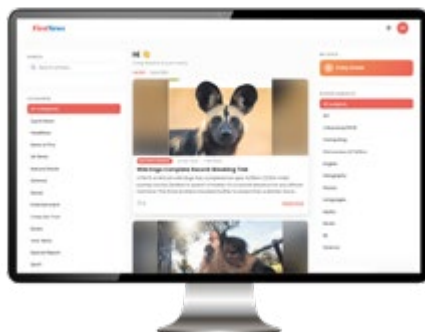


FIRST NEWS DIGITAL USER-GUIDE

First News Digital can be used independently by students, in focused groups or for whole-class exploration. The content is created and designed to inspire activities beyond reading, such as **discussion, debate** and **creative activities** that build knowledge, critical thinking, literacy and understanding of the world.



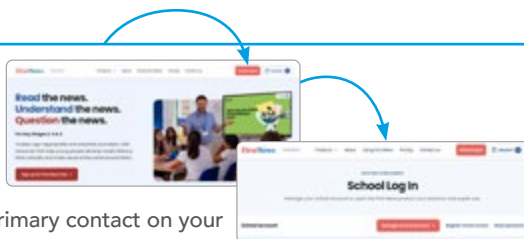
1 GETTING STARTED

First News Digital is accessed via your online account. **Manage My Account**

If you have not set one up, this must be done using the email address of the primary contact on your subscription and your schools unique FNEID.

Teachers can then be invited to join the account. Every teacher needs their own login to the account to access *First News Digital*. Once they have one, they can personalise their view, access their own dashboard and subscriber benefits, including the weekly quiz.

Teachers can invite other teachers to join the account.



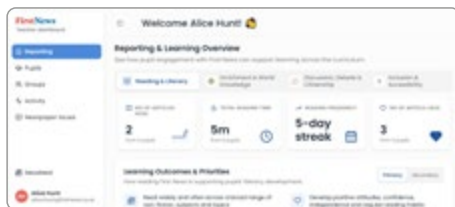
2 TEACHER DASHBOARD

Click the icon with your initials (top right) to look around your Teacher Dashboard.

Set up your pupils and groups before using *First News Digital* with your class so that everyone can benefit from their own personalised experience.

From your Teacher Dashboard:

- Track pupil engagement against learning outcomes



- Add pupils and create groups

- See what articles your pupils are reading and interacting with

- Access .pdf versions of the newspaper for printing and sharing



NEED HELP?

Help Centre <https://firstnews.co.uk/schools/help-centre/digital>

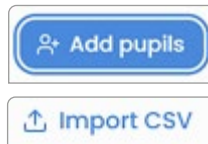
Email education@firstnews.co.uk.

Call (+44) 01371 851 898, weekdays 9.00am to 5.00pm

3 ADD AND MANAGE YOUR PUPILS

From the Teacher Dashboard, go to Pupils to add and manage the pupils who will use *First News Digital*.

Pupils can be added individually using the 'Add Pupil' function, but we recommend using our **.csv tool** to upload the names of all the pupils in your class/school in one go: download the blank .csv template and complete it with the pupils' first and last names. Upload the completed .csv file to generate individual usernames and passwords for all pupils.



The full list of pupils' login details is available to view within the Teacher Dashboard. These details can then be shared with the pupils to access *First News Digital*.

Passwords are generated as a symbol and a colour, so are easier to remember.

If a pupil has an email address that they would prefer to use to login, that can also be provided.

Once your pupils' login details have been created, new pupils/in-year enrolments can be added individually or by using the .csv tool again. Using the .csv tool a second time will not overwrite the pupil information already stored.

Pupils can be **removed individually** from within the Teacher Dashboard.

Please note: pupils' names, usernames and passwords are only stored within the school's online account and are not visible to anyone, including *First News*, from outside of the account.

4 PUPIL LOGIN

Pupils login here:

<https://account.firstnews.co.uk/schools/pupil/login>

Bookmark the link on pupil devices.

Pupils will need their unique username and picture/ password to login each time. Find their login details in the Teacher dashboard.



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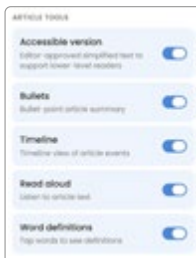
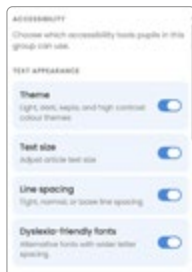
5 GROUPS

From the Teacher dashboard, go to Groups and click 'Create group' to organise pupils for different classes, reading groups, clubs and activities. There is no limit to the number of groups you can create.

Create group

A pupil can belong to more than one group, and more than one teacher can own the group.

It is easy to reorganise classes and groups whenever you need to.



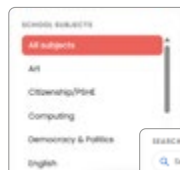
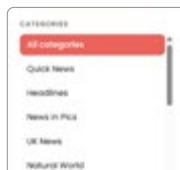
Use the settings icon to choose which accessibility tools pupils in each group can use.



This allows you to support pupils with different reading needs without having to manage settings for individual pupils.

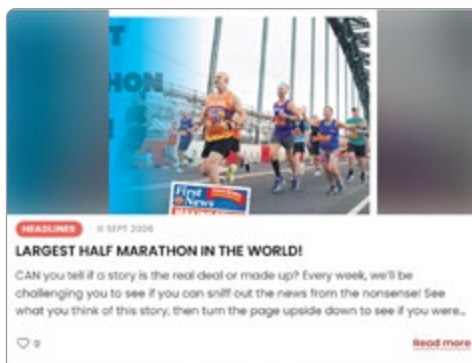
6 EXPLORE THE NEWS

Scroll through the news feed to read articles from recent issues of *First News*. Use the subjects, topics and categories to explore different types of news. Use the search bar to find something specific.



7 READ AND INTERACT WITH AN ARTICLE

Click to expand an article in the newsfeed. Pupils can mark articles as 'read' and 'like' it. This will be shown in your Teacher Dashboard.



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8 MAKE READING ACCESSIBLE

There are a range of tools to help pupils read in a way that works for them, whether that be for SEND or general learning needs and preferences.

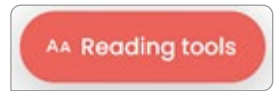
Click 'Reading tools' in the bottom right corner of the screen to open the **accessibility tools**.

Choose:

- Dyslexia-friendly fonts
- Text size and spacing
- Colour themes
- Reading ruler
- Focus mode

When an article has been selected, you will see options for '**read aloud**' and '**accessible version**'.

The '**accessible version**' is an AI-modified version of the article that is approved by a *First News* editor as being appropriately simplified.



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