

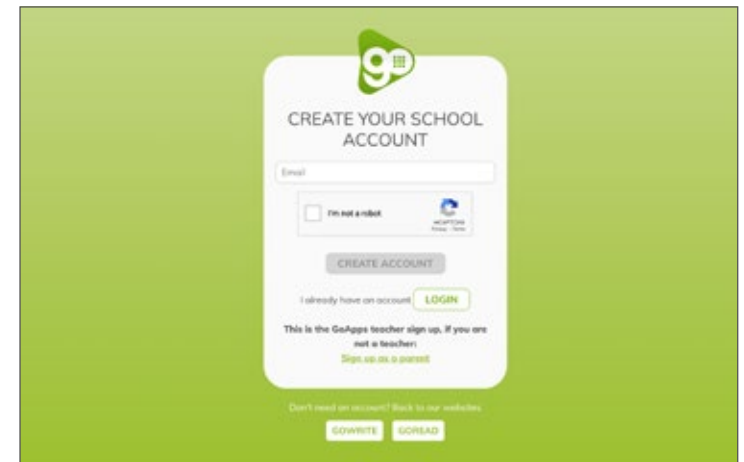
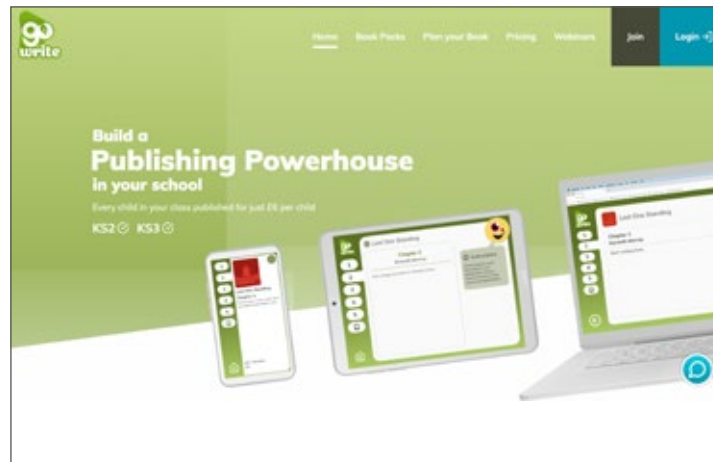


WELCOME TO BOOMWRITER!

This is your guide for setting up your school ready to use GoWrite.

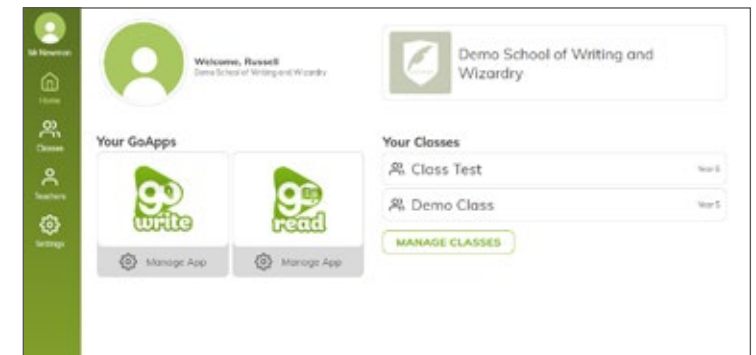
STEP ONE - CREATE A SCHOOL ACCOUNT

Visit boomwriter.co.uk. Click **Join** and then create a school account. Use an email address you have access to for verification. You can add additional administrators to the app later.



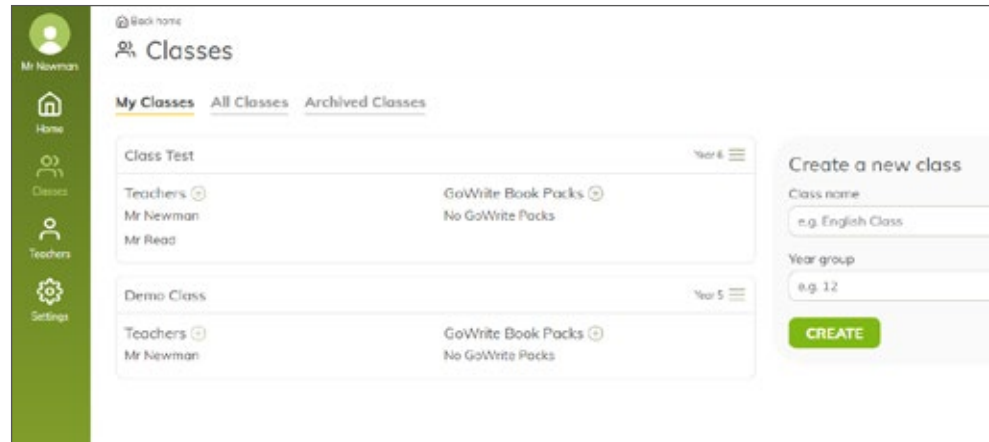
STEP TWO - SET SCHOOL DETAILS AND SET UP YOUR CLASSES/TEACHERS

This is the admin home screen and it allows you to update school details, add classes, teachers and apps. Start with updating your school details and your details by clicking in the relevant fields. Once completed, click on **manage classes** to get started adding your pupils.





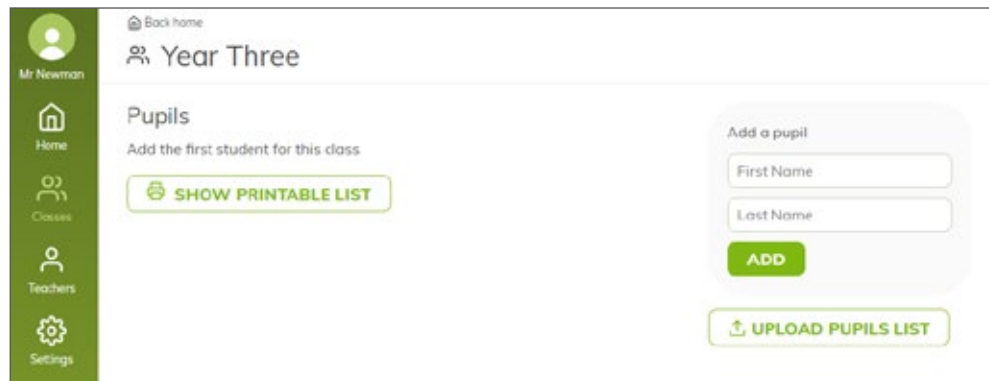
STEP THREE - ADDING CLASSES



Simply choose your class names and year groups for now. You can use 3/4 or 5/6 as year groups if required.

Click on the **class name** to add pupils

STEP FOUR - ADDING PUPILS



Here you can add your pupils individually, or use an excel document to add a whole class at a time. You will need three columns, labelled '**First name**', '**Last name**' and '**Year Group**'. Once you have this list, Click **upload pupils** list and follow the instructions.

	A	B	C	D
1	first name	last name	year group	
2	Bob	Helen	1	
3	Stacey	Mark	1	
4	Deter	Lola	1	



A screenshot of the Boom Writer teacher interface. At the top, it says 'Back home' and 'Year Three'. Below this is a 'Pupils' section with a list of names: Helen Anne, Bob Helen, Peter Lolo, and Stacey Mark. Each name has a small gear icon and a close icon to its right. To the right of the list is a 'Add a pupil' form with fields for 'First Name' and 'Last Name', and a green 'ADD' button. Below the list is a green button labeled 'SHOW PRINTABLE LIST'. At the bottom right, there is a green notification box that says 'Upload successful!' and a green button labeled 'UPLOAD ANOTHER LIST'. On the left side, there is a vertical navigation menu with icons for Home, Classes, Teachers, and Settings.

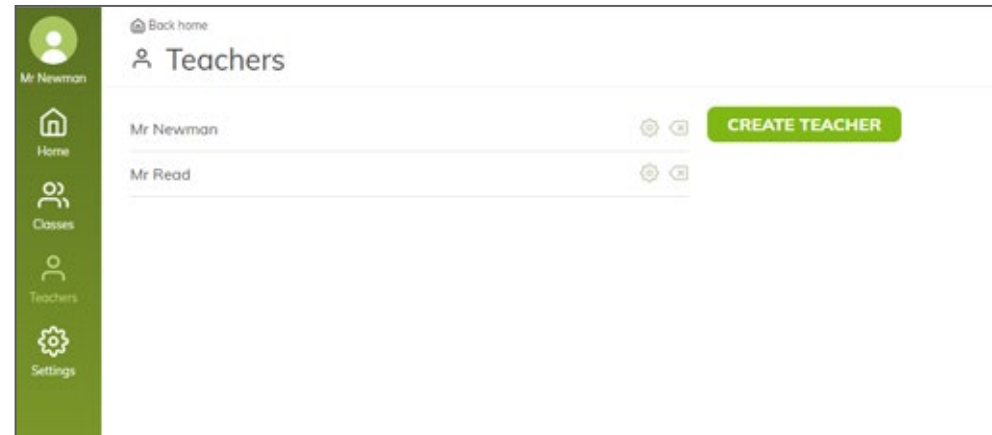
When your pupils have been uploaded click on the **'show printable list'** button to print A4 login code pages for your pupils to keep.

A screenshot of the Boom Writer login page for a demo school. At the top left is the Boom Writer logo. Below it is the text 'Demo School of Writing and Wizardry' and 'Helen Anne'. The page instructs the user to 'Login to your account using the details below. Keep these details safe and secret!'. It then says 'Scan the QR Code or type the web address in your browser then use the school code and your PIN code to login'. Below this is a QR code and the URL 'pupils.goapps.app'. At the bottom, it provides the 'School code: 67512' and 'PIN code: 60183'.

The printable list is available at all times to the teacher.



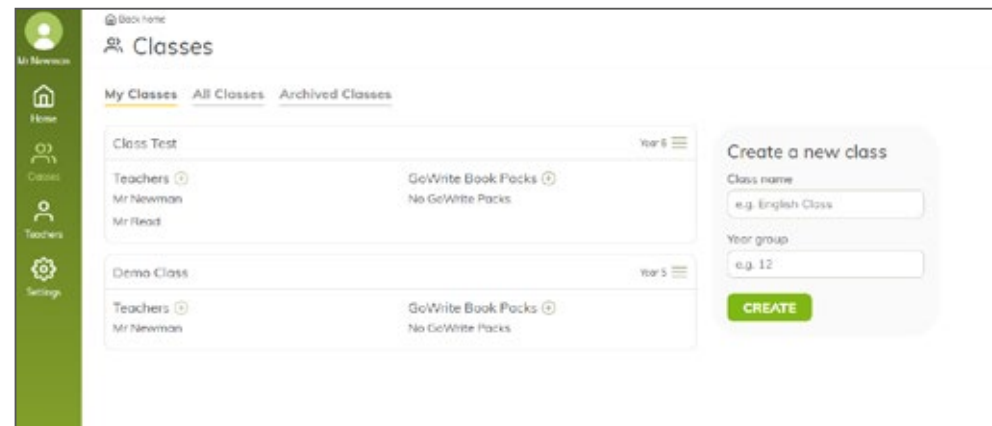
STEP FIVE - ADDING TEACHERS



Click the **teachers icon** on the sidebar.

From here, click **create teacher** and complete the form to send the member of staff an invite. They will then complete the signup process.

STEP SIX - ASSIGN TEACHERS TO CLASSES

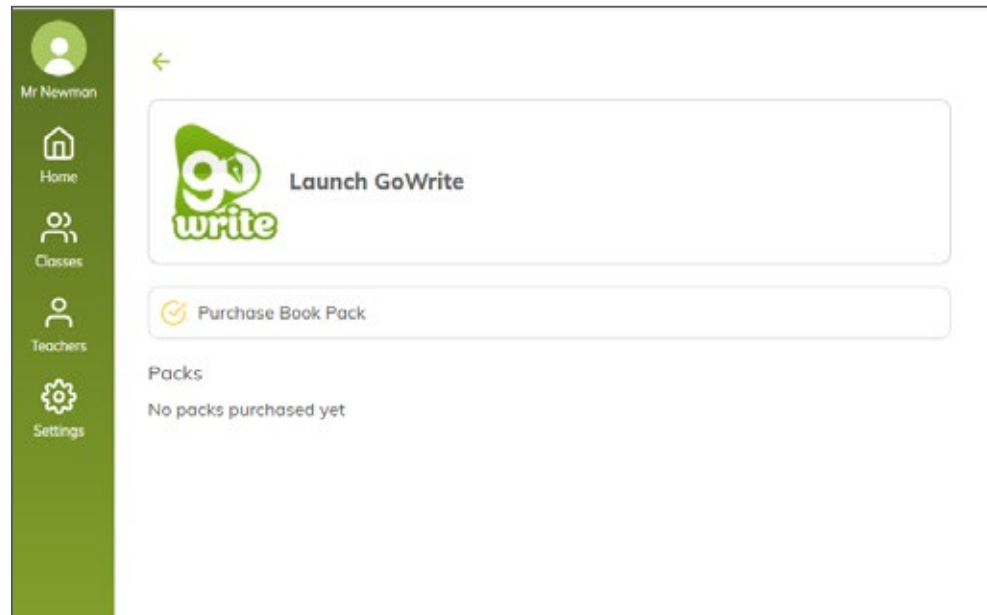


Click the home button and then manage classes.

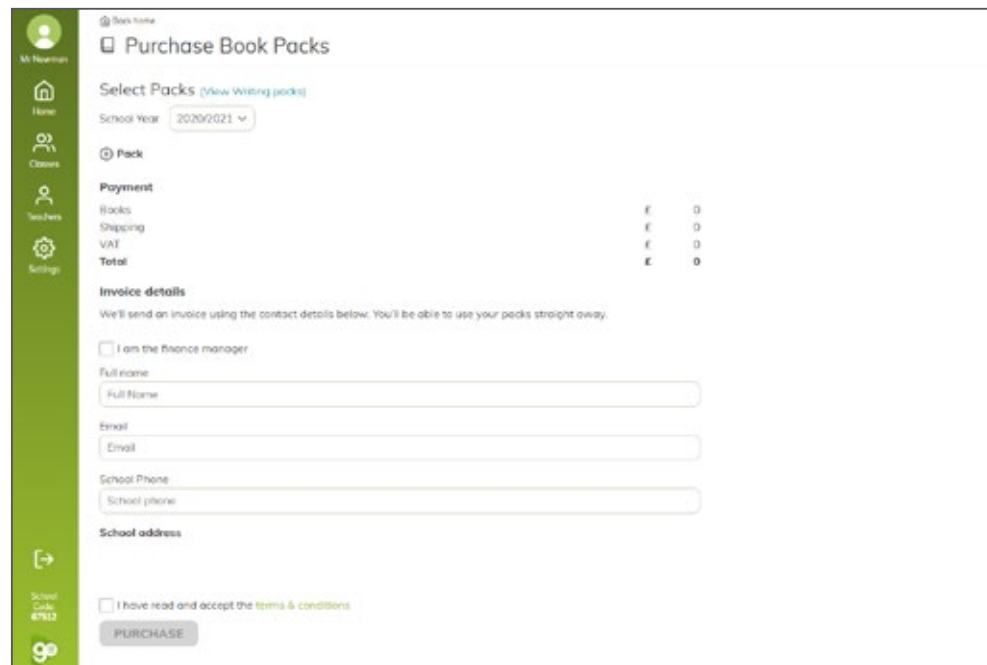
Underneath each class press the **+ button** to assign teachers. You may add more than one member of staff to each class.



STEP SIX - PURCHASING BOOK PACKS OR PURCHASE + SUBS.



Click **manage app** under the GoWrite icon to purchase your GoWrite book packs. Click **'purchase book pack'** to buy and assign GoWrite projects to your school.



On the next screen you can view the different packs available (**View Writing Packs**) and then decide which packs you wish to purchase by clicking + next to pack. You do not need to decide at this point exactly what book packs you want to use. This can be done at any time later.



Add pack

Extra pupils can be added at just £6/each

Small Class	£90	+
<input type="text" value="15"/> <input type="text" value="16"/>		
Standard Class	£180	+
<input type="text" value="30"/> <input type="text" value="31"/>		
4 Pack Offer	£630	+
8 Pack Offer	£1260	+
12 Pack Offer	£1800	+

Select Packs (View Writing packs)

School Year

<input checked="" type="checkbox"/> Standard Class	£180
<input type="text" value="30"/> <input type="text" value="31"/>	
<input checked="" type="checkbox"/> Small Class	£90
<input type="text" value="15"/> <input type="text" value="16"/>	
<input checked="" type="checkbox"/> Standard Class	£180
<input type="text" value="30"/> <input type="text" value="31"/>	

Payment

Books	£	450
Shipping	£	0
VAT	£	0
Total	£	450

Invoice details

We'll send an invoice using the contact details below. You'll be able to use your packs straight away.

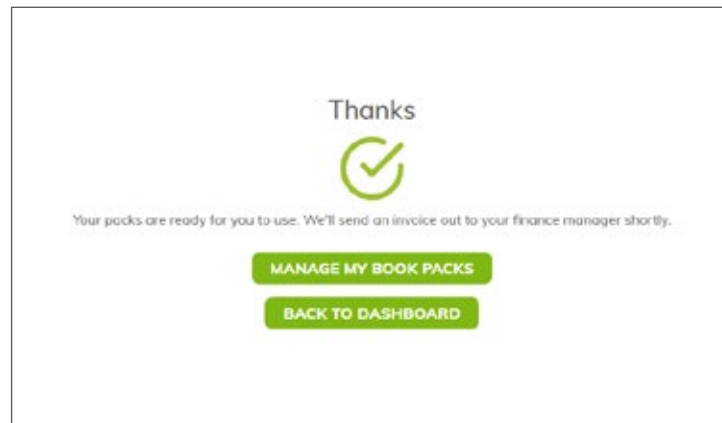
I am the finance manager

Full name

Email

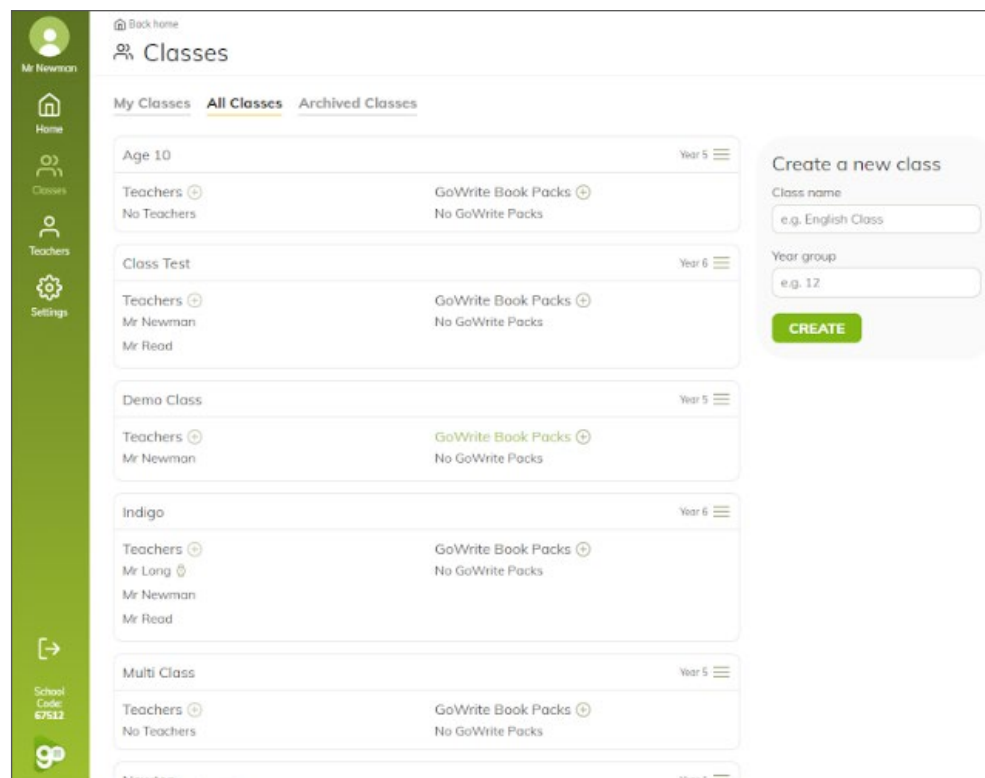
Next choose your Book Pack purchase. On here you can adapt the numbers of pupils needed for each book pack

Once you have decided your class book packs, complete the order form.

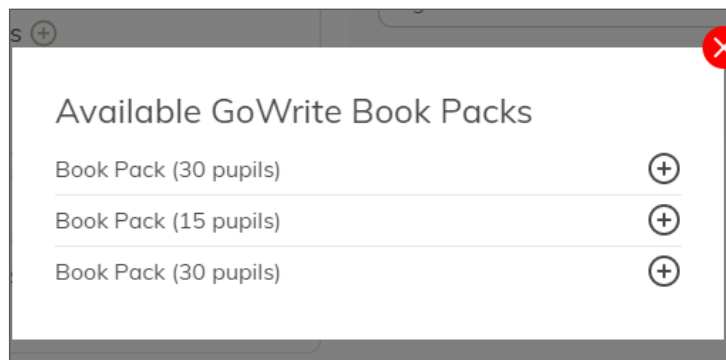


When complete, click **'manage my book packs'** to start assigning your GoWrite projects.

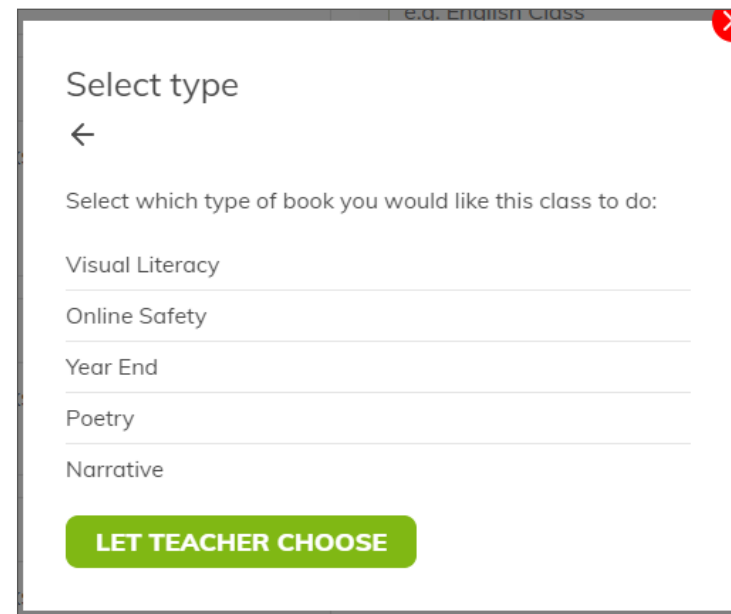
You will now see a list of the packs you have purchased. Click the button next to unassigned to choose the class to assign them to.



Find the class and click the + button next to **'GoWrite Book Packs'**

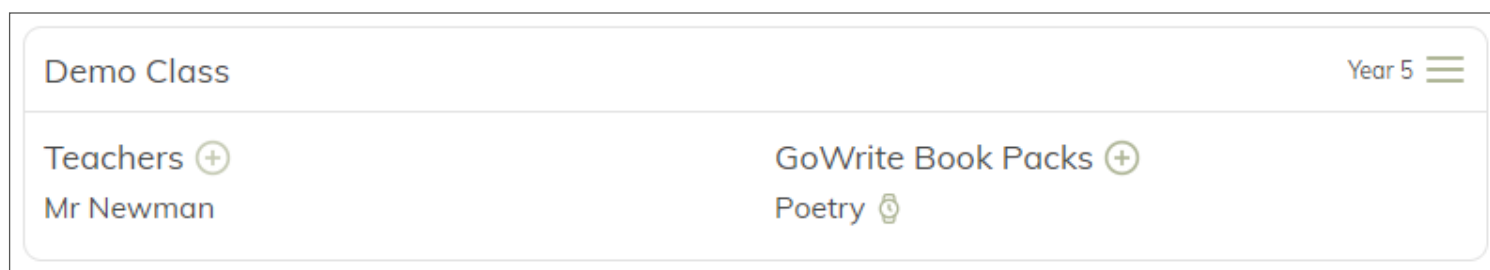


Add the correct book pack to the class



Then choose the type of book or let your teachers choose.

You will then see the book pack assign to the class as shown below.



Repeat for as many book packs as you purchase

That's it! Your school is set up and ready for BoomWriter. If you have any questions or need any support with this, please email goapps@squirrellearning.co.uk and we will be happy to assist you.