*First*News EDUCATION

LEARNING BUILT AROUND GLOBAL NEWS

SETTING UP ENGAGE PRO ADMIN TEACHER

1 Set up your 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 Engage reading level you want to initially set pupils at. (This can easily be altered within Engage.) Save the details as a CSV, then upload the file into the relevant

	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				

Engage class by clicking 'Upload class form'. This process will automatically create pupils' usernames and passwords.

4 Print pupils' login cards

In Class Management, use the 'Print usernames' button to print out pupils' Engage 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 Engage. Teachers' email addresses become their username and they 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 Engage 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

Please contact **schools@firstnews.co.uk** if you would like support to get 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.

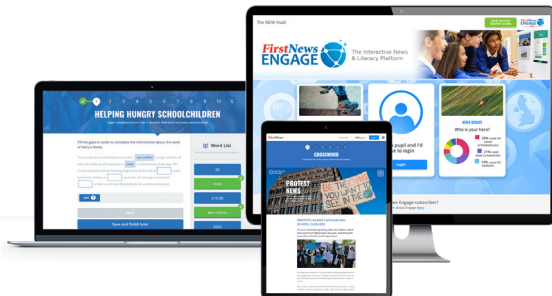**4** **Remind class teachers how to change pupils' Engage level**
In Class Management, teachers can select groups of pupils and change their levels when they feel pupils are ready to move on.

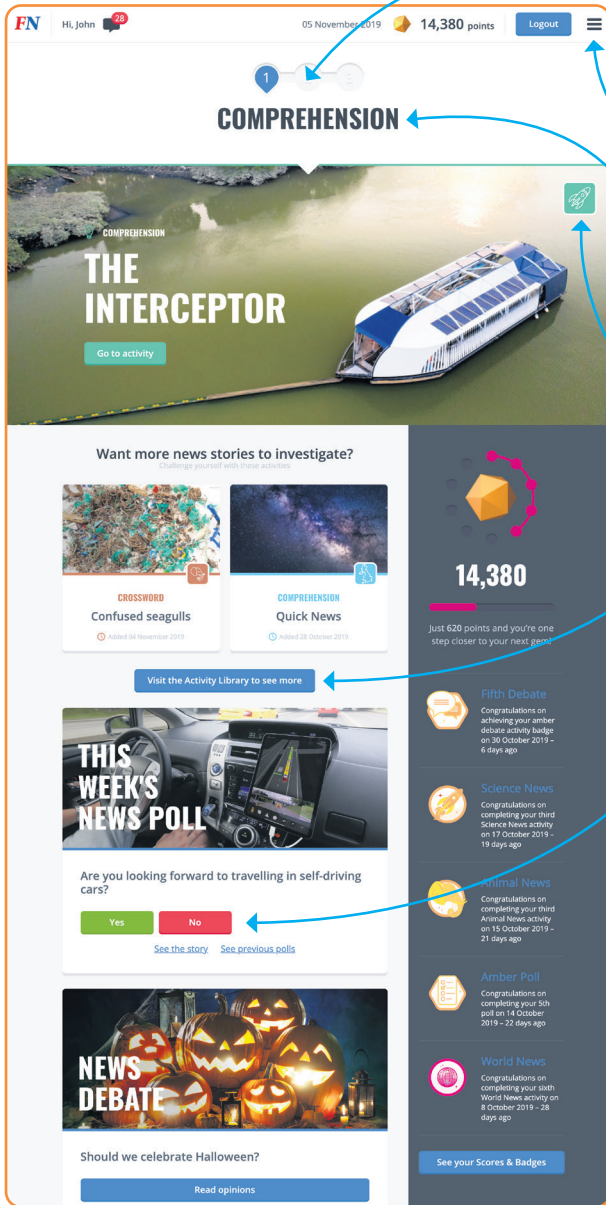### How do we change our Engage Pro admin teacher?

Your school's admin teacher can assign the admin title to another teacher in School Management OR contact the *First News* Education team via live chat when logged in or email **schools@firstnews.co.uk** to get this changed for you.

Would you like an Engage Pro training session?

First News Education provides free one to one online training. Contact the team via live chat whilst logged in or email **schools@firstnews.co.uk** to book a demo. A member of the team will be happy to talk you through the setup process.

FINDING YOUR WAY AROUND
ENGAGE PRO AS A PUPIL

FN Hi, John 📧 28
05 November 2019 🏅 **14,380** points | Logout | ☰

1

COMPREHENSION

COMPREHENSION
THE INTERCEPTOR

Go to activity

🚀

Want more news stories to investigate?
Challenge yourself with these activities

CROSSWORD
Confused seagulls
🕐 Added 04 November 2019

COMPREHENSION
Quick News
🕐 Added 28 October 2019

Visit the Activity Library to see more

THIS WEEK'S NEWS POLL

Are you looking forward to travelling in self-driving cars?

| Yes | No |

See the story   See previous polls

NEWS DEBATE

Should we celebrate Halloween?

Read opinions

14,380

Just **620** points and you're one step closer to your next gem!

Fifth Debate
Congratulations on achieving your amber debate activity badge on 30 October 2019 – 6 days ago

Science News
Congratulations on completing your third Science News activity on 17 October 2019 – 19 days ago

Animal News
Congratulations on completing your third Animal News activity on 15 October 2019 – 21 days ago

Amber Poll
Congratulations on completing your 5th poll on 14 October 2019 – 22 days ago

World News
Congratulations on completing your sixth World News activity on 8 October 2019 – 28 days ago

See your Scores & Badges

Click on the **numbers** in the **dashboard** to find the three most recent Engage 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 look for answers to questions.

● **Activity Scorecard**

● 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.

SETTING UP ENGAGE PRO – CLASS TEACHERS

USERNAMES and PASSWORDS

1 Teacher login: Your username is your email address.
Use the link in your Engage Pro 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		

ENGAGE PRO ACTIVITIES

1 What are the Engage Pro activities?
Weekly comprehensions, vocabulary puzzles, debates and polls all based on articles from *First News*. 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.
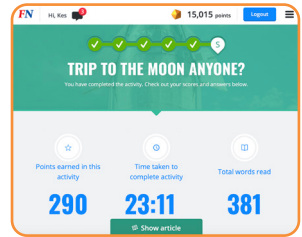
4 How do pupils get new, weekly activities?
Automatically: *First News* publishes new activities early on a Monday morning. These activities appear in the numbered spots at the top of pupils' Engage Pro dashboard. Pupils can find activities from previous weeks in their Activity Library. You can alert pupils with an Engage Pro 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.
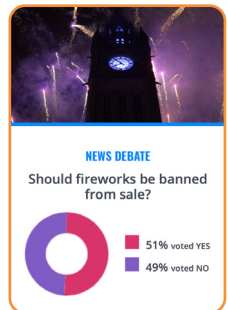
ENGAGE PRO MARKING & MOTIVATION

1 Activity Marking: Most questions in Engage Pro 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.

ENGAGE PRO CLASS SETTINGS

1 Do you want pupils to have access to Engage Pro news debates?
With Engage Pro 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 turned off, they become unavailable on the pupil dashboard and in their Activity Library.

2 Do you want Engage Pro 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 are removed from the comprehension activity, so no 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 in each group logs in and starts their activity, they then select 'Group' and add their classmates into the group. Once the activity is completed, all children in the group receive the points for the activity and have the completed activity scorecard in their individual Activity Libraries. Please note that pupils can only work in groups with other pupils set to the same level.