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Minimum Specification

(Note: Class PET may run on lower specifications but performance may be reduced)

System

- Windows XP (Service Pack 2
- Mac OS X version 10.4
- 256MB of RAM (512 RAM recommended)
- Note: video RAM will be required for video playback
- 600 Mhz processor speed (1Ghz recommended) Note:
- raster processor will be required for video playba
- · 1024x766 monitor/projec
- Soundcard
- Broadband internet connectior

Browser

- Internet Explorer 6 (Service Pack 2) (JavaScript enabled)
- Firefox 2.0 (JavaScript enabled)
- Safari 3.0 (JavaScript enabled)

Programs

- Flash Player: The FREE Flash Player 10 for your browser must be installed: http://get.adobe.com/flashplayer/
- Acrobat files: To open PDF files you will need the FREE Adobe Reader: http://get.adobe.com/uk/reader/
- Word files: To open Word files you will need Microsoft Word 97 or above or the FREE Word Viewer: http://support.microsoft.com/kb/891090

(Note: Please see the FAQs on the Class PET website at www.classpet.co.uk for the latest information)

An introduction to Class PET

By Christian Hilton, Headteacher, Shipston on Stour Primary School

'Assessing Pupil Progress (APP) is a positive process of planned assessment for English and maths across the curriculum. It requires teachers to take a step back periodically to review children's independent learning and a range of evidence, produced on a day-to-day basis, relating to their progress against National Curriculum levels of attainment. This information helps to influence teachers' planning and pedagogy and identify gaps and misunderstandings in learning. *Class PET* is a tool that feeds into APP and helps teachers and pupils form an important part of this process – making better teachers and better learners.

'Class PET helps to make finding and setting appropriate classroom tasks quick and easy and can therefore act to reduce (rather than add to) teacher workload. It contains a wide range of focused, interactive digital content and assessments to engage pupils and capture valuable evidence to help support the learning and teaching cycle. Through using the Class PET assessments children and teachers can see the progress they're making. In addition, Class PET contains all of the 100 Assessment Lessons series in digital format, including lesson plans, interactive teaching tools and printable worksheets. All content is easily searchable against National Curriculum programmes of study, National Strategy learning objectives and APP assessment focuses.

'APP is part of the wider umbrella of Assessment for Learning and at our school we firmly believe in using formative assessment to establish children's next steps as learners and adapting to their needs. It is also vital that our pupils are responsible for their own learning and become an active part of it.

'The dynamic *Class PET* interface enables each pupil to have a personalised feel to their desktop; they see activities that have been assigned and they see the reward stickers they have collected from previous learning. The learning blog provides next-generation marking! Pupils are able to enter their own comments after every assessment, including targets, thoughts and observations, if they wish. This blog can also hold comments left by their teacher.

'Staff can easily interpret the data collected in *Class PET* to help plan the next steps. The snapshots present useful up-to-date performance indicators to assist teachers in making sound judgements as to what pupils are achieving in lessons. After implementing APP, teachers will have honed their assessment skills and made them very rigorous in the judgements they are making.

Class PET is a valuable electronic tool. It assists teachers in building up a clearer picture of their pupils' individual learning needs and helps pupils become active and independent learners, ensuring that through APP every child makes good progress in their learning.'

Class PET helps to make finding and setting appropriate classroom tasks quick and easy and can therefore act to reduce (rather than add to) teacher workload.'

... and your pupils will love using Class PET, too!



Quickstart - teacher login guide

Before you use *Class PET* you really need to set up teachers, classes, pupils and groups in the **User Management** area. You can find out how to do that on pages 22–30. For system requirements and assistance use the help links on the *Class PET* or user management pages.

Go to	buttons to to the pag) either o Jes.	r go	
Click on the button.	When you new popu your brow informatic the panel.	launch C o window ser set to on click or Alternativ	lass PET it will (. (NOTE: You m allow popups. In the link at the rely, click on the	open in o nust have For mor e bottom e link.)
Enter your and .(NOTE: If you've forgotten	8 When you click on th	've finish e button	ed using <i>Class</i> in the corner	PET,
button and follow		Class F	ΡET	
the instructions.)	Mrs .	J Wood	(LOG OUT)	
Login Why loain?	LAUN	Launch C	Class PET	
Do you need to <u>realister?</u> I⊄ Remember me next time	My clas	sses	My groups	
Login Forgotten your password?	Y5/6-PM		EDIT	
If this computer will normally only be used by you, check the box that says .	<u>ADD A NEW</u> JOIN AN EX	<u>/ CLASS</u> (ISTING CLA	<u>ss</u>	
Click on the button. Remember me next time	2-33	User Mar	agement	
You will soo a confirmation massage appear		_		
	of the inte	rtace.		
Login	8 Mrs	Wood		.og Out
across the top of the page				



Quickstart - pupil login guide

Print & Share

School Username	Pupil Username
School Password	Pupil Password
To log in to <i>Class PET</i> , simply follow the steps	below.
1 Go to www.scholastic.co.uk/classpet	6 You will see a message appear to show you are logged into your school.
http://www.scholastic.co.uk/classpet	WELL DONE, YOU'RE NOW LOGGED IN TO YOUR SCHOOL.
2 Click on the Pupil's Login button.	7 Next, enter your own personal username and your password.
3 Enter your school username and school password. (NOTE: Your teacher can give you this information.)	Well done, you're now logged in to your school. Next, you just need to enter the login details your teacher gave you. Your username charlie.adams
Please enter the school login details School username Roberston_primary	Your password
School password ******** Image: Constraint of the section of	8 Click on the Log in and launch button and <i>Class PET</i> will open in a new popup window.
Check the box next to Remember these details, then you won't be asked to enter your school details next time.	allow popups. Alternatively, select Log in and launch in current window.)
 Remember these details Click on the Log in to school button. 	9 When you've finished using <i>Class PET</i> , click on the Log Out button.
LOG IN TO SCHOOL	Scharlie Adams Log Out

My Trays – an overview

Quickly access the resources you've stored

1 Resources you have assigned to yourself (see Search & Assign) will appear here in your maths or literacy trays.

2 Resources are represented by these panels. Maths resources are shaded blue and literacy resources are shaded pink. Clicking on the Eye button will launch the resource.

3 Remove resources from your tray by selecting the relevant check box and then clicking on this button.



Teacher Experience

5 To assign a resource from your tray to a pupil, group or class, simply drag the resource panel to the corresponding icon in the

My Trays – a closer look

2 Resourc	e panels						
C C C C C C C C C C C C C C C C C C C	Daily sessment	<i>i</i> Number Patterns C Understanding place value of eac in a three-digit number & recogn and continuing number patterns.	ch digit ising	d 09.04.10	Mrs Wood	S	
he resource panel The Eye button	ls give you a lc launches the	ot of at-a-glance information about a resource. resource in a popup window.	d The d e The n	ate the resource we ame of the person	as assigned is disp who assigned the	olayed. e resource is c	also displayed.
b The type of resc	ource is indicates	ted with an icon. The resource are shown. Additional information	To remove on the Re	ve a resource from a r	a tray, select the o le bottom of the s	check box to i creen.	its left and click
can be accessed us	sing the blue 'i	i' (information) button.	(See Sea l	ch & Assign on pa	ge 6 for further in	nformation or	n resource panels.

4 Notepad



The **Notepad** is accessible on every screen. It allows you to make notes at any time and enables you to easily access or edit them.

a Notes can be stored on either the **Literacy**, **Maths** or **Other** tabs.

b New notes can be created on any tab by clicking on the **New** button. Simply type within the text area.

c Notes can be deleted by selecting the relevant check box and clicking on the **Delete Selected** button.

d Notes can be marked as complete. They are then moved to the bottom of the list.

Literacy Maths Other complete
Blue Group had difficulty with verb identification in yesterday's 'day to day' assessment. Recap this with them on the IWB on Thursday.
S Posted by Mrs Wood 09/01/10 22.35pm
Remember to give reward stars to Charlie and Ellie – they both worked really well as peer assessment partners on the 'Number Patterns' activity.
Posted by <u>Mrs Wood</u> 10/01/10 22.35pm
Find and assign a 'periodic' assessment covering WAF7 to Green Group week beginning 14-01-10.
Posted by Mrs Wood 10/01/10 22.35pm

4 Help



The **Help** button is available on every screen and gives you quick access to useful information to help you navigate and use the interface.

Search & Assign – an overview

Search for resources, preview them and assign them to users

1 You can quickly find resources based on objectives, assessment outcomes or various other criteria. Simply make your search selections using these drop-down options and then click on the green **Go** button or press the 'Enter' key on your keyboard.

2 The results of your search are shown here as panels. A resource can be previewed by clicking on the **Eye** button.

3 Selecting the check box next to a resource and then clicking on the **Show Related** button opens the **Related** tab. All of the resources that are related to the one you have selected are displayed.

	M	ly Trays	Search & Assign	Results	Snapshots	Planning User Management	
-	Ma	ths v Year 3 Digital	V APP V Ma2 V Numbers & Printables Relat	the Number System	Searce Tray Viewer	h for Go Cear E ?	
		View Type	Title Title Spin 10 or 100 Multiplying one-digit and two-digit numbers by 100.	Level 🔻	Creator V	Trays Mrs Wood (My Trays) Brow at Class 2 Class 2 Class 2	The Assign area enables resources to be quickly assigned. Simpl drag a resource from th search area to any class
		Dail Assessr	Mumber Order Understanding the place value of understanding the place value of undbers to 1000 and putting them i order. Hundreds, Tens and Units Partitioning three-digit numbers.	a 2-3 5 7 04		Chanle Adams	group, individual, or to your own My Trays icor at the top of the list.
			Number Line An interactive number line. Number Order An interactive activity (no reporting).			+ Se Blue Group + Se Red Group	5 Click on a class, group or an individual user's tray to view their currently
	s	Interaction of the second seco			3333 •	+ SS Green Group + Class 3	assigned resources and assessments.

Search & Assign – a closer look

Searching and results



You can search for resources and assessments in two different ways.

(a) Starting with the subject drop down on the left, simply make your selections and then click on the **Go** button. You can run a search as soon as you have selected a subject and a year. However, making further selections in the drop downs will help you conduct more curriculum-specific searches, such as for APP assessment focuses, Primary National Strategy strands, objectives and units or transitional assessments. If you are using Scholastic's book series, you can even search for resources that link to specific book pages. **b** If you wish, you can also type a search term in this box and click on the **Go** button to find any resources which contain the term in their title or description. (Remember: you must have selected a subject and year first.)

2 3 Results area

Any resources that meet your search criteria are shown in the results area. Maths resources are represented by blue shaded panels and literacy resource panels are pink. They will be presented under two tabs:

a digital resources, such as assessments, interactives and whiteboard tools are presented in the **Digital** tab

b printable resources, such as page-based



assessments, worksheets and teacher notes are presented in the **Printables** tab.

If you select the check box next to any resource and click on the **Show Related** button in the bottom corner of the results area, the **Related** tab c will become active, automatically listing all the resources associated with the one you have selected.

2 Panel icons

The resource panels have lots of useful information including:

²⁻³ NC level range icon. (Note: some resources are matched to a single level, eg '2', whilst some cover a range of levels, eg '2–3'.)

E Icons to show if the assessment has computer- and/or teacher-marked questions

A button to access additional information about the resource.

Search & Assign – a closer look

Assigning and viewing pupil's trays

4 Assigning resources

Once you've found a resource, simply drag the resource panel and drop it into one of the class, group or individual pupil's trays in the **Assign** area **a**.

As soon as you drop the resource it will be assigned. The pupil (or pupils) will find the resource next time they access their own **My Tray** area.

By default, the user list in the **Assign** area will contain all of the classes and groups you have associated yourself with in the **User Management** area. To access all the classes and groups in your school, click on the **Show All** button **b**.

You can assign resources to your own **My Trays** area in the same way by dragging and dropping into the top tray icon **c**, which has your name next to it. This is a useful way to store resources you may want to use in your teaching or planning, or to keep a resource handy in order to assign it at a later date.



5 Tray viewer

The user listing in the **Assign** area (both in **Search & Assign** and **My Trays**) lets you quickly see which resources are currently assigned to any individual pupil. (You can expand any class or group to see the individual pupils by clicking on the + button next to the class or group name.)

The number of resources a pupil currently has assigned is shown on their tray icon. Clicking on this icon, or the pupil's name, will open the **Tray Viewer** tab in the results area and you will be able to see and access the pupils' assigned resources. You can remove a resource from their tray if you need to in this view. (Note: digital assessments are removed automatically after they've been taken by the pupil. Other types of resource have to be manually removed after use, either by the pupil or by a teacher.) Clicking on another pupil's name will show their tray contents in the **Tray Viewer**.

You can also click on a **Class** or **Group** name and view all the resources assigned to members of that class or group. Deleting a resource will delete any instances of that resource from all the members' trays.

Clicking on the lock icon will lock or unlock individual trays. If locked, the user will be able to see but not run any resources in their tray. (Note: when a tray is locked, the lock icon is red.)



Results – an overview

View pupils' results, review completed assessments and inform your teaching

A Mrs Wood 100 Log Out Logged in: ASSESSMEN 1 The user list lets **User Management** Search & Assign Results Snapshots Planning My Trays you select a group or individual pupil so you 冒? can view the Class PET assessments that they Maths Assessments assigned to Blue Group Members Go • Find.. Show Filters have taken to date. All Types AF ▼ Year AF1 * Date Set • W Clear Select Title 🔻 Level Creator 🔻 Date Set Scores View Type 🔻 2 When a group or individual is selected. a Class 3 🚺 Number Order 26/2/08 Daily Understanding the place value of 🛃 🛒 UA \odot 27/2/08 list of the assessments numbers to 1000 and putting them in 28/2/08 Blue Group order + that they have taken is + 8 Red Group shown. Each assessment Daily Make 17 26/2/08 Adding and subtracting to make 17. 💰 📮 27/2/08 is represented by a 28/2/08 + 🤽 Green Group resource panel. Class 3 i Estimate and check Daily 26/2/08 2-3 <u>₩</u> s \odot 💰 🛒 Checking calculations using inverses 27/2/08 28/2/08 3 Each completed assessment has a View Daily Quick division facts 26/2/08 ₩ 5 \odot Using the 2, 3, 4, 5, 6 and 10 times 💰 📮 27/2/08 tables to answer division facts **Results** button. Click 28/2/08 on this button to open a detailed view of the pupils' performance. ▼ $\overline{\mathbf{v}}$

Click on the **Show Filters** button and use the options to filter and sort the lists of completed assessments. This makes it easy to find the results you are interested in.

Teacher Experience

Results – a closer look

Teacher Experience

Go

Hide Filters

Clear

Date Set

Find..

Creator 🔻

Date Set d

Filtering and viewing the results table

4 Filtering and sorting

When you have selected a user/group of users, you will see a list of their completed assessments. Select **Show Filters** to filter the list by:

- **a** subject
- **b** type of assessment (eg day to day or periodic)
- **c** objective or assessment focus (AF)
- d date set.

Results can be sorted using the arrow icons on the table headings (e)

(a)

Maths

Scores

All Types _

(b)

View

View Results AF

Type 🔻

Assessments assigned to Blue Group Members

▼ > Year

e

Title 💌

AF1 C

Level

3 Viewing pupils' results

Each assessment shown in the list has a **View Results** button **(a)**. Click on this to open a detailed view of the pupils' performances against this assessment.

The **Results Table** tab shows you a list of all pupils that have completed the assessment **b**. Each pupil's results row can be expanded to show detailed information about their performance, such as:

- c date completed
- **d** a raw percentage score
- **e** a detailed score with traffic-lighted indicators against the curriculum.

Also shown is the pupil's own **Self Assessment** 'smiley' and indication of whether they made a **Learning Blog** entry **f**. Icons indicate whether an assessment has a teacher- and/or a computer-marked element **9**. Every completed assessment also has an **Eye** button **h** that allows you to quickly review pupils' answers. An orange highlight indicates that teacher marks need to be allocated. Opening the pupil's test using the **Eye** button enables you to award marks for extended answers or workings out (see page 11).

Pupil Results for:	Da Asses	Adding and subtracting	to make 17.	3 🖳 🗤	s	
Results Table	Diagnosti	c Chart				
Show by ⊛ Pupil ▼ O Date Set					(Export Print
Charlie Adams		la2 Jating Q2 Self Assessment				Reassign
Set: 26/01/10 (Taken 26/01/10)	100% 1/2	4/4			g) 🛒 💰 💿 🗄
Set: 27/01/10 (Taken 27/01/10)	100% 2/2	4/4				📮 💰 💿 (
Sarah Barnes	M Calo	la2				Hide A
Set: 26/01/10 (Taken 27/01/10)	Q1 33% 1/2	Q2 set t nt				🕎 💰 🧿 (
Set: 27/01/10 (Taken 29/01/10)	-% 2/2	-/4				🛒 💰 🎯 (
						Hide 🔺
Mike Bevan						Show 🔻
Anila Bhaskar						Show 🔻
Jack Bradford						Show 🔻
Azir Kalzim						Show 🔻

Results – a closer look

Teacher Experience

Reviewing pupils' completed assessments



Reviewing a completed assessment

To load a teacher's view of the pupil's assessment, click on the **Eye** button on the right-hand side of the results row. This view lets you:

a review the answers given to individual questions

b award 'teacher marks' to any open questions

c view scoring details for the current screen

d see traffic light indicators that represent how well a pupil has done on each of the assessment activity screens.

Computer-marked and teacher-marked icons

Question 2
Ma2 Operations
📮 2/4 🛃 3/3

The computer icon in the scoring details box shows the marks that have been awarded automatically by the computer. The teacher icon represents the teacher-marked elements for the

current screen. These open-ended elements may include free working or extended answers for which you can award additional marks. (Note: consider the level range for the assessment when awarding your marks.)



If there are teacher-marked components present, marks are awarded using the popup at the bottom of the screen.

Teacher Experience

Results – a closer look

The diagnostic chart



Diagnostic Chart

The diagnostic chart view

The **Diagnostic Chart** tab gives you an at-a-glance comparison view of the results to help assess how a group of pupils has performed against a chosen assessment.

The colour-coded results data is simply presented to make it quick and easy to spot trends in pupil performance and thus inform future teaching and learning.

The diagnostic results can be presented by the date set or by pupil a. The arrow controls above the chart b enable you to quickly scroll to another date or pupil (depending on your selected view).

Any pupil's completed assessment can be viewed by clicking on the corresponding **Eye** icon \bigcirc . You can also immediately select to **Reassign** \bigcirc the same assessment to the pupil.

Notes

Don't forget: your **Notepad** is available on all of the **Results** screens for you to make notes on your thoughts and findings at any time. You might, for example, want to make a note of the specific objective or assessment focus causing difficulties for an individual or group so you can easily refer to this in the **Search & Assign** area in order to find appropriate resources.

Teacher Experience

View current and historical snapshots of pupil performance

Note: The snapshots provide suggestive indicators of level performance only. This useful summary should be used in conjunction with a wide range of other assessment evidence when making formative decisions about a pupil's achievement.



⁽⁴⁾ The traffic lights are indicators of pupil performance based on the most recent assessments they have taken. (Note: if a result is from an assessment covering multiple levels, you will see two or more adjacent traffic light indicators on a row reflecting the level range of the assessment taken.)

5 Curriculum mapping supports the use of *Class PET* as a formative assessment resource alongside the National Curriculum, the Primary Frameworks and APP.

Planning – an overview

Teacher Experience

Access useful planning resources and pupils' learning blogs



Pupil Desktop – an overview

Pupil Experience

A friendly environment to engage pupils in their learning



Pupil Experience

Pupil Desktop – a closer look

Go (b)	Daily	i Number Order Understanding the place value of numbers to 1000 and putting them in order.	10/02/10	Mrs Wood	1
G	Interactive	Number Order An interactive activity (no reporting).	10/02/10	Mrs Wood	s 1
Go	Interactive	(no reporting).	10/02/10	Wood	s

4 Pupils' Trays

Resources assigned to pupils are presented in the appropriate subject tabs (a) on their **My Tray** area. Clicking on the **Go** button (b) on a resource panel will launch the resource.

Interactive assessments are automatically removed when they have been completed, but pupils need to remove non-assessment resources from their trays when they have finished with them. They do this by selecting the check box next to a resource and clicking on the **Remove** button **c**.

The **Refresh** button can be used to check the latest assignments are showing in the pupil's trays.



5 Learning Blogs

Each pupil's personal learning blogs are presented on a series of tabs (a). Learning Blog entries (b) can aid a pupil's self-assessment, learning development and self-esteem by creating targets, recording successes or simply keeping track of thoughts and reminders.

Entries can be created by the pupils or by a peer, teacher or parent. They can be created here, on the pupil's desktop area, using the **New** button **c** or on the self-assessment screens at the end of an assessment. **Blog** entries can be deleted **d** or marked as **complete e**.

Taking a digital assessment

Pupil Experience

Focused, friendly and purposeful assessments





features can be found on

pages 18–20. Question

screens typically have:

c question number information.

Taking a digital assessment – continued

Focused, friendly and purposeful assessments



v) Self-assessment



Pupils are encouraged to self-assess. Learning blog entries can be made if desired.

iv) Marked answers



vi) Reward stickers



Pupils can step back through their completed assessment to see their answers instantly marked. They can't edit their answers at this point. Some tests include teacher-marked components (see pages 9–12 for more information on marking these elements).

Finally, a reward sticker is created!

A variety of engaging interactive activity types

There are a wide variety of question types used in the interactive digital assessments and the different question types are briefly introduced here. Each type has been carefully designed to engage pupils using a range of interactive approaches.

Most questions are automatically marked by the system, but some assessment screens also provide opportunities for pupils to give extended answers, which you can then review and award marks for.

(Note: blue shaded assessment screens are from mathematics assessments and pink shaded screens are from literacy assessments.)



Multiple Choice – vertical Choose the correct answer(s) from the vertical answer options



Multiple Choice – drop down Choose the correct answer(s) using a drop down selector



Multiple Choice – pictures Choose the correct picture answer(s)

to each shape.		
cube		
sphere		
hemisphere		
cylinder pyrami	d cone	

Labelling

Drag the labels into the correct positions to correctly label the picture/stimulus



Click and Highlight

Click to highlight the correct words in response to the question



Sequencing Drag and drop the screen contents into the correct sequence

Pupil Experience

Assessment Screens – a closer look

Pupil Experience

A variety of engaging interactive activity types



Gap Fill – drop down Fill the gaps correctly using the drop down answer options





Gap Fill – number entry Fill the gaps by typing in the correct numbers



Add and subtrac a Find pairs of numbers that total 100. Drag a pair of numbers into the boxes and then click on the ok butto 55 45 =100 55 37 34 9 28 42 89 11 66 33 67 45 63 72 91 87 26 58 13 123

Pairs

Find the pairs by dragging and dropping the appropriate cards



Drag and Drop

Complete the questions by dragging and dropping interactive screen content

			22
			1
Most children in the class have a silver car	True False	"	Red
at home.		" <mark>ര</mark> ം	Green
Two shildren in the		ç (😱	Blue
class have a white car	I frue O Poise	lour (Too	Silver
at home.		"@~~	White
More children in the	True False		Block
class have a red car at]	0 2 4 6 8	10
nome than a blue car.		Number of children	

True or False?

Indicate whether the statements are true or false

Matching Drag and drop the connectors to identify the correct matches

Olick on the text link and read the first verse of a poem. You will be writing a new verse. Use the verbs and objects to create new similes for your own verse. Think of some other words you could use. My powerful verbs: rush, crash, roar (1 mark My seaside nouns: rocks, sand, spray, cliff (1 mark My season phrases (1 mark) My ideas for similes: (1 more

Digital Worksheet

An open-ended activity, such as completing the cells of a table or on-screen worksheet

Assessment Screens – additional features

Pupil Experience

Capturing valuable evidence

The assessment activities make use of some innovative components that capture useful assessment evidence of a more open nature. Such responses cannot be marked by the computer, so you will need to award teacher marks to these extended answers when reviewing their completed assessments.

There are two extended answer components used in some of the assessment activities.

Extended answer - text

• This component is used to capture pupils' typed responses.

Pupils are presented with a free type answer box into which they can type their extended answer responses.

Extended answer – free working

b This component is used to capture pupils' maths workings out, annotations or even simple drawings/sketches.

This component gives pupils a range of free annotation tools with which to demonstrate their understanding.

Explain your answer

I think that there is the same chance of rolling an even number as there is rolling an odd number because there are three even numbers and three odd numbers on a die.

Show your workings



Word bank

Some assessment activity screens include the word bank feature. This contains up to ten useful words to help pupils with their answers.

The **Word bank** button **c** opens the word bank.

The word bank popup can be dragged anywhere on screen. It can be closed at any time using the cross (**X**) button (**d**).

	2D Shapes	
square		u
rectang	Jle	
triangle	9	
circle		
pentag	on	
octago	n	

Linked files

Some *Class PET* assessment activities require pupils to access a linked file. The linked file could be a video, an audio, an image, an interactive file or a text.

The relevant linked file button opens the resource **e**.

The linked file is often in a 'floating' popup which can be closed using the cross (X) button **f**.





Getting started

User Management

Before you can launch *Class PET* you must first set up your school on our user management system.



Our school **User Management** system allows you to easily:

- agree to our site terms and conditions
- set up your school with a school username and password
- set up the classes in your school
- add pupils to those classes
- add pupils from classes into groups
- invite other teachers in your school to use Class PET
- archive pupils that have left your school.

There is no restriction on the number of pupils, classes, groups or teachers you can set up for your school.

The minimum you will have to do before you can start using *Class PET* is:

- create a school username
- create a school password
- agree to the terms of use and terms and conditions.

Setting up your school

Use your browser to navigate to the *Class PET* home page: *http://www.scholastic.co.uk/classpet*

If you are not already logged in, click on the green **Teacher's Login** button.

Once logged in

User Management

Once logged in, the school user management widget will appear under the login buttons. As you add classes and groups they will be listed here.



Click on the orange **User Management** button. This will take you to the **My school** page.

If you haven't already agreed to the site **Terms of use** you will be required to do so.

Accepting site terms of use

Before you can begin, you have to agree to the *Class PET* **Terms of use**. These set out the rules for using *Class PET* online. You should keep a copy for your records.

Once you have accepted the site's **Terms of use** you will be taken to your **My school** page. Here you will:

- set up your school username
- set up your school password
- agree to our terms and conditions for purchasing *Class PET*.

Your pupils will need to use the school username and password if they are to access *Class PET* from home.

You will need to create a username and password before adding groups and classes.

My school	Classes	Groups	Teachers	Puplis	Help	Class PET hom
School us	ername	and pas	sword			
Your pupils will	use these	school log	jin details to :	access the	ir online	work.
School deta	ule					
Control dell						
School userr	name					
roberston_pr	imary 👞					
School pass	word					Enter a school
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*****	•					school password
Confirm scho	ol passwo	ord				

If you purchased *Class PET* and are seeing the **User Management** pages for the first time, you will be asked to set up your **School username** and **School password**. You will also be asked to read and accept the purchasing **Terms and conditions**.

- Your **School username** must be between 6 and 40 characters and contain either letters or numbers (or a combination of both).
- Your **School password** must be between 6 and 40 characters and contain either letters or numbers (or a combination of both).

• Once you've created your school username and password and accepted the **Terms and conditions** you will be taken to your **My school** page.

From here you can set up your **Classes** or **Groups** by selecting either **There are no classes**. Would you like to add some? or **There are no groups**. Would you like to add some?

Click to add some classes.

Setting up classes

The classes page gives you an overview of all of the classes that have been set up for your school. It is easy to create classes and add pupil's details.

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Add pupils to RECEPTION - E Pupils in OTHER classes SHOW Add new pupils HIDE Pupils names Rowan Davies Sue Ellen Morris Shia Ahmed Makun Madar Summer Jones Gillian Roberts	BLUE SKIP THIS - TAKE M These names were copied from a spreadsheet		You can enter new pupils' names into the box as a separating each with a comma, for example: <i>Mark Abadi, Ciara Adams, Hamed Ali.</i> The password that you choose here will be used b these pupils to log in to Class PET. You can assigr individual passwords later by going into pupils' indiaccount pages.

In the **Class name** box, add your first class name.

You have the option of adding yourself to this class. If you want to do this, just select **Add me to this class**.

When you're ready, click on the **Create class and add pupils** button.

You will now be taken to your **Add pupils** page. (Remember: you should get a signed **Parental acceptance form** for each pupil. A link to print a form is on this screen.)

The quickest way to add pupils is to copy names from a spreadsheet or wordprocessing document. Alternatively, you can just type them in, separating them by commas (,) or starting each name on a new line.

Once you've added your pupils' names you can add a password in the **Password for pupils** field.

Your pupils' password must be between 6 and 40 characters and contain either letters or numbers (or a combination of both).

If you want to give pupils individual passwords you can do this on the following page.

Click on the **Put pupils in class** button.

- You are now looking at your newly created **Classes** page. You can print out a copy of this page for your records.
- To add the next class, select the **Classes** tab in the top menu bar.

Classes that have already been set up will be displayed on the left-hand side of the screen.

Setting up groups

Once you have set up your classes, they can be organised further into specific groups.

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Select **Groups** from the top menu bar.

- You will be taken to the **Create a new group** page.
- Enter a group name.
- You can associate yourself with this group by selecting **Add me to this group**.
- Click on the **Create group and add pupils** button.
- Pupils from any classes can be added to the same group.
- A pupil can belong to multiple groups.

Adding pupils to a new group

User Management

You can add a pupil/s to a new group/s at any time. Any pupil can belong to multiple groups.

You will see that there is a **Pupils in OTHER groups** section.

- Click on the **Show** button to see the groups and pupils that have already been set up.
- Select any pupils that you want to add to your new group.
- Click on the **Put pupils in group** button.

This is particularly useful when setting up new groups in readiness for the start of the new school year.

Alternatively, you can select **Add all pupils not in a group to (group name)** to add them to your new group.

SCHOLASTIC	EXPLORE	Logged in as: Mrs J Wood LOG OUT • MANAGE ACCOUNT • MY PAG
SEARCH: Se	arch) POWERED BY GOOGLE	Stock up on first-rate book and resources at the Scholastic Shop!
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User Management

Introduce your colleagues to *Class PET* by sending out email invitations.

SEARCH: Search PO	WERED BY GOOGLE
My school Classes Groups <mark>Teachers</mark> Pupils H	elp Class PET home
Invite new teachers	
Your information	Other teachers from your school
Invitations expire after 7 days. If your colleagues haven't	🗖 Invite Shell Fisher
responded by then you will need to reinvite them.	🗌 Invite Mrs Jenny Gibbons
Email address	🔲 Invite MRS Lorna Gilbert
(ADD MULTIPLE ADDRESSES BY SEPARATING WITH A COMMA)	Invite mrs June Harris
sasmith@scholasticschool.uk	Invite Mrs Helen Overton
rqureshi@scholasticschool.uk	🔲 Invite Mrs Teresa Taplin
efletcher@scholasticschool.uk gmarksworth@scholasticschool.uk	Invite Mrs Katherine Ungless

Select **Teachers** from the top menu bar.

- Select Add new teacher to be taken to the Invite new teachers page.
- Teachers that are on our system, and who are already associated with your school, are listed on the right-hand side of your screen.

To invite a teacher to use Class PET:

 select them from the list on your screen OR add their email address in the Email address box (separate multiple email addresses with a comma or add them as a list) use the Message box to add a personal message
click on the Send invite(s) button.

Invitations to use Class PET will be sent out via email.

Once you have invited people to use *Class PET* you will see that their name and the date on which they were invited will be listed.

Teachers will not be able to use *Class PET* until they have clicked on the link in their email and agreed to the *Class PET* **Terms of use**.

Setting up pupils

User Management

View, organise and edit an individual pupil's details and online record.

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Select **Pupils** from the top menu bar.

(Note: before setting up pupils on the *Class PET* user management site you must ensure that you have a signed **Parental acceptance form** for each pupil. This form requests permission from parents to allow you to set up a *Class PET* account for their child/children.)

From this page you can:

- add pupils to a class
- archive pupils
- change a pupil's class
- access pupils' individual pages.

To add pupils, select Add pupils to class.

To view archived pupils, select Archived pupils.

To archive pupils, select the **Archive** check box next to the pupil you want to archive and click on the **Save updates** button.

To view a pupil's online record, click on the name of the pupil (in the **Name** column).

Updating pupil's details

User Management

On a pupil's online record page, you can add them to a group/s, change their name and username and reset their password.

To add a pupil to a group:

- use the Available groups for (pupil name) to join section
- select the group you want the pupil to join
- click on the **Save updates** button.

To change a pupil's name:

- enter the new name in the **Change name** box
- click on the **Save** button.

To change a pupil's username:

- enter the new username in the Change username box
- click on the **Save** button.

To reset a pupil's password:

- enter the new password in the New password box
- enter it again in the **Repeat new password** box
- select the **Save updates** button.

You can also select the **Archive this pupil** link to store the pupil's details in the archive section.

If you need any help you can call us on 0845 603 9091.





Contact and Support

For all technical support queries, please phone Scholastic Customer Services on 0845 603 9091.

Once you've registered your details, you can access the Class PET Frequently Asked Questions at www.scholastic.co.uk/my/faqs

General product help and Frequently Asked Questions can also be found at www.shop.scholastic.co.uk/faqs

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