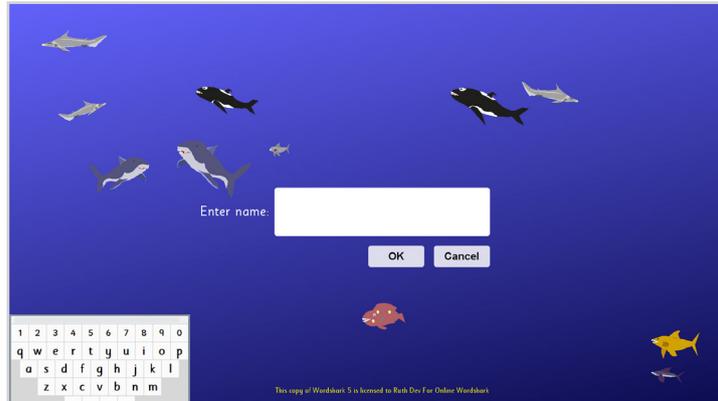


FOR HOME – Setting up and managing users

Adding, changing, deleting users

In this sign-on screen, type in the name you want to use in the program. Click OK.

The next screen invites you to become a Wordshark administrator. If this screen does not appear, it means someone has already set them self up as an administrator and can be seen under *Users \List of Administrators*.



Becoming a Wordshark administrator

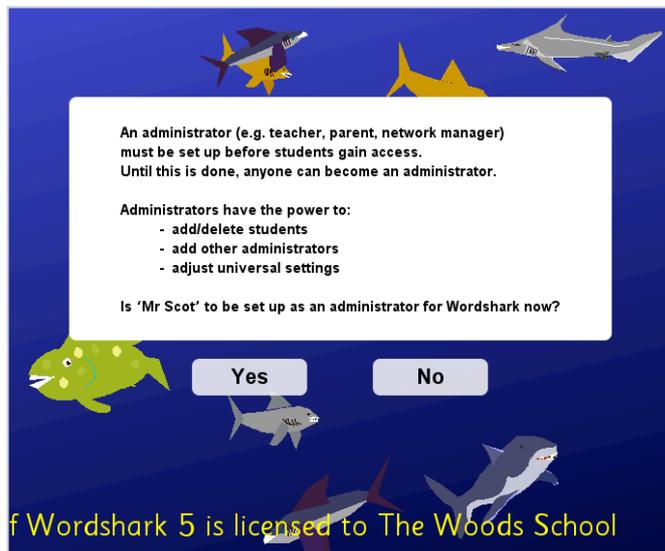
It is important that an adult rather than a student becomes a Wordshark Administrator.

It is easy to do and will add *Admin* to the menu.

Wordshark administrators can add/change/delete other users and can change universal settings.

1. Select Yes. This gives you full control of the program.
2. Enter a password.

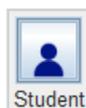
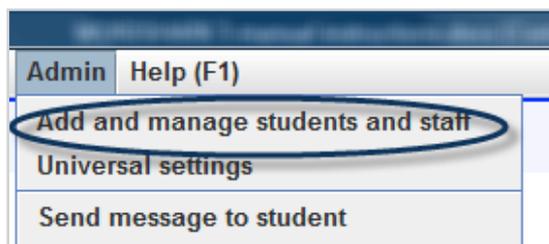
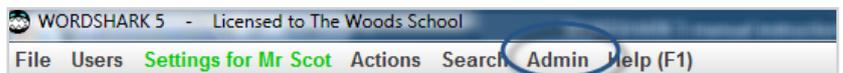
Please note your password



Adding students

Now that you are a *Wordshark* Administrator, you can add your students to the program. They will then have personal files, and the program will remember which word list they are working on, their speeds and settings, and their records.

1. Go to *Admin* and click.
2. Go to *Add and manage students and staff*
3. Go to the *Student* icon and click
4. Type in the name you want your student to sign on as, and click OK.



Once you have added your students

To help you get started: go to the printable instructions on games and on word lists and the video clips on *Starting Wordshark* and *Games* and *Choosing a game* and *Choosing a Word list*. Include also the instructions on using the Test if you need help in choosing a list from where to start work.

Adding an icon

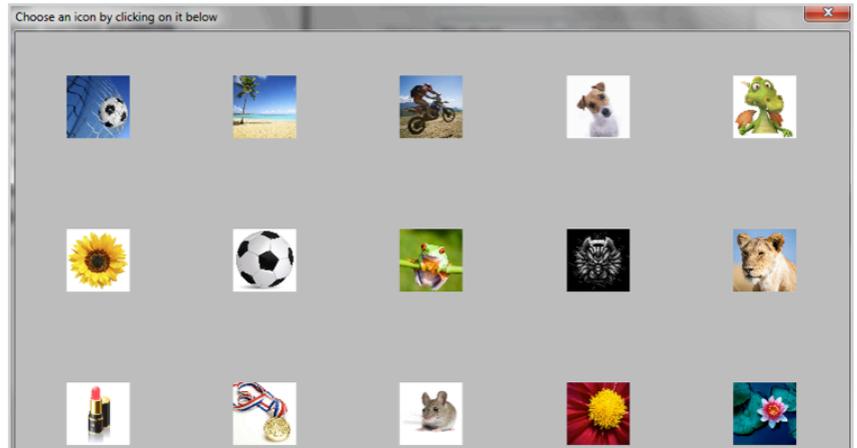
This will make signing on very easy for younger students.

Select the relevant name.

Go to the right hand panel and find the buttons to Choose/Browse for an icon.

Depending on whether you select *Choose* or *Browse*, you can either import a picture from the selection offered, or import an image or photo of your own.

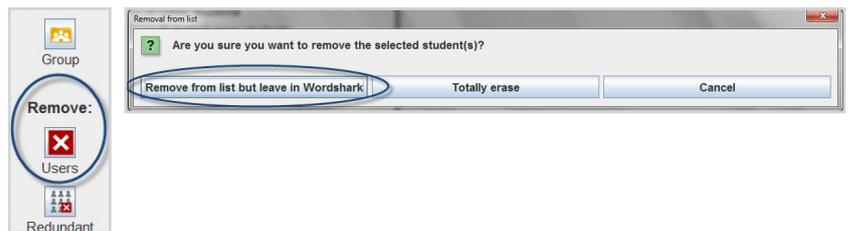
When the student signs on, and starts to type his/her name, he/she will see her icon and needs only to click on it.



To remove a student

Go to the Admin tab *Admin\Add and manage students and staff*.

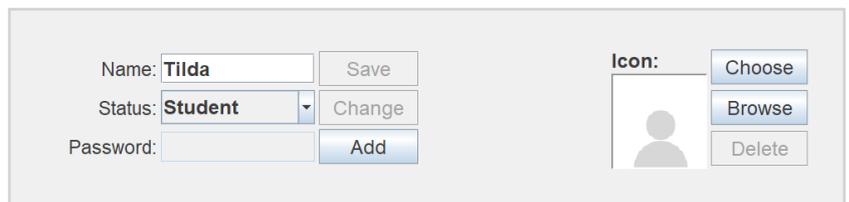
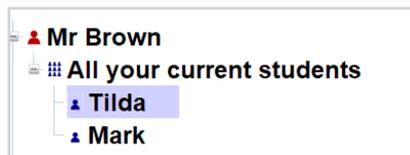
Click on the cross and follow instructions.



Changing user details

To change the details of a user, sign on as a Wordshark administrator and go to *Admin\Add and manage students and staff*.

Click to highlight the name, and change the details in the right hand panel.



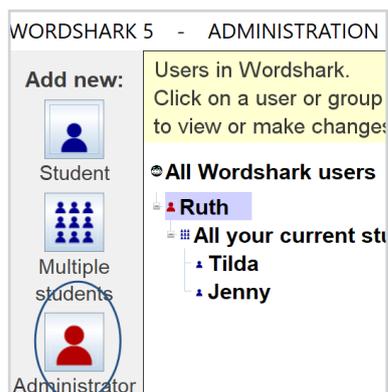
Adding another administrator

Should you need to add another Administrator: sign on as a *Wordshark* administrator.

Choose *Admin* from the top menu bar and the first sub-menu option *Add and manage students and staff*.

Go to the *Administrator* icon and click.

Type in the name you want the user to sign on as. Add password and click OK. These details can be edited at any time by you or any other administrator.



All administrators have equal rights.

Universal Settings

As Administrator under *Admin/Universal settings*, you can set these settings for all your users. **Many are more relevant to schools -and are not necessary when getting started.**

Click on the information button to find out more.



Universal settings summary

From left to right these include:

1. Sign-on choices including automatic sign on
2. Font choices
3. Allowing students to import pictures or not
4. Excluding particular games
5. Choice of hiding particular courses
6. Misc: options for US spelling, peeps, enforcing set work
7. Archiving options

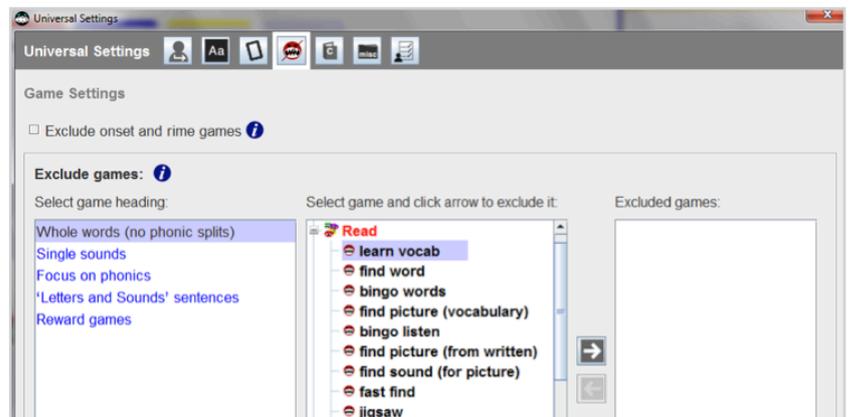
Below are some of the most commonly used examples

Excluding selected games

it is possible to block specific games for all students that are inappropriate to the school's ethos including certain reward games, also games such as the alphabet 'rolling' game if students start to play them repetitively.

Under *Admin/universal settings* click on the crossed-out shark icon.

A new screen appears.



The left hand panel shows the games in 5 categories which can be opened up when you click on them:

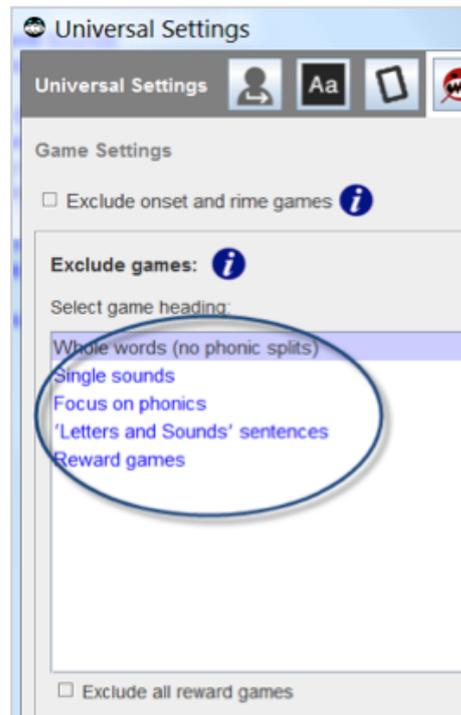
Whole words (no phonic splits) – these are the games which appear when the phonics box is not ticked

Single sounds – games for lists with single sounds

Focus on phonics – games for when the phonics box is ticked

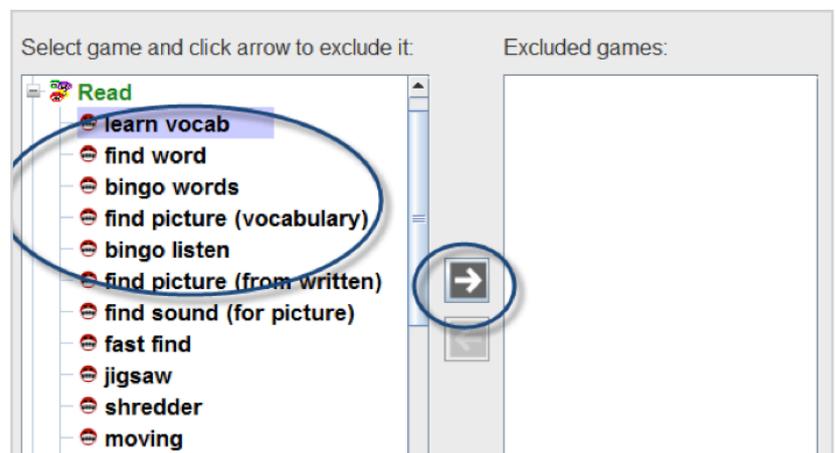
'Letters and Sounds' sentences

Reward games



Click on the game(s) you wish to exclude and then on the arrow. The game will move into the panel on the right for excluded games.

You can also block named games for **individual** students(s) in the *General student management* screen under *Settings options* – as opposed to under Universal settings.



Picture choices

You may wish to disallow students to import a picture for their icon and /or to disallow them to import pictures should they make their own list.

Go to *Admin\Universal settings*, select the picture frame icon and untick the appropriate boxes.



Hiding courses

To hide particular courses, go to *Admin\Universal settings*, select the book icon and untick any course you wish to hide.

NB Other useful facilities are provided by this set of buttons and are well worth clicking on to investigate.



Bear in mind students can override *less sensitive areas* e.g. font, keypad, beeps and groans and reward games frequency by using their personal settings.

Signing on and off different users

Signing on and off

A quick way to sign on is to find and click on your name on the right. (You may need to start typing your name in order for it to appear on the right).



You can also have others sign on to share the session with you.

Administrators/teachers can sign on their students quickly by selecting names from the list provided. Go to *Users* in the menu and choose *Quick sign-on*.

You sign off under *File*



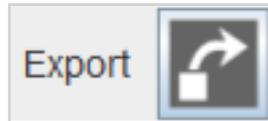
Moving user files between computers

Exporting V5 files to another computer with V5

Click to highlight the student(s) and administrators/teachers that you wish to export.

You can highlight *All your current students* if you wish.

Click on the export button.



Browse to locate a suitable folder to save your file(s). Click to open and select *OK*.

The file(s) will be saved compressed for export as .shu files

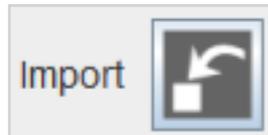
(Note they would appear in the program's *wordshark-shared* folder as .sha files.)

User files on the original computer will be unaffected.

NB You cannot export V5 user files to earlier versions of Wordshark.

Importing V5 user files from another computer with V5

Click on the *Import* button.



Browse to locate the .shu file(s) you wish to import. Click on these files and open.



The files should now have been imported into Wordshark.

(Note they will appear in the program's *wordshark-shared* folder as .sha files.)

Importing V3 and V4 user files into V5

When installing a V5 version you may be given the option to import existing users from an earlier version of Wordshark.

Otherwise user files can be moved manually as .sha files found in the folder *wordshark-shared*.

If for any reason you wish to move files manually, please contact White Space support.

