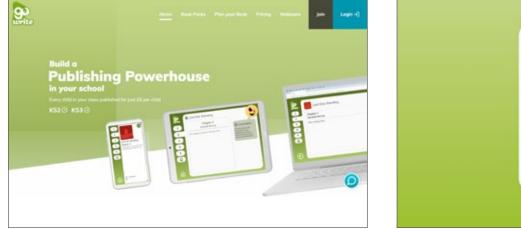
WELCOME TO BOOMWRITER!

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

STEP ONE - CREATE A SCHOOL ACCOUNT

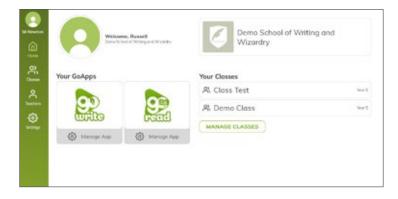
Visit boomwriter.co.uk. Click **Join** and then create a school account. Use an email address you have access to for verification. You can add additional administrators to the app later.





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.



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Back home R Classes My Classes All Classes Archived Classes ŵ Class Test Ter6 Ξ Create a new class Teachers (2) GoWrite Book Packs 🕤 Class nome Mr Newman No GoWrite Packs e.g. English Class Reter Mr Read Year group (‡) e.g. 12 Demo Class New 5 = Teachers 🕣 GoWrite Book Packs (+) Mr Newman No GoWrite Pocks

STEP FOUR - ADDING PUPILS

	ම Back home ස Year Three	
Newman Home	Pupils Add the first student for this class	Add a pupil First Name
A achers		ADD
رې etings		

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.

	А	В	С	D
1	first name	last name	year group)
2	Bob	Helen	1	
3	Stacey	Mark	1	
4	Dotor	لمام	1	

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STEP THREE - ADDING CLASSES

Here you can add your pupils individually, or use an excel

Simply choose your class

year groups if required.

pupils

names and year groups for

now. You can use 3/4 or 5/6 as

Click on the **class name** to add



Pupils		
		id a pupil
Helen Anne	© ©	irst Nome
Bob Helen	00	ast Name
😂 Peter Lolo	00	ADD
Stacey Mark	© 3	
	Uplo	ad successful!
		C UPLOAD ANOTHER

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

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

Demo School of Writing and Wizardry Helen Anne

Login to your account using the details below. Keep these details safe and secret!

Scan the QR Code or type the web address in your browser then use the school code and your PIN code to login



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pupils.goapps.app

School code: 67512 PIN code: 60183

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STEP FIVE - ADDING TEACHERS

(2) Mr Newman	Back home A Teachers			
â	Mr Newman	0 0	CREATE TEACHER	
Home Closses	Mr Read	0		
C Teachers				
CC3 Settings				

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

All Closses Are	hived Classes	
Closs Test	Voi	r®≡ Create a new class
Teachers 🕑	GoWrite Book Packs 🛞	Class name
Mr Newman	No GeWrite Packs	e.g. English Closs
Mr Read		Yeor group
Demo Class	100	e.g. 12
Teachers 💿	GoWrite Book Packs 🛞	CREATE
Mr Newman	No GeWrite Packs	

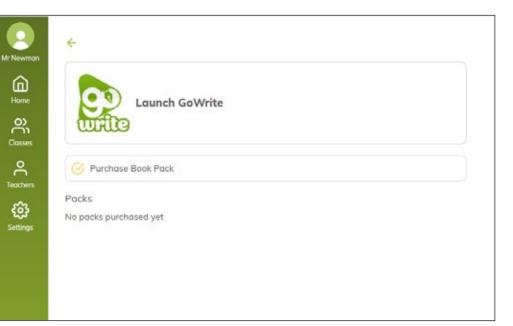
Click the home button and then manage classes.

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

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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.

Pure	chase Book Packs		
Select P	acks (New Willing pocks)		
School Year	2020/2021 ~		
Pack			
Poyment			
Books			0
Shipping			0
VAT		6	0
Total		ε	0
Invoice de	oils		
	n invoice using the contact details below. You'll be able to use your packs straight away.		
I on the	finance manager		
Full name			
Full name Full Nome			
FullNorse			
FullNome Emol			
Full Nome Email Email			
Full Nome Emoil Emoil School Phon	ne .		
Full Nome Email Email School Phon School phon	ne .		
Full Nome Email Email School Phon School add	ne .		
Full Nome Email Email School Phon School add	ad and accept the terms & conditions		

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

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ADMIN GUIDE-V3 AUG 2022

Add pack

Extra pupils can be added at just £6/each

Small Class	€90 ()
Standard Class	£180 🕀
4 Pack Offer	£630 🕀
8 Pack Offer	£1260 🕀
12 Pack Offer	£1800 🕀

Select Packs (View Writing pocks)		
School Year 2020/2021 V		
Standard Class		£180
a 30 🛛 🖓 31		
Small Class		£90
A 15 🛛 16		
Standard Class		£180
A 30 31		
Pack		
Payment		
Books	£	450
Shipping	£	0
VAT	£	0
Total	3	450
Invoice details		
We'll send an invoice using the contact deto your packs straight away.	ails below. You'll be able	to use
I am the finance manager		
Full name		
Full Name		
Email		
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.



	Thanks
	\bigotimes
Your packs are	ready for you to use. We'll send an invoice out to your finance manager shortly
	MANAGE MY BOOK PACKS
	BACK TO DASHBOARD

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

ە ئ 30 pupils unassigned 🗹 15 pupils unassigned 🗹 30 pupils unicresigned 🗹 You will now see a list of the packs you have

Launch GoWrite

Purchase Book Pack Pocks 2020/2021 ~

(in) Horse

Class

purchased. Click the button next to unassigned to choose the class to assign them to.

My Classes All Classes Archiv	ved Classes	
Age 10	Year	r5 ≡ Create a new class
Teachers 🛞	GoWrite Book Packs 🕀	Class name
No Teachers	No GoWrite Packs	e.g. English Class
Class Test	Year	Year group
Teachers 🕀	GoWrite Book Packs 🕀	e.g. 12
Mr Newman	No GoWrite Packs	CREATE
Mr Read		CREATE
Demo Class	Yea	r 5 🚞
Teachers 💮	GoWrite Book Packs 🕀	
Mr Newman	No GoWrite Packs	
Indigo	Year	r 6 🚞
Teachers 🕣	GoWrite Book Packs 🕀	
Mr Long 🖏	No GoWrite Packs	
Mr Newman		
Mr Read		
Multi Class	Vea	r 5 🚍
Teachers 🕑	GoWrite Book Packs 🛞	
No Teachers	No GoWrite Packs	

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

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Available GoWrite Book Packs	
Book Pack (30 pupils)	\oplus
Book Pack (15 pupils)	\oplus
Book Pack (30 pupils)	\oplus

Add the correct book pack to the class

Select type ←
Select which type of book you would like this class to do:
Visual Literacy
Online Safety
Year End
Poetry
Narrative
LET TEACHER CHOOSE

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.

Demo Class		Year 5 🗮
Teachers 🕀 Mr Newman	GoWrite Book Packs 🕀 Poetry 🖏	

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.

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