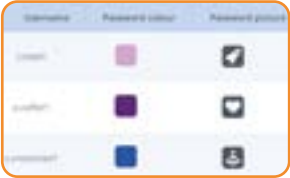## TEACHER ENGAGE PRO QUICK START GUIDE

USERNAMES and PASSWORDS

Where are the Engage Pro login details?

1 **Teacher login:** Your username is your email address. Use the link in your Engage Pro Welcome email to create your password.

2 **Pupil logins:** These are automatically created when pupils are uploaded through the class template form or added individually in the Class Management area. You can download and print out pupil login cards to distribute afterwards.

2 **Pupil access:** Pupils can log in via the pupil login dashboard. They will need to input the username given to them, and the colour and icon assigned as passwords. They must also confirm whether they are logging in from school or at home.

ENGAGE PRO ACTIVITIES

1 **What are the Engage Pro activities?**
Weekly comprehensions, crosswords and polls, and fortnightly debates, all based on articles from the latest issue of *First News*; plus a vast archive of previous activities, and the News Gallery for writing inspiration. Weekly emails to teachers set out what's new.

2 **What is the learning focus?**
- Developing reading comprehension skills
- Building topical knowledge and cultural capital
- Increasing awareness of global issues
- Forming informed opinions and considering other viewpoints

3 **Are different activities available for different reading levels?**
There are three reading levels:
- **Level 1:** Lower KS2, Year 3-4 (P4-5)
- **Level 2:** Upper KS2, Year 5-6 (P6-7)
- **Level 3:** KS3 pupils, Year 7-9 (S1-3)

The year groups above are only guidelines. Engage Pro is a personalised platform, and teachers should assign levels based on their understanding of individual pupils.

4 **How do pupils get new, weekly activities?**
Automatic plan: New activities are published every Monday morning, and are instantly visible on student and teacher dashboards; past activities move to the Activity Library. You can direct children towards particular activities, or give instructions, using the message function.
Custom plan: You can select which activities pupils see via their dashboards using the custom plan mode, accessible via the Activity Management area. Pupils will only see activities you assign to them, whether at school or at home.

ENGAGE PRO MARKING & MOTIVATION

1 **Activity marking:** Most questions in Engage Pro give pupils instant feedback. It is only the typed responses in comprehensions and debates that need marking. The 'View pupil responses' button shows all answers pupils have given to a particular typed answer question. This provides an opportunity to discuss the question together as a class. Click 'View article' to open up the article in a new tab. When you review a pupil's answer and award points, this feeds through to the pupil's scorecard and points total.

2 **Pupil marking:** In this view, you have a record of all activities a pupil has completed, including vocabulary activities that are self-marking. Showing pupils that you can see their activities will motivate them to work more carefully.

3 **Motivation:** Pupils set at all levels feature in the Class Leader board and Weekly Achievements. Remind pupils that if they identify information correctly the first time, they will receive more points.

ENGAGE PRO CLASS SETTINGS

1 **Do you want pupils to have access to Engage Pro news debates?**
With Engage Pro debates, pupils at all three levels are given an overview article on the debate topic. All pupils then vote in the debate, and can view each other's opinions within your school only. In pupil marking, teachers can remove pupil comments if inappropriate. Teachers can turn debates on/off for their class, in Class Settings. When debates are off, no debates are available on the pupil dashboard or in their Activity Library.

2 **Do you want Engage Pro to be completely self-marking?**
If you do not want to mark children's typed answers in comprehension activities, you can turn off these questions in Class Settings. When typed answers are off, these questions aren't given to pupils when working through the comprehension activities, so no additional marking is needed.

3 **What is group working?**
Group work can be used if pupils are working together on one laptop or tablet. Switch group working on in Class Settings. One pupil logs in to Engage Pro as normal, but when they start an Engage Pro activity they choose group working and select the other children they are working with. When this activity is completed, all children in the group receive the points for the activity and have the completed activity scorecard in their Activity Library.

GETTING ENGAGE PRO SET UP

Admin Teacher Process

1 **Set your Engage Pro academic year**
In School Management, choose the academic year that most reflects your school.

2 **Set up year groups and classes**
In Class Management, amend the default year groups given to match your school. You can rename, create and delete year groups using the 'Edit year' and 'Add year' buttons. Using the 'Add class' button, create your classes and put into the correct year groups. You can assign the teacher once the classes are set up.

3 **Add pupils to classes**
To put all the pupils into the class in bulk, download the 'template class form' in Class Management. It is a CSV file that will open in Excel. Copy your pupils' details into this form. In column C, fill in the Engage reading level you want to initially set pupils at. (This can easily be altered within Engage.) Save the details as a CSV, then upload the file into the relevant Engage class by clicking 'Upload class form'. This process will automatically create pupils' usernames and passwords.

4 **Print pupils' login cards**
In Class Management, use the 'Print usernames' button to print out pupils' Engage login cards to stick into reading logs or homework diaries so that pupils have all the details needed to log in at school or home.

5 **Set up teachers and assign to their classes**
In Teacher Management, add teachers into Engage. Usernames are email addresses and teachers will be emailed a link to set up a password. In Class Management, edit class details and assign the teacher to their class.

What are the Engage reading levels?
- **Level 1:** Lower KS2, Year 3-4 (P4-5)
- **Level 2:** Upper KS2, Year 5-6 (P6-7)
- **Level 3:** KS3 pupils, Year 7-9 (S1-3)

NB The year groups above are guidelines; teachers should set levels according to their understanding of individual pupils.

GETTING READY FOR THE NEXT ACADEMIC YEAR

Admin Teacher Process
Please contact *First News* if you would like support to get your Engage Pro ready for the next academic year.

1 Archive Year 6 (P7) or Year 9 (S3) classes
In Class Management, delete the classes (not the year group) that have left the school or moved up to KS4. These are not permanently deleted and can be restored if an error is made.

2 Move classes into new year group and assign their new teacher
Starting with the oldest children, move the classes into their new year groups, change the class name and assign the new teacher.

3 Create logins for new Year 3 (P4) or Year 7 (S1) pupils
Edit the class details as needed, and upload the class form CSV to create usernames and passwords for new pupils.

4 Remind class teachers how to change pupils' Engage level
In Class Management, teachers can select groups of pupils and change their Engage Pro levels when they feel pupils are ready to move on.

**How do we change our Engage Pro admin teacher?**

The Engage Pro Admin Teacher can assign this to another teacher in School Management OR contact the *First News* team via live chat on Engage Pro or email schools@firstnews.co.uk to get this changed for you.

Would you like an Engage Pro training session?

First News provides free training by webinar. Contact the team via live chat on the Engage or email schools@firstnews.co.uk to book one of these sessions.
In-school training is also available. To find out the cost of this please contact *First News*.

PUPILS: FINDING YOUR WAY AROUND ENGAGE PRO
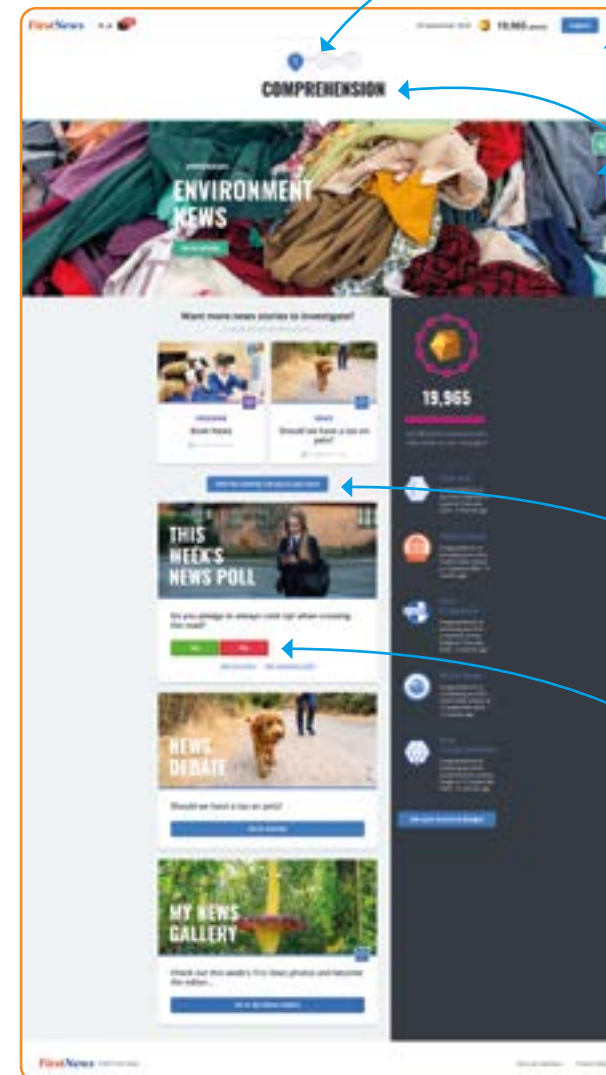
Click on the **numbers** in the **dashboard** to find the three most recent Engage activities

Find your way around with the **hamburger menu**.

The **activity type** is shown at the top.

The **topic icon** tells you which section of *First News* the story comes from.

Find more activities in your **Activity Library**, plus ones you've finished or saved.

Have your say and vote in the weekly **News Poll**. Results are displayed in a pie chart.

The **activity stages** are shown in the progress bar.

Points: You get more points if you get an answer right first time, so don't guess. All your points and badges are stored on your Scores & Badges page.

Use the **Show article tab** to go back to the article to find the answer to questions.

Activity Scorecard

When you finish an activity, all your answers are stored on your **scorecard**. These are saved in **your Activity Library** and in your **teacher's Marking Centre**, so they can see how you are getting on.