

# Universal Settings

When signed on as an administrator, there are several important whole school settings available under *Admin/Universal settings*.



Sometimes more information may be obtained by clicking on an information button.

## 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

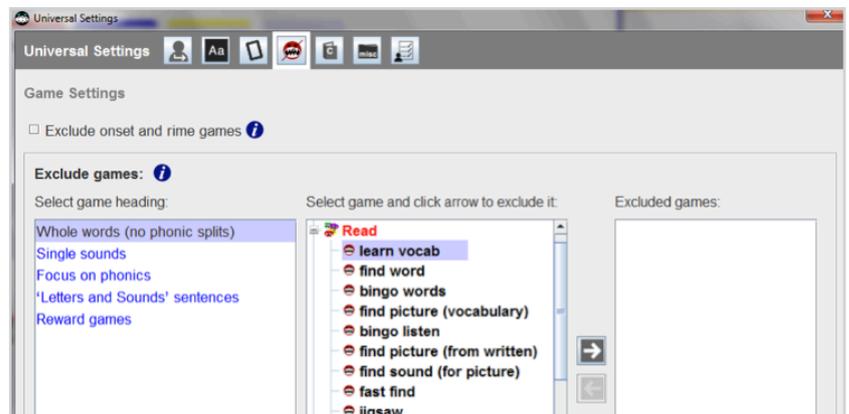


## Excluding selected games

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:

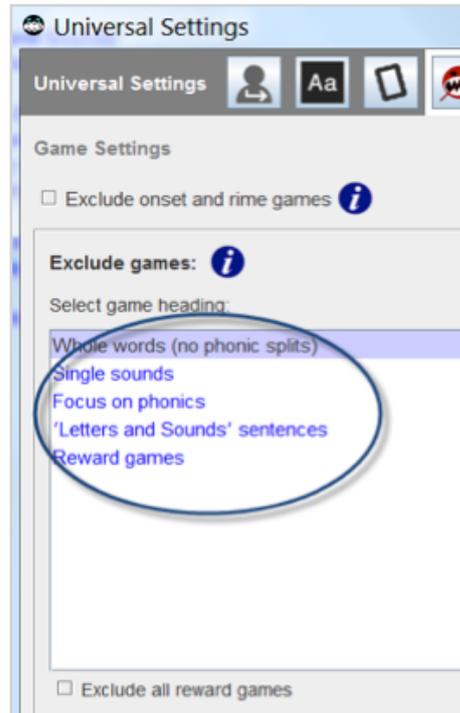
*Whole words (no phonic splits)* – these are the games which appear when the phonics box is not ticked

*Single sounds* – games for lists with single sounds

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

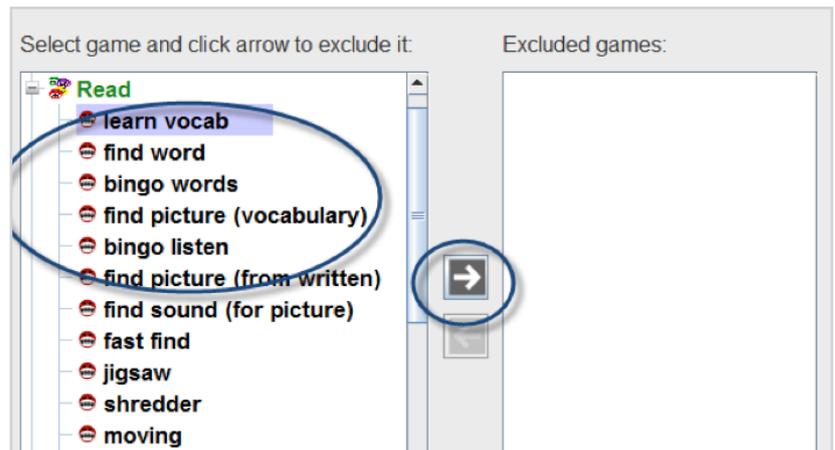
*'Letters and Sounds' sentences*

*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.



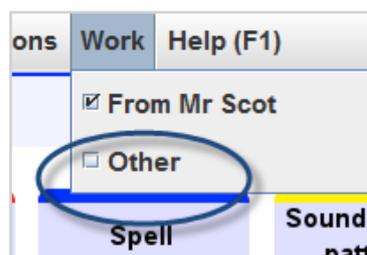
### Enforcing set work

If work has been set, the student can still click on *Work* in the menu and then tick the box for *Other*, which will give access to **all** word lists.

You can choose to block this from happening if you wish.

To ensure a student accesses **only** set work, go to *Admin\Universal settings*.

Select the *misc* icon and tick the box *Enforce set work* (for all students).



### 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.

