

Wordshark and Numbershark v4: End of Year Administration

Guide for Sub-Administrators

It is that time of year again! Before we break for Summer, please:

For each child or group that you as a subadministrator have set work for, please CHECK with the next teacher whether they want the children you have worked with to keep the work you have set them, or not.

To remove work, log on as usual. Admin / Manage Students. 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 **you** have previously set IF this work is no longer required. Exit when finished.

Remove Students: Remove students who are leaving your teaching groups: Log on as usual. Admin / Manage Students. Click [in the red box] "Remove student or group". Click on each student (black type) or group (red type) to remove them from being viewed on your admin screen.

Create new teaching groups: Once you know your new teaching groups, create these ready: Log on as usual. Admin / Manage Students. Click [in the red box] "Create new group or class" and enter a suitable name/label. *If you click on an existing group or class you can make groups within classes. This helps when setting differentiated work.*

Add your new students: Log on as usual. Admin / 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, but you can ALSO capture that student. Any student may be "captured" and given work by any number of staff.

Set new work for students: Points to note!

- If no-one has set work for a student, then they can access every game and topic. They will not have the red menu item "Which teacher's work?"
 - There is a whole-school setting "Enforce Set Work", set by the Program Administrator. This allows or disallows the "Other" staff member option under "Which Teacher's Work?" menu.
 - When this is active, children with set work are not able to select "Other". They ONLY have access to work that has been set for them.
 - When this is NOT active, students can select "Other" within the "Which Teacher's work?" menu. This allows them total free choice and the ability to create their own word lists.
 - If anyone has set work for a student, they will ONLY have access to that set work (unless they have been allowed to select "Other")
- A. Once you set work for that student, they will see your work, listed under their red menu item "Which Teacher's Work?"