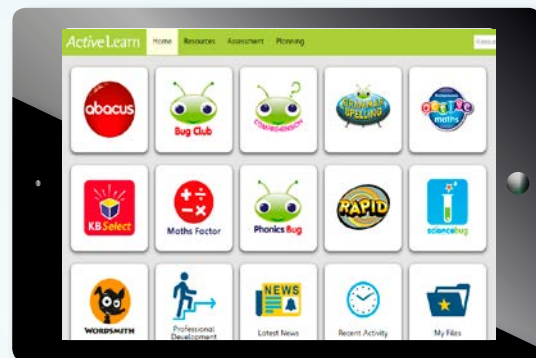
This is the first screen you'll see when you log in for the first time.

On the Home screen you'll see:

1. Logos for the subscriptions your school holds. If you only have a subscription to Bug Club then you'll just see the Bug Club logo here.
2. Your recent activity (if you are assigned to a class this will be the activity of you and your pupils).
3. My Files - resources which you have bookmarked.

You will also find FAQs, the latest news and be able to view your pupil profiles.

Each time you log into ActiveLearn Primary, you will be taken to this Home screen.



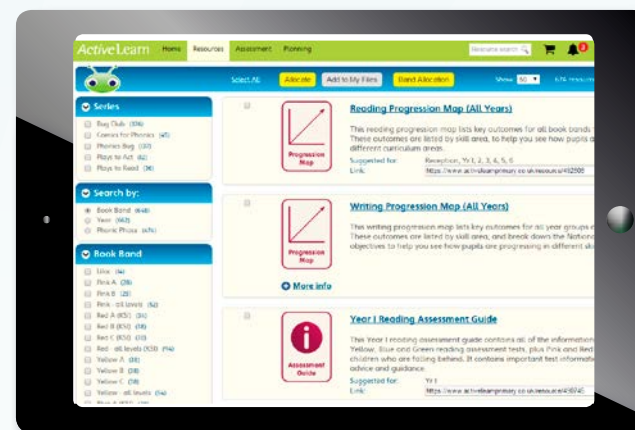
Searching for resources

Use the Resource Finder within Bug Club to search for a particular eBook or Planning Guide to allocate to a child or use for planning.

The Resource Finder works in a similar way to a lot of online shopping websites and is very intuitive and flexible, allowing you to filter search results to find exactly what you need. You can filter eBooks by Phonics Phase, Book Band or Year. You can also filter by series, if you have subscribed to the Phonics Bug eBooks as well.

To access the Resource Finder, click on 'Resources' at the top of your screen and select 'Bug Club'.

For help on using the Resource Finder, see the Browsing Resources section in Help.



Allocating and bookmarking resources

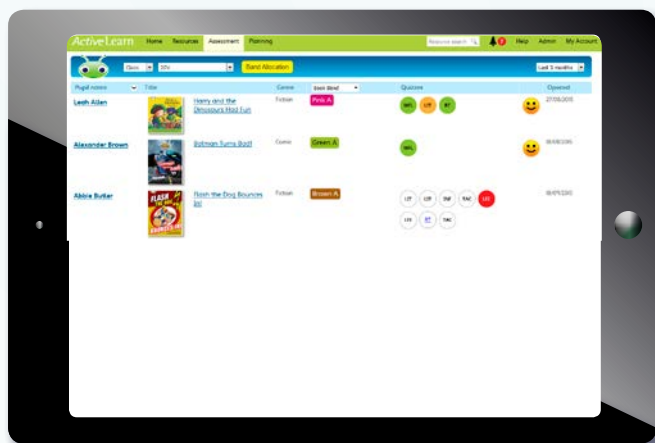
You can allocate eBooks to individual children to read at home.

Children will receive coins for every resource they complete to spend in the rewards area of their pupil world. However, please note that some types of resources (anything with an icon rather than a thumbnail) cannot be allocated.

For more detailed help on allocating resources, see the Allocation section in Help. You can also bookmark resources by adding them to your My Files area. See the My Files section in Help for more information.

Reporting

You can access your reporting from activities your pupils complete in eBooks by clicking on 'Assessment' at the top of the screen and navigating to Activity Reporting > Bug Club and Phonics Bug.



Activity Reporting gives you information on which eBooks pupils have accessed, how they are progressing through them and how they have scored on all completed activities.

You can view classes, groups or cohorts of children, and then drill down to individual pupils by clicking on a child's name to view their performance on current and past resources.

Each eBook displays the progress the pupil has made and a traffic light system indicates how the pupil has performed on activities.

You can also view performance across all books a pupil has read and sort by Book Band, Year and Term, Phonics Phase or Reading Level by clicking on a child's name.

For more detailed help on reporting, see the Assessment section in Help.

Administering your class

Once you have assigned yourself to a class you will be able to add notes to all the pupils in your class in Assessment > Observations > Pupil Profiles. To assign yourself to a class go to the Admin area in the top-right corner of the screen then select 'Teachers'. Then select the children you wish to add to your class or group and click the 'Bulk Edit Options' then 'Set class' or 'Set groups'. This will link one or more teachers to a class or group. Please note that as a teacher you can only be linked to one class.

You will find all of the current allocations for your class by clicking on the 'Current Allocations' link in the Collections section of the Resources drop-down menu. This shows you which eBooks you've allocated to your class. Current Allocations also enables you to filter by pupil and quickly de-allocate eBooks.

Progress & Assess in Bug Club

Bug Club includes our Progress & Assess Reading service, created by primary reading experts Dee Reid and Kate Ruttle. It will help you formally evaluate your children's achievement and progress in reading and will give you the reassurance you need that they are on track to reach age-related expectations.

Progress & Assess Reading is underpinned by a detailed progression framework which will help you understand what is expected of pupils in six key skill areas (Literal Comprehension, Inference, Themes and Conventions, Responding to the Text, Language for Effect, Word Reading and Fluency) to help you target remediation for individuals and groups.

Light-touch testing to temperature check progress

Progress & Assess gives you half-termly tests by Book Band, so that each child will take the test appropriate to their current reading level.

Comprehensive marking guidance will show you how each question relates to the skill areas from the Progression Map to help you identify areas of weakness. It will also provide you with the answers, possible errors children may make and advice on what to do if you do encounter possible errors.

Tracking

Once you input scores into the Progress & Assess tracker, which is found under the Assessment tab: Test Results > Reading, the software will calculate whether each child is exceeding, on track, working towards or below age-related expectations. Over the year this will give you a comprehensive picture of where individual pupils or groups are in terms of their reading achievement.

How do I access Progress and Assess Reading resources?

You can access all your Progress & Assess Reading resources easily from a single place within Bug Club. From the Resources menu in ActiveLearn, select 'Bug Club'.

In the Type filter, click the 'Assessment Guide', 'Progression Map', and 'Test' filter options at the bottom of the left-hand options bar to access all your Progress & Assess Reading resources. You can further narrow your search by filtering by year group, book band or phonics phase. Alternatively you can use the Assessment Collection to view only your assessments, which can be accessed by clicking on 'Resources' and navigating to Collections > Assessment.

More about using Progress and Assess

A Progress & Assess Getting Started Guide has been created to help you familiarise yourself with Progress & Assess Reading and the features of ActiveLearn Primary, so that you can get going as quickly as possible. We've also included information on where you can find additional help and support should you need it.

Find out more about Progress & Assess in the Getting Started Guide at <http://www.pearsonschools.co.uk/progressandassessGSG>.

The Pupil World

The Bug Club pupil world is where your children log in to read books allocated to them, whether at home or in class. It is also where they can access the rewards they earn when they complete all the activities in a book.

Logging in

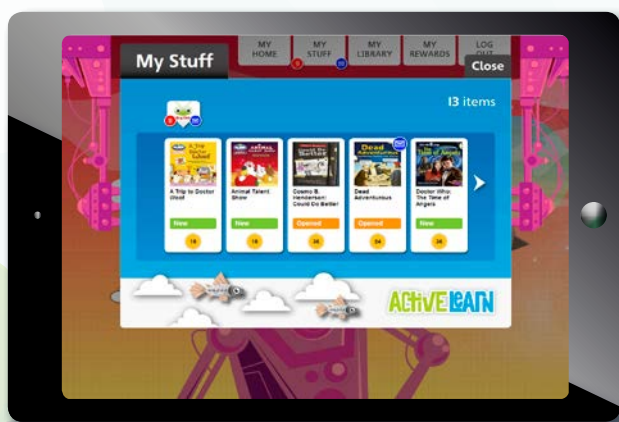
Once the accounts have been set up for your class (see the Setting up your school account section of this guide), you will have logins for all of your children. Children log into their Bug Club pupil world in the exact same way as you, via www.activelearnprimary.co.uk.

Pupil Home

Once children have logged into the pupil world, they'll arrive at the Pupil Home. Children can personalise their home screen by choosing a world. The worlds differ depending on key stage but include Race World, Treetops World, Skate World and Future World.

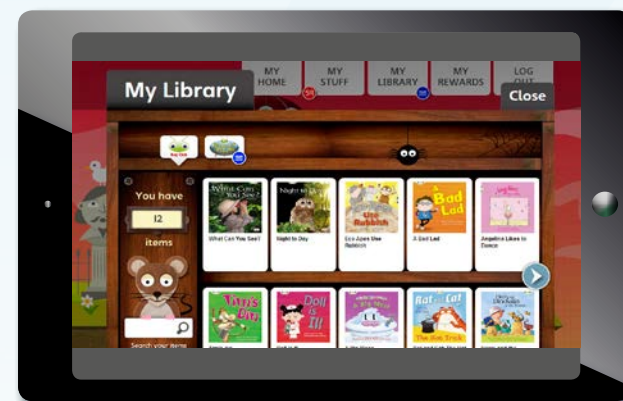
My Stuff

My Stuff is where children can find any eBooks that have been allocated to them. The eBooks have been ordered by sub-bookband, with the lowest level appearing first.



My Library

My Library is where eBooks go after a pupil has completed them. Children can re-read their favourite books, but their progress in these books won't show in their Reporting. To track a child's progress on a book you want them to re-read, you will need to re-allocate that book to them.



My Rewards

My Rewards is where children go to select their rewards. They can customise avatars, decorate a tree house, play games and more. As with the pupil homescreens, these vary according to key stage but include a Treehouse, Game Zone and Skate Shack. The more books children read, the more rewards they can unlock and buy.



For more detailed help on The Pupil World, see the Pupil section in Help.

Troubleshooting

Trouble accessing ActiveLearn Primary?

If you are having trouble accessing ActiveLearn Primary or viewing and downloading content, try these troubleshooting steps.

1. Make sure you're using an appropriate browser

Pearson strongly recommends using Google Chrome or Mozilla Firefox web browsers. For the most up-to-date information on system requirements, please visit the Systems requirements page in Help at https://www.activelearnprimary.co.uk/help?s=information-system_requirements

2. Have you tried the 'Will this work on my computer' button?

This can be found on the login page. Follow the easy on-screen instructions to ensure your computer is set up in a way that will allow you to use the ActiveLearn Primary site.

3. Have you set your default browser?

See note above on our recommended browsers. Whichever browser you are using to access ActiveLearn Primary, you need to make sure it is set as your default browser. This will ensure that resources always open in the same browser.

4. Do you have the latest version of Adobe Reader?

If you are having trouble opening PDFs specifically, make sure you have the latest version of Adobe Reader.

Type "latest version of Adobe Reader" into an online search engine to find and download the latest version.

5. Try clearing your browser's cache

Firstly try a forced refresh, by pressing Ctrl+F5, to see if this makes any difference. If not, it may be necessary to clear the cache:

- a. To clear the cache on a Windows PC, simply press Ctrl+Shift+Delete to bring up the Delete Browsing History option in the browser. From here you can delete the appropriate history files.
- b. To clear the cache on an Apple Macintosh machine when using Safari, click the Safari menu and select 'Empty Cache', then click 'Empty'. If you are using any other web browser, the command is Shift+Command+Delete (to bring up the Delete Browser History option) where you can then delete the appropriate history files.



6. Check that ActiveLearn Primary is a Trusted Site

You may need to check that <https://www.activelearnprimary.co.uk> has been added to your school network list of Trusted Sites (especially if you have had set restrictions previously). To do so, contact your school's network technician or, if your school's internet connection is provided by your LEA, get in touch with your LA ICT contact.

eBooks not opening?

Check that pop-ups are allowed as pop-up blockers will prevent eBooks from opening. For help on how to do this go to the Help page, then click on 'Information', and 'Pop-Up Blocker Settings'.

Still having problems?

If these steps still don't resolve your issues then get in touch with our friendly ActiveLearn Support Team:

Email digital.support@pearson.com
or call **0845 313 8888**

Office hours: 8.00 – 17.00 Monday to Friday (excluding bank holidays)

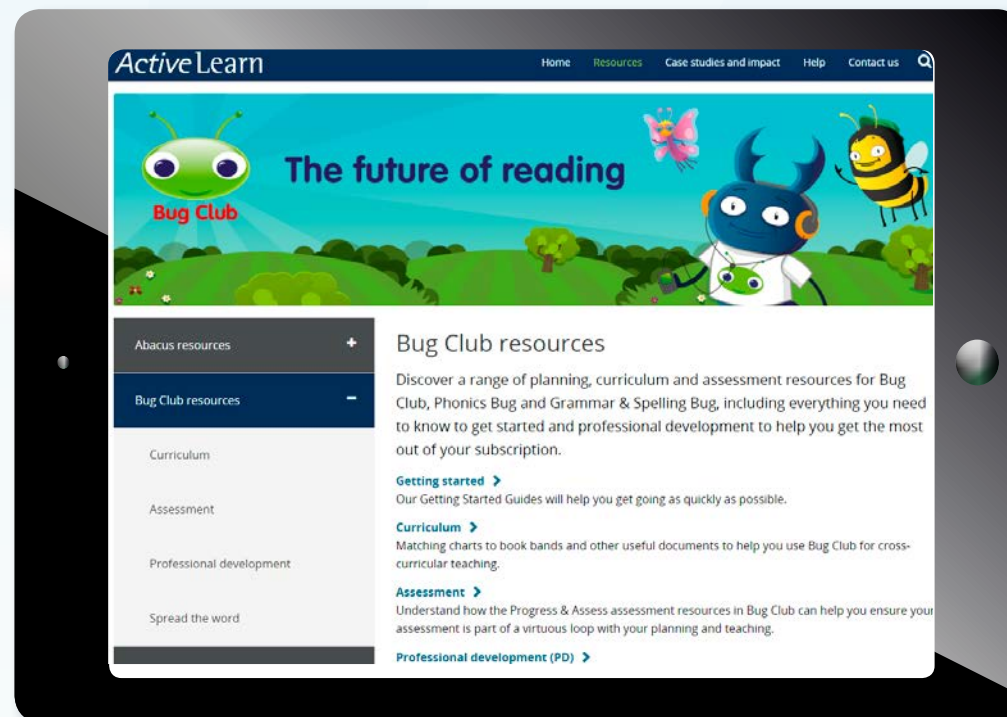
Note: You may require admin rights to edit browser/computer settings. Your network technician should be able to apply these changes on the school network. However, some settings might still be controlled or overridden at a Local Education Authority level.



Further help and support

If you need any more help or support don't forget we also have:

- a detailed Help Section in ActiveLearn Primary – just click on 'Help' at any point once you're logged in.
- a friendly Digital Support team – call **0845 313 8888** or email **digital.support@pearson.com** with your query between 8am to 5pm.
- a helpful Customer Services team – for queries on your invoice or subscription contact **digital.orders@pearson.com**.
- Help videos and free support on the Bug Club Support page **<https://support.activelearnprimary.co.uk/resources/bug-club.html>**. You can also access this page through ActiveLearn Primary by selecting 'Resources' and clicking on 'Bug Club' under the Support pages heading.
- Professional Development – to help you get to grips with the new curriculum and your Phonics Bug resources. Find out more at **<http://www.pearsonprimary.co.uk/bugpd>**.



Feedback

We're always seeking to improve our service to you and look forward to receiving all feedback.

The beauty of Bug Club being online is that it has the ability to evolve, so if you think we could improve on anything, then let us know! To submit feedback, go to the Help tab in the top right of your homepage and click 'Submit feedback'.

