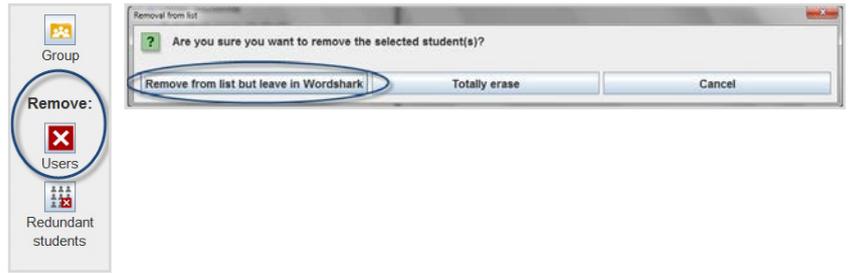


Removing users, editing user groups

Removing students from your list

To remove students from your list when you no longer teach them, first click on them to highlight them.

Then click on the cross and then on *Remove from list but leave in Wordshark*. They will however remain in Wordshark ready for others to collect.



Removing users from Wordshark

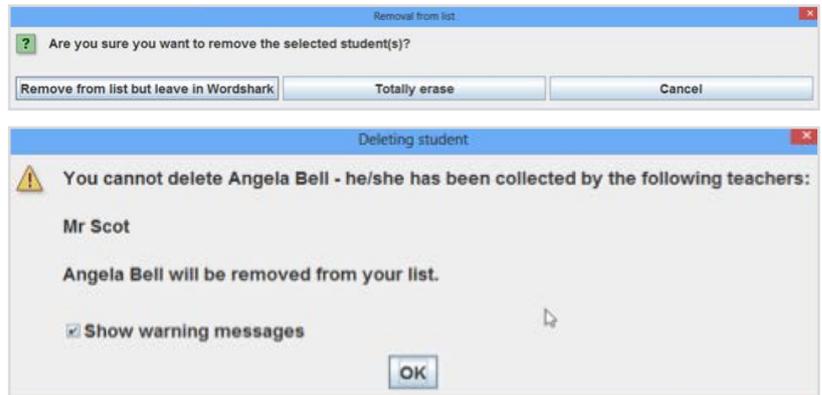
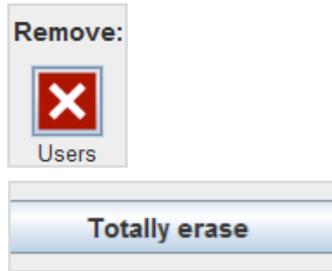
If you are a Wordshark administrator you have the authority to delete other users totally from the program.

This can be done a few at a time or in bulk. For in bulk see under heading 'Redundant students - bulk removing, archiving, retrieving'.

To remove small numbers at a time, go to *Admin\Add and manage students and staff*.

Click on the name of **any user** or group that you want to delete. Click on the cross, and then select *Totally erase*.

Where a user is collected by another administrator a message will be given. The student will be removed from the administrator list but left in the program.



Changing user details

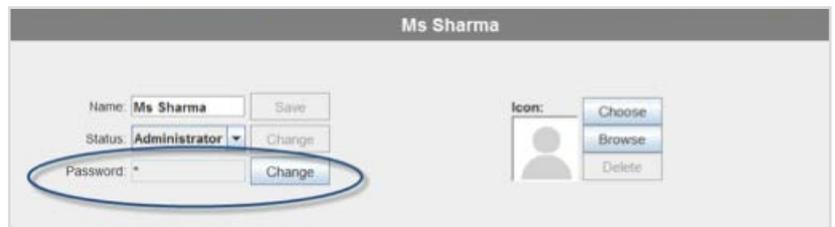
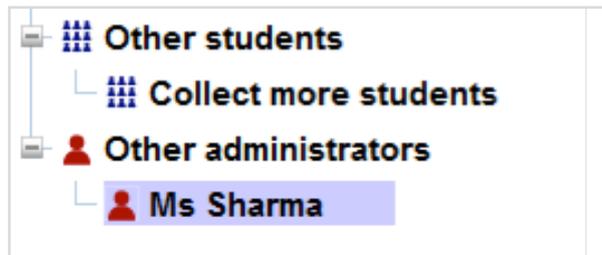
To change the details of a user, sign on as an administrator and go to *Admin\Add and manage students and staff*. Click to highlight the name, and change the details in the right hand panel.

Two useful examples follow.

Example 1

Resetting an administrator's password:

Select the relevant name (in this case Ms Sharma).

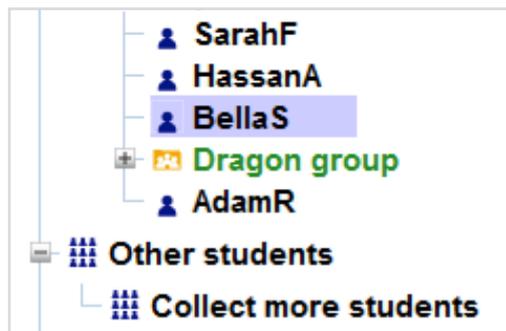


Now you can now change her password in the panel on the right of the screen.

Example 2

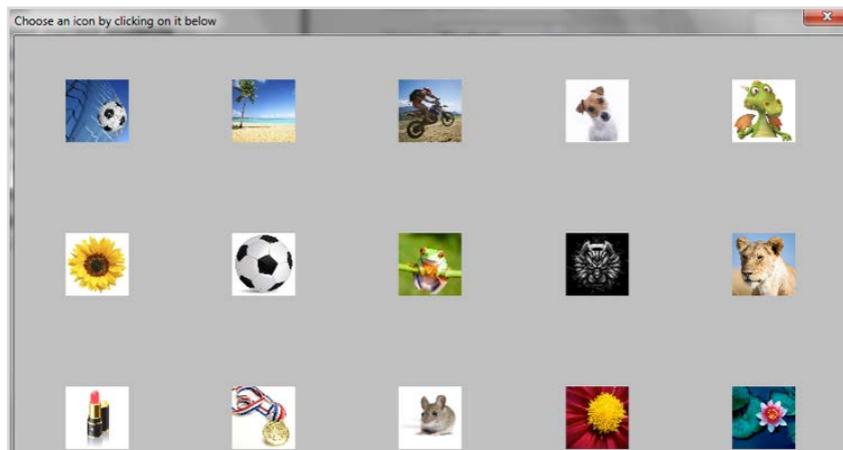
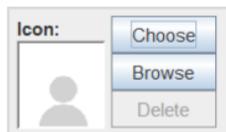
Adding an icon: (this will make signing on very easy for younger students).

Select the relevant name, (in this case BellaS).



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 BellaS signs on, and starts to type her name, she will see her icon and needs only to click on it.

