



Resources

# Enrolling students into DreamBox Reading Plus groups

At the start of the new academic year, the Customer Support Team create new Reading Plus Classes for you.

Reading Plus Classes are based on year groups, for example, Year 4, Year 5, and Year 6. Students can only be enrolled into one year group or Reading Plus Class at a time. You can however, create multiple Reading Plus Groups.

Unlike Reading Plus Classes, there are no limits to the number of Reading Plus Groups that students can be enrolled in. Use Reading Plus groups to organise your year groups into smaller cohorts that you use in school, such as children who qualify for free school meals, English as an additional language, or for any other cohorts.

Reading Plus Groups are purely for data purposes and do not affect the students' progress or lessons on Reading Plus.

#### Step one

To add students to a Group, first log on to Reading Plus as an Educator. Click on the Manage tab, then Classes.



#### Step two

Locate the Group that you would like to enrol your students into from the drop-down menu, then click **Settings**.

						8	Customer Servi	ce Abbie Ti SITE ADM	horn MINISTRATOR	>
номе	Manage - Classes		Sites (1)	Classes (1 of 191)	Students (3054)	Staff (68)			Clos	e X
LASSES							Delete	🛃 Import	Create Class / Gro	up
ł	ian F 🔇 🗘	Group	~	Students ≑	Staff	¢			Selected: 0	
	lan Fitzpatrick's Class	Group		15	lan Fitzpatrick				Overview   Settings	
EARN							:	Selecte	ed: 0 [	





## **Step three**

Click the box that says **Enrol/Unenrol Students.** 

s Name* n Fitzpatrick's Class adding Solutions UK Lim v v/Group* oup v 1 Staff * Fitzpatrick, Ian	
ading Solutions UK Lim	Name*
ading Solutions UK Lim - , * Consept oup	
ading Solutions UK Lim - , 'Croop oup - 1 Assign / Unassign Staff	
1	iding Solutions UK Lim $\sim$
1	
	💽 Enroli / Unenroli Students
Enroll / Unenroll Students	Cancel Save

## **Step four**

This will bring up a full list of students that are enrolled on Reading Plus on the left and a list of students who are in this group on the right. Use the drop-down box at the top to filter through the list and locate the student(s) that you want to add.

UDEN	NT LIST					ENROLLED STUDENTS (*	(5)
	Student Name	\$ Username	\$ Year \$	Class Enrolled	Staff Assigned \$	8	Clear All
_						Carrick, Lee	C
	A, Laura	LauraAY10	11	Jonny Class	Jonny Bennett, Dean To	Crossland, Tom	e
	A, Laura	LauraAY5	8	Jonny Class	Jonny Bennett, Dean To	D, Annabel	C
	A, Oliver	olivera	6	Nic Atkinson, Partner Plu	Nic Atkinson, Ian Fitzpatri	Duck, Daffy	C
_			-			E, Dougie	C
	A, Ourlady	OurladyA	7	CF test class	Clair Freeman, Phil Woods	Fitzpatrick, Ian	C
	A, Sarah	SarahA	7	Phil	Phil Woods	Hewitt, Josh	C
	A, Sophie	SophieA	2	Phil	Phil Woods	Hewitt, Josh	C
_						Horner, Reece	C
	A, Test	TastA	10	Melior	Phil Woods	Jennings, Presley	C
	Abbasi, Faris	FarisA	10	09B/En2 - Olive (2022/23)	Rebecca Lawson	lennings, Tommis	C

### **Step five**

Once you find the student(s), click the box next to their name(s) and select **Add to Enrolled Students.** You will see their name appear on the list on the right meaning they have now been added to that group. Finally, click **OK** then **Save**.

TUDENT	T LIST								ENROLLED STUD	ENTS (15)
8	carric	\$ Username	¢	Year	Class Enrolled	¢	Staff Assigned	¢		Clear All
	Carrick, Lee	LC		7	Lee's class, JB gro	un Rea	Lee Carrick, Phil Woods		Carrick, Lee	
				<i>k</i>		op/			Crossland, Tom	
									D, Annabel	
									Duck, Daffy	
									E, Dougie	
									Fitzpatrick, lan	
									Hewitt, Josh	
									Hewitt, Josh	
									Horner, Reece	
									Jennings, Presley	
									lennings. Tommis	

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