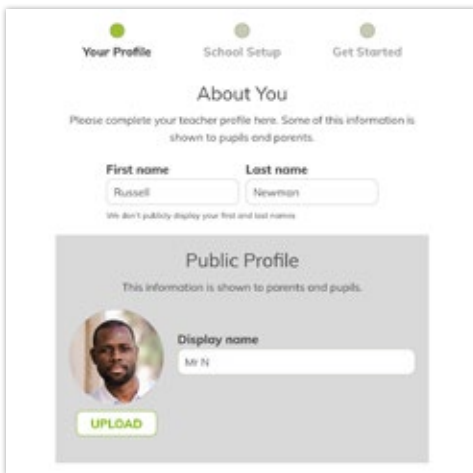# WELCOME TO BOOMREADER!

Please follow this simple guide for setting up your school ready to use BoomReader.

1: COMPLETE YOUR SIGN-UP

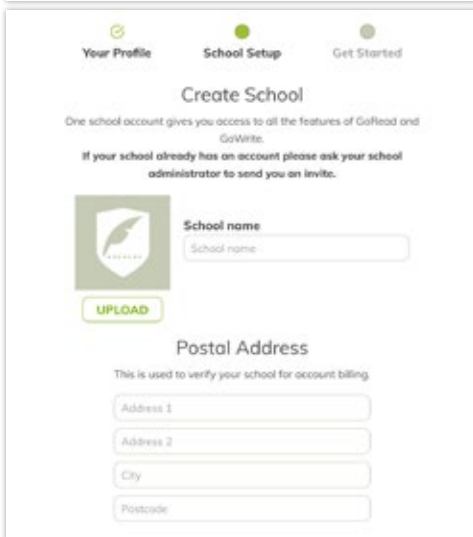If you haven't already done so, please complete the profiles for yourself and the school.

> If you have joined an existing school account that is already set-up, you can skip this step.

ABOUT YOU

We'll only show your public profile to pupils and parents.

Please upload an image of yourself and set your display name.

SCHOOL DETAILS

Please enter the official name of your school/institution.

You can also upload your school crest or logo, this is shown to parents and pupils.

The postal address should be the official address of the school starting with the street address. This will be the default billing address & delivery address.

> We'll automatically add the school name to any correspondence

BoomReader Admin Guide

2: GETTING STARTED WITH BOOMREADER

Before you set-up your account lets chat you through the basics of the Portal – this is where you manage your school settings, classes and staff as well as launch BoomReader.

Includes tool for Reading and Writing - your school account gives access to both.

Edit your profile and personal settings

Manage Classes

This is also where you add pupils into your school account

Manage Staff

Here you can invite and remove staff members

School & App Settings

Update your school profile and settings as well as managing subscriptions.

Welcome, Russell

Reading Demo Primary

Mr N

Home

Classes

Manage Staff

Settings

Welcome to GoApps

To get started please select the app you would like to start with:

go read™

go write™

School code: 24870

go

Help & Guides

Logout of your account

Help & Guides

Click the help icon to access detailed how-to guides, recorded training sessions and FAQ's.

Your staff will also be able to access these guides.

Only Administrators can access schools settings. We'll cover how you assign administration rights later in this guide.

boom reader

3: STARTING YOUR SUBSCRIPTION

Before you can access BoomReader you need to set-up your subscription. You need to have purchasing authority for your school to complete this step.

Be sure to include the 'Finance Manager' information.

Our accounts team will send invoices and other information to this contact. You can also invite the finance manager to join the account.

4: ADDING & MANAGING TEACHERS

You can invite staff members to join your school and assign administration rights to those that need access.

The administrator role is for any SLT/reading leads or anyone else that has responsibility for reading or financials in school.

Administrators can:

- Create classes
- Access school level data
- Make purchases
- Manage school settings

Easily filter to see which of your staff have Administrator rights.

Click a name to see/edit their details or to resend the invite.

We'll send them an email invite and they complete their signup process
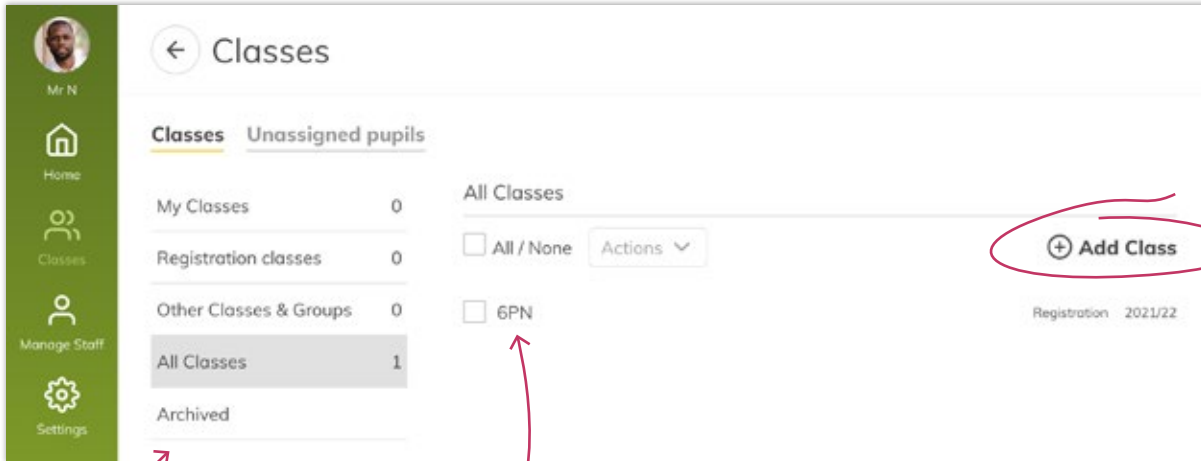
TIP	**There is no teacher app to download!** Bookmark **boomhub.app** on staff school devices. Save it as an icon on staff iPads and tablets.

5: ADDING & MANAGING CLASSES

We recommend you start with your registration classes.

You can also create 'other' groups for phonics, reading groups or other needs.

Classes

Classes   Unassigned pupils

My Classes	0
Registration classes	0
Other Classes & Groups	0
All Classes	1
Archived	

All Classes

☐ All / None   Actions ⌄   ⊕ Add Class

☐ 6PN   Registration   2021/22

Easily filter your registration and 'other' classes & groups

Click the class name add pupils and edit other class settings

Select the class type: Registration or Other

Add the **lead** teachers. These have full editing access

Turn 'on' to make this class visible to all teachers in the school - this helps TAs and volunteers to quickly find pupils and add reading logs

Create New Class

Class Info

Class name

e.g. English Class

Class Type

Please select   ⌄

Teachers & Access

⊕ Add Teacher

You need at least one teacher per class.
Only these named teachers will be able to edit the class, add/remove pupils, create writing projects etc.
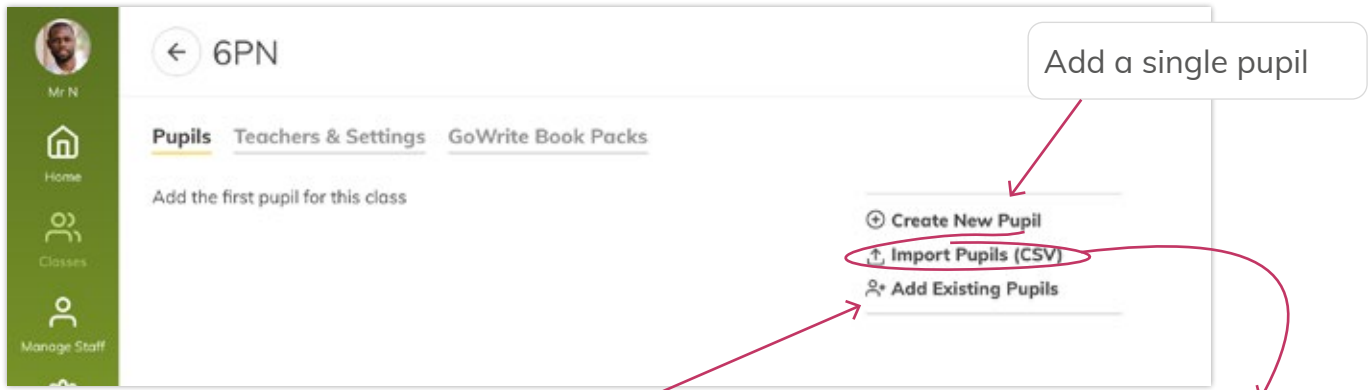
Visible to all Teachers

Allow any teacher in your school to view this class. This allows staff and volunteers to view pupils, add reading logs etc.

CREATE CLASS

6: ADDING PUPILS

You can add individual pupils or upload a csv (Comma Separated Values) file that contains the pupils for the whole class.

Add a single pupil

← 6PN

Mr N

Pupils   Teachers & Settings   GoWrite Book Packs

Add the first pupil for this class

⊕ Create New Pupil
⬆ Import Pupils (CSV)
➕ Add Existing Pupils

Home
Classes
Manage Staff

Add Existing Pupil

Pupils can belong to multiple classes. Use the 'Add Existing' feature to find the pupil and add them to this class.

IMPORTANT

You need a new file for each class.

Do not include all classes on one file

Import Pupils (CSV)

Please upload the class register as an excel file (.xlsx). It should only contain the children for this class.

	A	B	C
1	first_name	last_name	year_group
2	John	Smith	3
3			

Your spreadsheet should contain only 3 columns in the following order:

- first_name
- last_name
- year_group

Download Template ⬇   Setup Guide ⬇

Ready?

⬆ SELECT FILE

TIP

There is no pupil app to download!

Bookmark **pupils.boomhub.app** on pupil school devices.

Save it as an icon on pupil iPads and tablets.

Printable login pages for parents and pupils can be downloaded by the class teacher and is explained in the teacher guides.
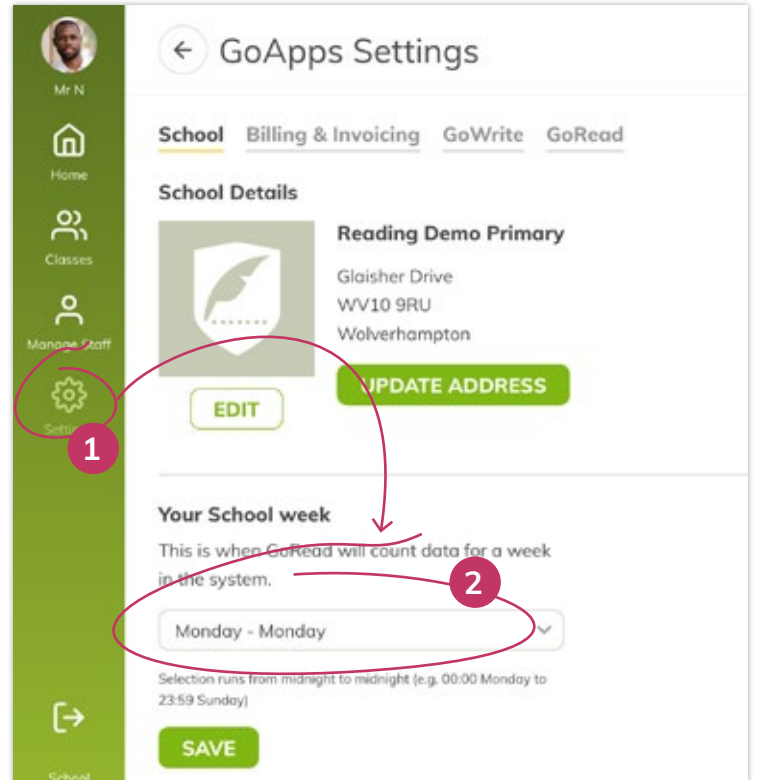
7: SCHOOL WEEK SETTINGS

Please select when you wish your school week to start for reporting purposes.

As an example, this is used to show information on the number of reads each week.

TIP

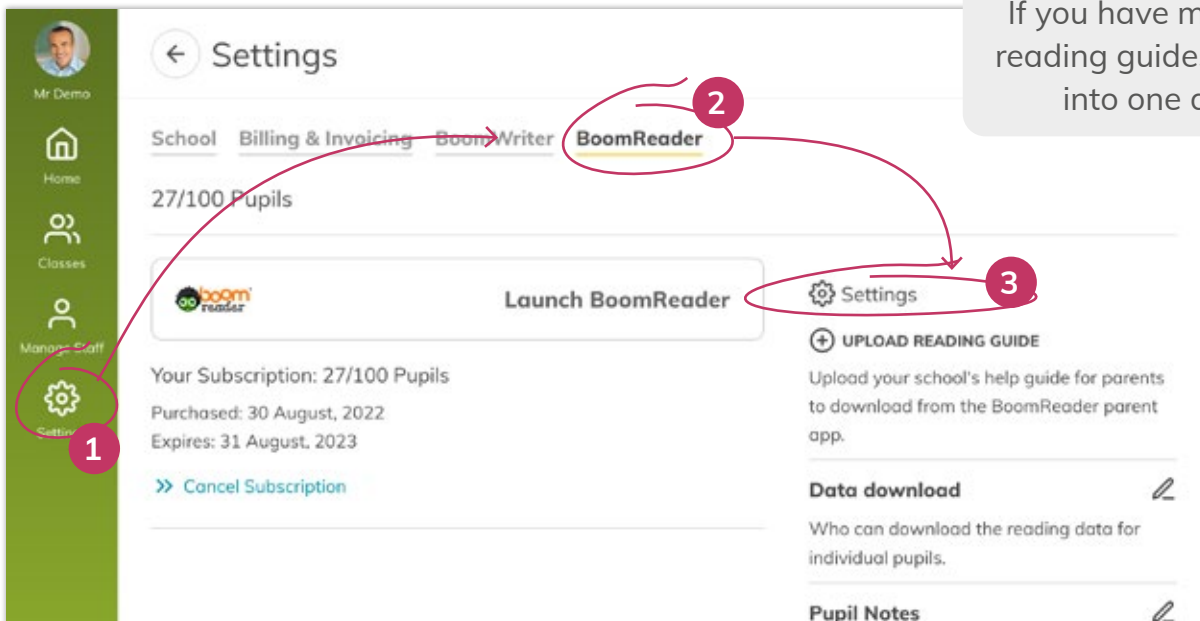This section is also where you can add/change your school logo and address

8: BOOMWRITER SPECIFIC SETTINGS

Please review and update the settings for the reading app such as appropriate access permissions to select features and optionally uploading parent reading guides

TIP

If you have multiple parent reading guides, collect these into one document.
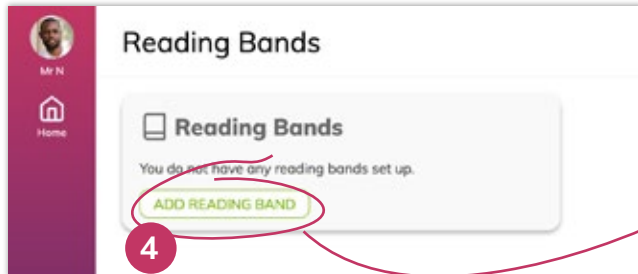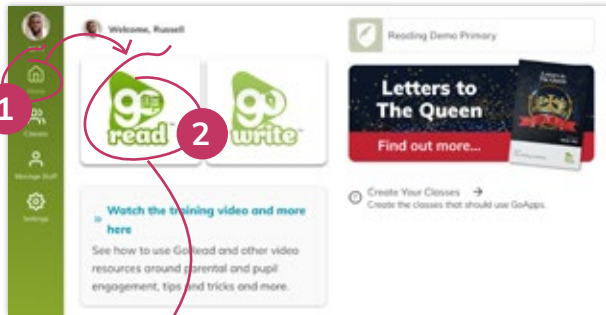
9: SET READING BANDS (OPTIONAL)

If you wish to use a reading band system, we have made it so that teachers can assign a band to a pupil.

Administrators can create and edit your schools' bands

GoRead assigns a band to a pupil instead of a book.

BoomReader will track your pupils' progress through the band system.
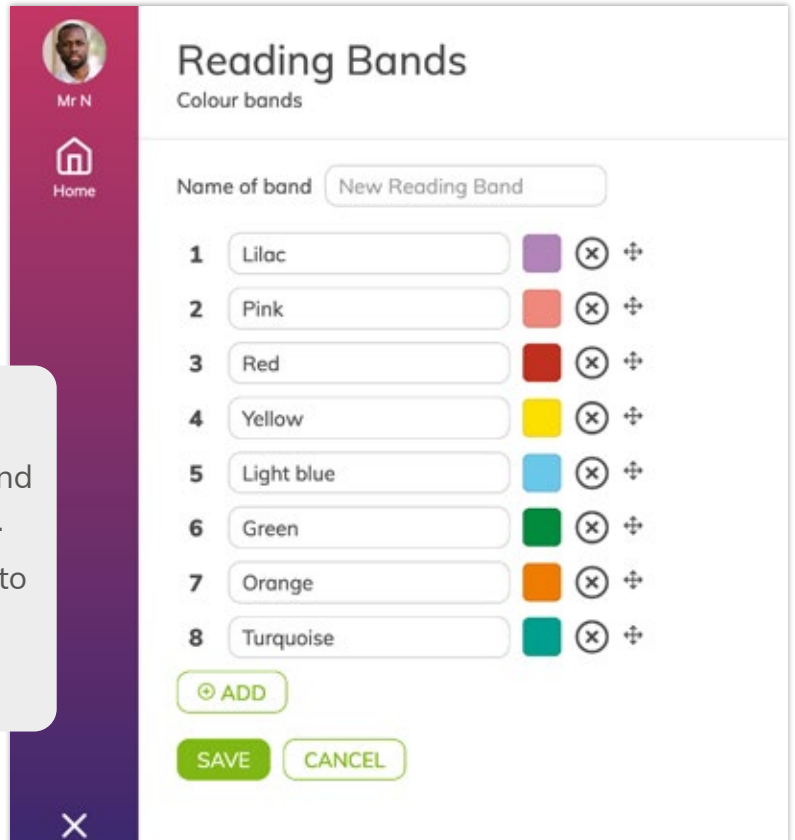
You can change the names, colours and add any additional bands you wish.

Once saved, these will be accessible to all staff to use.

WEBSITES TO ALLOW

If you experience any issues using the website, please ensure your technical support have allowed these sites/domains to be accessible from your school internet:

Root domains used by the apps (all https only):

- boomreader.co.uk
- boomwriter.co.uk
- boomhub.app

- go-read.co.uk
- go-write.co.uk
- goapps.app
- go-read.app
- go-write.app

The application uses several sub-domains to handle user and data access. A wildcard rule should be applied to allow access to any subdomains, e.g. *.boomhub.app

Some of the apps also access data using WebSocket Secure protocol (wss). You may need to add specifc rules for these:

- wss://api-portal.boomhub.app
- wss://api.goapps.app

THAT'S IT!
YOUR SCHOOL IS SET UP AND READY FOR BOOMREADER.

If you have questions or need any support with this,
please email **support@goapps.app** and we will be happy to assist you.