firefly EDUCATION

Class Builder User Guide

Primary Products

SW Sound Waves   **ES** English Stars   **MT** Maths Trek

TM Think Mentals   **IM** iMaths

Welcome to Class Builder for Primary Products

Class Builder is used to set up your teachers, students and classes with access to Firefly online products.

If you are a Class Builder Administrator of a school licence, or you have purchased an individual licence, you will have access to Class Builder from your Firefly account home page.

This User Guide has been divided into two parts.

Part 1: Setting up your Class Builder is our quick-start guide to get your school (or yourself) set up in a few simple steps.

Part 2: Adjusting teachers, students and classes is our detailed section which you will only need to refer to for specific adjustments after your have completed your initial set-up.

Contents

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Setting up your Class Builder

Open Class Builder from your Firefly account home page and you'll be brought to the *Products* tab which displays a summary of products in your licence. Navigate through the tabs to set up your teachers, students and classes with access to these products.

We recommend that you follow these three steps when you first set up your Class Builder:

Step 1: Add your teachers
Step 2: Add your students (if applicable)
Step 3: Allocate products to classes

Step 1
Add teachers and attach to classes.

Step 2 (If applicable)
Add students, attach to classes and allocate Student Products.
You will not see this tab if you do not have Student Products in your licence.

Step 3
Allocate Class Products to each class to complete the set-up process.

firefly EDUCATION   Cart   Help   Account ▾

🏠 〉 Class Builder 〉 Products

Coolbinia Primary School 2023 (Primary) ⌄

Products | Teachers | Students | Classes

Products in this licence

All products in this licence expire on 31 December 2023

⊕ Purchase more products

Sound Waves

Product	Licence Type	Total	Used	Remaining
Sound Waves Online Teaching Resources *	Class	8	0	8
Sound Waves Printable Student Book Pages	Student	150	0	150

* Includes student access.

English Stars

| Product	Licence Type	Total	Used	Remaining
English Stars Teaching Resources	Class	5	0	5
English Stars Student with Online + Printable Activities	Student	75	0	75

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Step 1: Add your teachers

In this step you will add your teachers to Class Builder, then attach them to classes.

Select the *Teachers* tab. You will see two ways to add teachers, we recommend you *Add Teachers in Bulk*.

While you can add teachers individually or in bulk, we recommend you *Add Teachers in Bulk*.

You will only see the *Teachers* tab if you have a school licence (you will not see this tab if you have an individual licence).
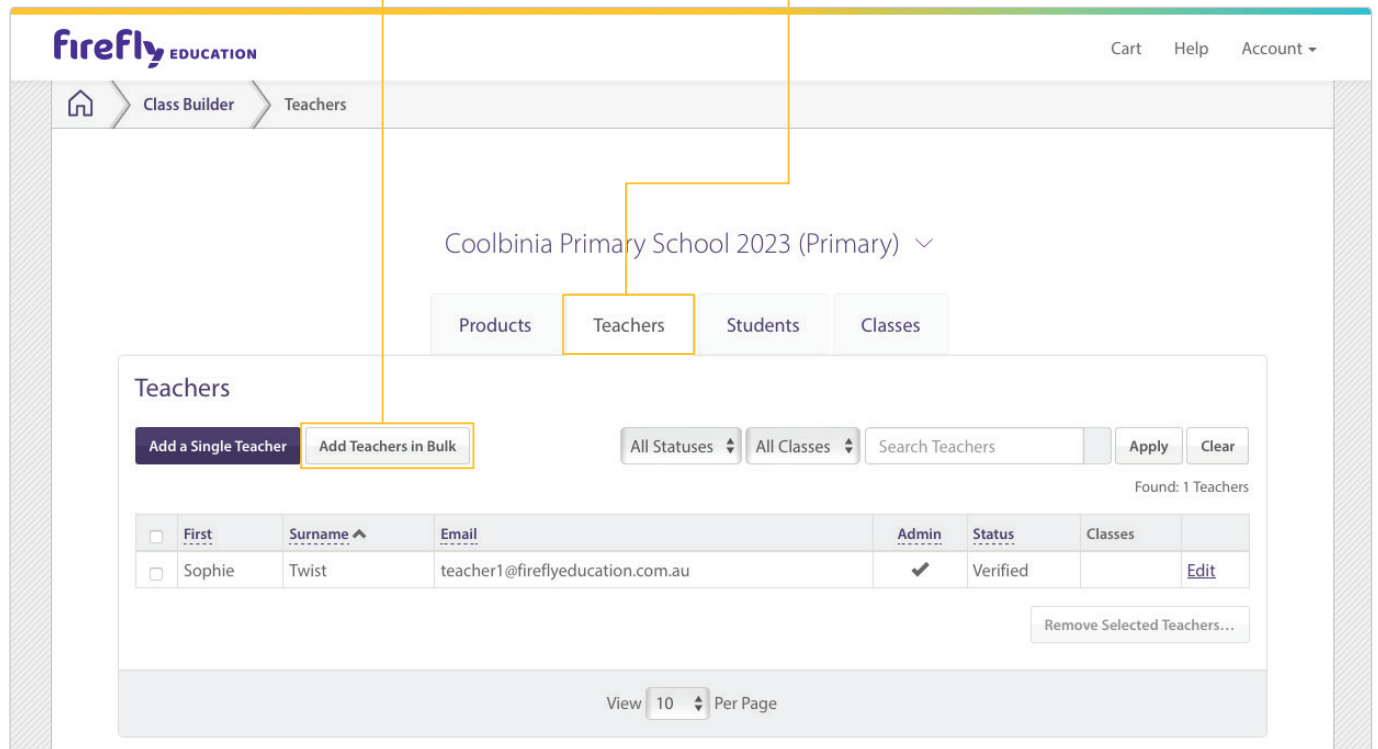
Select *Add Teachers in Bulk* and follow the prompts:

1. Download the *Teacher Upload Template*.
2. Fill in the spreadsheet, including teacher email addresses and classes.
3. Upload the file.

Tips for completing the spreadsheet:

- All teachers need to be attached to a class. If a teacher needs to be attached to multiple classes you must repeat the teacher's details on separate rows – one row for every class they are connected to.

- If you have teacher aides, curriculum leaders or other support staff who require access to products you will need to add them to Class Builder and attach them to any relevant classes.

- You cannot alter or delete the column headings (first row) of the spreadsheet in order to successfully upload the spreadsheet.

	A	B	C
1	Name	Email	Class
2	Edwin Drood	teacher2@fireflyeducation.com.au	FA
3	Henrietta Boffin	teacher3@fireflyeducation.com.au	1A
4	Charlie Donaldson	teacher4@fireflyeducation.com.au	2A
5	Suzanne Hanson	teacher5@fireflyeducation.com.au	3A
6	Betty Higden	teacher6@fireflyeducation.com.au	4A
7	Esther Summerson	teacher7@fireflyeducation.com.au	5A
8	Lucie Mannette	teacher8@fireflyeducation.com.au	6A
9	Terry Lawrance	teacher9@fireflyeducation.com.au	FA
10	Terry Lawrance	teacher9@fireflyeducation.com.au	1A

Type the class name in the column. These classes will be created in the Classes tab when you upload the spreadsheet.

If a teacher needs to be attached to multiple classes, such as a support teacher, repeat their details for each class on separate rows.

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After you have uploaded the teacher spreadsheet you'll be brought back to the *Teachers* tab.

Important notes:

- After you have added teachers to Class Builder, you'll see warnings in the teachers' table – don't panic, these will be resolved in *Step 3*. **Teachers will not have access to any products until you complete *Step 3: Allocate products to classes*.**

- If you require access to products you will need to attach yourself to a class. Select *Edit* and follow the prompts to attach yourself to a class. Read page 12 for more information on editing a teacher.

All teachers included in the upload now appear in the table.

Don't panic if you see these warnings. They will be resolved in *Step 3*.

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Products | Teachers | Students | Classes

Teachers

Add a Single Teacher | Add Teachers in Bulk

All Statuses ⬍ | All Classes ⬍ | Search Teachers | Apply | Clear

Found: 9 Teachers

	First	Surname ⌃	Email	Admin	Status	Classes	
☐			teacher5@fireflyeducation.com.au		*Unverified*	3A ⚠	Edit
☐	Henrietta	Boffin	teacher3@fireflyeducation.com.au		Verified	1A ⚠	Edit
☐	Edwin	Drood	teacher2@fireflyeducation.com.au		Verified	3A ⚠	Edit
☐	Troy	Halls	teacher4@fireflyeducation.com.au		Verified	2A ⚠	Edit
☐	Betty	Hidgen	teacher6@fireflyeducation.com.au		Verified	4A ⚠	Edit
☐	Lucie	Manette	teacher8@fireflyeducation.com.au		Verified	6A ⚠	Edit
☐	Tilly	Slowboy	teacher9@fireflyeducation.com.au		Verified	1A ⚠	Edit
☐	Esther	Summerson	teacher7@fireflyeducation.com.au		Verified	5A ⚠	Edit
☐	Sophie	Twist	teacher1@fireflyeducation.com.au	✔	Verified		Edit

Remove Selected Teachers…

Tip: If **you** require access to products select *Edit* on your row and attach yourself to any relevant classes.

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Step 2: Add your students (if applicable)

In this step you will add your students to Class Builder, attach these students to classes, and allocate Student Products.

Reminder:

- You will only see the *Students* tab if you have purchased Student Products. If you don't see this tab, go to Step 3. *Allocate products to class*.

- You **only need to add students** who are in classes that use individual Student Products. You **do not need to add students** who are in classes that do not use the Student Products (such as classes that only use *Sound Waves Online*, *Maths Trek Online* and/or *iMaths Online*).

Select the *Students* tab. You will see a table of Student Products available in your licence. You will also see two ways to add students, we recommend you *Add Students in Bulk*.

Select *Add Students in Bulk* and follow the prompts:

1. Download the *Student Upload Template*.
2. Fill in the spreadsheet, including student names, classes and products.
3. Upload the spreadsheet.

Tips for completing the spreadsheet:

- You cannot alter or delete the column headings (first row) of the spreadsheet.

- When filling in the name column for students you can use any naming convention. Please ensure you comply with your school's privacy policy.

- Every student needs to be attached to a class. Use the drop-down menu in the class column, which includes any classes created during the previous teacher upload step (or type in a new class name if required).

- When allocating products you must select from the drop-down menu. Do not type in the product names yourself.

- There is a limit of 501 rows per spreadsheet in an upload.

All students need to be attached to a class. Use the dropdown to select a class (this dropdown includes any classes that were created during the teacher upload).

Use the drop-down menu to allocate Student Products.

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After you have uploaded the student spreadsheet you'll be brought back to the *Students* tab.

Important notes:

- After you have added students to Class Builder, you'll see warnings in the students' table – don't panic, these will be resolved in *Step 3*. **Students will not have access to their products until you complete *Step 3*.**

- Depending on the products allocated to each class, students use either a Class Code or an individual Student Login to access the student site. Specific login details can be viewed via the *Classes* tab. Read page 10 for more information on Student Login Methods.

All students included in the upload now appear in the table.

The tick indicates the product has been allocated to the student. Don't panic if you also see warnings. They will be resolved when you complete *Step 3* on page 8.

Coolbinia Primary School 2023 (Primary) ∨

Products | Teachers | **Students** | Classes

Student Products

Student Products	Total	Used	Remaining
Sound Waves Printable Student Book Pages	150	115	35
English Stars Student with Online + Printable Activities	75	73	2
Maths Trek Printable Student Book Pages	40	34	6
Think Mentals Digital Student	125	76	49

⊕ Purchase more products

Students

[Add a Single Student] [Add Students in Bulk]   All Classes ∨ | Search Students | [Apply] [Clear]

Found: 115 Students

☐	Name ^	Username	Password	Class	Login Method	Sound Waves Printable Student Book Pages	English Stars Student with Online + Printable Activities	Maths Trek Printable Student Book Pages	Think Mentals Digital Student	
☐	Ada Lovelace	adalo3	line686	2A	Class Code	✔ ⚠		✔ ⚠		Edit
☐	Al Turing	altur71	pan607	2A	Class Code	✔ ⚠		✔ ⚠		Edit
☐	Albert Einstein	alber5	wild316	2A	Class Code	✔ ⚠		✔ ⚠		Edit
☐	Albertus Magnus	alber6	hit740	4A	Student Logins	✔ ⚠	✔ ⚠	✔ ⚠	✔ ⚠	Edit
☐	Alexander Grothendieck	alexa3	full349	4A	Student Logins	✔ ⚠	✔ ⚠	✔ ⚠	✔ ⚠	Edit
☐	Alfred North Whitehead	alfre132	home625	4A	Student Logins	✔ ⚠	✔ ⚠	✔ ⚠	✔ ⚠	Edit

Students use either a Class Code or an individual Student Login to access the student site. Read page 10 for more information.

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Step 3: Allocate products to classes

In this step you will allocate Class Products to each class. This will complete the set-up process allowing all teachers and students attached to each class to access the relevant products. You can also check (and adjust) your classes.

> **Reminder:**
>
> If you have set up your Class Builder following Step 1 (and Step 2 if applicable) you'll see warning messages on the Classes tab. Don't panic, these should be resolved after you complete *Step 3*.

Select the *Classes* tab. You will see a table of the Class Products available in your licence. A Class Product must be allocated to each class. Class Products provide any teachers attached to the class with access to the online resources.

You will also see a table of classes that were created as part of your bulk teacher/student uploads in the previous steps.

If all classes require the *same* Class Products you can complete the following steps in one sweep. If different classes require *different* Class Products you can repeat the following steps as needed.

To allocate Class Products to classes:

1. Select the relevant classes in the table.
2. Select the *Allocate Products to Selected Classes* button underneath the table.
3. Use the drop-down menu to allocate the relevant Class Products.
4. Select the final *Allocate Products to Selected Classes* button to complete the process.

Don't panic if you see these warnings. They will be resolved after you complete this step.

Use the drop-down menu to allocate products to classes. Select the final *Allocate Products to Selected Classes* button to complete the process.

Select the relevant classes and then select the *Allocate Products to Selected Classes* button.

After allocating products to the classes, you should see ticks (or year levels in the case of iMaths) showing the relevant Class Products allocated to each class. At this point all of the warnings should have been resolved. However, if some warnings remain, use the information in the *Adjusting teachers, students and classes* section on pages 11–25 to help you troubleshoot the issues.

Your set-up should now be complete.

> **Important notes:**
>
> • After you have successfully allocated products to classes any teachers attached to those classes receive an automatic email notifying them they have been granted access to the products. Each teacher will be prompted to read and accept the Terms & Conditions before being permitted to use the products.
>
> • After you have successfully allocated products to classes any students attached to those classes can now use their Class Code or Student Login to access the student site. Select *Edit* for each class to view the specific student login details for that class. Teachers connected to each class can also view their students' login details on the *My Classroom* page in any of their online resources.

Shows the Student Login Method for each class.

Shows the Class Products that have been allocated to each class.

Classes

Create a New Class

Search Classes   Apply   Clear

Found: 8 Classes

	Class ▲	Teachers	Students	Student Login Method	Sound Waves *	English Stars	iMaths *	Maths Trek *	Think Mentals	
☐	1A	2	17	Student Logins	✔			✔		Edit
☐	1B	0	0	Student Logins	✔		F,1,2,3,4,5,6			Edit
☐	2A	Troy Halls	22	Class Code	✔			✔		Edit
☐	2B	0	0	Class Code	✔		F,1,2,3,4,5,6			Edit
☐	3A	2	17	Student Logins	✔	✔		✔	✔	Edit
☐	4A	Betty Hidgen	24	Student Logins	✔	✔		✔	✔	Edit
☐	5A	Esther	19	Student	✔	✔		✔	✔	Edit

Select *Edit* to check (and adjust) each class, including viewing the specific student login details for that class.

Check (and adjust) each class

Now that your set-up is complete it is a good idea to check each class (where you can also make adjustments if needed). Select *Edit* in the table to view the teachers and students attached to the class, the products allocated to the class and the specific Student Login Method details for the class. Read page 21 for more information on editing a class.

Understanding the Student Login Method for each class

The Student Login Method for each class will either be a **Class Code** or individual **Student Logins**. You will only be shown the Student Login Methods applicable to the products in your licence – this means you may only see Class Codes, only see Student Logins, or see both options. Login methods may differ from class to class depending on the combination of Class Products and Student Products allocated to each class.

To view the specific Student Login Method details for a given class, select *Edit* on a class in the *Classes* tab and scroll down to the section which displays whether that class uses a Class Code or Student Logins.

If a class only uses **Sound Waves Online Teaching Resources** and/or **Maths Trek Online Teaching Resources** or **Sound Waves Online Teaching Resources** and/or **iMaths Online**, but does not use individual Student Products, it will be issued a Class Code. All students in the class use the *same* code to access the student site.

If a class uses **Sound Waves Printable Student Book Pages** and/or **Maths Trek Printable Student Book Pages** they have the option to use a Class Code or individual Student Logins. After students have been attached to the class, the *teachers* attached to the class will have access to the printable pages regardless of the chosen Student Login Method.

- A **Class Code** is issued as the default. All students in the class use the *same* code to to access the student site. Students will not have access to the printable pages when they log in using the Class Code.

- You can convert a class to use **Student Logins** if you require students to have direct access to the printable pages when they log in to the student site. Each student will have a *unique* username and password to access the resources.

If a class uses **English Stars** and/or **Think Mentals student products** each student will be *required* to use their individual Student Login. There is no option for students in these classes to use a Class Code.

Students enter their Class Code or individual Student Login at **www.fireflystudents.com.au**

Teachers can view the students' login information for their class (either the Class Code or individual Student Logins) from within My Classroom of any of their online resources.

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Adjusting teachers, students and classes

After you have completed Steps 1–3 in the initial set-up of your Class Builder, you may need to come back to Class Builder to view and adjust teachers, students and classes.

Teachers

Add a teacher

Go to the *Teachers* tab and select *Add a Single Teacher*.

At the *Teachers* tab select *Add a Single Teacher*.
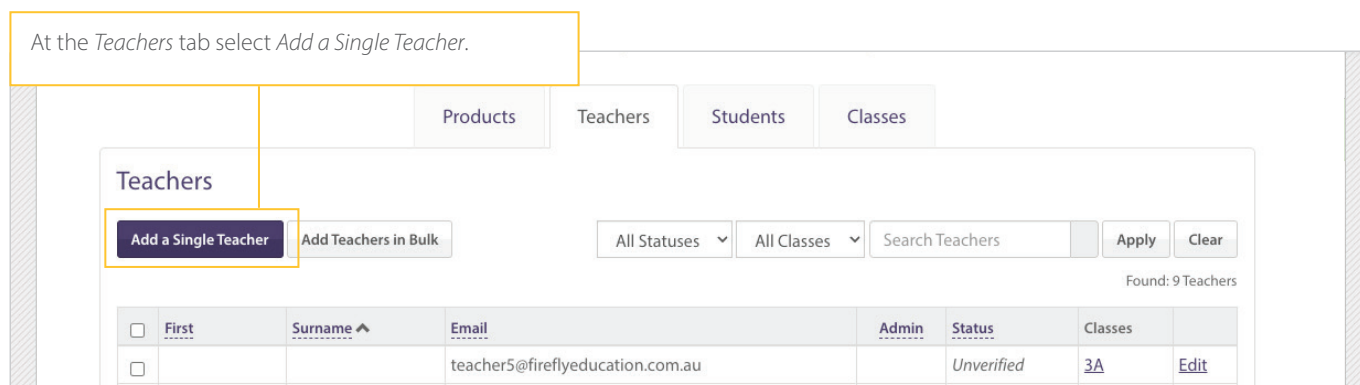
At the *Add Teacher* page:

1. Enter the teacher's email address.
2. Attach them to a class/classes using the drop-down menu.*
3. Select *Add Teacher*.

* If you are attaching them to an existing class they will be granted access to any of the Class Products allocated to that class.
  If you are creating a new class you will then need to go to the *Classes* tab and allocate Class Products to that class. Once
  Class Products are allocated any teachers attached to the class can access the products.

Enter the teacher's email address.

If applicable, give the teacher Class Builder Administrator access.
Read page 13 for more information.

Use the drop-down menu to attach a class/classes.
Select from an existing class, or *Create a New Class*.

Select *Add Teacher* to complete the process.
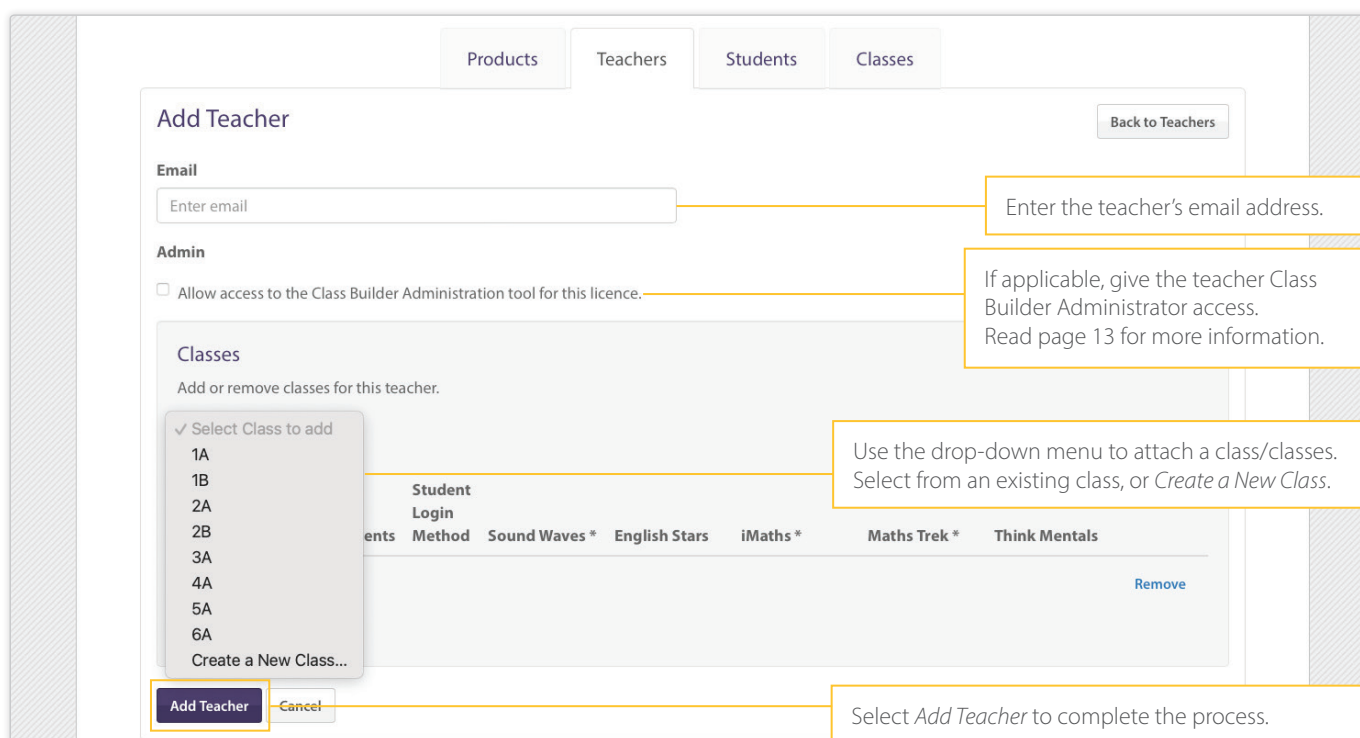
Edit a teacher

Go to the *Teachers* tab and find the teacher in the table (use the handy search function if needed) and select *Edit*.

You can use the search function to find a teacher.

Teachers

| | Products | Teachers | Students | Classes |

Teachers

Add a Single Teacher | Add Teachers in Bulk

All Statuses | All Classes | Search Teachers | Apply | Clear

Found: 9 Teachers

	First	Surname ⌃	Email	Admin	Status	Classes	
☐			teacher5@fireflyeducation.com.au		*Unverified*	3A	Edit
☐	Henrietta	Boffin	teacher3@fireflyeducation.com.au		Verified	1A	Edit
☐	Edwin	Drood	teacher2@fireflyeducation.com.au		Verified	3A	Edit
☐	Troy	Halls	teacher4@fireflyeducation.com.au		Verified	2A	Edit

Find the teacher and select *Edit*.

At an *Edit Teacher* page you can view details such as their email address, whether their account is *Verified* or *Unverified* (read page 14 for more information on account status) and which classes they are attached to.

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| | Products | Teachers | Students | Classes |

Edit Teacher

Name
Edwin Drood [Verified]

Once a teacher has been added to Class Builder you cannot edit this information. If you have made an error you need to remove the teacher and add them to Class Builder again.

Email
teacher2@fireflyeducation.com.au

Admin

If applicable, give the teacher Class Builder Administrator access. Read page 13 for more information.

☐ Allow access to the Class Builder Administration tool for this licence.

Use the drop-down menu to attach the teacher to classes.

Classes
Add or remove classes for this teacher.

Select Class to add ⌄

See which classes the teacher is attached to. The teacher has access to products allocated to their classes.

Class	Teachers	Students	Student Login Method	Sound Waves *	English Stars	iMaths *	Maths Trek *	Think Mentals	
3A	2	17	Student Logins	✓	✓		✓	✓	Remove

* Includes student access.

Save | Cancel

Remove Teacher

Remember to *Save* any changes you make on this page.

Remove Teacher if you have entered their details incorrectly, or if they no longer work at your school.

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Assign Class Builder Administrator access to other teachers

We don't recommend that you make every teacher at your school a Class Builder Administrator, but it may be beneficial to have some other staff members as Class Builder Administrators to be able to set up and adjust teachers, students and classes.

Go to the *Teachers* tab:

1. Find the teacher you want to give Class Builder Administrator access (use the handy search function if needed).
2. Select *Edit* to open the *Edit Teacher* page.
3. Tick the box labelled *Allow access to the Class Builder Administration tool for this licence.*
4. Scroll down and select *Save.*

The teacher will receive an email notification that they have been assigned Class Builder Administrator access for this licence.

Tick the box to give Class Builder Administrator access then scroll down and select *Save.*

Remove a teacher

You may need to remove a teacher if you have made an error when adding them to Class Builder, or if they no longer work at your school.

You can remove a teacher in one of two ways:

- **Option 1:** Go to the *Teachers* tab, find and select the teacher (or multiple teachers) in the table. Scroll to the bottom of the table and select *Remove Selected Teachers*. This option is useful for removing multiple teachers quickly, or if you do not need to check any specific details of the teacher before removing them.

- **Option 2:** Go to the *Teachers* tab, find the teacher in the table and select *Edit*. Scroll to the bottom of the page and select *Remove Teacher*. This option is useful when you need to check any specific details of the teacher before removing them.

Please note: When you remove a teacher from a class, and there are no other teachers attached to the class, any students in that class will be unable to access products at the student site. Go to the *Classes* tab and *Edit* the class to attach another teacher.

Teacher status: *Verified* vs *Unverified*

A teacher's status is *Verified* if they already have an existing Firefly account.

A teacher's status is *Unverified* if they haven't completed the set-up of their Firefly account. These teachers are sent an automatic email with instructions on how to complete their account set-up when you added them to Class Builder. If the teacher can not find this email have them contact our support team.

When you see the status *Unverified* it is a good idea to double check that the email address you entered into Class Builder is correct. If the email address was entered correctly, you do not need to do anything further – it is up to the teacher to complete their account set-up. If the email address was entered incorrectly, remove the teacher from Class Builder and then select *Add a Single Teacher* to enter the teacher with the correct email address.

When a teacher is *Unverified* it indicates they haven't completed the set-up of their Firefly account. Instructions to complete their account set-up have been emailed to them.

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Products   Teachers   Students   Classes

Teachers

| Add a Single Teacher | Add Teachers in Bulk | | All Statuses ⬍ | All Classes ⬍ | Search Teachers | | Apply | Clear |

Found: 9 Teachers

	First	Surname ⌃	Email	Admin	Status	Classes	
☐			teacher5@fireflyeducation.com.au		*Unverified*	3A	Edit
☐	Henrietta	Boffin	teacher3@fireflyeducation.com.au		Verified	1A	Edit
☐	Edwin	Drood	teacher2@fireflyeducation.com.au		Verified	3A	Edit

When a teacher is *Verified* it indicates they have an existing Firefly account.

Setting up teacher aides, curriculum leaders or other support staff

Teacher aides, curriculum leaders or other support staff will need to be added to Class Builder and attached to classes if they require access to products.

We recommend attaching teacher aides to every class they interact with. This ensures they can use *My Classroom* to switch between their classes and view the correct student login details (and portfolios if applicable) for a given class.

Curriculum leaders or admin staff that don't use or view the student information in *My Classroom* can just be attached to a class that has been allocated the relevant Class Products.

Students and Classes

Add a student

If you only need to add one student go to the Students tab and select Add a Single Student. (If you need to add many students it can be quicker to *Add Students in Bulk*, refer to page 6.)

At the *Students* tab select *Add a Single Student*.

Before adding a student check that you have enough remaining licences to allocate to the student.

At the *Add Student* page:

1. Enter the student's name or any naming convention in line with your school's privacy policy.
2. Attach them to a class using the drop-down menu. A student can only be attached to one class.
3. Allocate products to the student using the drop-down menu.*
4. Select *Add Student*.

* A student can only access their allocated Student Products if their class has the corresponding Class Product. If you see any warning messages after you select Add Student you will need to go to the Classes tab and Edit the student's class. Refer to page 21.

Enter the student's name.

Use the drop-down menu to attach them to a class.

Use the drop-down menu to allocate Student Products.

Select *Add Student* to complete the process.

Edit a student

Go to the *Students* tab and find the student in the table (use the handy search function if needed) and select *Edit*.

You can use the search function to find a student.

English Stars Student with Online + Printable Activities	75	73	2
Maths Trek Printable Student Book Pages	40	34	6
Think Mentals Digital Student	125	76	49

⊕ Purchase more products

Students

[Add a Single Student] [Add Students in Bulk]

All Classes ▾ | Search Students | [Apply] [Clear]

Found: 115 Students

	Name ⌃	Username	Password	Class	Login Method	Sound Waves Printable Student Book Pages	English Stars Student with Online + Printable Activities	Maths Trek Printable Student Book Pages	Think Mentals Digital Student	
☐	Ada Lovelace	adalo3	line686	2A	Class Code	✔		✔		Edit
☐	Al Turing	altur71	pan607	2A	Class Code	✔		✔		Edit
☐	Albert Einstein	alber5	wild316	2A	Class Code	✔		✔		Edit
☐	Albertus Magnus	alber6	hit740	4A	Student Logins	✔	✔	✔	✔	Edit
☐	Alexander Grothendieck	alexa3	full349	4A	Student Logins	✔	✔	✔	✔	Edit
☐	Alfred North Whitehead	alfre132	home625	4A	Student Logins	✔	✔	✔	✔	Edit
☐	Andrew Wiles	andre7	dog840	4A	Student Logins	✔	✔	✔	✔	Edit
☐	Arthur Cayley	arthu6	poor311	4A	Student Logins	✔	✔	✔	✔	Edit
☐	Augustin-Louis Cauchy	augus7	sit656	4A	Student Logins	✔	✔	✔	✔	Edit
☐	Augustus De Morgan	augus8	team830	4A	Student Logins	✔	✔	✔	✔	Edit
☐	Belinda Pocket	belin71	rest142	3A	Student Logins	✔	✔	✔	✔	Edit
☐	Benjamin Banneker	benja3	girl419	4A	Student Logins	✔	✔	✔	✔	Edit
☐	Bentley Drummle	bentl72	team912	3A	Student Logins	✔	✔	✔	✔	Edit

Find the student and select *Edit*.

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At the *Edit Student* page you can view a student's details such as their username and password, which class they are attached to and which products have been allocated to them.

| Products | Teachers | **Students** | Classes |

Edit Primary Student

Back to Students

Name

Betty Higden

Username
betty50

Password
heat317

View the student's username and password.
If these are crossed out it means the student's class uses a Class Code and not a Student Login. Go to the *Classes* tab for more information.

Regenerate Password

☐ Generate a new random password for this student

Regenerate the student's password if needed.

Class

Select Class

Class	Teachers	Students	Student Login Method	Sound Waves *	English Stars	iMaths *	Maths Trek *	Think Mentals	
3A		17	Student Logins	✓	✓		✓	✓	Remove

* Includes student access.

View or adjust the student's class. The products here are the Class Products that the teachers in this class have access to.

Student Products

Allocate or remove products for this student.

Select product to allocate

Allocated Products

Sound Waves Printable Student Book Pages	Remove
English Stars Student with Online + Printable Activities	Remove
Maths Trek Printable Student Book Pages	Remove
Think Mentals Digital Student	Remove

Save   Cancel

Delete Student

If you make any changes remember to *Save*.

View or adjust the student's products.

A student can only access their allocated Student Products if their class has the corresponding Class Product. If you see any warning messages you will need to go to the *Classes* tab and *Edit* the class.

You can *Delete Student* if they have moved school. Keep in mind any completed activities or portfolio data will be deleted.

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Regenerate a student's password

Only Class Builder Administrators can regenerate a student's password.

At the *Students* tab:

1. Find the student who needs their password regenerated (use the handy search function if needed).
2. Select *Edit* to open the *Edit Student* page.
3. Tick the *Regenerate Password* box.
4. Select *Save*.

The new student password will appear in Class Builder and also be viewable in *My Classroom* by any teachers attached to the student's class.

Tick the box to regenerate password then scroll down and select *Save*.

Delete a student

You may need to delete a student if they have moved school.

You can delete a student in one of two ways:

- **Option 1:** Go to the *Students* tab, find and select the student (or multiple students) in the table. Scroll to the bottom of the table and select *Delete Selected Students*. This option is useful for deleting multiple students quickly, or if you do not need to check any specific details of the student before deleting them.

- **Option 2:** Go to the *Students* tab, find the student in the table and select *Edit*. Scroll to the bottom and select *Delete Student*. This option is useful when you need to check any specific details of the student before deleting them.

Please note: When you delete a student all existing activity and portfolio data will be deleted. When you delete a student any of their allocated products will become available to allocate another student.

Create a class

Go to the Classes tab and select Create a New Class.

At the *Classes* tab select *Create a New Class*.

Before creating a new class check that you have enough remaining licences to allocate to the class.

Class Products	Total	Used	Remaining
Sound Waves Online Teaching Resources	8	8	0
English Stars Teaching Resources	5	4	1
iMaths Foundation Online	Unlimited	2	Unlimited
iMaths 1 Online	Unlimited	2	Unlimited
iMaths 2 Online	Unlimited	2	Unlimited
iMaths 3 Online	Unlimited	2	Unlimited
iMaths 4 Online	Unlimited	2	Unlimited
iMaths 5 Online	Unlimited	2	Unlimited
iMaths 6 Online	Unlimited	2	Unlimited
Maths Trek Online Teaching Resources	6	6	0
Think Mentals Digital Teaching Resources	5	4	1

⊕ Purchase more products

Classes

Create a New Class

Search Classes   Apply   Clear

Found: 8 Classes

At the *Add Class* page:

1. Enter the class name.
2. Use the drop-down menu to allocate products to the class.
3. Select *Add Class*.

Coolbinia Primary School 2023 (Primary) ⌄

Products   Teachers   Students   Classes

Add Class

Back to Classes

Name

Enter class name

Enter the class name.

Class Products

Allocate or remove products for this class.

Select product to allocate ⇳

Use the drop-down menu to allocate products to the class.

Selected Products

No products have been selected.

* Includes student access.

Select *Add Class*.

Add Class   Cancel

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After you have created the class, stay on the page and scroll down to see the *Teachers* section, *Student Login Method* section and, if applicable, *Student Logins* sections.

Teachers:

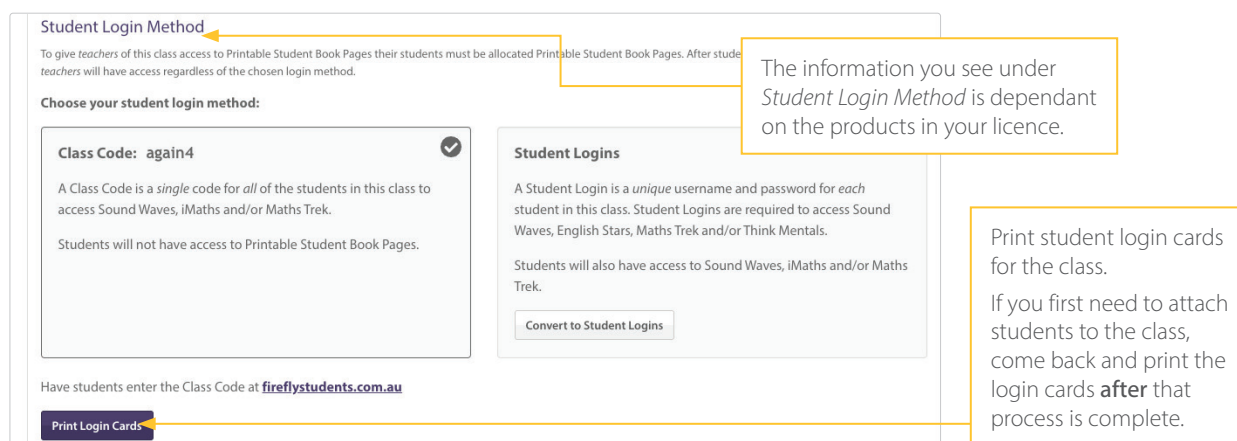Follow the prompts to attach teachers to the class.

- You can only attach existing teachers. If you need to add a new teacher to your Class Builder go to the *Teachers* tab and follow the prompts to Add a Single Teacher.

- When you attach a teacher they are granted access to the Class Products allocated to the class. They'll receive an automatic email prompting them to read and accept the Terms & Conditions before being permitted to use the products.

Student Login Method:

Depending on the products available in the licence the Student Login Method will show a Class Code only, show the option of either a Class Code or Student Login, or a show that students must use a Student Login.
Please note: this section may update after you have attached students to the class.

The information you see under *Student Login Method* is dependant on the products in your licence.

Print student login cards for the class.

If you first need to attach students to the class, come back and print the login cards **after** that process is complete.

Student Logins:

Follow the prompts to attach students to the class.

Reminders:

- You will only see this section if your licence includes individual Student Products.

- You only need to attach students if this class uses individual Student Products. If the class **only uses Sound Waves Online Teaching Resources and/or Maths Trek OnlineTeaching Resources or Sound Waves Online Teaching Resources and/or iMaths Online** products you do not need to attach students. These Class Products include access to the student site and the class would have been issued a Class Code for students to use.

If the class does use individual Student Products:

- You can only attach existing students. If you need to add a new student to your Class Builder go to the *Students* tab and follow the prompts to *Add a Single Student*.

- After you have attached students to the class **check the Student Login Method.** Depending on the products allocated to students in the class the login method may have updated, or may present you with the option to convert from a Class Code to Student Logins.

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Edit a class

At the *Classes* tab select *Edit* to view (and adjust) the details of the class.

Find the class and select *Edit*.

From an *Edit Class* page you can:

- View the Class Products allocated to the class, or allocate more products.
- View the teachers attached to the class, or attach more teachers.
- View the Student Login Method (make adjustments if applicable) and print student login cards.
- View the students (and their allocated Student Products) attached to the class, or attach more students.

Edit Class

Back to Classes

Name

1A

Class's name.

Class Products

Allocate or remove products for this class.

Select product to allocate

Use the drop-down menu to allocate more Class Products to the class.

Allocated Products

Sound Waves Online Teaching Resources *   Remove

Maths Trek Online Teaching Resources *   Remove

* Includes student access.

View (or remove) Class Products allocated to the class. Any teachers attached to this class have access to these products.

Save Class Changes   Cancel   Delete Class

If you make any edits to the information **above** remember to *Save Class Changes*.

Teachers

Attach Teachers to Class

	First	Surname	Email	Admin	Status	Classes
☐	Henrietta	Boffin	teacher3@fireflyeducation.com.au		Verified	1A
☐	Tilly	Slowboy	teacher9@fireflyeducation.com.au		Verified	1A

Remove Selected Teachers from Class

See which teachers are attached to the class. You can also attach or remove teachers.

Student Login Method

To give *teachers* of this class access to Printable Student Book Pages their students must be allocated Printable Student Book Pages. After students have been attached to this class, *teachers* will have access regardless of the chosen login method.

Choose your student login method:

Class Code: turn69

A Class Code is a *single* code for *all* of the students in this class to access Sound Waves, iMaths and/or Maths Trek.

If students do not require access to Printable Student Book Pages, a Class Code may be used.

Convert Class to Class Code

Student Logins   ✓

A Student Login is a *unique* username and password for *each* student in this class. Student Logins are required to access Sound Waves, English Stars, Maths Trek and/or Think Mentals.

Students will also have access to Sound Waves, iMaths and/or Maths Trek.

View the Student Login Method for **this class**. What you see here depends on the products in your licence (you may not see both Class Code and Student Logins).

Have students enter their Student Logins at **fireflystudents.com.au**

Print Login Cards

Print the student login cards for this class.

Student Logins

Attach Students to Class

	Name	Username	Password	Sound Waves Printable Student Book Pages	English Stars Student with Online + Printable Activities	Maths Trek Printable Student Book Pages	Think Mentals Digital Student
☐	Hansika Motwani	hansi2	here788	✔		✔	
☐	Harman Baweja	harma2	rest217	✔		✔	
☐	Harper Seven Beckham	harpe2	you816	✔		✔	
☐	Nagesh Kukunoor	nages2	home539	✔		✔	
☐	Nana Patekar	nanap1	girl625	✔		✔	
☐	Nandita Das	nandi1	fell361	✔		✔	
☐	Naomi Campbell	naomi1	let336	✔		✔	
☐	Naomi Watts	naomi2	feed149	✔		✔	
☐	Nariman Zaydan	narim1	post622	✔		✔	
☐	Naseeruddin Shah	nasee1	best943	✔		✔	
☐	Natalie Carney / Kapoor Wazir	natal1	tall615	✔		✔	
☐	Natalie Imbruglia	natal2	find534	✔		✔	
☐	R Kelly	rkell1	flag173	✔		✔	
☐	Rachel Bilson	rache2	play842	✔		✔	
☐	Rachel McAdams	rache3	next539	✔		✔	
☐	Rachel Weisz	rache4	turn591	✔		✔	
☐	Rachel Zoe	rache5	soon773	✔		✔	

Allocate Products to Selected Students   Remove Selected Students from Class

You'll only see the Student Logins section if you have Student Products in your licence.

You can view the students attached to the class (and their allocated products).

You can attach or remove students from the class.

Note: if you make any edits to this section it *may* affect the Student Login Method for the class.

To allocate products to students select the students, then choose *Allocate Products to Selected Students* and follow the prompts.

Print Student Login cards

Go to the *Classes* tab. Find the class and select *Edit*. Scroll down to the Student Login Method section and select the *Print Student Login Cards* button.

Depending on the Student Login Method for the class this will either print a set of cards with the same login (Class Code), or a set of unique usernames and passwords (individual Student Logins).

Reminders:

- If you've made any changes to a class it may affect the Student Login Method. Remember to check this information and print the updated Student Login cards when applicable.

- Teachers connected to the class can also print Student Login cards via *My Classroom* (which can be accessed within any of their online resources).

Allocate more products to classes and/or students

While there are a number of ways you can allocate more products to classes and/or students, the most efficient way is to do so via the *Classes* tab.

Before you allocate products check that you have enough licences remaining at the *Products* tab. If you need to purchase more, select the *Purchase more products* link and follow the prompts.

When you're ready to allocate products, go to the *Classes* tab.

To allocate a Class Product you can select all or the relevant classes in the table and choose Allocate Products to Classes button. Use the dropdown to allocate the relevant products.

First select the relevant classes.

Classes

	Class ▲	Teachers	Students	Student Login Method	Sound Waves *	English Stars	iMaths *	Maths Trek *	Think Mentals	
☑	1A	2	17	Student Logins	✔			✔		Edit
☑	1B	0	0	Student Logins	✔		F,1,2,3,4,5,6			Edit
☑	2A	Troy Halls	22	Class Code	✔			✔		Edit
☑	2B	0	0	Class Code	✔		F,1,2,3,4,5,6			Edit
☑	3A	Unverified	17	Student Logins	✔	✔		✔	✔	Edit
☑	4A	Betty Hidgen	24	Student Logins	✔	✔		✔	✔	Edit
☑	5A	Esther Summerson	19	Student Logins	✔	✔		✔	✔	Edit
☑	6A	Lucie Manette	16	Student Logins	✔	✔		✔	✔	Edit

* Includes student access.

[Create a New Class] [Search Classes] [Apply] [Clear]

Found: 8 Classes

[Allocate Products to Selected Classes…] [Delete Selected Classes…]

Then select *Allocate Products to Selected Classes* and follow the prompts.

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To allocate Student Products you will need to repeat the following for each class:

1. At the *Classes* tab find the class and select *Edit*.

2. At the *Edit Class* page scroll down to the Student Logins section and select all or the relevant students in the class that require more products.

3. Select the *Allocate Products to Selected Students* button at the bottom of the table.

4. Use the drop-down menu to allocate the relevant Student Products.

5. Select the final *Allocate Products to Selected Students* button to complete the process.

Please note that if the class currently uses a Class Code and you allocate Student Products that *require* a Student Login the class will be converted to use Student Logins. This information will be updated in the Student Login Method section.

Within an *Edit Class* page scroll down to the Student Logins section and select all or the relevant students.

Student Logins

Attach Students to Class

	Name	Username	Password	Sound Waves Printable Student Book Pages	English Stars Student with Online + Printable Activities	Maths Trek Printable Student Book Pages	Think Mentals Digital Student
☑	Hansika Motwani	hansi2	here788	✔		✔	
☑	Harman Baweja	harma2	rest217	✔		✔	
☑	Harper Seven Beckham	harpe2	you816	✔		✔	
☑	Nagesh Kukunoor	nages2	home539	✔		✔	
☑	Nana Patekar	nanap1	girl625	✔		✔	
☑	Nandita Das	nandi1	fell361	✔		✔	
☑	Naomi Campbell	naomi1	let336	✔		✔	
☑	Naomi Watts	naomi2	feed149	✔		✔	
☑	Nariman Zaydan	narim1	post622	✔		✔	
☑	Naseeruddin Shah	nasee1	best943	✔		✔	
☑	Natalie Carney / Kapoor Wazir	natal1	tall615	✔		✔	
☑	Natalie Imbruglia	natal2	find534	✔		✔	
☑	R Kelly	rkell1	flag173	✔		✔	
☑	Rachel Bilson	rache2	play842	✔		✔	
☑	Rachel McAdams	rache3	next539	✔		✔	
☑	Rachel Weisz	rache4	turn591	✔		✔	
☑	Rachel Zoe	rache5	soon773	✔		✔	

Allocate Products to Selected Students

Remove Selected Students from Class

Select *Allocate Products to Selected Students* and follow the prompts.

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Student access options for Sound Waves Printable Student Book Pages and Maths Trek Printable Student Book Pages

Classes that have students with Sound Waves Printable Student Book Pages or Maths Trek Printable Student Book Pages are usually issued a Class Code as the default. While teachers connected to this class can access the printable pages, students can not access these pages at the student site with the Class Code.

To give students direct access to the printable pages you will need to convert the class's Student Login Method from Class Code to individual Student Logins. To convert a class:

1. Go to the *Classes* tab

2. Find the class and select *Edit*.

3. Scroll to the Student Login Method section and select the *Convert to Student Logins* button.

This will disable the Class Code and activate the unique username and passwords for each student (which you can now see in the table underneath the *Student Logins* header). With Student Logins, students can now access the Printable Student Book pages when they log in to the student site.

When you convert a class's Student Login Method, any teachers connected to the class will also see the changed student login details in the *My Classroom* section of their online resources.

Still have questions?

If you still have questions about Class Builder, please contact our head office on 07 5445 5749 or email support@fireflyeducation.com.au.