Setting work in ordered steps
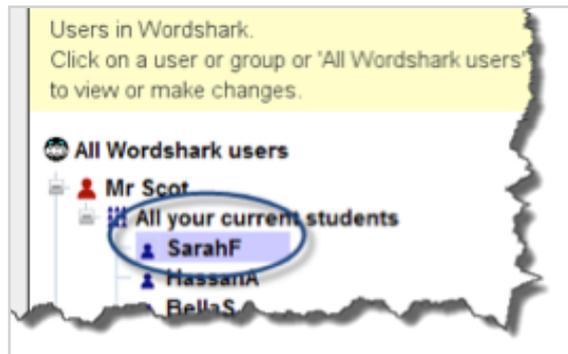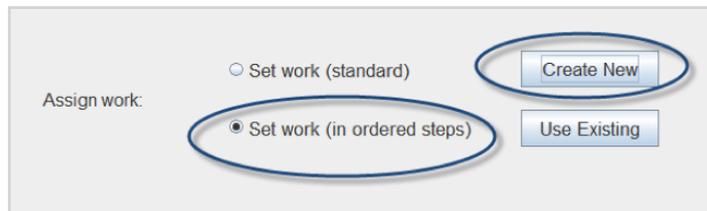
If signed on as a Wordshark *Administrator (or Teacher)* you can create a mini program for students to work through – arranged in ordered steps (a minimum of 2). You specify the list, the games and the permitted number of errors in each step before the student is automatically moved on to the next step of your 'program'. Though this might take longer to set up, this 'program' can be re-used for many children in the future.

[If you are not yet familiar with Wordshark it may help to try the standard way of setting work before trying the *Set work (in ordered steps)*.]
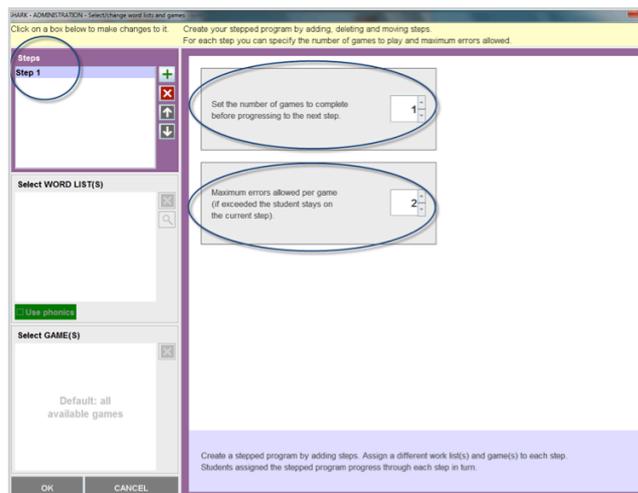

To set work in ordered steps
Have *Help* turned on. First go to *Admin\Add and manage students*. Select the student/ group you want to set work for. Select *Set work (in ordered steps)*. Then click on *Create New*.

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.**

The ***Work program*** screen appears:
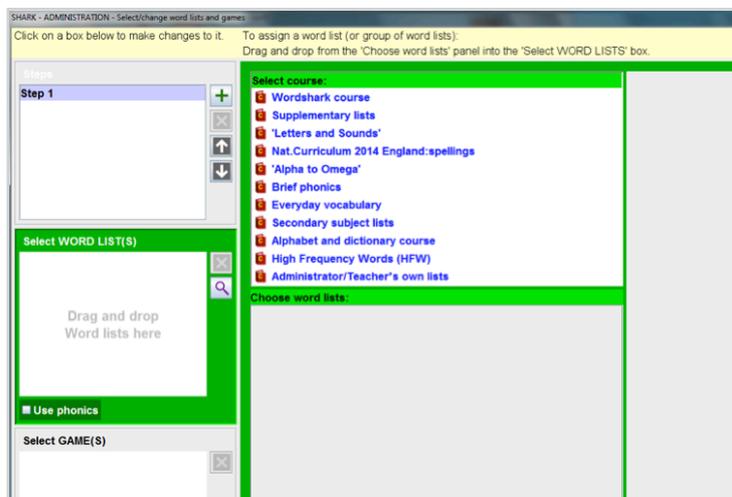Each **step** has three components, shown as A, B and C below:

Step 1 (a, b and c)

a Decide how many times the student will play the game(s) in step 1, **and** the number of errors allowed before they can move on to step 2.

b Still on step 1.

   Click on the *Select WORD LIST* box half way down the left of the screen.
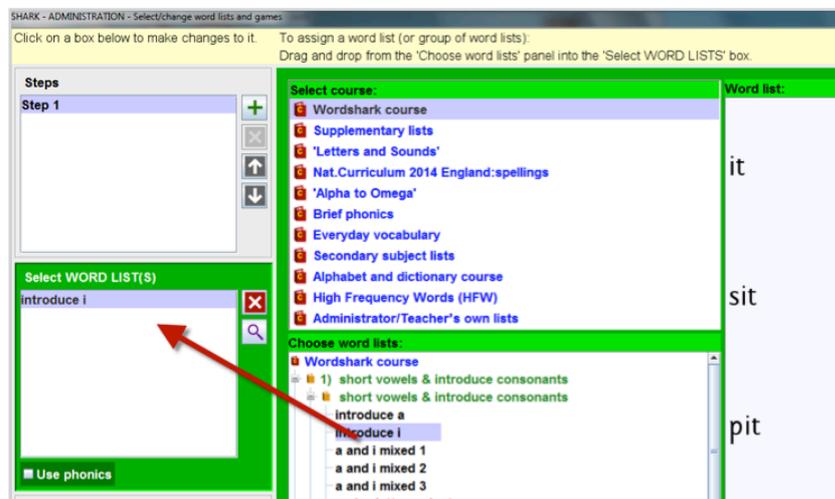
   In the middle column, click on the course you want to use.

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

Simply drag them into the highlighted green *WORD LISTS* box on the left.
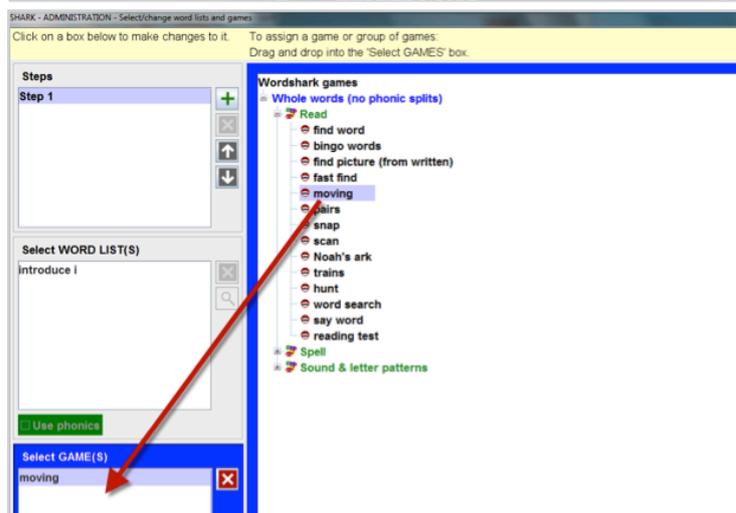
Tick if you want phonics.

c Still on step 1.

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

Using the games tree in the middle column, 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 on the 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.

You are now ready to repeat the process for step 2 so click on the plus sign.

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

When students reach the last step, they stay working on it until you assign new work, so it is a good idea to include a selection of games and word lists for this final step.

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.

Re-using, editing, removing set work

Re-using set work
For pieces of work that you personally have set, you can use these again (both the standard and the stepped programs) with different students.

Click on the *Use existing* button.
Editing and removing set work

This may be done using the *View/Edit* button and the *Remove* button.