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**
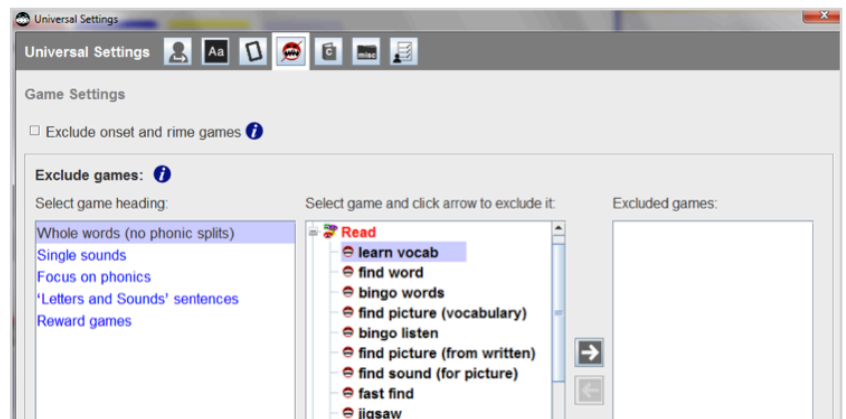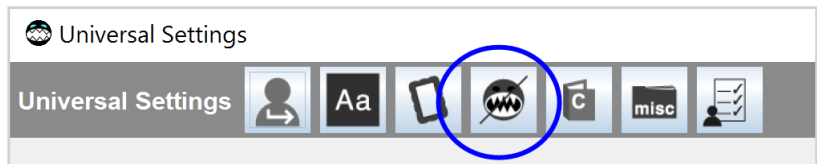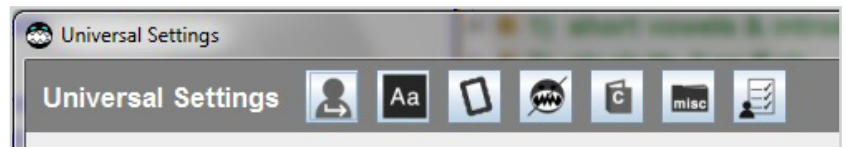7. **Archiving options**

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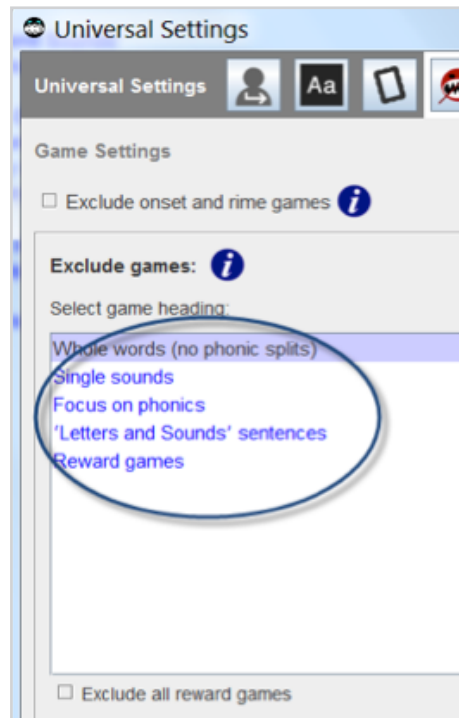
Whole words (no phonic splits) – these are the games which appear when the phonics box is not ticked

Single sounds – games for lists with single sounds

Focus on phonics – games for when the phonics box is ticked
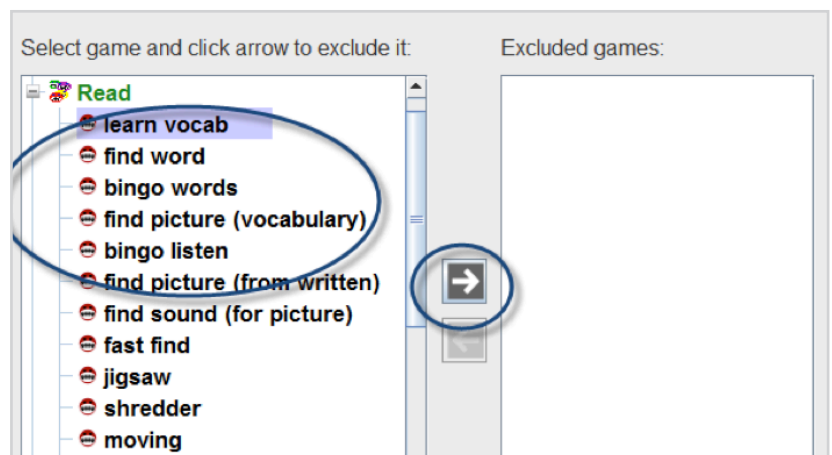
'Letters and Sounds' sentences

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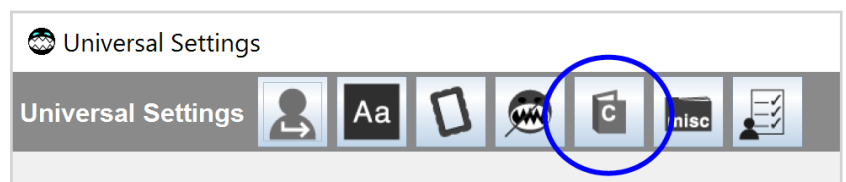
Go to *Admin\Universal settings,* select the picture frame icon and untick the appropriate boxes.

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.