

GETTING YOUR iHUB SET UP

Admin Teacher Process

1 Set your iHub academic year

In School Management, choose the academic year that most reflects your school.

2 Set up year groups and classes

In Class Management, amend the default year groups given to match your school. You can rename, create and delete year groups using the 'Edit year' and 'Add year' buttons. Using the 'Add class' button, create your classes and put into the correct year groups. You can assign the teacher once the classes are set up.

3 Add pupils to classes

To put all the pupils into the class in bulk, download the 'template class form' in Class Management. It is a CSV file that will open in Excel. Copy your pupils' details into this form. In column C, fill in the iHub reading level you want to initially set pupils at. (This can easily be altered within the iHub.) Save the details as a CSV, then upload the file into the relevant iHub class by clicking 'Upload class form'. This process will automatically create pupils' usernames and passwords.

	A	B	C	D
1	First Name	Last Name	Level (1, 2 or 3)	
2	David	Dryja	1	
3	Joy	Jones	1	
4	Neli	Nunes	1	
5	Radhesh	Rakhi	1	
6	Sasha	Sundance	1	
7				
8				

4 Print pupils' login cards

In Class Management, use the 'Print usernames' button to print out pupils' iHub login cards to stick into reading logs or homework diaries so that pupils have all the details needed to log in at school or home.

5 Set up teachers and assign to their classes

In Teacher Management, add teachers into the iHub. Usernames are email addresses and teachers will be emailed a link to set up a password. In Class Management, edit class details and assign the teacher to their class.

What are the iHub reading levels?

- **Level 1:** Lower KS2, Year 3-4 (P4-5) pupils
- **Level 2:** Upper KS2, Year 5-6 (P6-7) pupils
- **Level 3:** KS3 pupils, Year 7-9 (S1-3) pupils

To get started at the beginning of an academic year, we recommend you set Year 5 pupils at Level 1, and Year 7 pupils at Level 2.

GETTING READY FOR THE NEXT ACADEMIC YEAR

Admin Teacher Process

Please contact First News if you would like support to get your iHub ready for the next academic year.

1 Archive Year 6 (P7) or Year 9 (S3) classes

In Class Management, delete the classes (not the year group) that have left the school or moved up to KS4. These are not permanently deleted and can be restored if an error is made.

2 Move classes into new year group and assign their new teacher

Starting with the oldest children, move the classes into their new year groups, change the class name and assign the new teacher.

3 Create logins for new Year 3 (P4) or Year 7 (S1) pupils

Edit the class details as needed, and upload the class form CSV to create usernames and passwords for new pupils.

4 Remind class teachers how to change pupils' iHub level

In Class Management, teachers can select groups of pupils and change their iHub levels when they feel pupils are ready to move on.

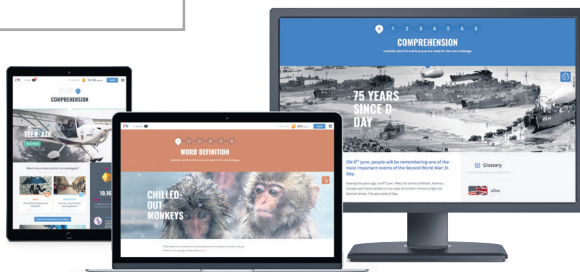
How do we change our iHub admin teacher?

The iHub Admin Teacher can assign this to another teacher in School Management OR contact the First News Education team via live chat on the iHub or email schools@firstnews.co.uk to get this changed for you.

Would you like an iHub training session?

First News Education provides free training by webinar. Contact the team via live chat on the iHub or email schools@firstnews.co.uk to book one of these sessions.

In-school training is also available. To find out the cost of this please contact First News Education.



FINDING YOUR WAY AROUND THE PUPIL iHUB

The screenshot shows the Pupil iHub dashboard. At the top, there's a header with the Pupil logo, a greeting 'Hi, John', the date '05 November 2019', a points balance of '14,380 points', and a 'Logout' button. Below the header, a navigation bar shows three activity icons, with the first one labeled '1'. The main content area is titled 'COMPREHENSION' and features a large article 'THE INTERCEPTOR' with a 'Go to activity' button. To the right of the article is a 'hamburger menu' icon labeled '2'. Below the article, there's a section 'Want more news stories to investigate?' with two cards: 'CROSSWORD Confused seagulls' and 'COMPREHENSION Quick News'. A 'Visit the Activity Library to see more' button is below these cards. Further down is a 'THIS WEEK'S NEWS POLL' section with a question about self-driving cars and 'Yes'/'No' buttons. Below the poll are links to 'See the story' and 'See previous polls'. At the bottom is a 'NEWS DEBATE' section about Halloween. On the right side, there's a '14,380' points display with a progress bar and a list of achievements: 'Fifth Debate', 'Science News', 'Animal News', 'Amber Poll', and 'World News'. A 'See your Scores & Badges' button is at the bottom of this list.

Click on the **numbers** in the **dashboard** to find the three most recent iHub activities

Find your way around with the **hamburger menu**.

The **activity type** is shown at the top.

The **topic icon** tells you which section of First News the story comes from.

Find more activities in your **Activity Library**, plus ones you've finished or saved.

Have your say and vote in the weekly **News Poll**. Results are displayed in a pie chart.

● The **activity stages** are shown in the progress bar.

● **Points:** you get more points if you get an answer right first time, so don't guess. All your points and badges are stored on your Scores & Badges page.

● Use the **Show article** tab to go back to the article to find the answer to questions.

● When you finish an activity, all your answers are stored on your **scorecard**. These are saved in **your Activity Library** and in your **teacher's Marking Centre**, so they can see how you are getting on.

● **Activity Scorecard**







TEACHER iHUB QUICK START GUIDE

USERNAMES and PASSWORDS

Where are the iHub login details?

1 Teacher login: Your username is your email address. Use the link in your iHub Welcome email to create your password.

2 Pupil logins: These are automatically created when pupils are uploaded, they are in the Class Management area. You can print out pupil login cards to stick in reading/homework diaries.

Username	Password colour	Password picture
l.child1		
e.colfer1		
s.crossman1		

iHUB ACTIVITIES

1 What are the iHub activities?

Weekly comprehensions, vocabulary puzzles, debates and polls all based on articles from First News, the newspaper for 7 to 14-year-olds. Teachers receive a weekly email with details of the week's new activities.

2 What is the learning focus?

- Developing reading comprehension skills
- Building topical knowledge and understanding of the wider world outside the classroom
- Understanding global issues
- Developing personal, informed opinions and appreciating other viewpoints

3 Are different activities available for different reading levels?

There are three reading levels:

- **Level 1:** Lower KS2, Year 3-4 (P4-5) pupils
- **Level 2:** Upper KS2, Year 5-6 (P6-7) pupils
- **Level 3:** KS3 pupils, Year 7-9 (S1-3) pupils

To get started at the beginning of an academic year, we recommend you set Year 5 (P6) pupils at Level 1, and Year 7 (S1) pupils at Level 2. A pupil's level can easily be changed in Class Management.

4 How do pupils get new, weekly activities?

Automatically: First News publishes new activities early on a Monday morning. These activities appear in the numbered spots at the top of pupils' iHub dashboard. Pupils can find activities from previous weeks in their Activity Library. You can alert pupils with an iHub message to instruct them to concentrate on a particular activity or question.

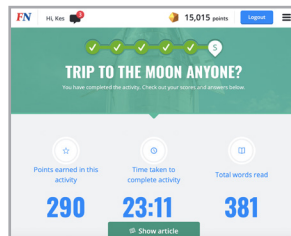
Teacher assigned activities: In custom planning mode, you can set particular activities for pupils to complete in school or at home. Activities set by the class teacher appear in pupils' school or home dashboards.

iHUB MARKING & MOTIVATION

1 Activity Marking: Most questions in the iHub give pupils instant feedback. It is only the typed responses in comprehensions and debates that need marking. The 'View pupil responses' button shows all answers pupils have given to a particular typed answer question. This provides an opportunity to discuss the question together as a class. Click 'View article' to open up the article in a new tab. When you review a pupil's answer and award points, this feeds through to the pupil's scorecard and points total.

2 Pupil Marking: In this view, you have a record of all activities a pupil has completed, including vocabulary activities that are self-marking. Showing pupils that you can see their activities will motivate them to work more carefully.

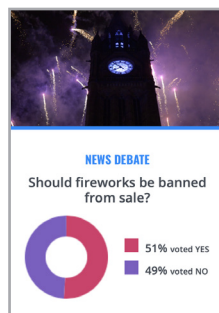
3 Motivation: Pupils set at all levels feature in the Class Leader board and Weekly Achievements. Remind pupils that if they identify information correctly the first time, they will receive more points.



iHUB CLASS SETTINGS

1 Do you want pupils to have access to the iHub news debates?

With iHub debates, pupils at all three levels are given a differentiated article on the debate topic. All pupils then vote in the debate, and can view each other's opinions within your school only. In pupil marking, teachers can remove pupil comments if inappropriate. Teachers can turn debates on/off for their class, in Class Settings. When debates are off, no debates are available on the pupil dashboard or in their Activity Library.



2 Do you want the iHub to be completely self-marking?

If you do not want to mark children's typed answers in comprehension activities, you can turn off these questions in Class Settings. When typed answers are off, these questions aren't given to pupils when working through the comprehension activities, so no additional marking is needed.

3 What is group working?

Group work can be used if pupils are working together on one laptop or tablet. Switch group working on in Class Settings. One pupil logs in to the iHub as normal, but when they start an iHub activity they choose group working and select the other children who they are working with. When this activity is completed, all children in the group receive the points for the activity and have the completed activity scorecard in their Activity Library.