# Setting work for students

## Setting work – standard

### Setting work (standard)

*Setting work (standard)* is shown in a video tutorial as well as being described below.

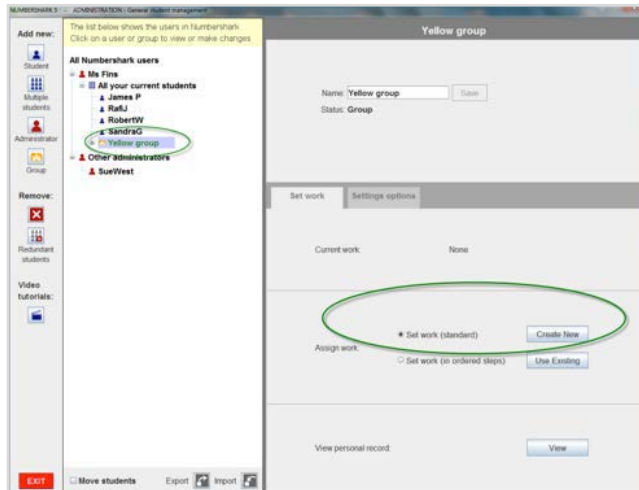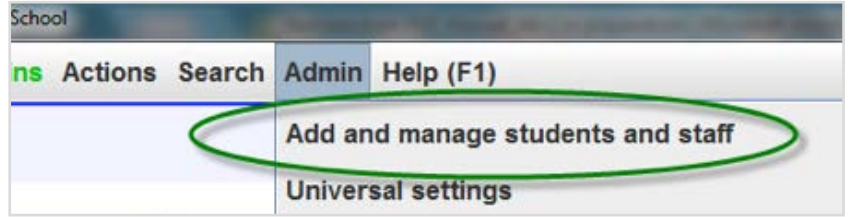It is easy to set topics and games for a student or a group of students:

Go to *Admin*.

Click on *Add and manage students and staff*.

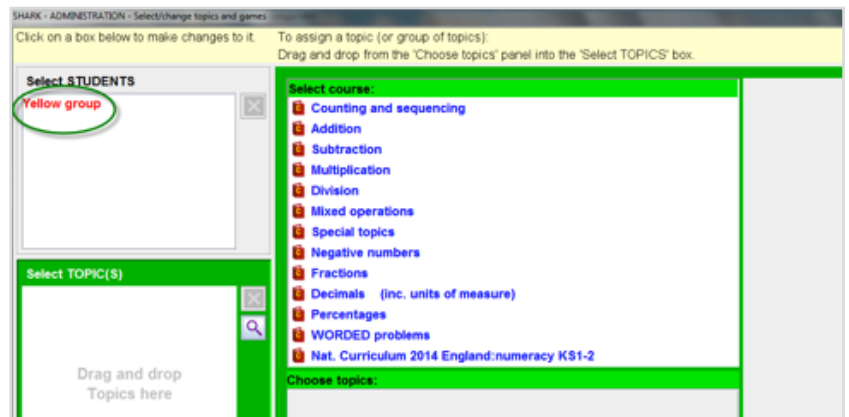Click on the student/group for whom you want to set work.

*Set work (standard)* is the default.
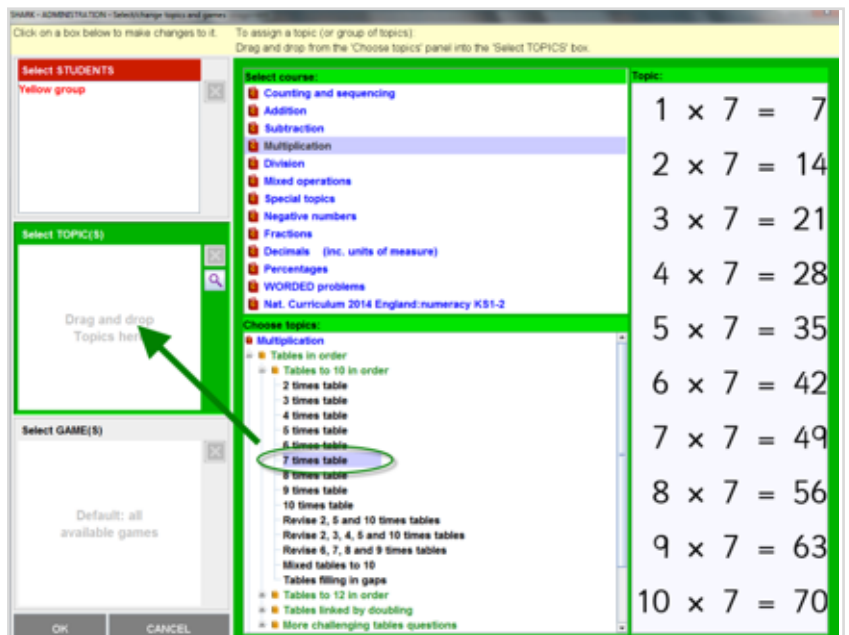
Click on *Create New*.

A new screen appears.

Check that your student name(s) or group name is in the student box – top left.

In the **middle** panel, click on the course you want to use. Open it up and decide the topic or topics (black titles) you want to set as work.

Simply drag them into the middle of the highlighted green *TOPICS box*.

If you select a **green** sub-heading from the topics tree (this is usually for automatic progression), you will be offered a choice of how the student should work:

*Automatic Progression*
The program will move your student automatically through the topics under the green heading (see more in the PDF 'Automatic progression' in the section **'Important options and settings'**.)

OR

*Choice of individual topics*
Students can choose from any of the topics under the green heading.

Note the games box at the bottom right of the screen.

If you want the student to use the default *All games*, **all you need to do is click OK** and the work program is saved and set.

If you want to choose particular games, you can click on the games box and open up the lists of Numbershark games to choose from.
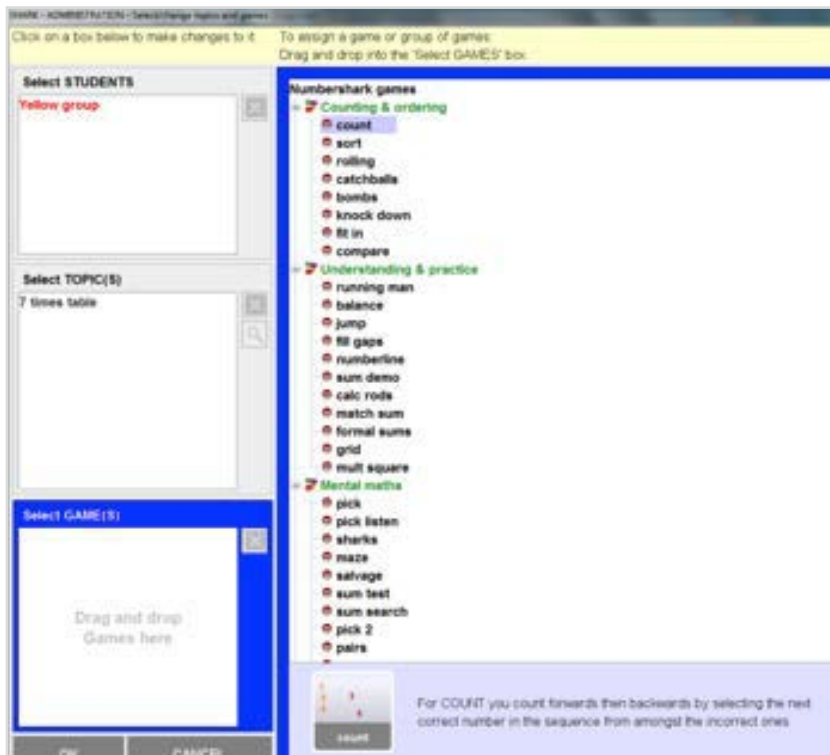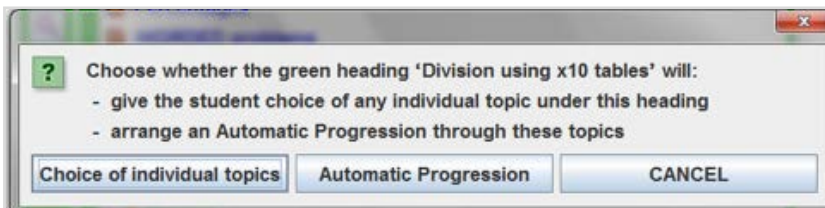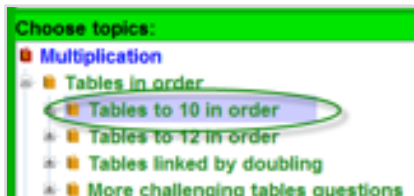
When you highlight a game, a brief description of it is shown at the bottom of the screen to the right of the games box, to help you choose.

Drag your chosen games into the games box. When finished, click on OK.

Now that you have created this piece of set work you can use it again if you wish by clicking on *Use existing* in the setting work screen.

**NB** You can only re-use your own pieces of set work. They are saved by date and time created. See more on how to manage this in the PDF 'Viewing set work assignments, editing, removing, re-using' later in this section.

When students sign in, they will see the set work for topics and games.

If more than one topic has been included, **students actively need to move through the lists** themselves, using the arrow button, **or** click on *Change topic* (unless you have set a green heading with its 'Automatic Progression').

More than one teacher can set work for the same student. The student will see **Work** (in red) with a drop-down menu. The example shows that work has been set by Ms Fins and also SueWest for this particular student.

# 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*.
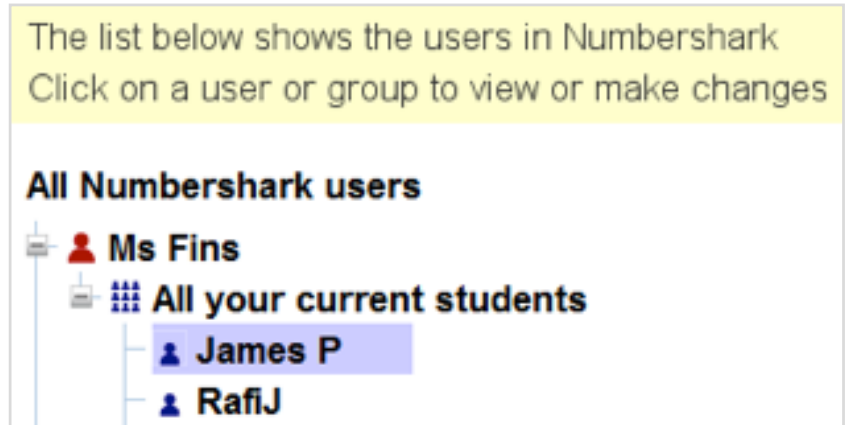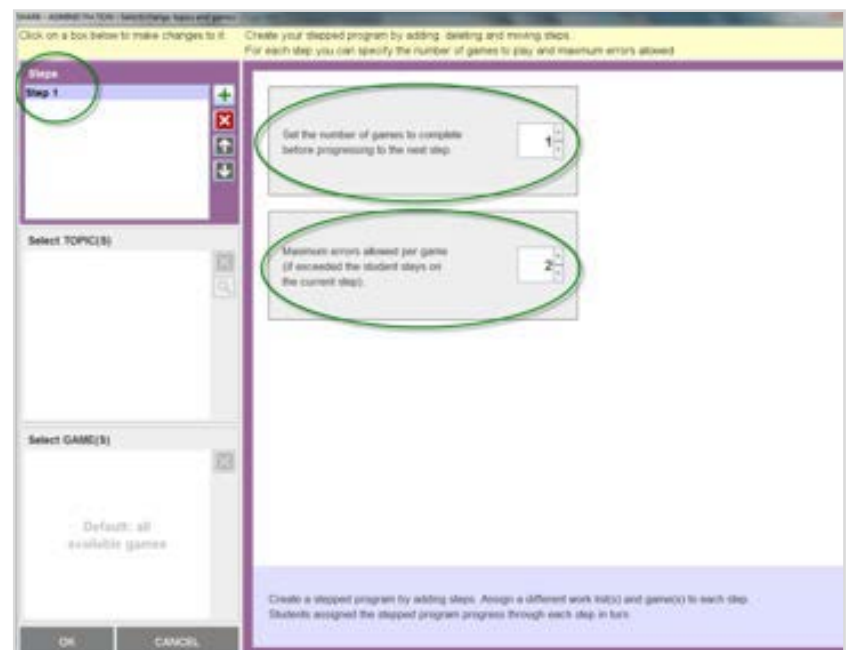
The **Work program** screen appears:
Each step has three components, shown as (a), (b) and (c) below:

## 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.



The list below shows the users in Numbershark
Click on a user or group to view or make changes

All Numbershark users
- Ms Fins
  - All your current students
    - James P
    - RafiJ

**(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.
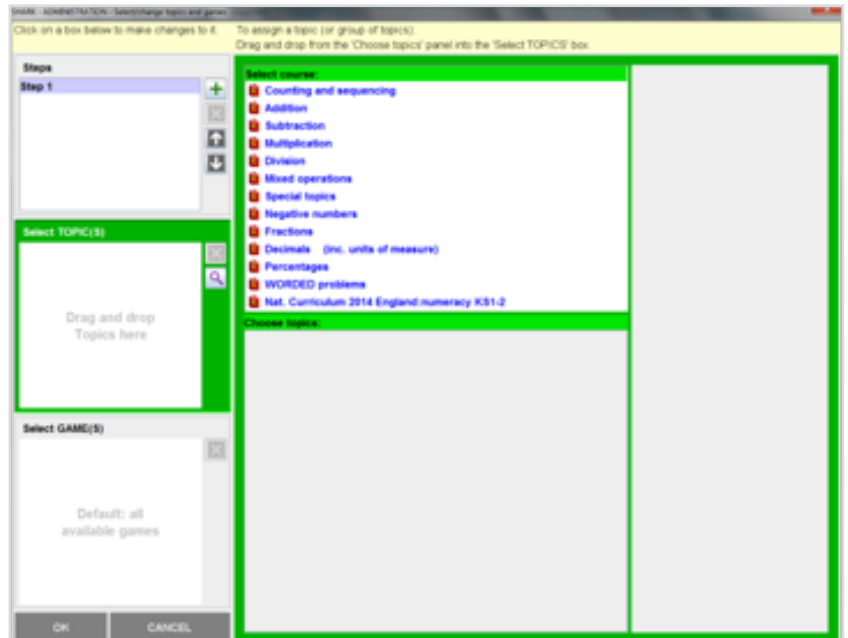


Decide the topic(s), black titles, you want to set as work.

Simply drag it into the middle of the highlighted green *TOPIC(S)* box on the left.
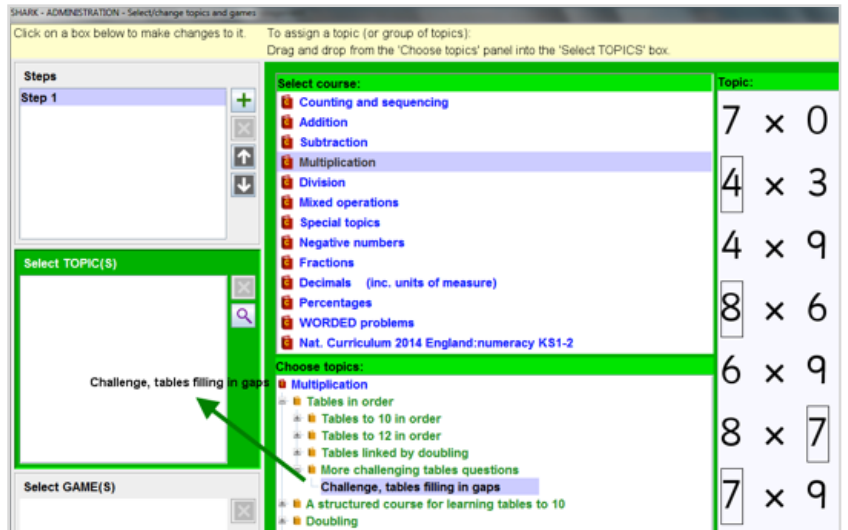
**(c)** Click on *Select GAMES* box at the bottom left of the screen.

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*.
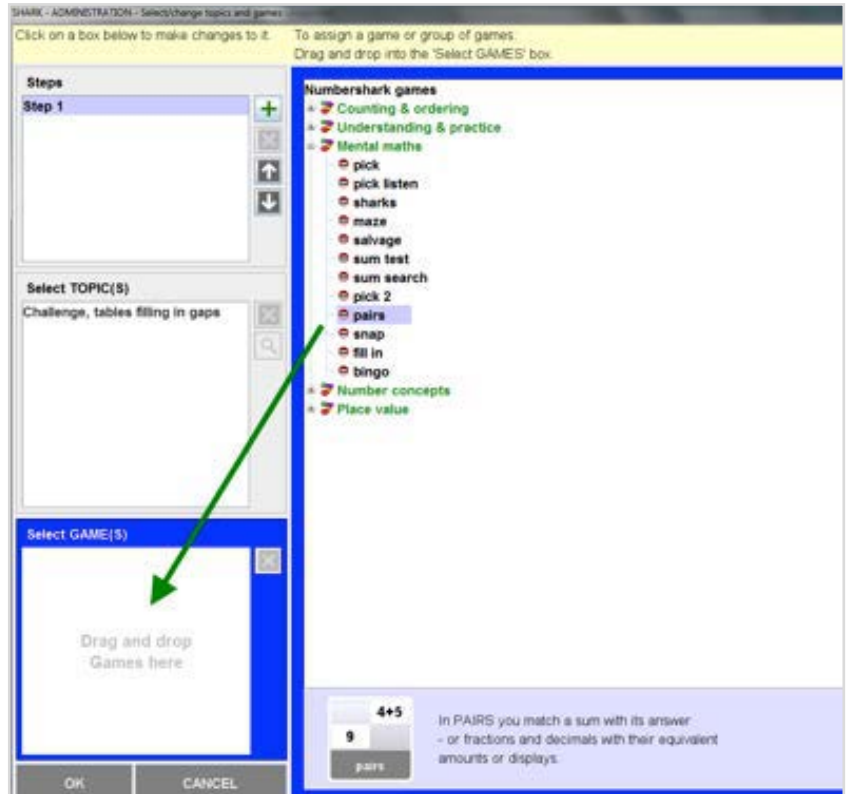


**You are now ready to repeat the process for step 2:**

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.

# Enforcing set work, excluding games etc.

## Enforcing set work
## (and other universal settings)

If the student clicks on *Work* in the menu and then ticks the box for *Other*, this gives access to **all** number topics and games.

You can, if you wish, choose to stop this from happening and ensure your student accesses **only** set work:

Sign on as a Numbershark *Administrator*.

Go to *Admin\Universal settings*.

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

Other useful facilities are provided by this set of buttons and are well worth clicking on to investigate. These include choices regarding excluding games, enforcing set work, groans and beeps, hiding certain courses, disallowing peeps, different sign-on procedures, fonts, archiving etc.
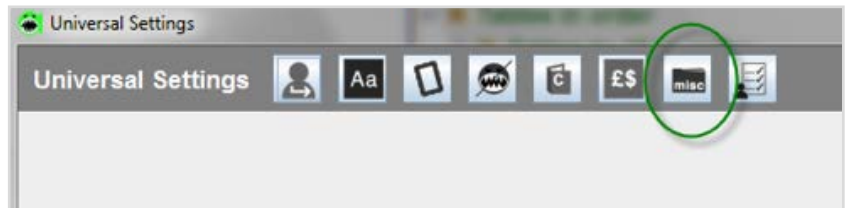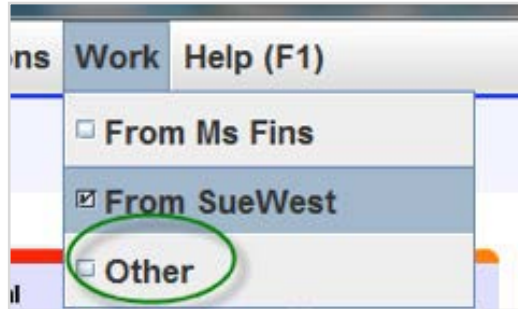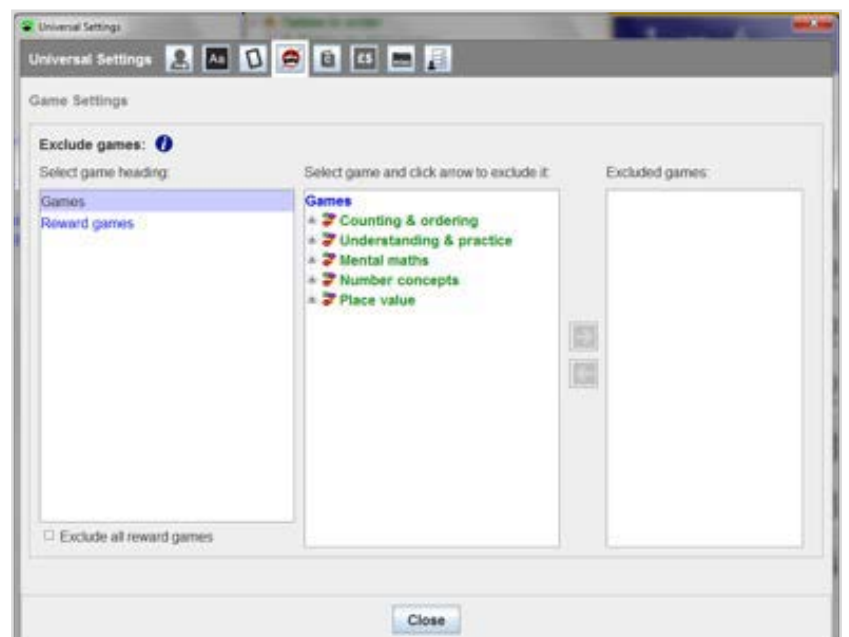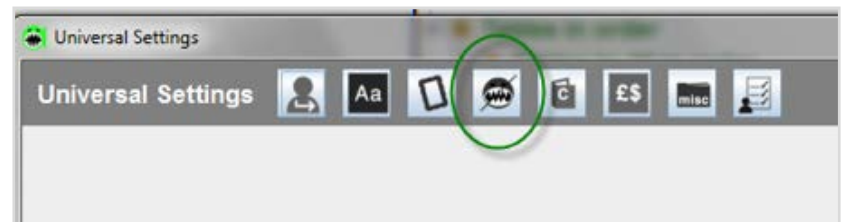
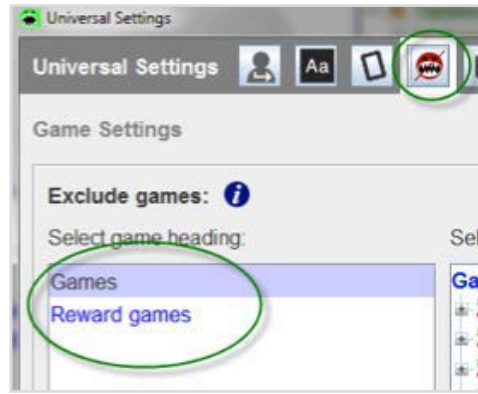## Excluding particular games
## (and other settings choices)

Signed on as a Numbershark *Administrator*, go to *Admin\universal settings* if you wish to block specific games for all students.
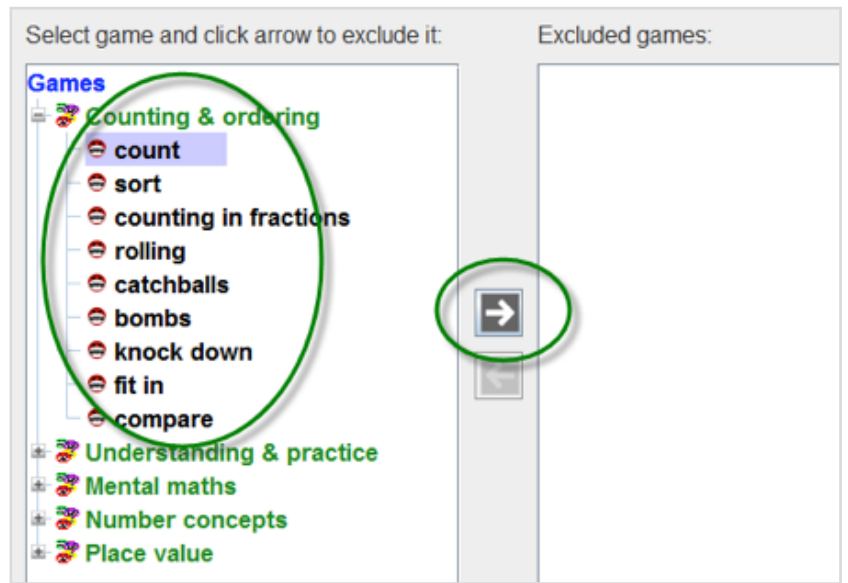
Click on the crossed-out shark icon.

A new window appears.

Select the main games or the reward games.

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

You can also exclude particular games for **individual** students(s) in the *General student management* screen under *Settings* options.

Several other useful settings are possible from this row of buttons. Bear in mind students can override less sensitive areas e.g. font, keypad, groans, reward games frequency (unlike when *Universal settings* are used).