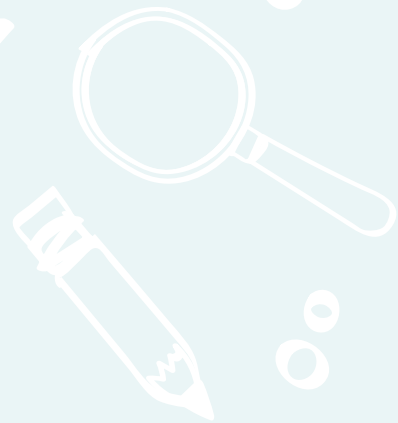# COMPREHENSION

Getting Started Guide

Welcome to
Bug Club Comprehension!

Bug Club Comprehension focuses on developing children's core comprehension skills, encouraging discussion around a stimulating array of new whole texts and interactive online books.

The online resources for Bug Club Comprehension are accessed via ActiveLearn Primary. Here you can set up pupil accounts, classes and groups, and assign texts to children in their own personal reading worlds.

ActiveLearn also provides daily, weekly and termly lesson plans along with a wealth of additional resources to aid you in the teaching and delivery of Bug Club Comprehension.

This Getting Started Guide has been created to help you familiarise yourself with Bug Club Comprehension, and the features of ActiveLearn, so that you can get going as quickly as possible. We've also included information on where you can find additional help and support should you need it.

What's inside?

What's inside? Continued

› **Components charts**

Components Chart for Years 3 and 4

› **What to do if ...**

» You have any technical difficulties
» You have forgotten your password
» You have forgotten your school code

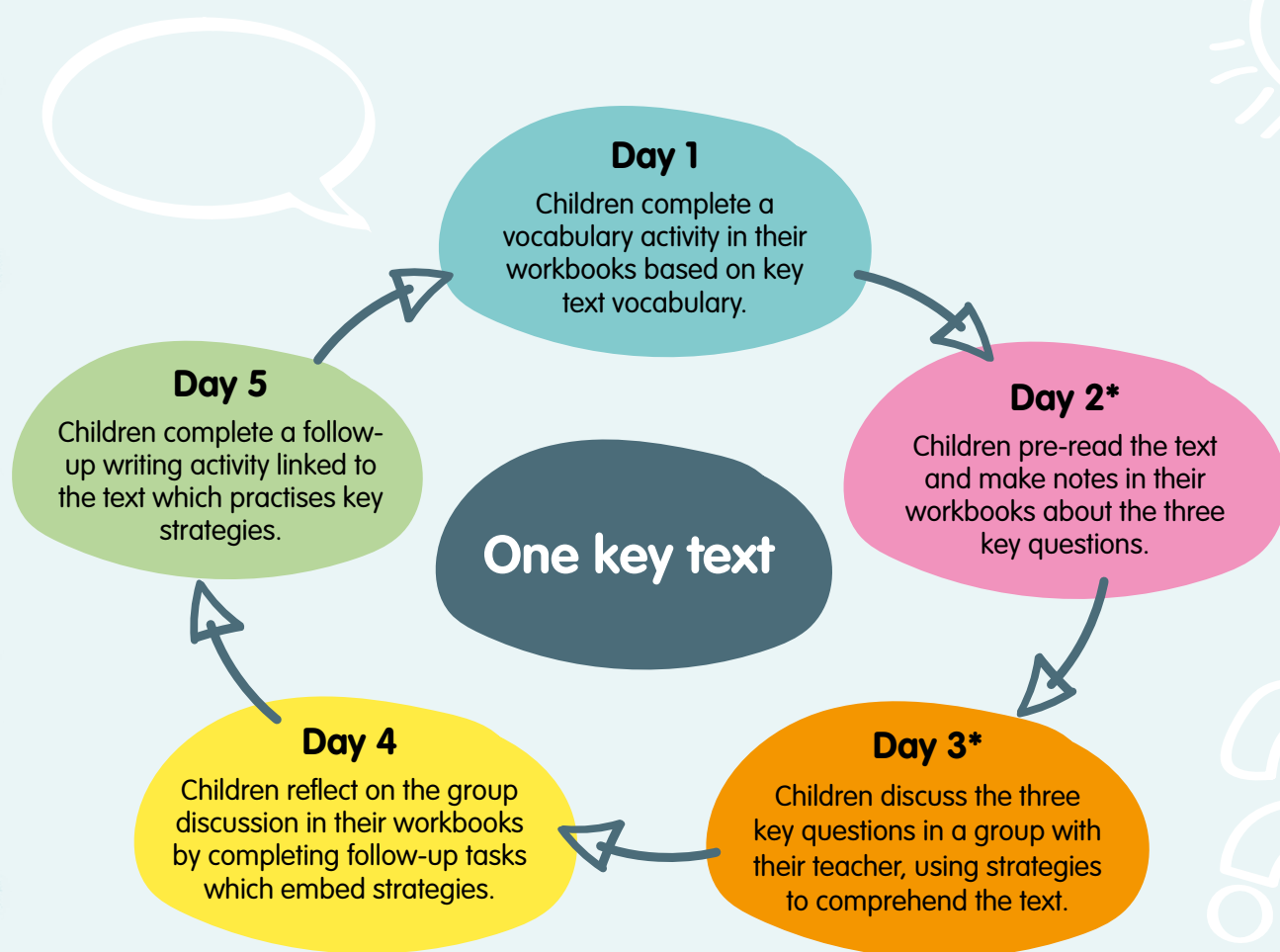**›** **Further help and support**

› **How to feed back**

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What is Bug Club Comprehension?

Bug Club Comprehension provides 30 weeks of teaching for each year group, with ten weeks of teaching per term. Each week of teaching is anchored by a key text. Texts are varied in genre and style, and some are studied for one week while others are studied over a period of up to five weeks.

Each week of teaching runs as a cycle, with activities for small groups of children to complete on a daily basis, in sessions lasting between 20 and 30 minutes. The progression of activities across the five days helps to develop children's comprehension strategies and deepen their comprehension of the week's key text.

Day 1
Children complete a vocabulary activity in their workbooks based on key text vocabulary.

Day 2*
Children pre-read the text and make notes in their workbooks about the three key questions.

Day 3*
Children discuss the three key questions in a group with their teacher, using strategies to comprehend the text.

Day 4
Children reflect on the group discussion in their workbooks by completing follow-up tasks which embed strategies.

Day 5
Children complete a follow-up writing activity linked to the text which practises key strategies.

One key text

* On these days, children require access to a copy of the text, either in print or online.

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Day 1

The first day focuses on the key strategy of clarifying, helping children to become familiar with words they will experience in the text and so removing barriers to comprehension. Working independently, in pairs or in a group, children complete activities that explore key vocabulary from the text. They record their responses in their individual workbooks.

Day 2

On the second day, children pre-read the key text for the week. Confident readers can read it independently (in print or online), whereas less confident children can listen to the audio book on ActiveLearn. Alternatively, you may wish to take a paired-reading approach, or to have the text read aloud to a group by a teaching assistant.

The children record their thoughts about the three 'key questions' – the 'looking', 'clue' and 'thinking' questions – in their workbooks. They also generate their own questions about the text in preparation for the group discussion on the third day.

Day 3

On the third day, the whole class discuss the three key questions. No reading aloud should happen here; rather, children should be encouraged to speak directly to one another, building on each other's comments.

The teaching card provides prompts to move discussion forward and gives opportunities for 'in-the-moment' formative assessment against the key comprehension strategies. Insights can then be recorded on the observation sheet found on page 37 of the Bug Club Comprehension Programme Handbook.

Day 4

On the fourth day, children reflect on their group discussion and revisit the key questions, exploring what more they have learned and how their thinking has developed. Working independently, in pairs or in groups, they complete activities in their workbooks, revising and embedding the strategies practised during the discussion.

The fourth day also provides an opportunity for formative assessment, using children's workbooks to observe how their thoughts about the three key questions, and their use of the key comprehension strategies, have developed.

Day 5

On the fifth day, children complete a follow-up writing activity in their workbooks, which focuses on a selection of key comprehension strategies. For children who require more support or more challenge, 'support' and 'extend' photocopy masters are available from the online platform.

The written outcomes produced on the fifth day provide an excellent opportunity for the formative assessment of written comprehension.

Set up your school account in four easy steps

1. Activate your account

By now you should have received an email from us (digital.support@pearson.com) asking you to activate your subscription.

To do this, you simply need to accept our terms and conditions – follow the instructions in the email if you haven't yet done so. This will generate a second email with your login details, including username, password and school code.

Still waiting for your activation email, or having trouble activating? Call us on 0845 313 8888 or email **digital.support@pearson.com**

2. Log in as an administrator

Visit **www.activelearnprimary.co.uk** to log in to Bug Club Comprehension. You may find it helpful to bookmark the site on your website browser.
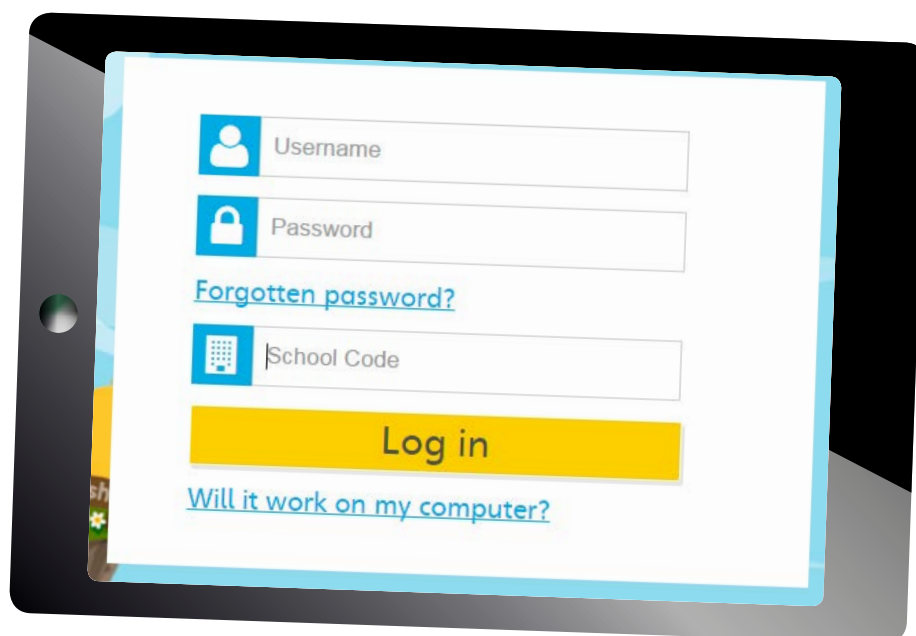
Enter your username, password and school code into the login box. You will have received these details as part of Step 1 above.

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3. Check that you have the correct system requirements and configuration

We strongly recommend using Google Chrome or Mozilla Firefox web browsers. If you prefer to use Internet Explorer, you will need Internet Explorer 11 or Edge.

Click on the 'Will it work on my computer' link on **www.activelearnprimary.co.uk** to ensure the site is running smoothly for you.

Having trouble accessing ActiveLearn or viewing content? See 'What to do if you have any technical difficulties' on page 24.
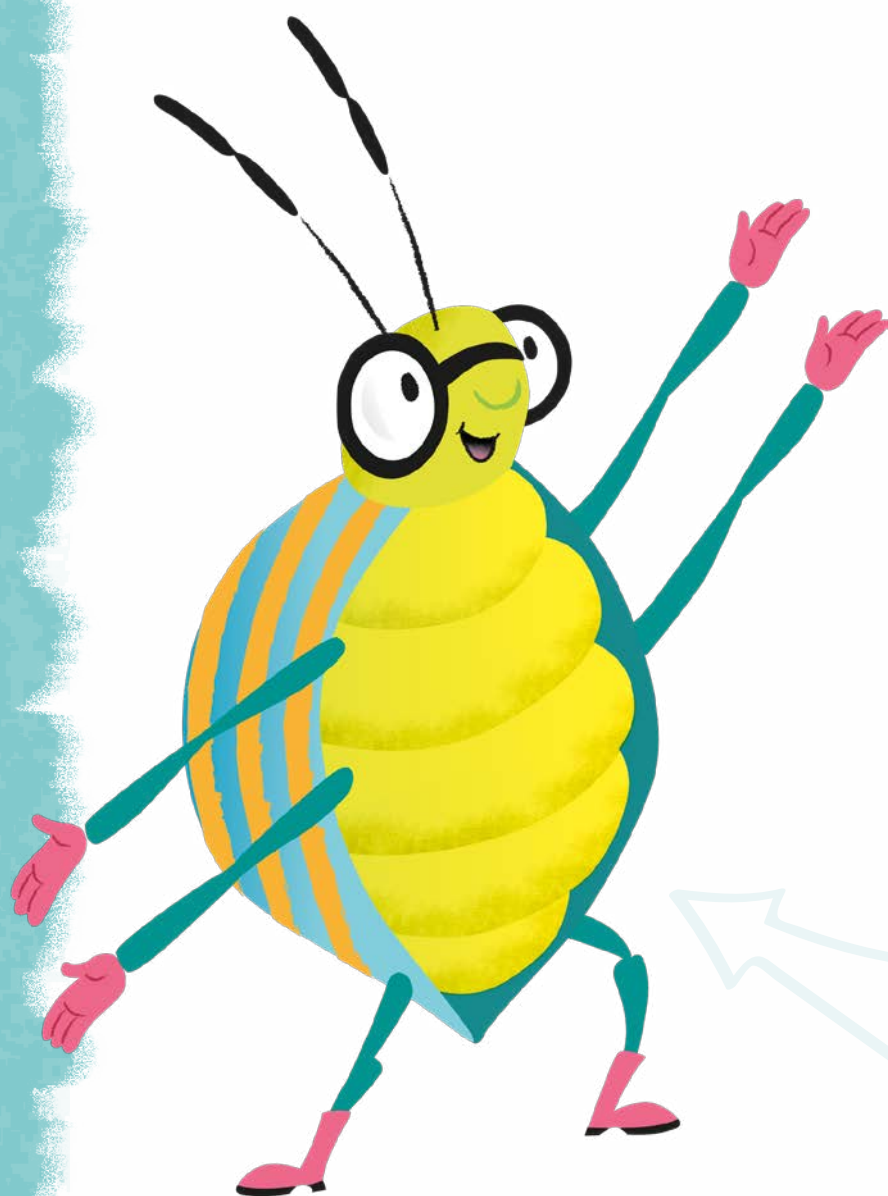
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4. Create your teacher and pupil accounts

The main administrator in your school will need to add teacher and pupil details in order to set up accounts and logins across your school. This can be done easily as a bulk import. To do this, go to 'Admin' in the top right-hand corner of the website, select the 'Import' tab and follow the instructions on the screen.

For further help on how to add teachers, pupils, classes, groups and cohorts, see the Administration section in Help.

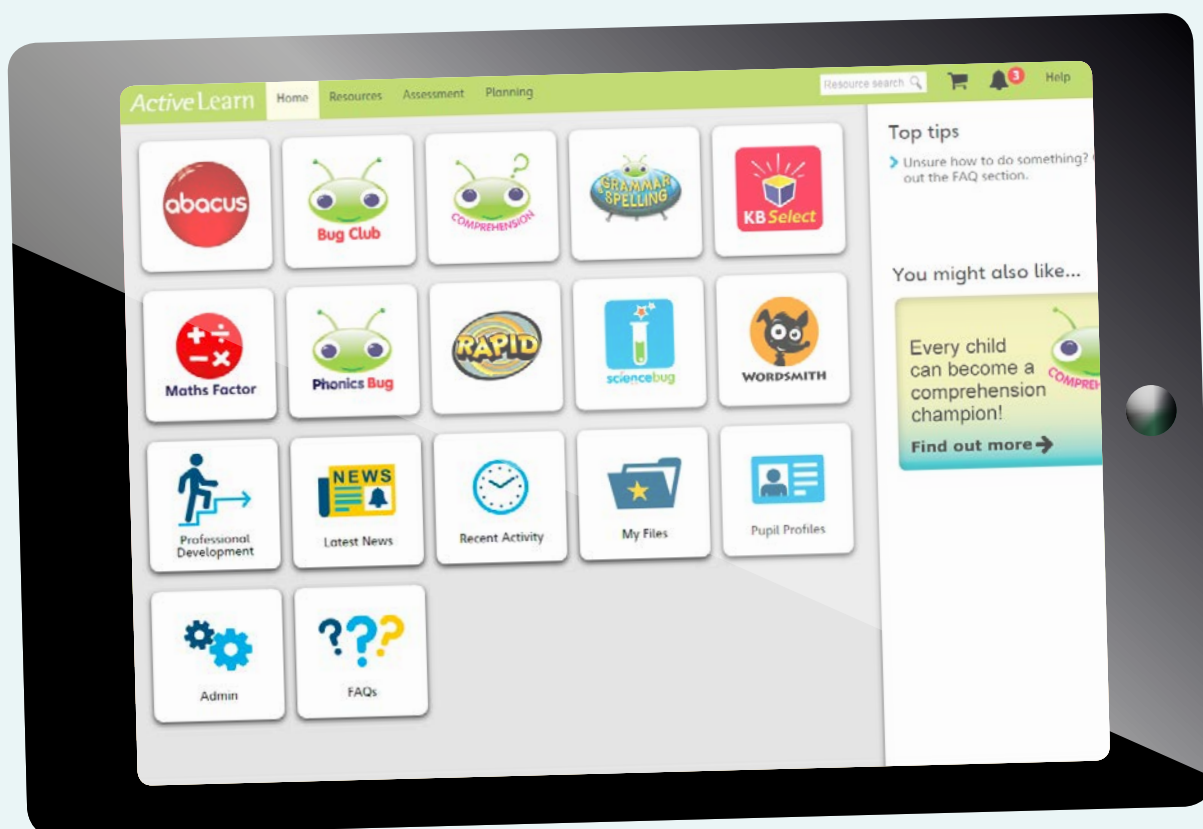We can help! If you need a hand setting up teacher and pupil accounts across your school, email: **digitalaccounts@pearson.com** or phone: 0345 478 8802.

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A quick tour of the Teacher Toolkit

Home

This is the first screen you will see after logging in for the first time. If your school holds any other ActiveLearn Primary subscriptions, the logos for these subscriptions will appear on this page. Here, you can see FAQs, your recent activity and latest new, My Files (resources you have bookmarked) and your Pupil Profiles.

The next time you log into ActiveLearn, you will be taken to the last place you were when you logged out previously. Clicking on 'Home' in the top menu will bring you back to this screen.

For more detailed help on the Home screen, and guidance on how to personalise your view, see the Homepage section in Help.
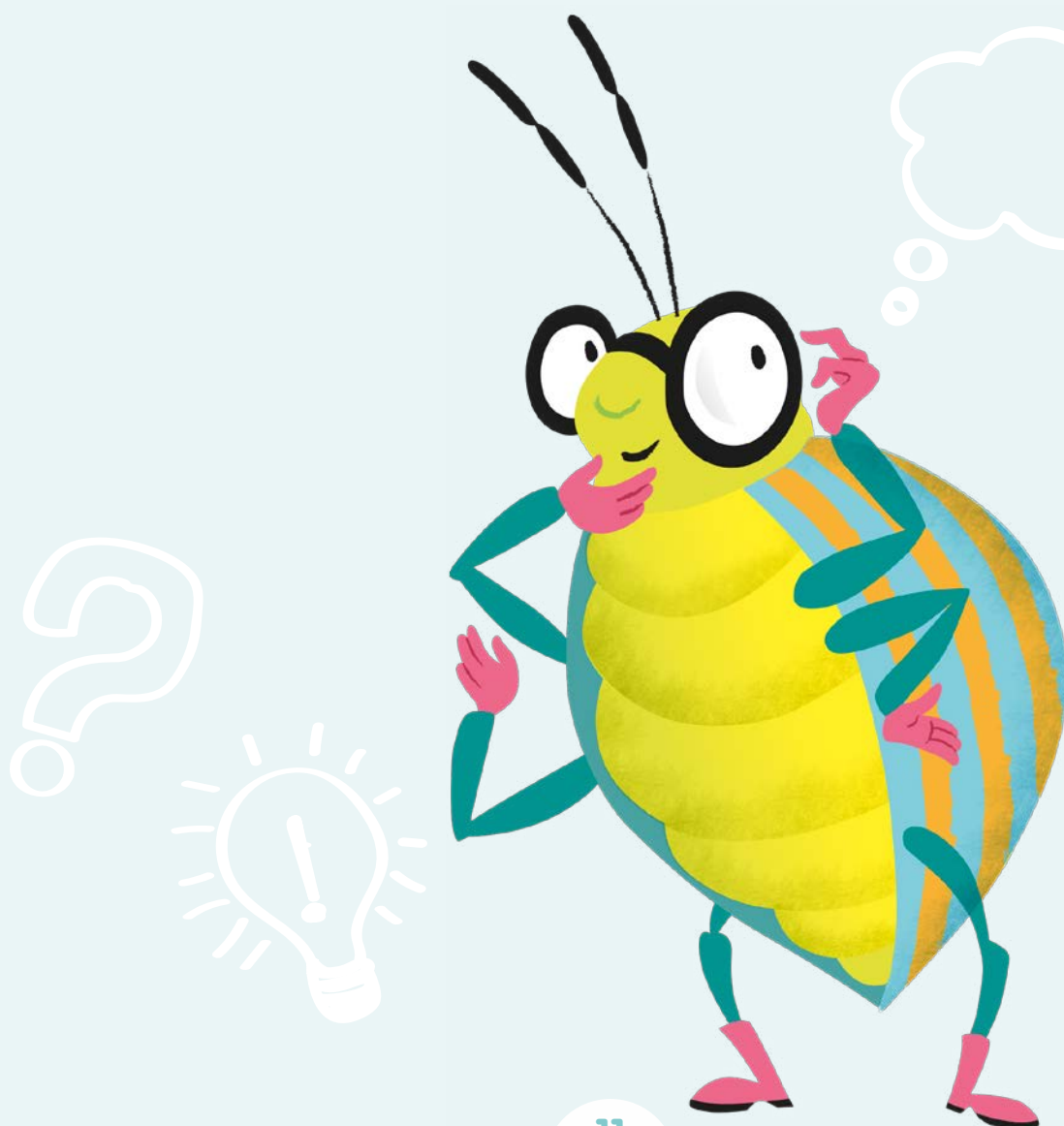
Planning

The Bug Club Comprehension online planning area on ActiveLearn Primary allows you to navigate quickly by term, week and day to the lesson plan for any given day.

To access the planning area, click on 'Planning' at the top of your screen. Once there, the menu on the left of the screen will help you to navigate between year groups and drill down to the level of detail you want.
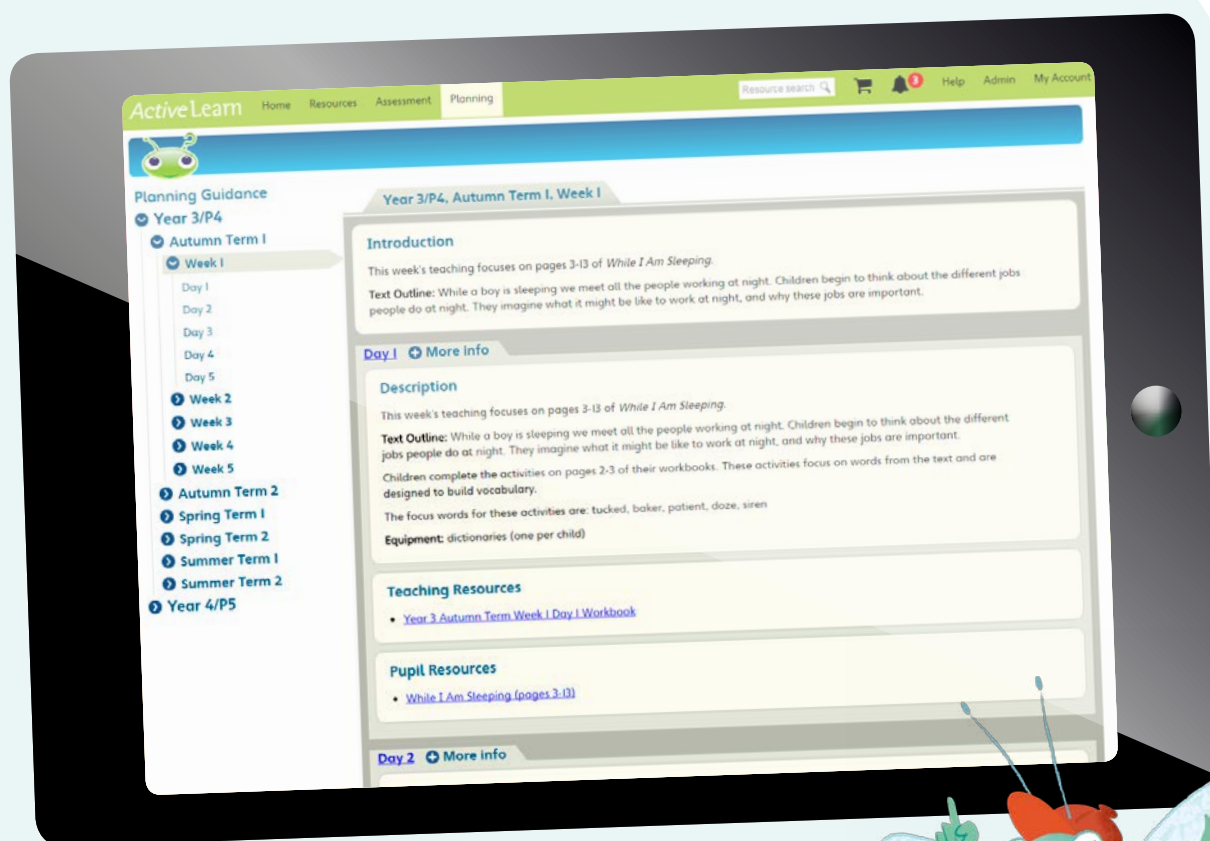
The first overview screen of the Planning Area contains:

» Videos to help you get started, including pedagogical introductions from Wayne Tennent, advice from practising teachers, and case studies of real classes using the materials

» Information on assessing comprehension including an observation sheet for assessment and an explanation of the strategies

» Curriculum coverage charts for all four UK curricula.

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Using the left-hand menu, you can drill down to yearly, termly, weekly and daily lesson plan detail:

» The yearly overview shows which books are covered during the 30 weeks of teaching for that year.

» The termly plan gives an overview of the term's teaching, with links to the resources for each week.

» The weekly plan outlines the information and resources for the week's teaching. Each day within the weekly plan gives specific information about that day's activity. At the bottom of every weekly plan, pupil resources, such as Workbook pages, can be allocated and teacher resources can be added to my files. Physical resources remind teachers which workbook links to the week.
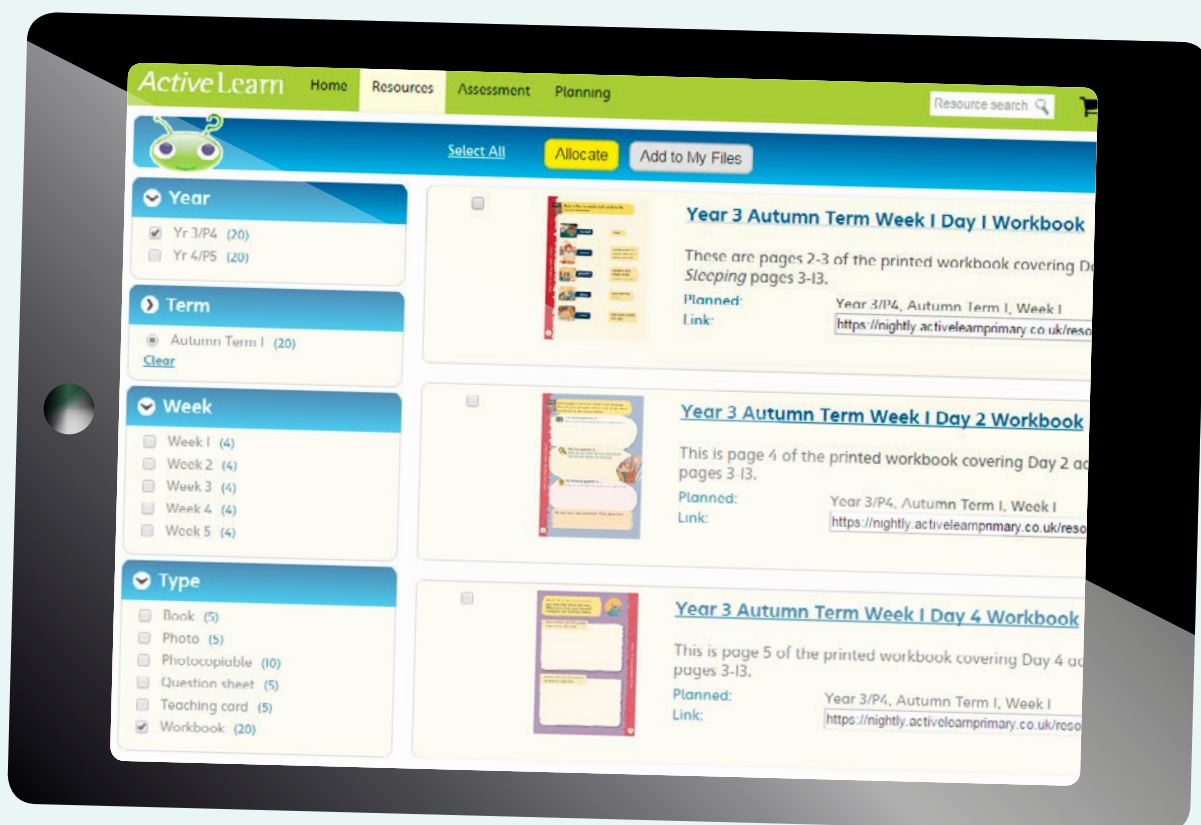

» A daily plan is the same as a weekly plan, just on a day level.

For help using the Planning area, see the Planning section in Help.
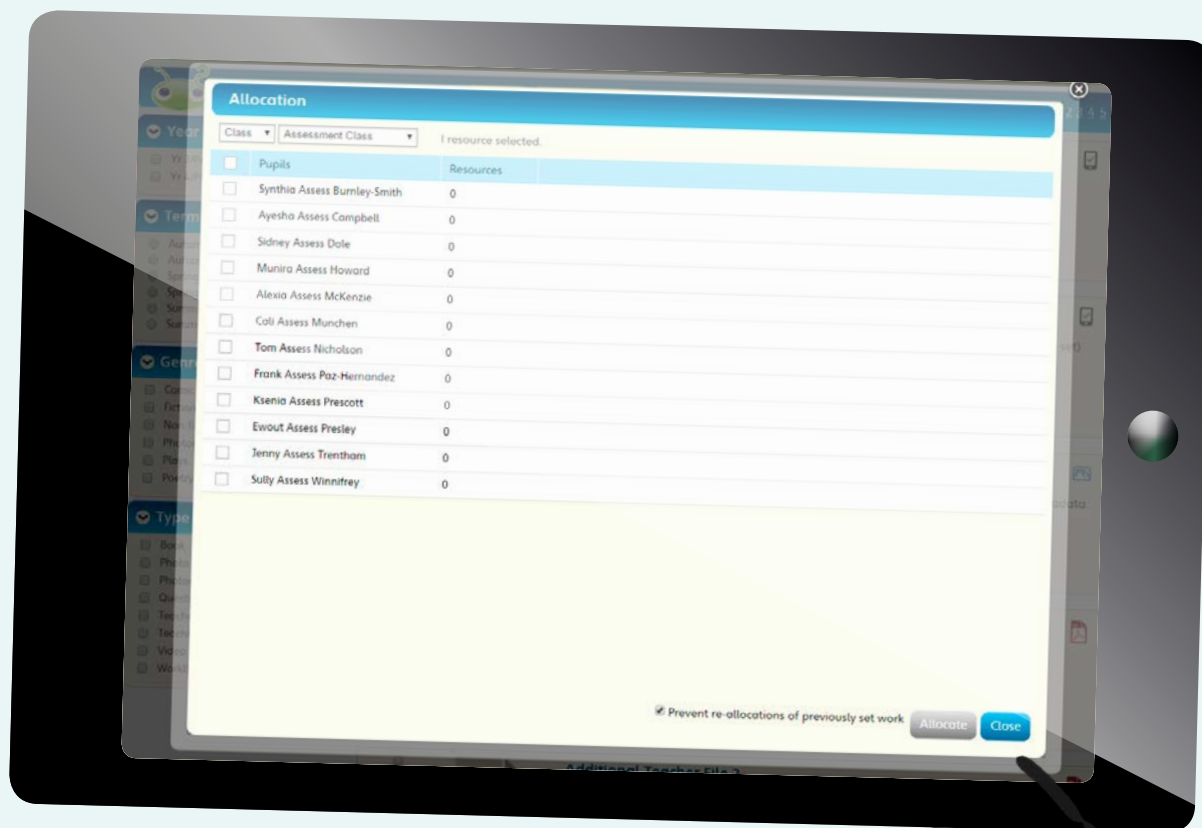
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Searching for resources

If you are searching for a particular resource to use in a lesson or to allocate to a child, then the Resource Finder will help you do this. To access the Resource Finder, click on 'Resources' at the top of your screen and select 'Bug Club Comprehension'.

The Resource Finder allows you to filter search results to find exactly what you need. You can find resources by year group, term, genre and type of resource. For help on using the Resource Finder, see the Browsing Resources section in Help.

Allocating resources

You can allocate eBooks in Bug Club Comprehension to a child so that they can read the book online or listen to the book being read to them. Children access these via the Pupil World at school, home, or even on the move.
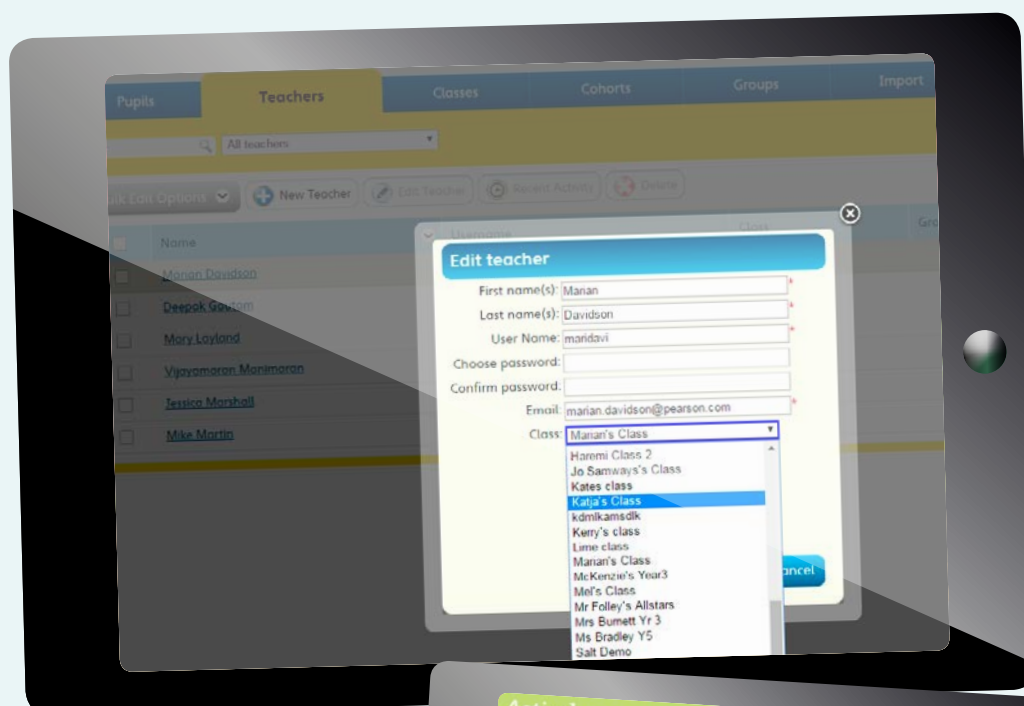

In the Pupil World, children are rewarded with 10 coins for every eBook they complete. These coins can be spent in the rewards area of the pupil world.

For help on how to allocate resources, see the Allocation section in Help.

Pupil profiles

To assign yourself to a class, go to 'Admin' in the top right-hand corner of ActiveLearn, and select the 'Teachers' tab. Click on your name in the list of teachers and click 'Edit teacher' in order to assign a class to you. You can change other teachers' classes in the same way.

Once you have assigned yourself to a class, you will be able to add notes for each of your pupils in the 'Pupil Profile' area under 'Assessment'.

For related admin help on how to edit pupils, teachers, classes, groups and cohorts, refer to the Administration section in Help.

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A quick tour of the pupil world

The ActiveLearn pupil world is the place where your children will log in to access their eBooks. It is also where they can earn coins to spend on rewards.
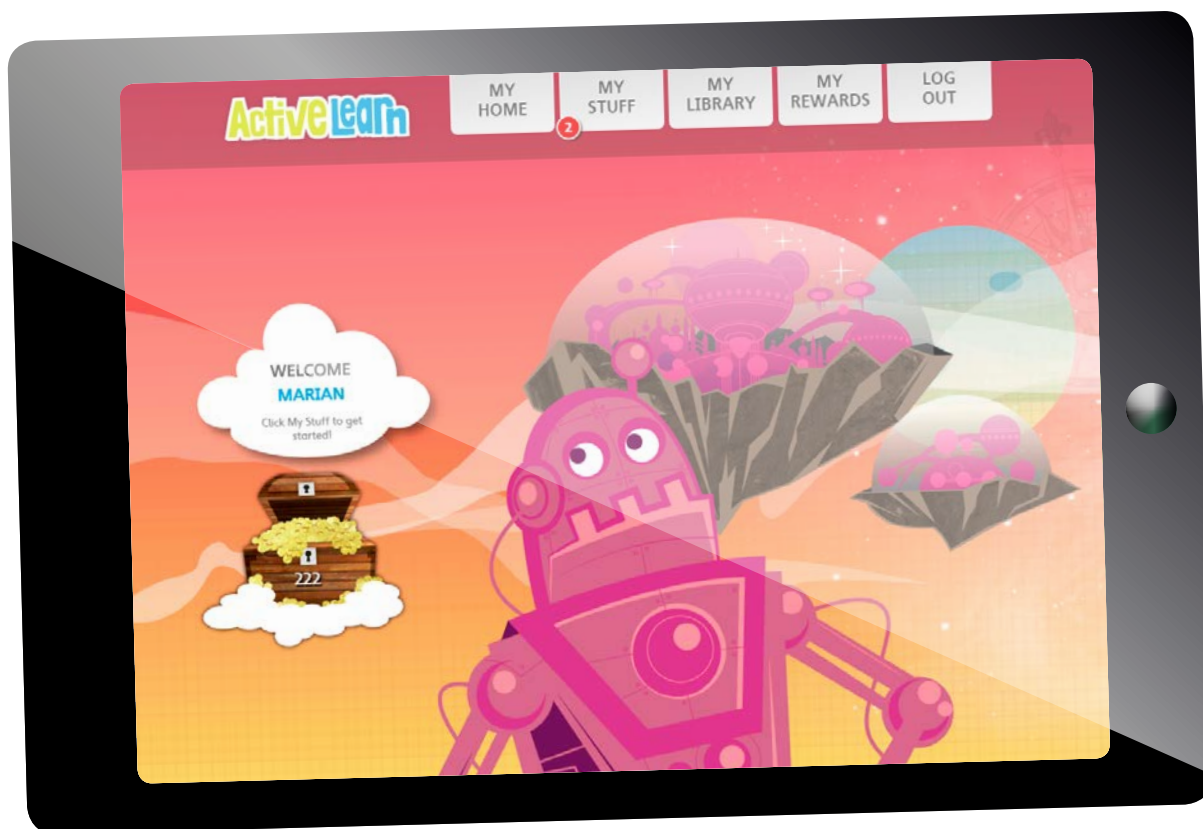
Logging in

Once the pupil accounts have been set up for your class (see the 'Create your teacher and pupil accounts' section on page 9), you will have all the logins for your children.

Children log in to the pupil world in exactly the same way as you, via **www.activelearnprimary.co.uk**.
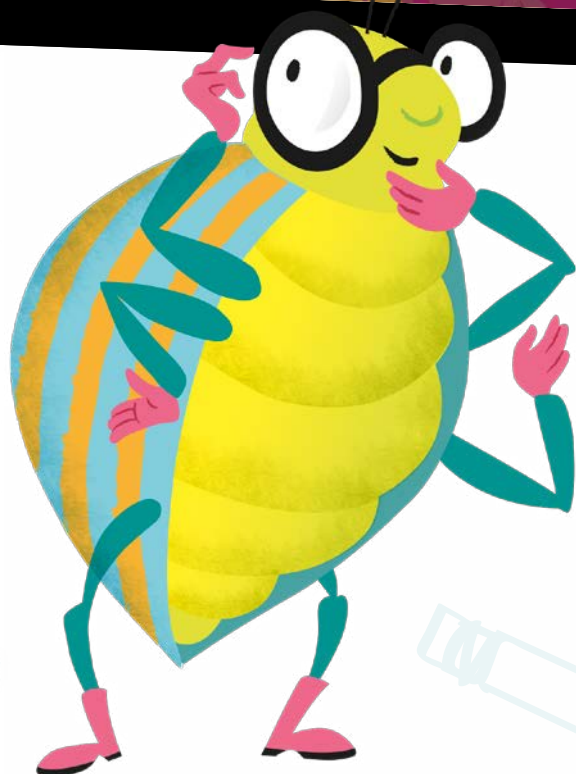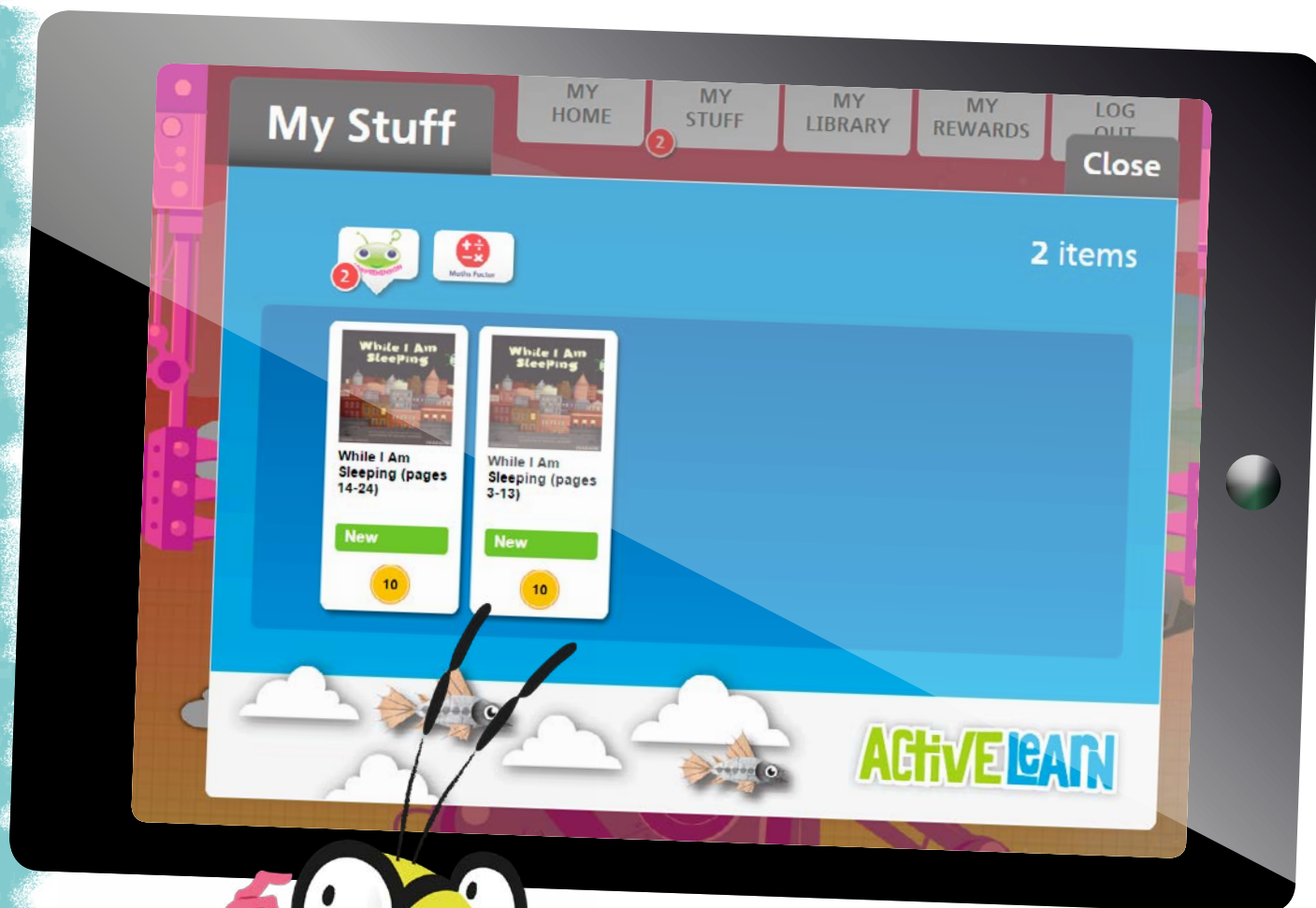
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Pupil Home

Once children have logged in to the Pupil World, they'll arrive at the 'Pupil Home' screen.

Children can personalise their home screen by choosing a world using the 'My Home' tab at the top of the page. The worlds differ depending on which Key Stage the children are in, but they include Bug World, Race World and Future World (above).
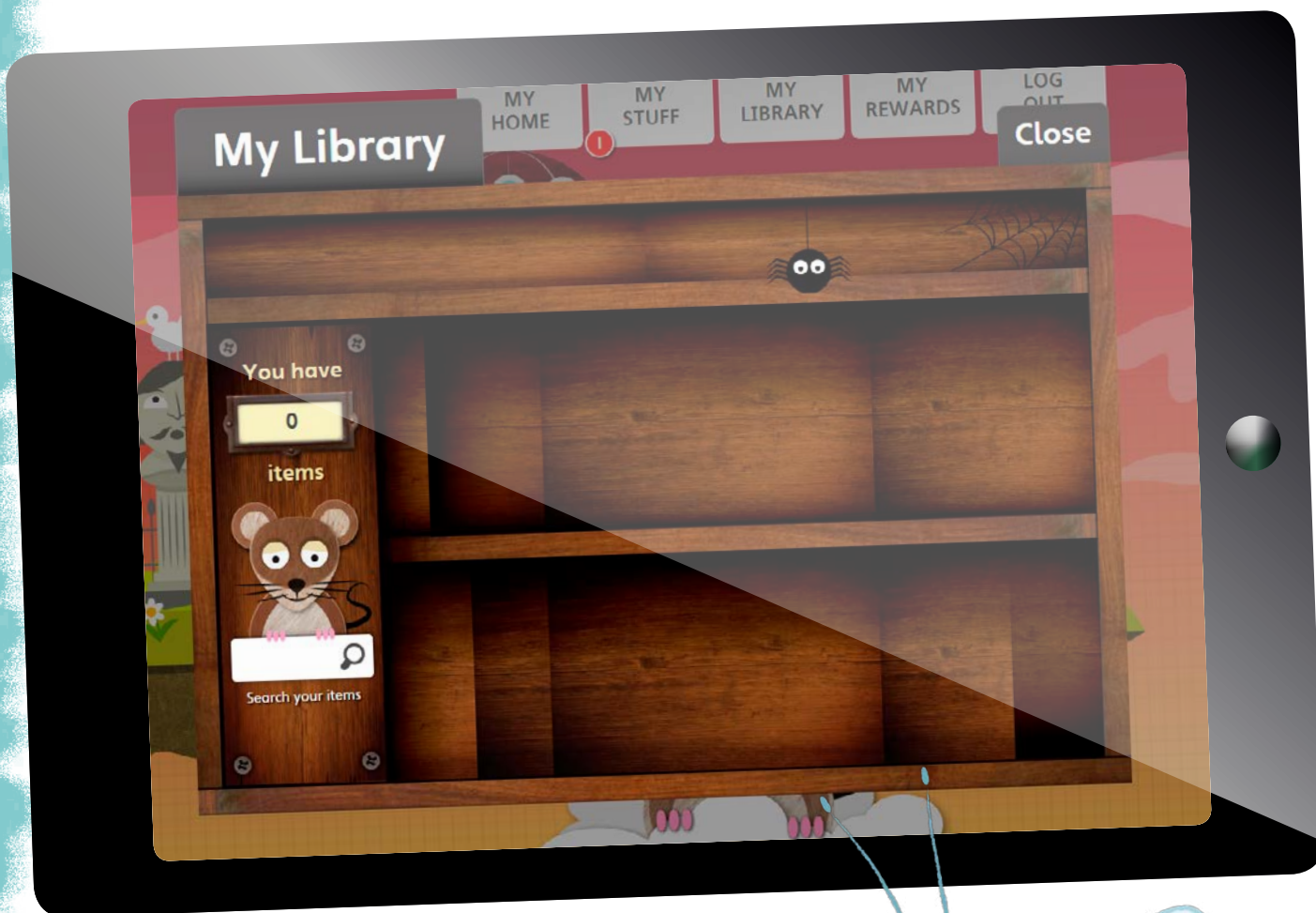
My Stuff

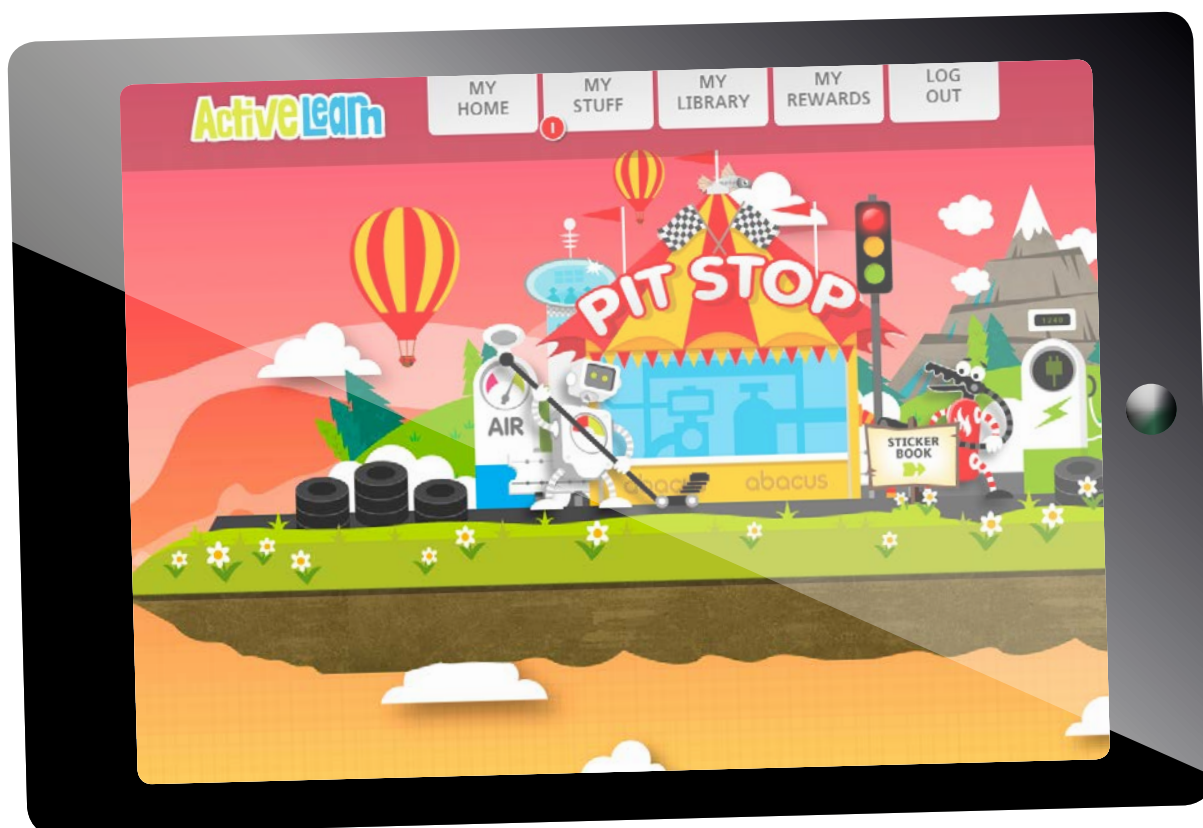'My Stuff' is where children can see the resources which have been allocated to them.

My Library

'My Library' is a store of old Bug Club resources. It is where Bug Club and Phonics Bug resources will go once children have completed them. Bug Club Comprehension books will stay in the pupil's My Stuff area until they are de-allocated.

My Rewards

'My Rewards' is where children go to select their rewards by spending coins which are awarded automatically by ActiveLearn after children complete certain allocated resources.

Here, children can customise avatars, decorate a tree house, visit the sticker factory, play games and more. The more allocated resources children complete, the more rewards they can unlock and buy.

For more detailed help on The Pupil World, see the Pupil section in Help.

Resource types

Books

There are 30 key texts for each year group in Bug Club Comprehension available in print and online in audio-book format. There are a variety of text types including fiction and non-fiction picture books, magazine texts, novels and anthologies.

Workbooks

A workbook is provided for each term of teaching. Workbooks contain pre-defined activities for each week of teaching in the term and start with a vocabulary activity on day one. Each workbook contains clear space for the children to complete their work. At the back of the workbook, there is also a 'reading journal' section to encourage children to read more widely for enjoyment.

Teaching cards

Every week of teaching is accompanied by a teaching card which outlines the activities for each day of the teaching cycle. These cards help to link the activities to key comprehension strategies.

Support and extend photocopiables

Printable 'support' and 'extend' activities for the fifth-day writing activity are available online. These are intended, respectively, to support children who struggle with writing and to stretch the most able children.

Linked resources (photos and videos)

There are a number of additional resources available on ActiveLearn Primary to aid the discussion on day three and help children comprehend the text.

Question sheets

These are designed to make the three key questions for each week of teaching more visible to children and are intended to be used on day three of the teaching cycle, to help children take control of their own discussions. They are downloadable from ActiveLearn.

Teacher support documents

These include support videos on the planning page in ActiveLearn Primary, links to the key comprehension strategies and curriculum coverage. In the Programme Handbook you will also find assessment guidance, implementation advice and photocopiable resources such as Group planning sheets and Observation recording sheets.

Components charts

The components chart below outlines the reading material and resources for Years 3 and 4.

Every child can be a comprehension champion!

Try a week's worth of teaching for Year 3 and Year 4 at **www.pearsonprimary.co.uk/bugcompchart**

	Online	Teaching Cards	Books (Every reader is available as an audio eBook in the online reading world)			Workbooks		Teaching Handbook
Year 3/P4	Online toolkit for teachers gives you lesson plans, curriculum links, and activities for supporting and extending understanding. **+** Online reading world for children containing beautiful audio eBook versions of every reader.	x 30 Teacher Cards per year group	While I Am Sleeping — 2 weeks teaching; Bright Sparks! — 10 weeks teaching	Hot Spots And Other Extreme Places To Live — 3 weeks teaching; Fairy Tales — 5 weeks teaching	King Kafu and the Moon — 5 weeks teaching; Escape From Black Mountain — 5 weeks teaching		x 1 workbook per term	Bug Club Comprehension Programme Handbook Years 3 and 4 P4/5. Written by Dr Wayne Tennent and David Reedy. Includes practical information, assessment guidance, implementation advice and curriculum matching charts.
Year 4/P5		x 30 Teacher Cards per year group	Mary Anning: The Girl Who Cracked Open the World — 3 weeks teaching; Daring Deeds! — 10 weeks teaching	Death of the Dinosaurs — 2 weeks teaching; Myths of the Sea — 5 weeks teaching	The Song of Sky and Sand — 5 weeks teaching; A Tale of Two Poggles — 5 weeks teaching		x 1 workbook per term	

Professional Development Course

A half-day PD course written by Dr Wayne Tennent (face-to-face half-day course and online modules)

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What to do if ...
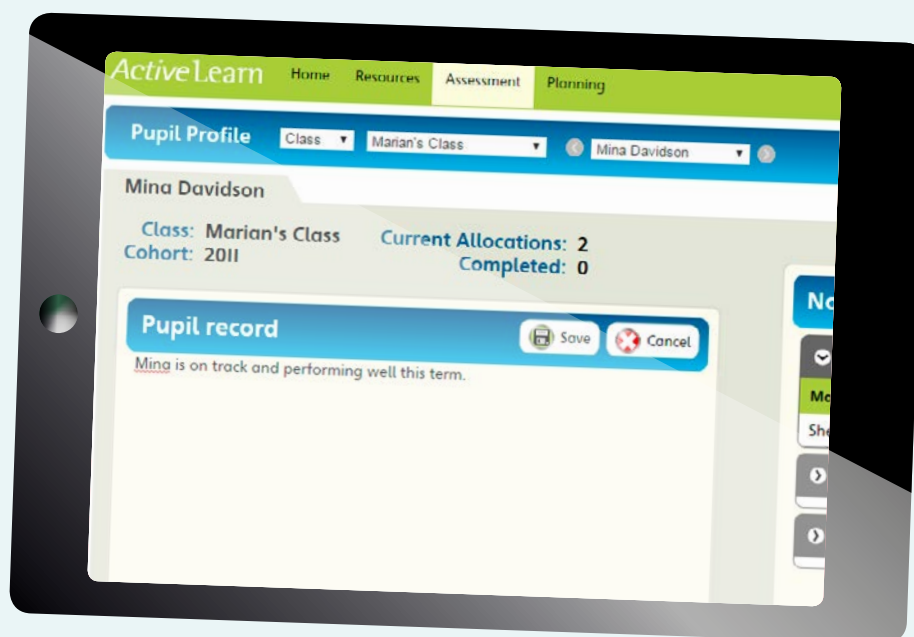
You have any technical difficulties

If you are having trouble accessing ActiveLearn or viewing and downloading content, try these steps.

1. Are you using a recommended web browser?

We strongly recommend using Google Chrome or Mozilla Firefox web browsers with Bug Club Comprehension in ActiveLearn. If you prefer to use Internet Explorer, you will need at least IE11 (Windows 7, 8 or 8.1) or Edge (Windows 10) in order for everything to work as it should.

2. Have you set your 'default browser'?

Whichever browser you are using to access ActiveLearn, you need to make sure it is set as your default browser. This will ensure that resources always open in the same browser. You can set your default browser by going into the 'settings' area within your chosen browser.

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3. Do you have everything you need to run ActiveLearn?

To check that you have everything you need to run ActiveLearn, click on the 'Will it work on my computer' link on **www.activelearnprimary.co.uk**.

4. Have you got the latest version of Adobe Reader?

If you are having trouble opening PDFs specifically, it's worth checking to see if you have the latest version of Adobe Reader. To do this, type "latest version of Adobe Reader" into an online search engine to find and download the latest version.
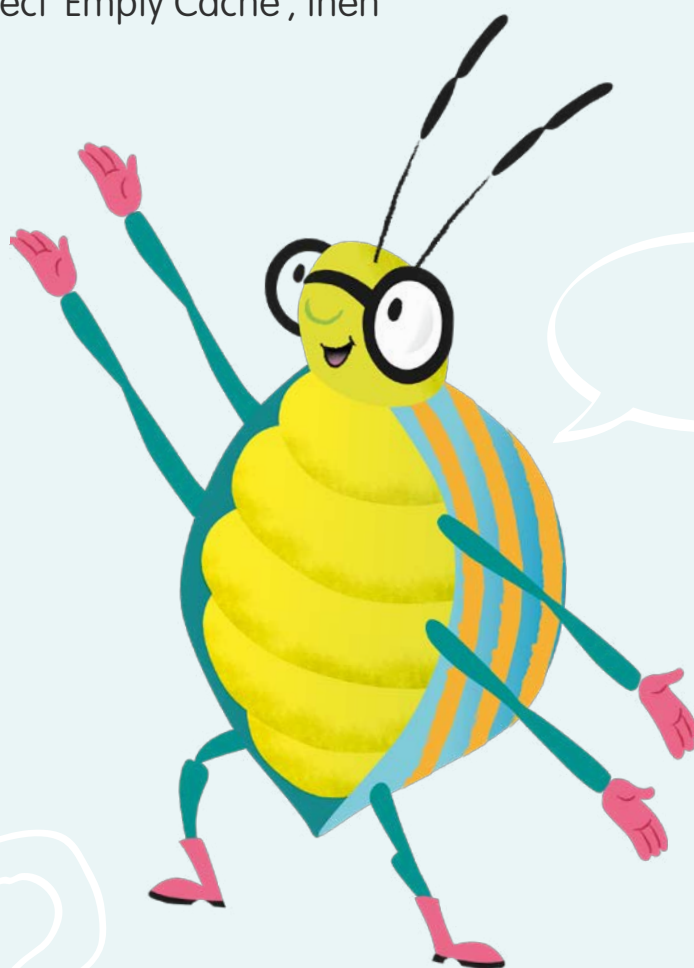
5. Have you tried clearing your browser's cache?

Firstly try a forced refresh, by pressing Ctrl+F5, to see if this makes any difference. If not, it may be necessary to clear the cache:

» To clear the cache on a Windows PC, simply press Ctrl+Shift+Delete to bring up the Delete Browsing History option in the browser. From here you can delete the appropriate history files.

» To clear the cache on an Apple Macintosh machine when using Safari, click the Safari menu and select 'Empty Cache', then click 'Empty'.

6. Is ActiveLearn Primary a 'trusted site'?

You may need to check that 'https://www.activelearnprimary. co.uk' has been added to your school network list of 'trusted sites' (especially if you have had set restrictions previously). To do so, contact your school's network technician or, if your school's internet connection is provided by your LA, you'll need to contact your LA ICT contact.

You've forgotten your password

Forgotten password? From the ActiveLearn login page, click on the 'Forgotten password?' link and enter the email associated with your account. If you don't have an email associated with your account, you can always ask another teacher in your school to change it for you. For help on how to do this, go to 'Changing a teacher's password' in Help.

You've forgotten your school code

School codes are the same for all teachers and pupils in your school so if you can't remember yours, try asking another teacher. If no one has the school code, call our Digital Support team on 0845 313 8888 who will be able to help.
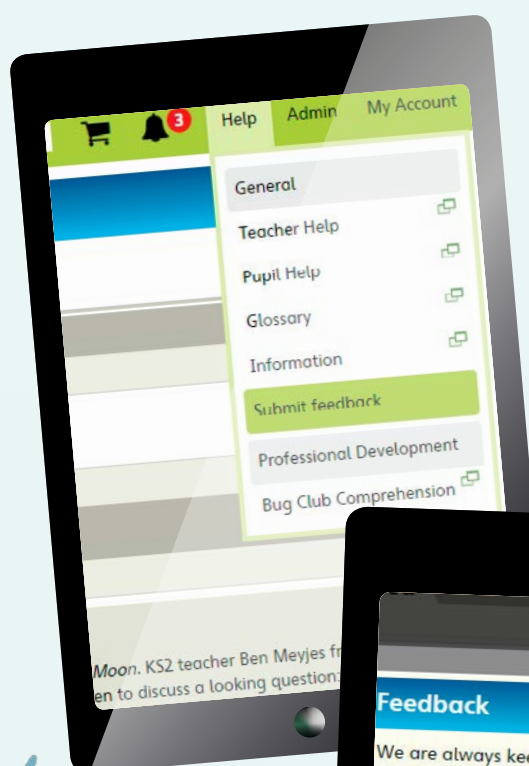
Further help and support

If you need any more help or support don't forget we also have:

» a detailed Help Section - just click on 'Help' at any point once you're logged in

» a friendly Digital Support team - call 0845 313 8888 or email **digital.support@pearson.com** with your query

» Help videos

» Professional Development - to help you get to grips with your Bug Club Comprehension programme

» Planning Guidance including Getting Started Videos - find these in the Bug Club Comprehension Planning section of ActiveLearn Primary.

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How to feed back

We always seek to improve our service to you and welcome feedback, good or bad. The beauty of Bug Club Comprehension being online and in ActiveLearn Primary is that it has the ability to update and evolve, so if you think we could improve on anything, then let us know! Click on the 'Feedback' button in the top-right corner of ActiveLearn Primary when you're logged in.