

"End of school year" procedures for Wordshark 4 or Numbershark 4.

This document is available on our support site, at www.wordsharksupport/year-end.html

Overview:

- A. **Remove Set Work:** (All teachers)
- B. **Remove Students:**
- C. **Delete / Transfer Leavers:** (Main program manager/administrator)
- D. **Update Staff Users:**
- E. **Add New Users:**
- F. **Create new teaching groups:** (All teacher)
- G. **Set new work for students:**

Details:

"*Teacher*" refers to every program administrator or subadministrator, so includes all teachers or teaching assistants named in the program under File / List of Administrators.

"*Program manager*" must be a user who is listed as a program administrator. Their role is largely administrative, and is often carried out by the network manager, office staff, or the main user of the program.

An A4 handout for subadministrators is attached as an annex to these full instructions.

- A. **Remove Set Work:** For each child or group that they have set work for, *teachers* have the option to either leave that child with that set work (e.g. to aid transition from one year to the next) OR "remove set work" so the child no longer has access to that teacher's set work. To remove work:
 - a. **Each teacher logs on using their individual username/password for the program.**
 - b. Admin / Manage (or Admin/Add and Manage students and staff).
 - c. Click [in the blue box] "Remove set work from students". The work set by ALL staff for each child will become visible in the centre column. For each child, click on the work they have previously given work to IF this work is no longer required.
 - d. Exit when finished.
- B. **Remove Students:** Each *teacher* needs to remove from their admin screen students who are leaving their teaching group:
 - a. **Each teacher logs on using their individual username/password for the program.**
 - b. Admin / Manage (or Admin/Add and Manage students and staff).
 - c. Click [in the red box] "Remove student or group".
 - d. Click on each student (black type) or group (red type) to remove them from being viewed on this screen

- i. Remove" means "remove from view", NOT "delete". The child's user file remains in the [server] data folder, and they will remain registered to the program, so other administrators can "capture" them to their own classes.
- ii. However: IF the student is not associated with any other administrator and the teacher is signed on as an administrator, the option to: "Remove from list but leave in SHARK" or "Totally Erase" will be offered (see next section)

- C. **Delete / Transfer Leavers:** The *program manager* needs to delete (remove completely), or archive, students who are leaving the school or send records of their work in the program to their new school. Tidy up the data file.
- a. In the data folder (Wordshark-shared / Numbershark-shared), there is a .sha file corresponding to each user. This is normally on the server: Right-click the desktop icon, left click "Properties", and the path to this folder is shown in the "Start In" field.
 - b. **The .sha file for each user may be forwarded to the next school, if that school is using the same version of the program or later: The .sha file contains that student's own word lists and a record of the last 1000 games played.**
 - c. Some schools manually transfer the .sha file for each leaver to an archive, in case it is requested by the receiving school or useful for research or tracking purposes.
 - d. An administrator can completely remove a student from within the program (delete from the [word][number]-shark-shared directory **ONLY** once all other administrators & sub-administrators have removed that student from their own lists. To identify these other staff, go to Admin/Add and Manage/Capture Existing Student, and note the names shown in red alongside each student. These staff will need to log in and remove them. **HOWEVER, a person with suitable permissions to access the –shared data directory may alternatively manually delete each .sha file** that is no longer needed from the –shared directory. Note that the file will be locked against deletion if the named user is actively accessing the program.
 - e. **Tidy up the data file:** Check the program is not actively being used (e.g. for the network product, open the program, sign on as Administrator / File / List of users. Check no-one else is listed and close the program). Delete any residual .LOCK files, .NLOCK files. Other than Admin_Lists, Options.sha, Keypad.sha, plistrec.sha, extraneous user names that appear alien may also be removed: In some releases, such files can linger if created by a "Temporary Student" who has failed to log off properly. Too many such files can slow the program or even prevent running. If there are HS_Err.PID files, this is a sign of corruptions at some point: Seek advice.
- D. **Update Staff Users:** The *program manager* needs to either remove staff who are leaving, OR rename them to their replacement's name OR leave them "as is" (if that member of staff has created useful word lists that others will wish to continue using as a resource). It may be necessary to reset passwords for replacement staff or staff who have forgotten their password.
- a. To remove staff, rename staff, or change their password, log onto the program as administrator. Admin / Add and Manage Students and Staff

/ [in the green box] “View an administrator”, and “View a subadministrator, click on the username showing in the box in top right, and remove, rename or change password as required. Note that an administrator can NOT rename or delete themselves!

- b. Hint: It can be easier to register administrators / subadministrators by function, rather than by name “Music Coord”, “Class 4 Teacher” “Lit Support”. If the class 4 teacher leaves, their replacement can take over that username (if given a replacement password as described above), and may also benefit from that user account having already constructed appropriate “Own word lists” or “set work” for children in that class.
- c. NOTE that if a departing member of staff has created many useful/interesting Wordshark lists, then it may be worth renaming that person to something appropriate to the content of these lists, e.g. “Y7 History topics”. In this way, these lists may continue to be used in future years.
- d. Any administrator for the program can reset passwords for other administrators and subadministrators, and rename or delete them. If you find that your only administrator has left or forgotten their password then contact Support with the following details: Support will then be able to supply a bypass password to resolve this.
 - i. Name of the administrator (from the sign on screen go to file / list of administrators)
 - ii. Version (from the sign on screen go to file / version)

E. Add New Users: The program manager needs to add new students and staff.

- a. If the Admin / Automatic Login box is ticked, and new users are created in exactly the same format at their unique Active Directory username, then students (not administrators/subadministrators) who log onto a computer and launch the program will be directed straight to their set work without having first to log onto the program. This saves time and reduces the chance of children logging on as someone else. NOTE that usernames need to be recognisable for this to be appropriate, as staff see the usernames on their admin screens. “Bill.Smith5” will work: “BS5 5346XP13” will not!
- b. To create new staff users, log onto the program as administrator. Admin / Add and Manage Students and Staff / [in the green box] “Set up a new administrator /subadministrator” For a comparison between each type, visit <http://www.wordsharksupport.co.uk/admin4.html>
- c. **New students may be added manually once either singly or in bulk from a .csv file.**
 - i. To create new student users manually, log onto the program as administrator. Admin / Add and Manage Students/Add new student. Several may be added at a time, with a comma after each name. IF a password is required, then adding students one at a time triggers a password request.
 - ii. To create from a .csv file which is in the format : Amy Smith, Bill Bloggs, Charlie Davies, either Admin / Add and Manage Students/Add new student and PASTE the .csv text into the dialogue box, OR click on the same item and select “Import student names”.

- d. More information about bulk import and creating .csv files is available at: http://www.wordsharksupport.co.uk/logging_on.html

F. **Create new teaching groups:** Each *teacher* needs to create new teaching groups, then “Capture” to their [sub]admin view, students who are joining their teaching groups.

- e. Each teacher logs on using their individual username/password for the program.
- f. Admin / Manage (or Admin/Add and Manage students and staff).
- g. Click [in the red box] “Create new group or class” and enter a suitable name/label.
- h. Note that by then clicking on an existing group or class it is possible to make groups within classes, to aid setting of differentiated work.
- i. Once students has been added by any administrator (E. above) any other administrator or subadministrator can “capture” any student: Admin / [add and] Manage Students: Click [in the red box] “Capture existing student”. If you wish to place students directly into their correct class, first click on that class, and then click on the students listed in the box, top right. Note that if a student has already been captured by other staff, the staff names will be shown in red next to that student. Any student may be “captured” and subsequently given work, by any number of staff.

G. **Set new work for students:** Each *teacher* then may wish to set work for individuals or groups of students, as described fully in the main manual. The next page offers a brief summary for staff in case the main manual is unobtainable. If you have v4.08 or later, the “Help” menu for administrators and sub administrators includes further supporting video and text.