# Setting work – in ordered steps

## Setting work (in ordered steps)

If signed on as a Numbershark *Administrator (or Teacher)* you can create a mini program for students to work through – arranged in ordered steps (a minimum of 2). You need to specify the topic and game(s), and the permitted number of errors before the student is automatically moved on to the next step of your 'program'.

Though this 'mini program' takes a little longer to set up, it is more specific than standard set work. Like Set work (standard) it can also be re-used for many students in the future.

[If you are not yet familiar with Numbershark, it may help to use *Set work (standard)* first before trying the *Set work (in ordered steps)*.]

**To set work in ordered steps**
Go to *Admin\Add and manage students*. Select the student/group, then select *Set work (in ordered steps)*. Click on *Create New*.
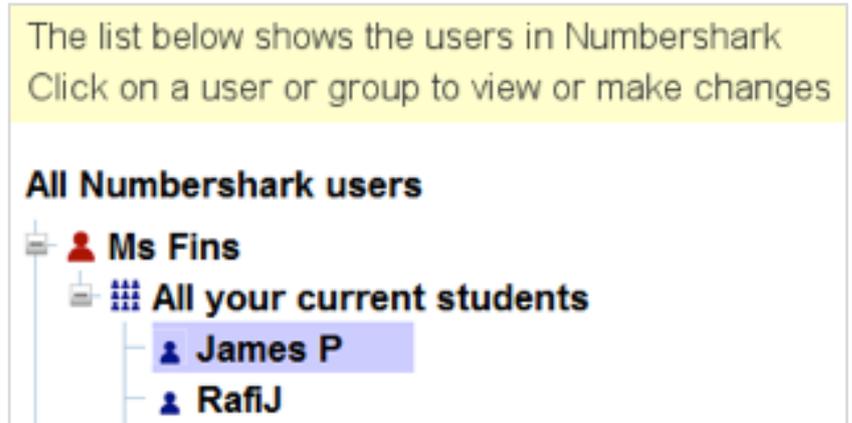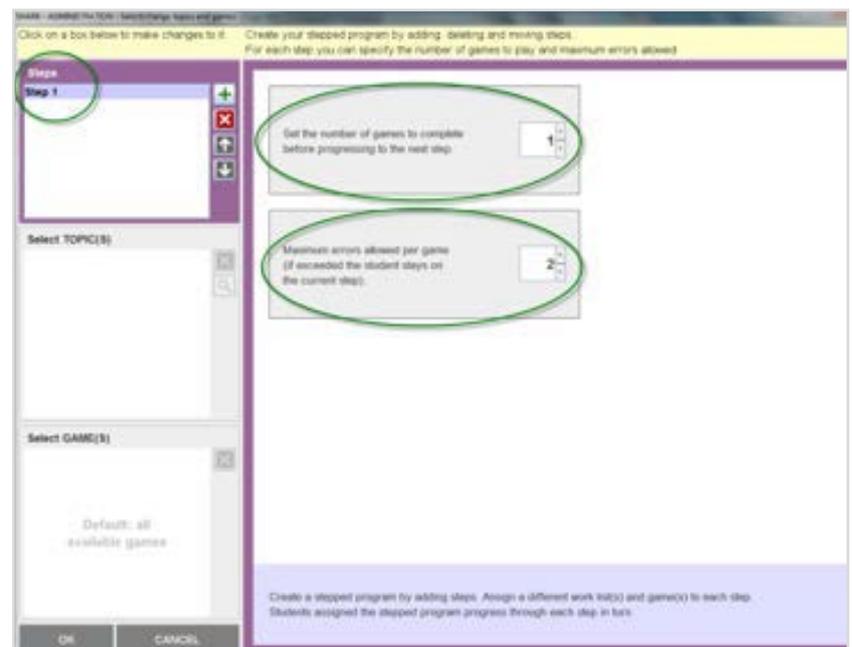
The **Work program** screen appears:
Each step has three components, shown as (a), (b) and (c) below:
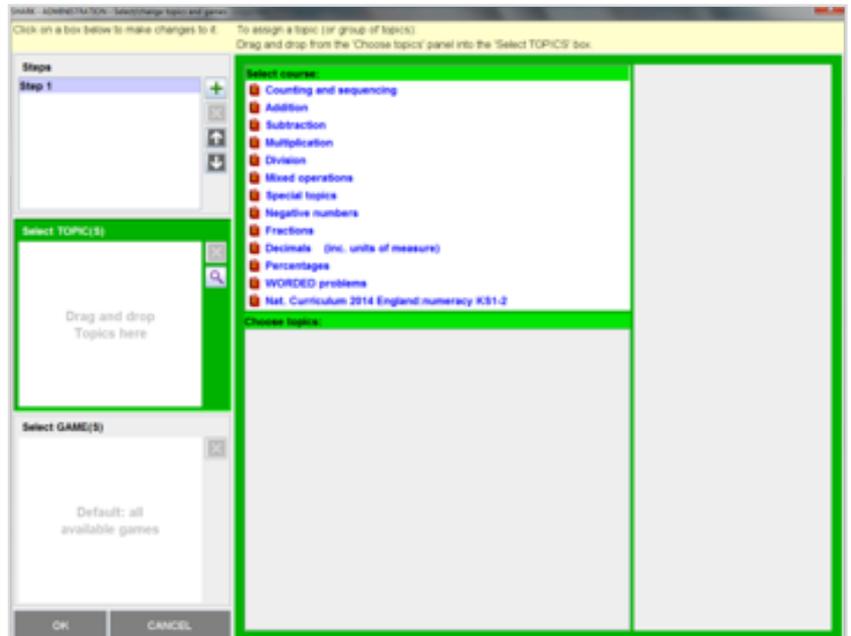
## Step 1 (a), (b) and (c)

**(a)** Decide, using the pull-down menus

i.    how many games the student will play in this step (either one game – or drawn from a choice of games – see 'c' below)
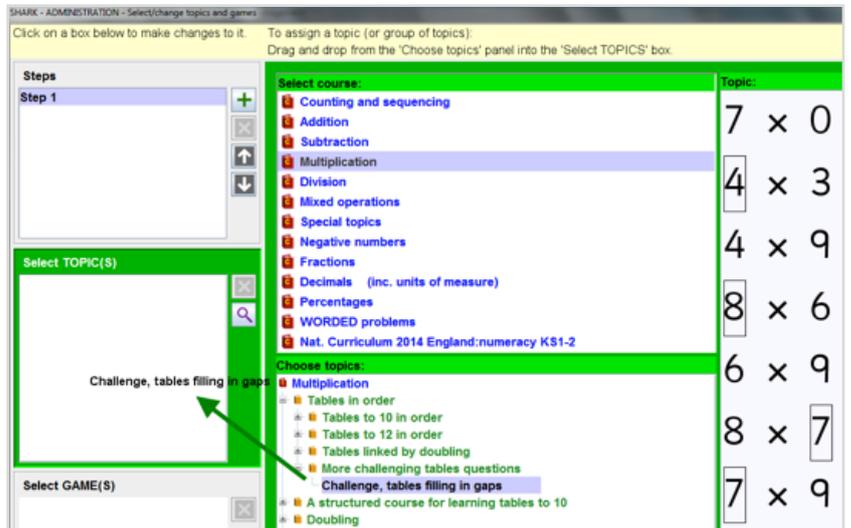ii.   how many errors are allowed per game before the student can move on to step 2.

**(b)** Click on the *Select TOPIC(S)* box half way down the left of the screen.

In the middle panel, click on the course you want to use.



Decide the topic(s), black titles, you want to set as work.

Simply drag it into the middle of the highlighted green *TOPIC(S)* box on the left.

**(c)** Click on *Select GAMES* box at the bottom left of the screen.

Using the games tree in the middle panel, click on the green headings to open up the menu and select a game(s) for this step.

Drag it into the *Select GAMES* box bottom left.

When you highlight a game, a brief description of it is shown at the bottom of the screen to the right of the games box, to help you choose.

The default is to allow *All games*.
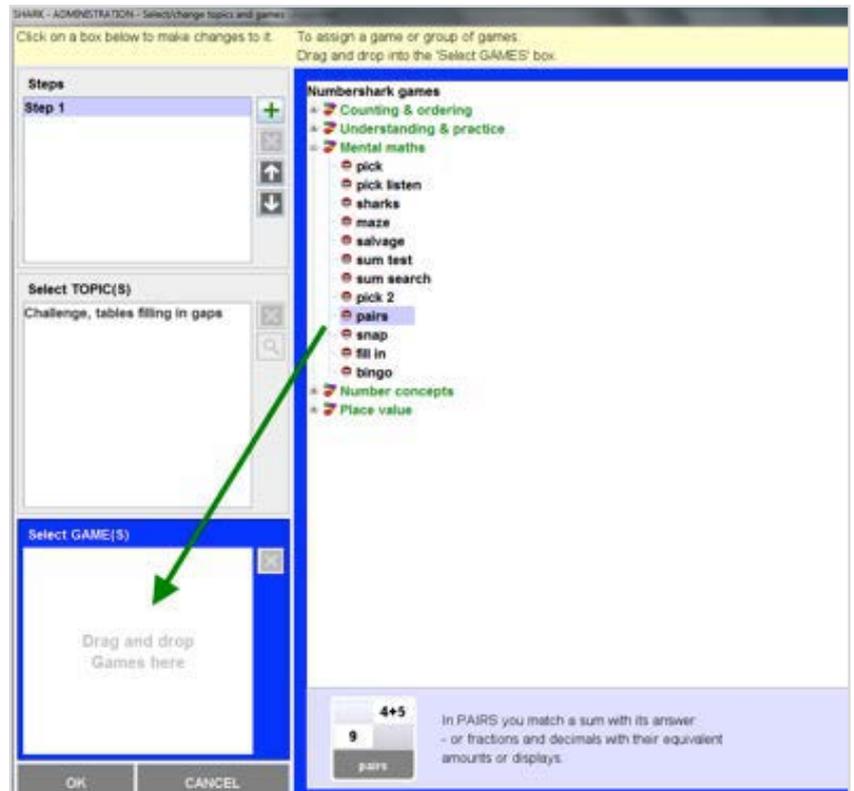


**You are now ready to repeat the process for step 2:**

Click on the plus sign, and work through (a), (b) and (c) as described above, but now for step 2.

You can create as many steps as you wish (a minimum of 2).

When students reach the last step, they remain on this final step until you assign new work, so it is a good idea to include more than one game and topic for this final step to give the student more choice.

**Click on *OK* at the bottom of this screen to save.** Give an easily recognisable name to assign this work program.

Click *EXIT* to return to the main screen.