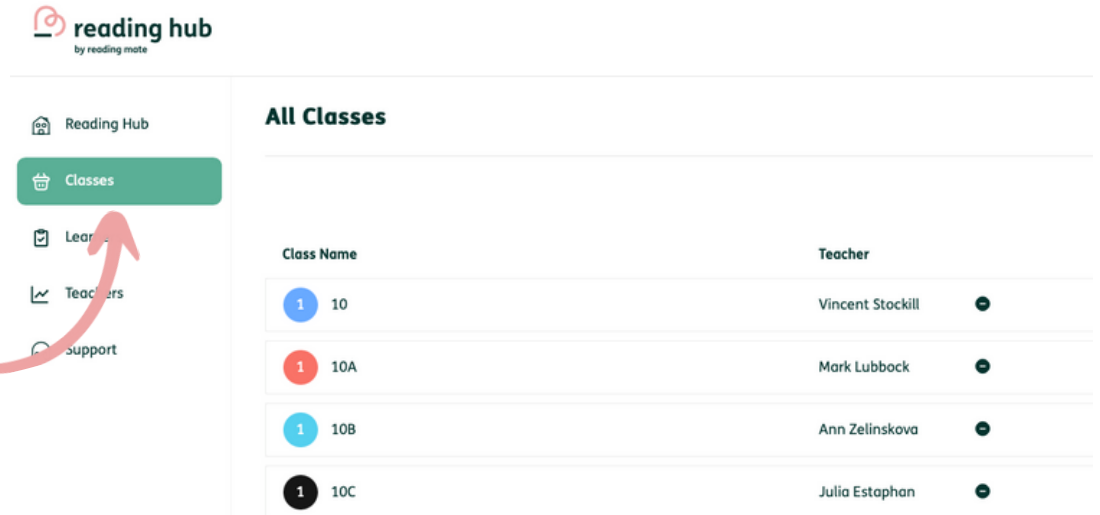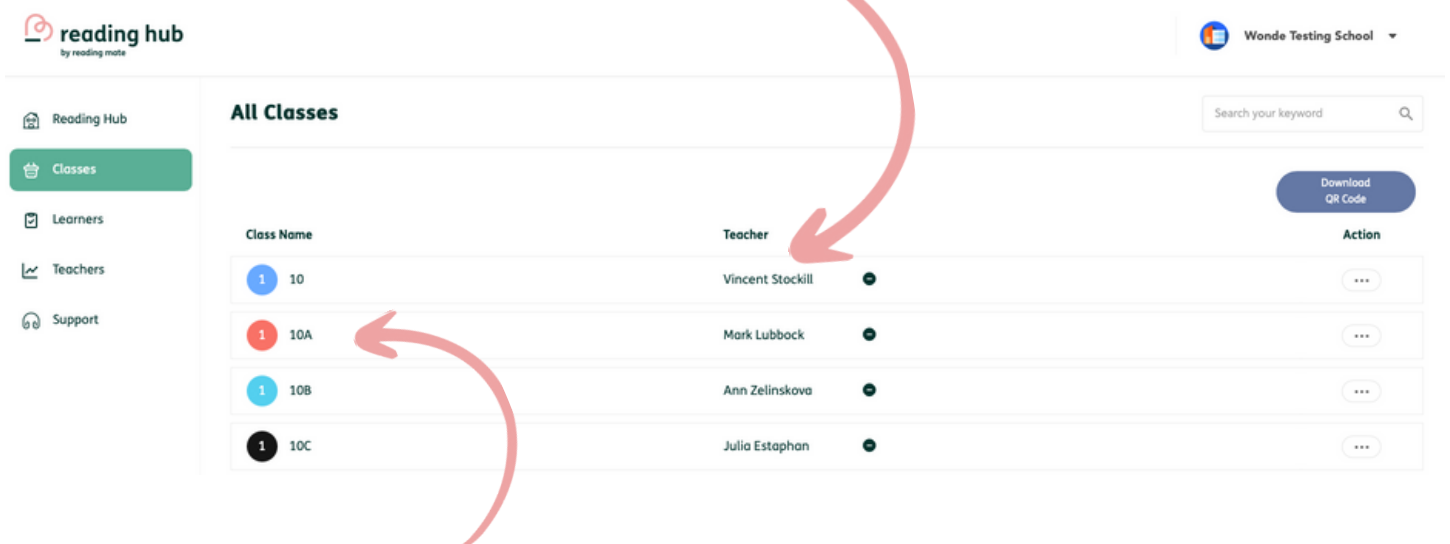# reading hub
by reading mate

Navigating the classes tab

Click 'Classes' on the left hand side of your dashboard

Here is the name of the class teacher

You will find a list of all the classes in your school. Click on the class name or teacher to see more information

Click the small circle with a - to remove a teacher from a class

Class Name	Teacher		Action
1 10	Vincent Stockill	⊖	...
1 10A	Mark Lubbock	⊖	...
1 10B	Ann Zelinskova	⊖	...
1 10C	Julia Estaphan	⊖	...

Classes
Learners
Teachers
Support

Download QR Code

Click the three small dots to add a teacher to a class

reading hub
by reading mate

Wonde Testing School

All Classes

Search your keyword

Reading Hub
Classes
Learners
Teachers
Support

Download QR Code

Class Name	Teacher		Action
1 10	Vincent Stockill	⊖	...
1 10A	Mark Lubbock	⊖	...
1 10B	Ann Zelinskova	⊖	...
1 10C	Julia Estaphan	⊖	...

Find the teacher you wish to add to the class

Add Teacher

Class
10

alber

Albert Simmons

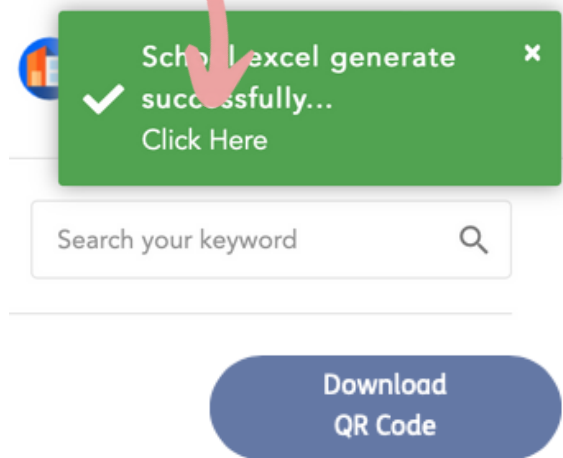Cancel   Add

Add Teacher

Class
10

Albert Simmons

Cancel   Add

**Click 'Add' to add teacher to that class**

Download QR Code

Download all of your learner logins by clicking the purple 'Download QR code' button and then click on 'Click here' to donwload the logins

Sch**ool** excel generate successfully... ✕
✓ Click Here

Search your keyword 🔍

Download QR Code

Class Name		Teacher		Action
1	10	Albert Simmons	⊖	...
1	10A	Mark Lubbock	⊖	
1	10B	Ann Zelinskova	⊖	

View
Delete
Add
Excel

To download one class of data, click the three dots then the 'Excel' option on the drop down menu

Class excel generate successfully... ✕
✓ Click Here

Search your keyword 🔍
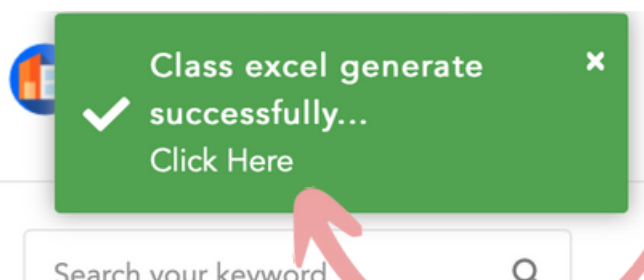
To download click 'click here' on the green pop up

Navigating the learner tab

'Unassigned learners are not in a class and 'Assigned learners' are in a class.

To add learners, click the arrow under 'Class'

Class

Select ⌄

Reading Hub
Classes
Learners
Teachers
Support

Learner

Unassigned Learner

Search 🔍

Student	Age	Reading Age	Difference	Book Read	Class	Action
Mabon Pendry	14	14	0	0	Select ⌄	⋯

Items per page: 10 ▾   1 – 1 of 1 |< < > >|

Assigned Learner

Search 🔍

Student	Age	Reading Age	Difference	Books Read	Class	Action
Deon Abimbola	14	14	0	0	Albert Simmons (10)	⋯

Logout

⋯

View
Unassign
Send Email

'To move learners into a different class, unassign them from their current class and then move into correct one