

Collecting students, creating groups

Other PDFs and videos will have dealt with adding students either in small groups or in bulk.

Collecting students

Once students have been added to the system, they can be **shared** by more than one Numbershark *Administrator or Teacher* in order to set work and/or to view progress.

If you personally have added the students, they will appear under your name. If someone else has done so, you will need to collect the students you want to work with.

To collect students from the wider list, sign on as yourself and go to *Admin\Add and manage students and staff*.

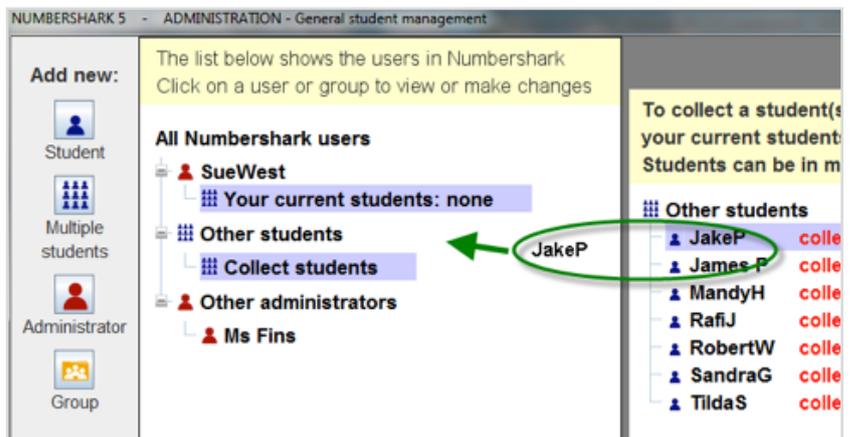
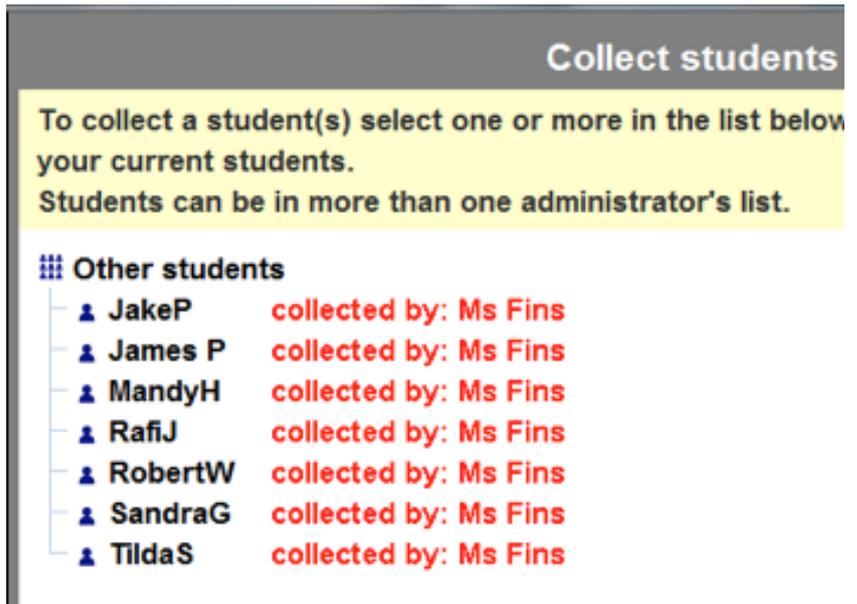
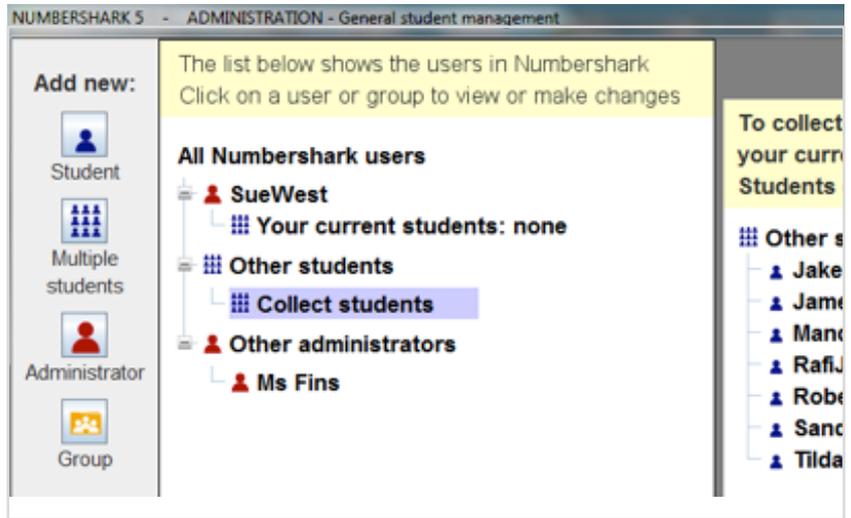
Click on *Collect students* (or *Collect more students*).

From the **right** hand panel, select your chosen student(s) and drag them into the left hand column – anywhere in the column will do.

More than one teacher can share students.

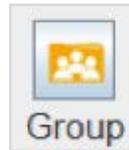
In this screen shot, SueWest is now signed on and is collecting JakeP and dragging his name into the users' column.

He will be shared by SueWest and Ms Fins.



Moving students into groups

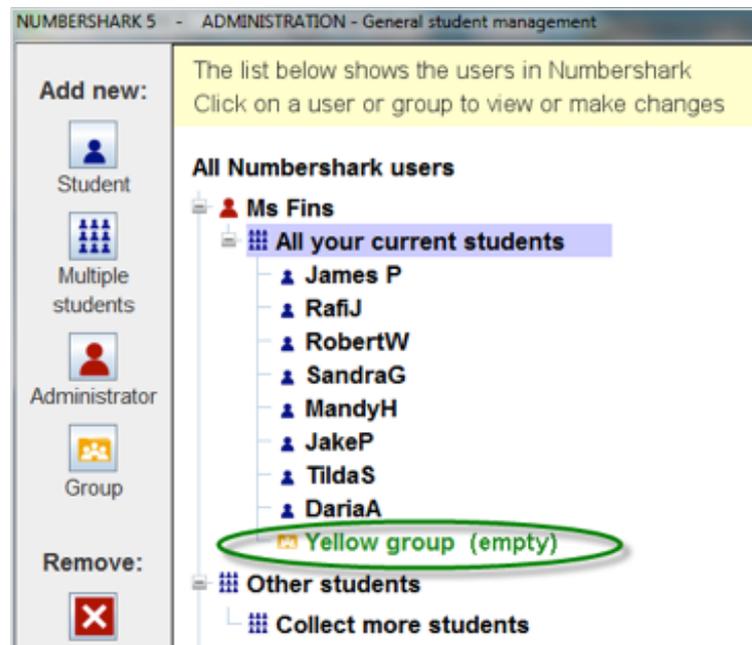
You can, if you wish, set your students into groups.



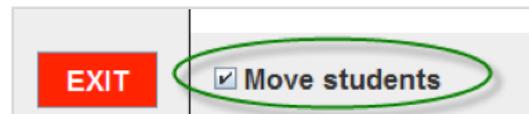
Select this button called *Group*.

In the pop up window, enter a name for the group.

The group will be created but will show as empty.

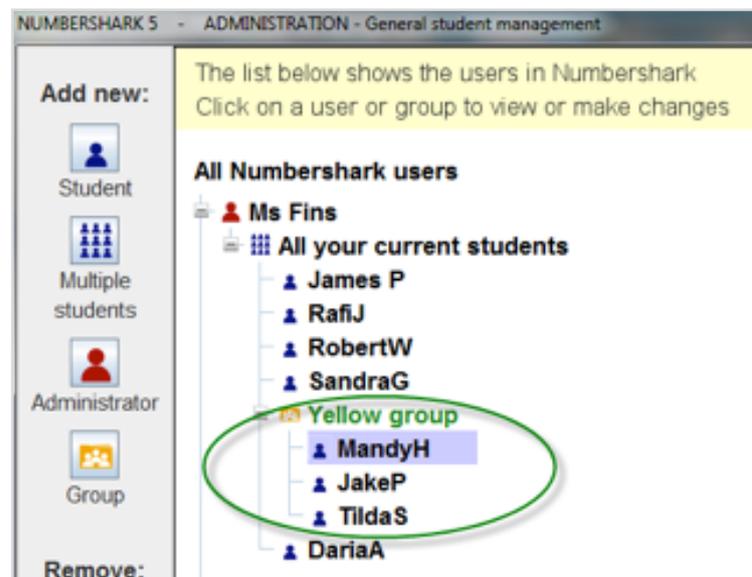


Tick this box (bottom left) to **move** students.



You will now be able to click on the students and drag them into the group (or to move them around within the list). You can move groups around in the same way.

In the example, 'Yellow group' now has Mandy, Jake and Tilda in it but not Daria.



Note that when the group is not expanded to show its contents, Daria is still part of the main list and not in the yellow group (compare the 2 screen shots).

Alternatively click on the group to highlight it and then add any new students to Numbershark straight into the group.

