

Setting, modifying and removing set work in Wordshark & Numbershark 4

How the programs work!

- a) To enable this feature, a program administrator first has to register students: Admin/Add and Manage/Add Student.
- b) Once registered, any administrator or sub administrator can “capture” students they wish to set work for.
 - Admin/Manage/Capture existing student.
 - Admin/Add and Manage Students and Staff/Capture existing student
- c) Any student may be given work by any number of [sub]administrators:
 - a. To set work, go to Admin menu / [Add and] Manage Students. In the blue box, either “Select word lists and games” OR “Set up detailed work program”, **then** click on the student or group of students and follow on-screen instructions.
 - b. The student, if given work by one or more admins will see a red menu “Which teacher’s work?”, and can select the required teacher’s work.
 - c. Unless an administrator has ticked the box in the Admin menu / Enforce set work, a student can select “Which teacher’s work / Other”, and have access to all games and word lists and create their own word lists. If “Enforce set work” is ticked, then students will only have access to work that has been set by administrator(s).
- d) Any administrator can modify students’ work that has been set by themselves, but may not modify work that has been set by other administrators.
- e) Any administrator can view student records: Admin menu / [Add and] Manage / RECORD of games played, then click on the individual student. If a student has completed work for other administrators, then this may also be viewed: Note the tick box “Show all records”, bottom left.
- f) Any administrator can easily print out the MOST RECENT session for every one of their students, or all in a particular group: Admin menu / Add and Manage / RECORD of games played, then click on the administrator’s own name OR the class/group red heading, then select the print button (centre bottom of screen)
- g) Any administrator can remove their students’ work: Admin menu / Add and Manage / Remove set work from students. NOTE: Selecting this also allows any administrator to see who has given work to which student, and when, and see how many games the student has played for each piece of set work. Any administrator can remove their own set work, can remove set work for other administrators who have been deleted, but NOT remove set work set by other “live” administrators (who retain this power and responsibility).