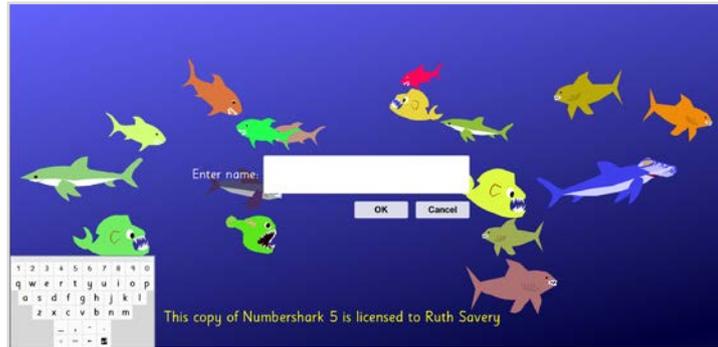


# FOR SCHOOLS – Setting up and managing users

## Adding staff and students

In this sign-on screen, type in the name you wish to use in the program.

The next screen invites you to become an administrator. If this screen does not appear, an administrator already exists and can be seen in *Users\List of Administrators*.



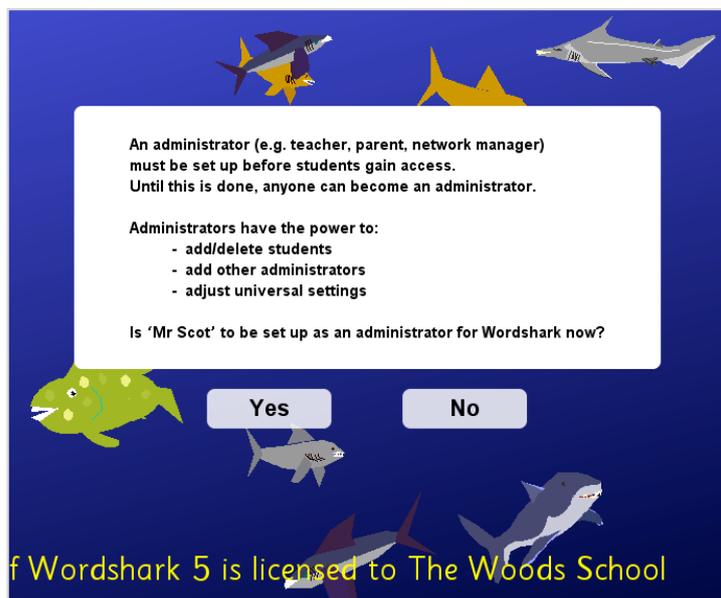
## Becoming a Numbershark administrator

It is important that an adult (teacher, parent, technician) rather than a student becomes a Numbershark Administrator.

It is easy to do, and will add *Admin* to the menu.

Numbershark administrators can add/change/delete other users and can change universal settings.

Please note your **PASSWORD**.



The 3 types of user have different levels of control.

	Add/Delete students, teachers, administrators. Change/reset all passwords & details. Set universal settings.	Set work & student settings. Change/reset student passwords. View their records.	Save /change personal settings. View your own records.	Access program updates
 Administrator	✔	✔	✔	✔
 Teacher (networks only)	✘	✔	✔	✘
 Student	✘	✘	✔	✘

## Teachers v Administrator

As seen in the table above, *Administrators* can perform all functions, but if they leave a computer unattended, there is always the risk of students having total access and making unwanted changes. Therefore, in larger schools it is helpful to be a *Teacher* user for everyday teaching when using the network. For small schools; the user category *Teachers* may not be necessary – just use *Administrators*. When more than one **Numbershark** administrator is added to the system, all administrators have equal status.

## Adding teachers and administrators

Sign on as a *Numbershark* administrator.

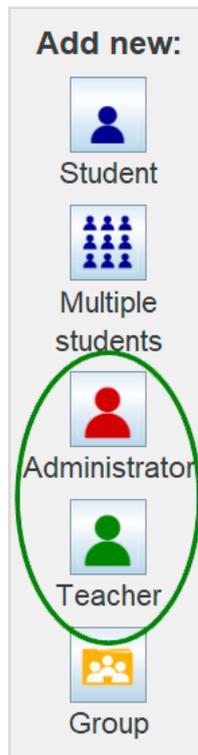
Choose *Admin* from the top menu bar and the first sub-menu option *Add and manage students and staff*.

Go to the *teacher* (or *Administrator*) icon and click.

Type in the name you want the user to sign on as. Add password and click OK. These details can be edited at any time by you or any other administrator.

Teachers will then need to collect their own students once they are added. This process is explained separately under 'Collecting students, creating groups, removing users, changing user details'

In small schools you may choose only to have Administrators (see above) in which case it is Administrators who will need to collect their students.



## Bulk import of student names

You can add your students to the program in bulk, in small groups or individually. They will then have personal files, and the program will remember which word list they are working on, their speeds and settings, and their records.

Sign on as a Numbershark administrator.

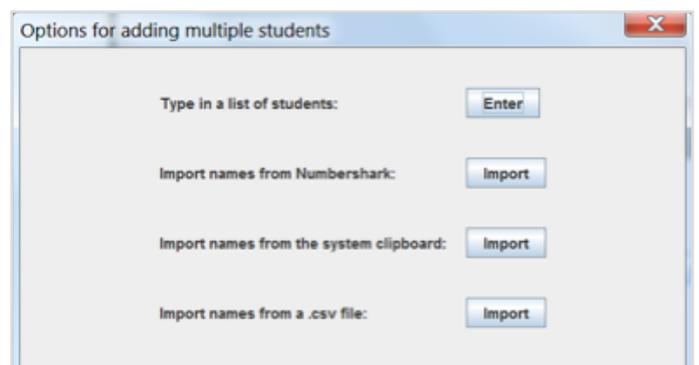
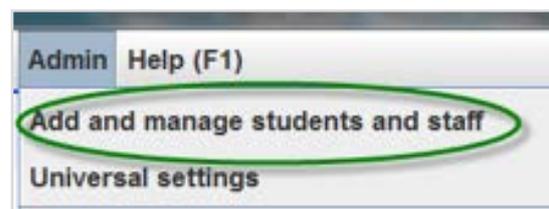
Choose *Admin* from the top menu bar and the first sub-menu option *Add and manage students and staff*.

Under *Add new* click *Multiple students*.

You will be given four alternatives:

- 1 *Type in a list of students*
- 2 *Import names from Wordshark*
- 3 *Import names from the system clipboard*
- 4 *Import names from a .csv file*

Passwords if needed can be added under *Admin\manage students and staff*.



Taking each of these in turn:

### 1 Type in a list of students

This is the easiest option for adding smaller numbers.

Select Type in a list of students.  
You can include digits and spaces if you wish.

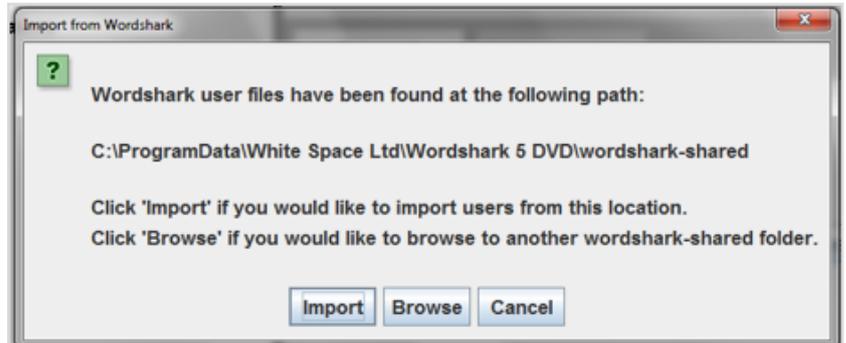
Do this, separating the names with commas, then click OK.



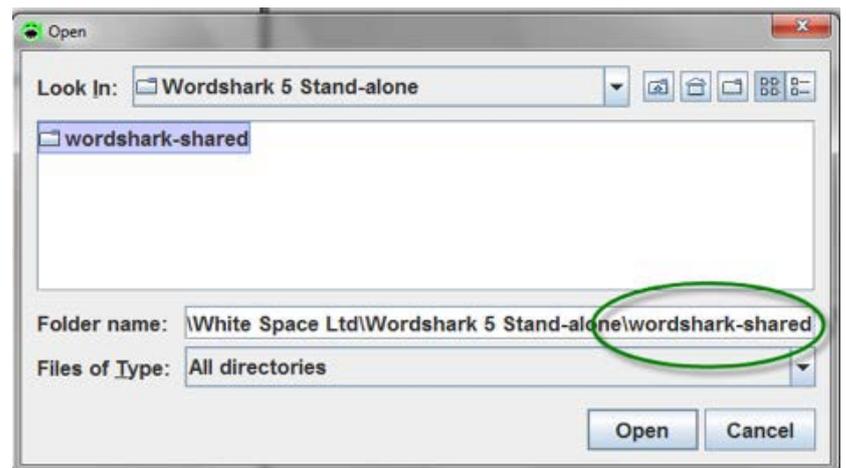
### 2 Import names from Numbershark

If you have more than one copy of *Numbershark-shared* on your machine (for example a backup or previous version) then please make a note of which location you wish to import from, and then click on *Import* if it is correct.

Otherwise click to *Browse*.



Navigate to the required *Numbershark-shared* folder and click to open.



### 3 Import names from the system clipboard

If you have access to any text documents (for example Word/Excel) you can copy and paste the names from the file to the program's clipboard.

Choosing this option will open the clipboard.



Open the document containing the names.

Highlight the required information and copy.

**Note:** If pasting into the clipboard from Excel, it doesn't matter if the first name and surname are in separate columns for pasting (or even with additional columns for things like date of birth). This is in contrast to creating a csv file, in which the information has to be amalgamated into one column.

	A	B
1	Imran	Cole
2	Joy	Ward
3	Holly	Rouse
4	Taylor	Murray
5	Jordan	England
6	James	King
7	Jake	Webb
8	Ruth	Kirtland

Click on the Numbershark icon on the taskbar/ dock to take you back to your Numbershark screen.



Click *Paste* on the clipboard.



The names will appear on the clipboard.  
Edit the list as necessary.

Click *OK* to add to the program.

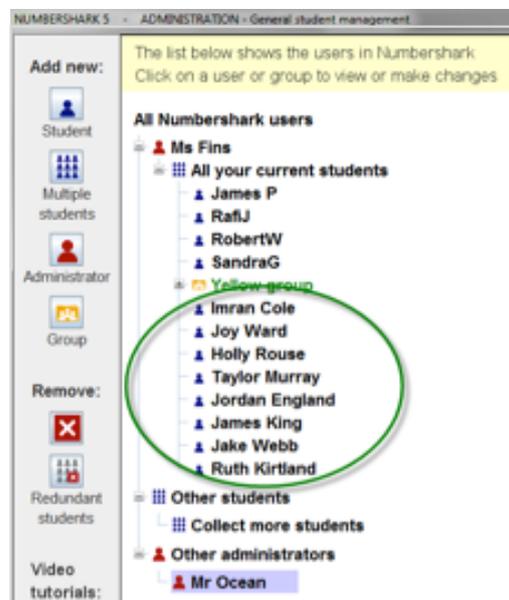


#### 4 Import names from a csv file

This option will automatically import names from a csv file. It is important to:

- only include the information in the document that you want to import
- ensure the information is in the order you want it to be shown in the program (e.g name/surname or surname/name)
- include only the names for students and not those who should be administrators/ teachers

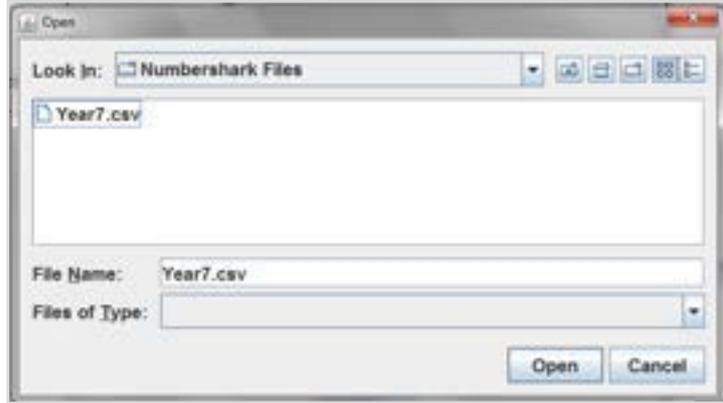
**'(For help on creating a csv file please see below 'creating a csv file)**



Browse to the location of the file:

The files will be shown in the program's clipboard so any alterations can be made before importing.

Click on *OK* to add to the program.



**Creating a CSV file**

This can be created manually or from the school's management system if this has the ability to export data.

The ideal format is an Excel file with all students' names in a single column with the rest of the sheet blank. These names will be the ones used for signing on with in Numbershark.

	A	
1	Fred Bloggs	
2	Charlie Smith	
3	Joanna Hurst	
4	Tim Patel	
5	Abdul Aziz	
6	Jacqueline Pope	
7		

Save your csv file in a suitable location, however if your Excel document is not in the correct format, you will need to format this.

**For example if you have multiple columns you will need to do the following:**

	A	B
1	Bloggs	Fred
2	Smith	Charlie
3	Hurst	Joanna
4	Patel	Tim
5	Aziz	Abdul
6	Pope	Jacqueline

Click into cell C1

Enter the formula below (noting the space between the quotation marks to give a space between the names).

**=CONCATENATE(B1," ",A1)**

	A	B	C	D	E	F
1	Bloggs	Fred	Fred Bloggs			
2	Smith	Charlie				
3	Hurst	Joanna				
4	Patel	Tim				
5	Aziz	Abdul				
6	Pope	Jacqueline				

Press Enter

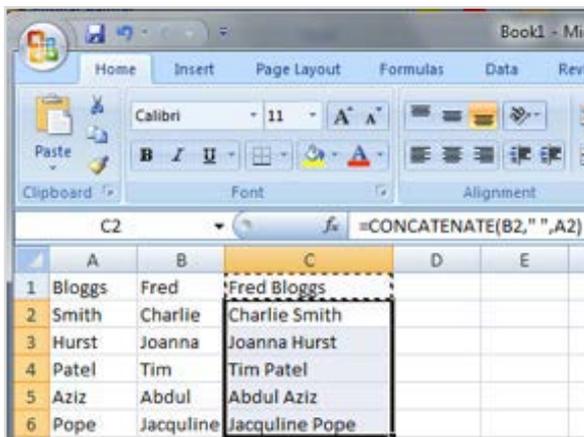
Copy cell C1

Paste it into cells C2, C3, C4 etc by **highlighting them all** (rather than one by one) and paste.

Select all of the names in column C and "Copy"

**Open a new spreadsheet** and click into cell A1.

**DO NOT "Paste"!**

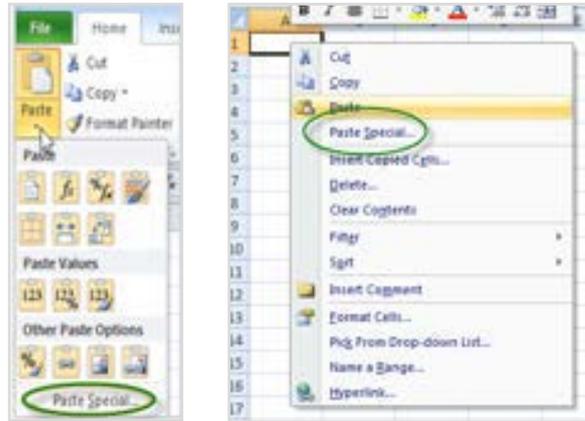


	A	B	C	D
1				
2				
3				
4				

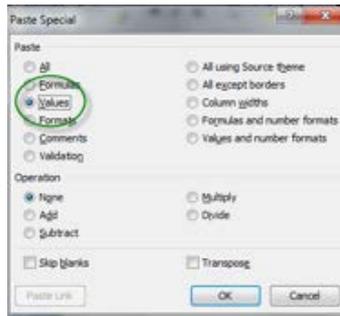
Right click for Paste.

Then left click for **Paste Special**.

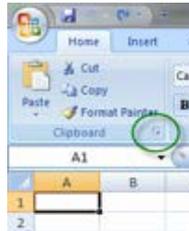
(This can also be reached via the *paste* icon)



Select *Values* and press OK.

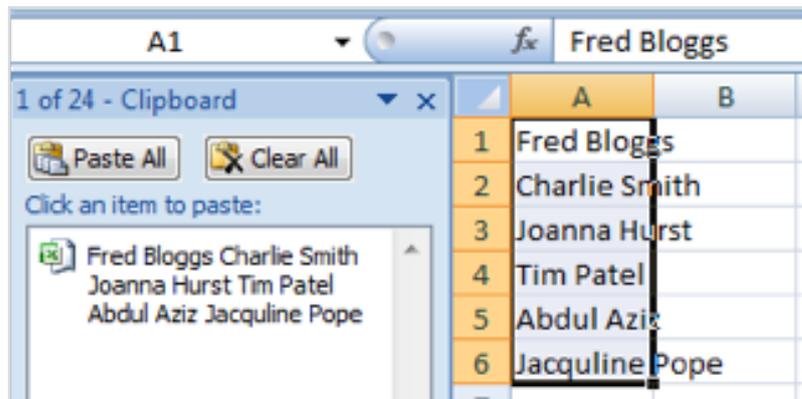


(You may need to go via MS Office clipboard – click the arrow next to Clipboard to Show the Office Clipboard Task Pane.)

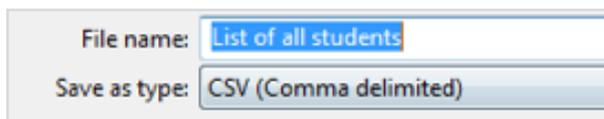


Click on the data on the Clipboard panel.

This will produce your names as a list in a single column – the ideal format.



Choose *File/Save As* and select CSV(Comma delimited) to save the list as a .csv file. You can now import this into Numbershark – see earlier.



### Adding individual students

1. Go to *Admin* and click.
2. Go to *Add and manage students and staff*.
3. Go to the *Student* icon and select.
4. Type in the name you want your student to sign on as, and select OK.
5. Go to *EXIT* to return to the main games screen.

