

# Setting work for students

## Setting work – standard

It is easy to set word lists and games for a student or a group of students;

Go to *Admin*.

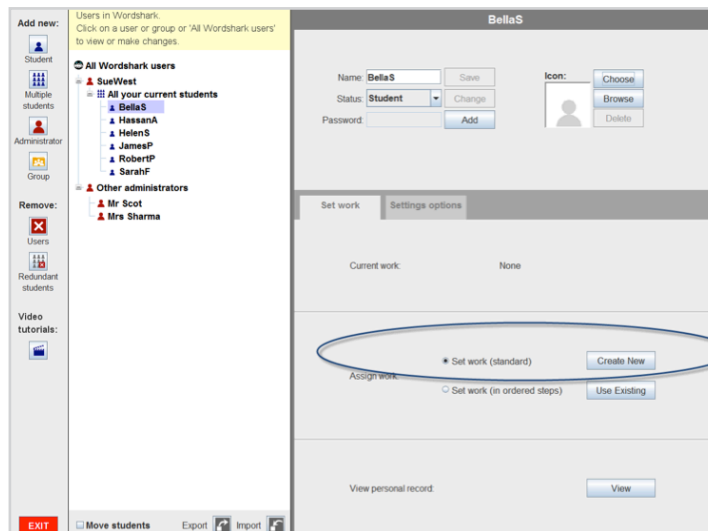
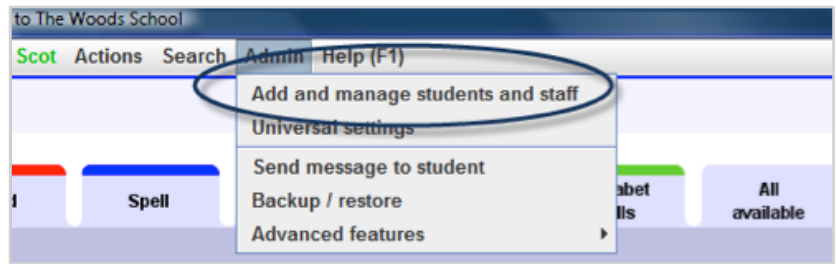
Click on *Add and manage students and staff*.

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

*Set work (standard)* is the default.

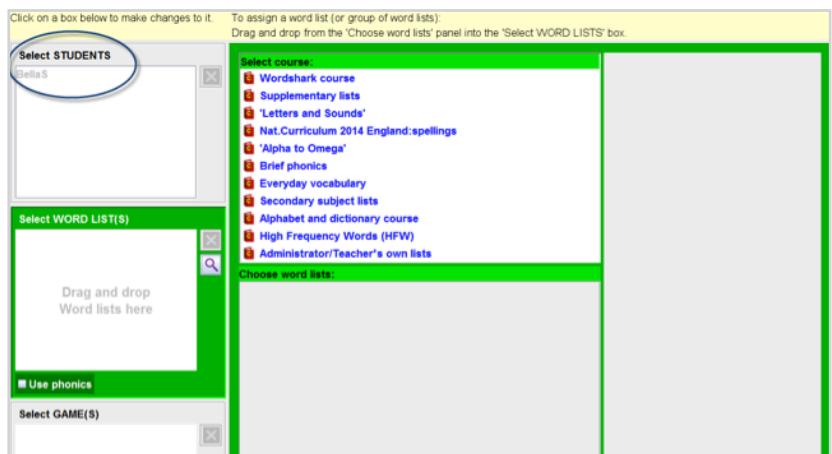
Click on *Create New*.

Once you have created some set work and wish to use it again, you should click on *Use existing*. **NB** You can only re-use your own set work.



A new screen appears.

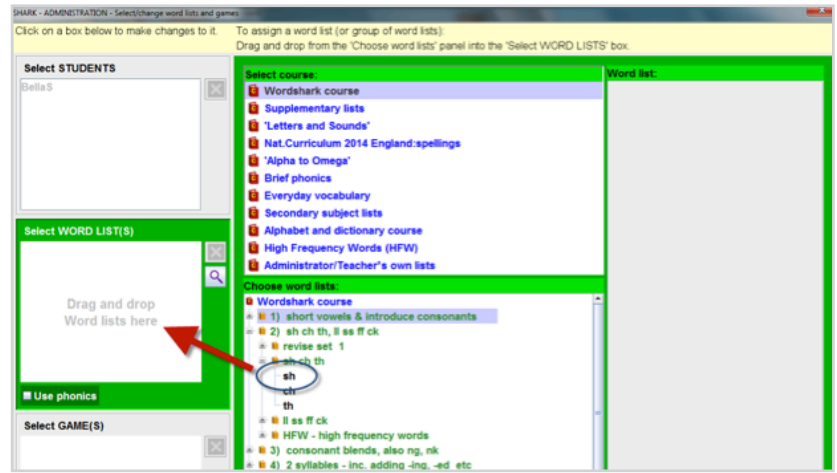
Check that your student name(s) or group are in the student box top left.



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

Decide the list or lists (black titles) you want to set as work.

Simply drag them into the highlighted green **WORD LISTS** box.

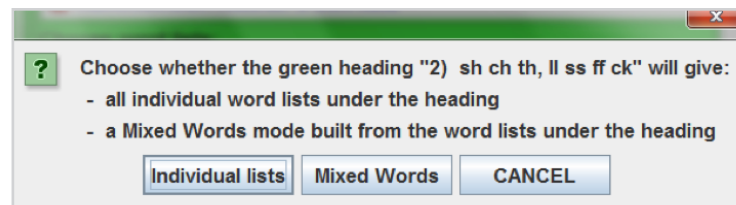


Tick *Use phonics* (when available) if you want words to be split phonically and phonics games to be set.



If you select a **green** heading from the word lists tree:

Choose from one of the 2 options of how you want your student to work:



### 1. Option 1 Individual lists

Students can choose from any of the lists under the green heading.

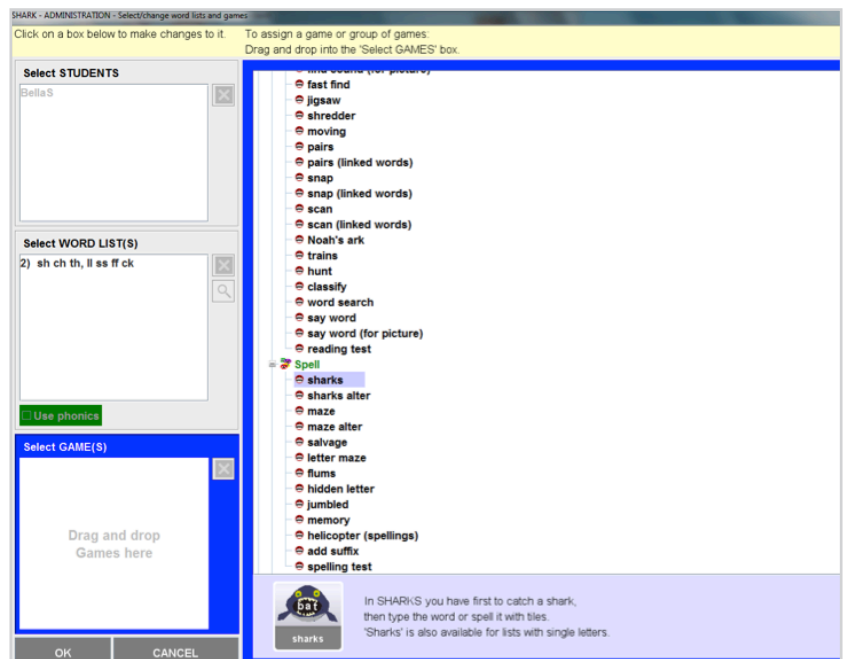
### 2. Option 2 Mixed Words

For each game, words are generated and changed **automatically** for the student. Also, a **spelling** game is assured at least every fourth game.

Note the games box at the bottom 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.

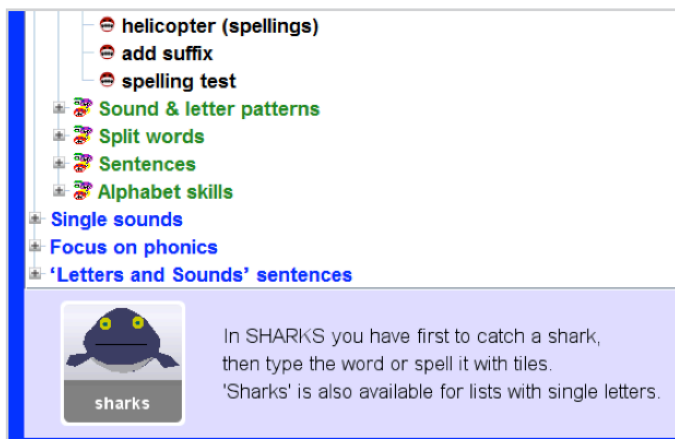
If you want to choose particular games, you can click on the games box and open up the branch list of Wordshark games.



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.

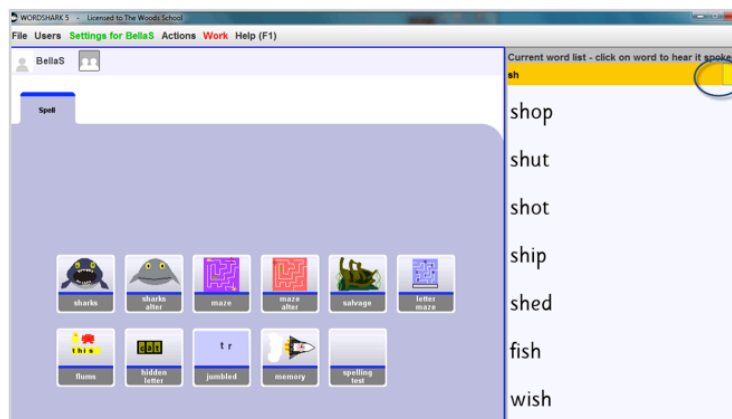
Drag your chosen games into the games box.

When finished, click on OK.



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

If more than one list has been included, students need to move through the lists using the arrow button, **or** click on *Change word list*.



More than one teacher can set work for the same student. The example shows that work has been set by Mr Scot and also Ms James for this particular student.

