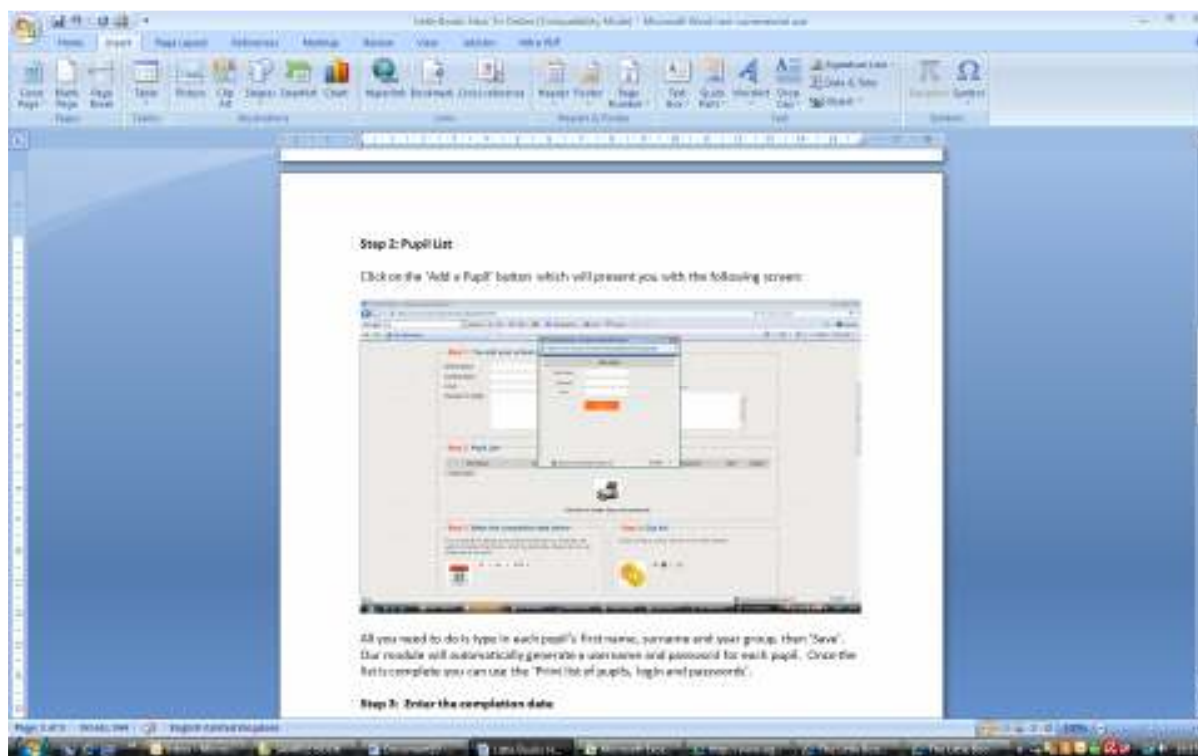


Step 2: Pupil List

Click on the 'Add a Pupil' button which will present you with the following screen:



All you need to do is type in each pupil's first name, surname and year group, then 'Save'. Our module will automatically generate a username and password for each pupil. Once the list is complete you can use the 'Print list of pupils, login and passwords'.

Step 3: Enter the completion date

This allows you to enter your required completion date. When your pupils log in, they will see a box with 'xx days to go'.

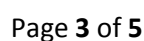
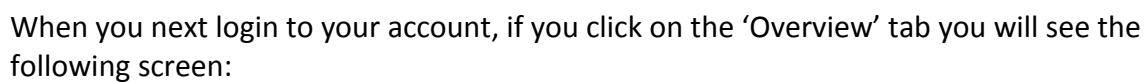
The next 7 steps allow you to select from the following options:

- Message Board. Allows the children to submit messages which everyone can read.
- Spell Check. Allows the children to Spell Check their work before submission.
- Word Count. Allows you to limit the children to a specific number of words.
- Display Date. Displays the date and time on the children's screens.
- Completion List. To be used if you want the children to see who has finished.
- Choose Fonts. You can either specify a particular font or allow your pupils to choose their preferred font from a list.
- Choose a book cover from a wide selection.

When all of these steps have been completed, click the 'Save' button.

Now your pupils can login to their accounts by going to www.thelittlebooksonline.co.uk using the usernames and passwords previously generated and type in their stories or poems. Please see instructions for pupils.

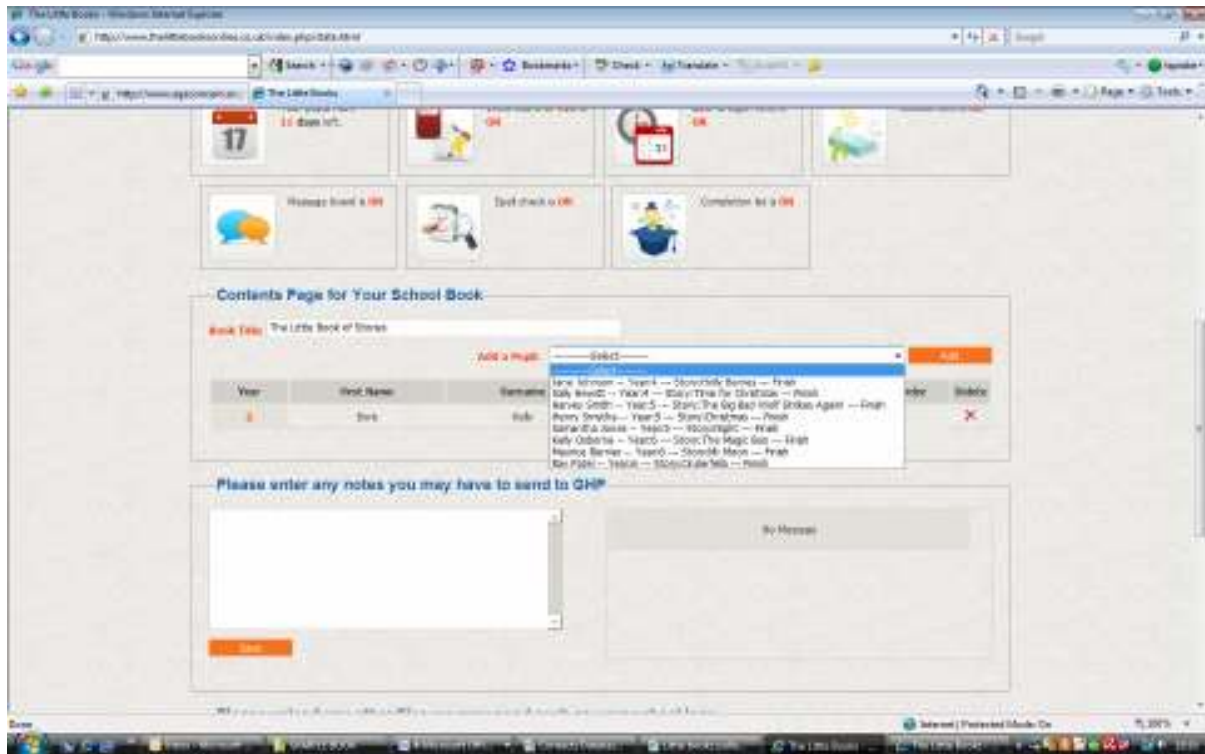
When your pupils' have submitted their stories to you, you will be sent an automated notification by email:



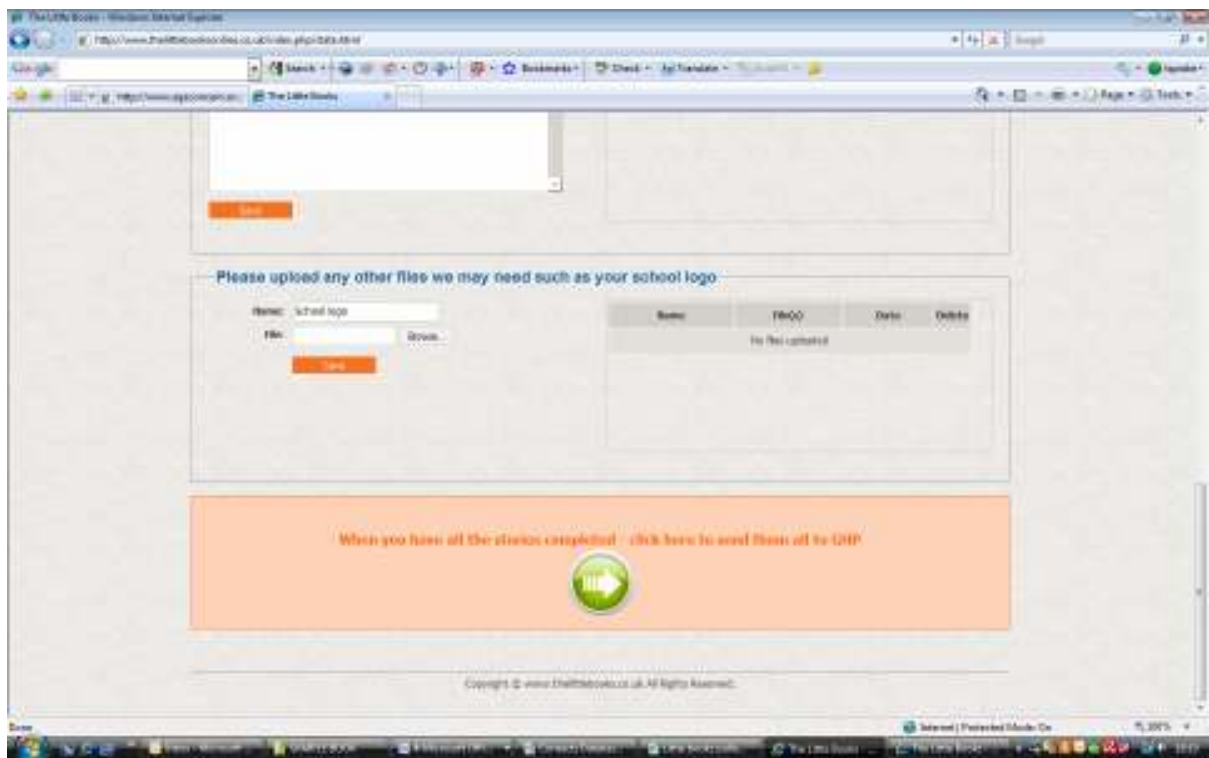
For all completed stories – indicated with a tick and completion date in the ‘Completed’ column - you have the options of opening (to read or edit the story) and printing. You can also read any messages that your pupils may have put on the Message Board, if enabled.

SUBMITTING YOUR BOOK MATERIALS

Once all stories have been completed, you will need to scroll down this screen and add a book title, contents page and any notes you may have for us:



Scroll further down the page and name and upload your school logo (in picture format please) using the ‘Browse’ function and any other files that we may need:



Once all of this has been done, click on the arrow key to submit your book materials to us for typesetting.