

Viewing the work set, viewing student records

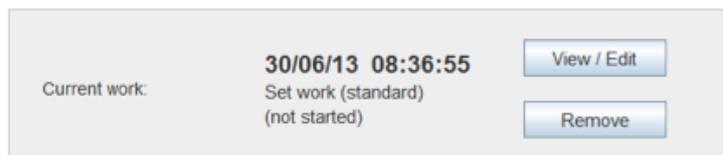
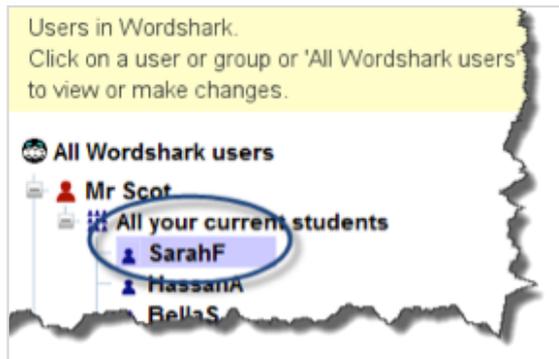
Viewing the work set

For your individual students and groups

Click on the student's name (or group of students).

Use the panel on the right to *View/Edit* or *Remove* the set work.

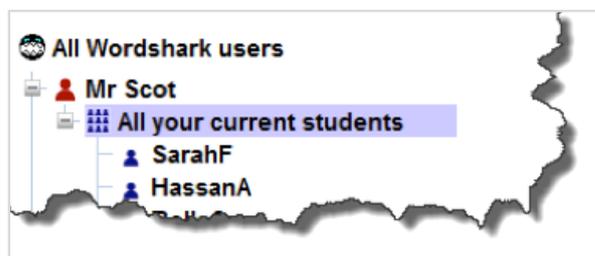
You can also see the date and time when you set it.



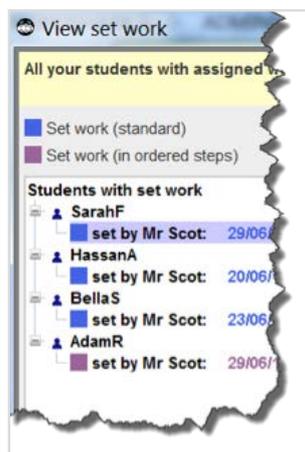
For ALL your current students

To view a summary of the work you have set for **all** your students, click to highlight *All your current students*.

Find *View set work* and click on *View*.

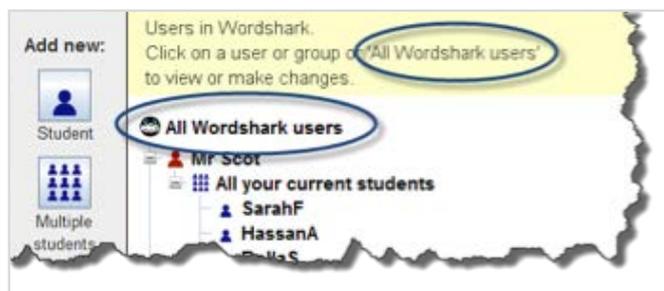


From this screen you can view every piece of set work you have assigned. You may want to re-use some of these assignments.



For ALL Wordshark users

You can get an overview of **all set work for all students** (not just yours) by selecting *All Wordshark users* and click on *View*.

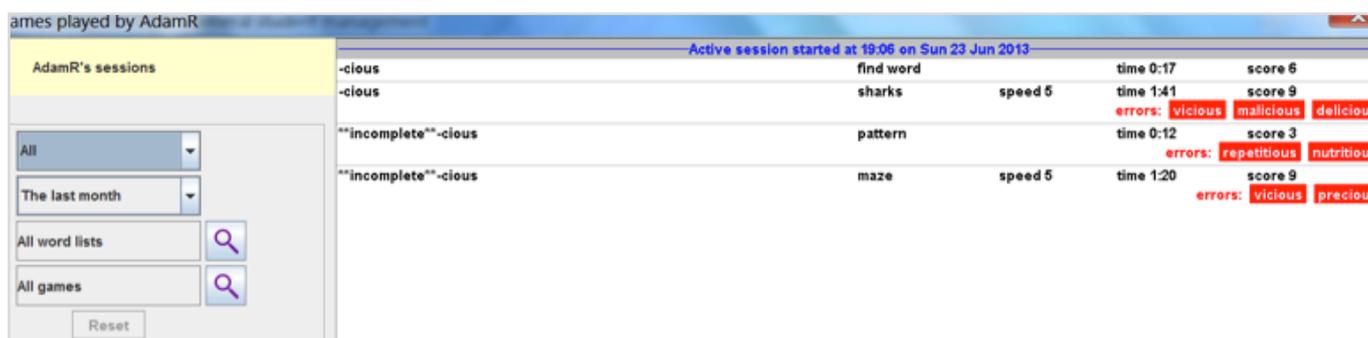
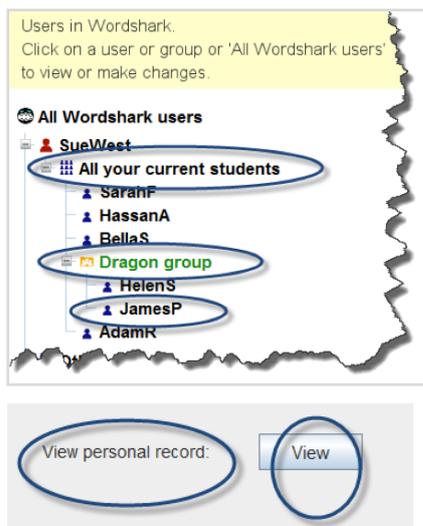


Viewing student progress records

All student records – not just for set work – are kept automatically. You can look at these in full, including the words in which errors have been made.

Click to highlight the student's name, or group name (or even *All your current students*).

In the right hand panel find *View personal record* and click on *View*.



The viewing-records screen

Records give you a good read-out of how each session is spent – total time of the session, which games have been played, how long each took and what mistakes were made. This is especially important if you have not set work.

Word lists chosen	Are they relevant for your student?
Games played	These are listed – are they relevant to the work the student should be doing? If you are not sure, find them on the games screen and decide whether they are relevant or not, to what you want your student to practise. If you need to check a game's educational content quickly: with 'Help' switched on, hover over the games icon/slide towards on touch screens. A description will pop up.
Completed games	If games are marked as 'incomplete' it is important to check the reason for this with the student.
Errors made	These are shown in red – and where relevant – the words that produced the errors. Is there a pattern to the errors – is further practice needed? If too many errors, consider an easier word list.
Games played repeatedly	If certain games are played repeatedly – check that they are relevant and that they show progress (with reduced errors and time taken). If you feel the games are not relevant to your student, you can consider excluding them for a while under 'universal settings'.
Time the game has taken	A common-sense approach is needed here with knowledge of the student and of the game and word list in question.
Peeps	If used repeatedly – there should be a fall-off, showing the student is gaining confidence and showing progress.
Score	Comparing like with like – score for the same word list and game should show progress. If a game and topic combination is played earlier and then later (either as directed or as set work), a comparison can be made and exported to Excel. The use of the date and game filter is useful for this – as described below.

The default is to show **all** the records but you can also search by time period, or by word list and/or by game. The last two are useful if you want to see whether there is progress between the first time and later attempts at a given word list with, for example, a game such as *Spelling test*.

The screenshot shows a window titled "Bella's sessions". Below the title is a section labeled "View records:" containing four search filters: "Records:" with a dropdown menu set to "All", "Period:" with a dropdown menu set to "The last month", "Word list:" with a text input field containing "All word lists" and a search icon, and "Game:" with a text input field containing "All games" and a search icon. A "Reset" button is located at the bottom of the filter section.

Viewing your own record

Users can look at their own records at any time – under *Actions\View own records*.



Tracking progress

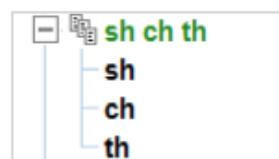
There are 2 ways to track progress in *Wordshark*.

- 1 A precise way to track progress is
 - to first test a new piece of work (establishing what the student already knows – to give the baseline)
 - do the work
 - re-test to show progress
- 2 A more general look at progress entails viewing students' records at given points in the year, noting where each student has reached in one of the structured courses (Wordshark course/Letters and Sounds/Alpha to Omega/Brief phonics/National Curriculum/Alphabet & Dictionary). Speed of progress should also be noted, and the number of errors being made in *Spelling test*.

Letters & sounds also has some built-in assessments at the end of each phase.

Establishing a baseline:

- Revision lists are useful for this as they can act as summaries of sections of work covered – they have *revise* or *revision* in their title
- Green headings which give *Mixed words* are useful as they give a selection of words from the word lists under the chosen green heading – they can cover a precise set of work e.g. *sh ch th*
- The *Spelling test* game is useful for the baseline – play several times to give a reliable result



The following example will go through the procedure.

The word list *Revise short vowels* and the game *Spelling test* was chosen as a baseline for a child (JamesP). He played 3 games (*revision lists* come up with different examples each time so he did the test 3 times to give a more reliable result).

Name of student	Title of word list or heading used as baseline	Name of game used in baseline	Number of times game played	Date of baseline	Date of re- test	Total errors in baseline	Total errors in re-test	Name of tester	Notes

Table available under *Help\Printable word lists and resources*

Using the table above a note was made of the **date**, which **list**, and which **game**, and the **number** of games played.

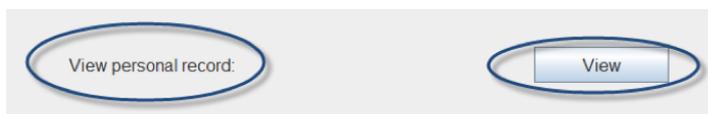
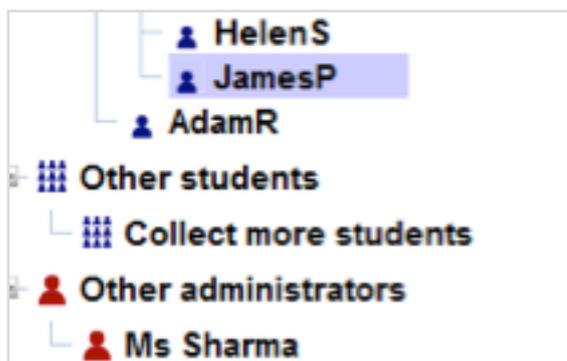
James worked on these cvc words over a period of time then repeated the above exact same test.

His student record was then used to compare the two test sessions (like with like) using the following instructions.

Go to *Admin\Add and manage students and staff*.

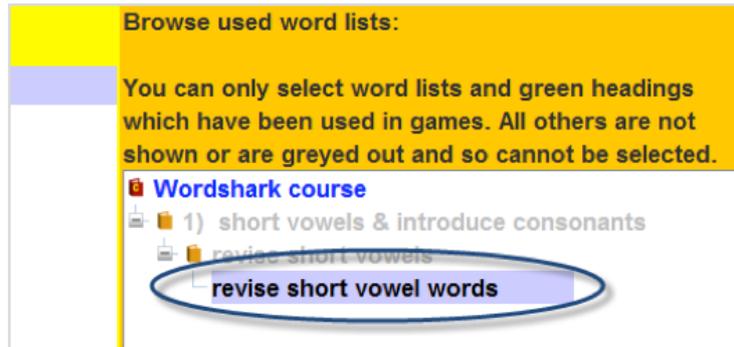
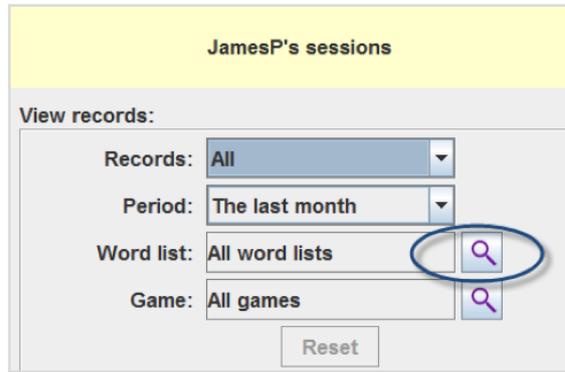
Highlight the child (JamesP in the example).

Find *View personal record* and click on *View*.

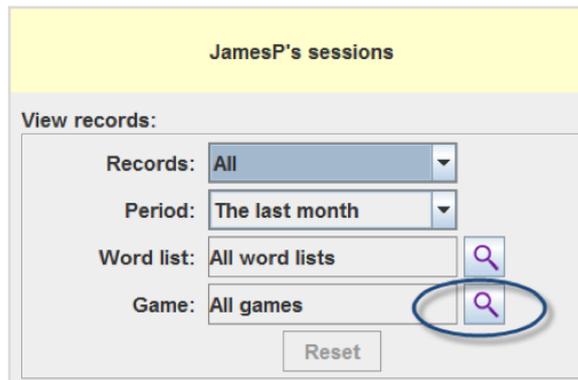


Click on the magnifying glass beside *All word lists*

Select the name of the list used – (*Revise short vowel words* in the example).



Then click on the magnifying glass beside *All games*.



Select the game used (*Spelling test* in the example).

Note. If the 2 sessions to be compared are not both within the last month, you will need to select the right period using the drop down menu for *Period*.



Following the example above, it is now possible to compare the 2 sessions to track progress using the following instructions:

Use the table to find the details of the earlier session (date and content) and highlight this session.

Highlight also the latest session, and click to bring the results of both sessions **on the same screen**.

This can be printed out if necessary.

In the example it is possible to track James's progress and see straight away that James has improved in both his speed and his accuracy .

Initially he was very slow and the letters **e** and **i** caused confusion. After the work, it is clear which words are still giving him some difficulty.

spelling test	time 2:03	score 5	errors: tin pen bet
spelling test	time 2:02	score 6	errors: rip beg
spelling test	time 1:46	score 5	errors: get win nap
Active session started at 17:10 on Fri 02 Aug 2013			
spelling test	time 1:20	score 7	errors: pen
spelling test	time 0:59	score 7	errors: wet
spelling test	time 1:18	score 7	errors: bit

Exporting as an XML file to Excel

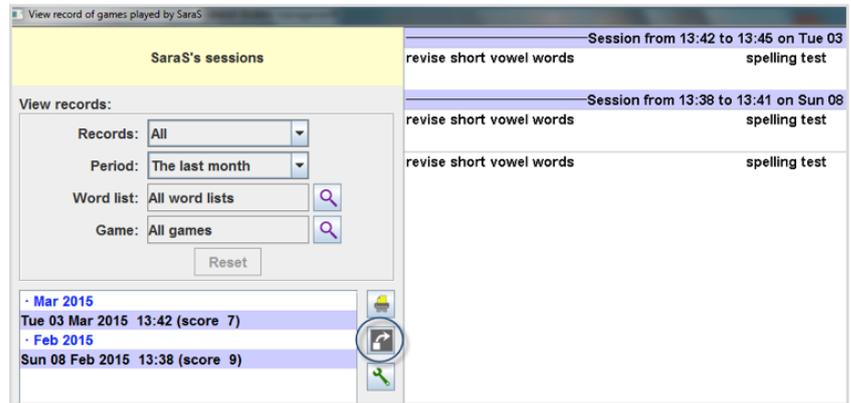
Records of games can be exported in XML format and then opened and saved in Excel.

As a Wordshark administrator/teacher go to *Admin/manage students*. Select the student and click *View* in the section to *View personal record* (bottom right panel).

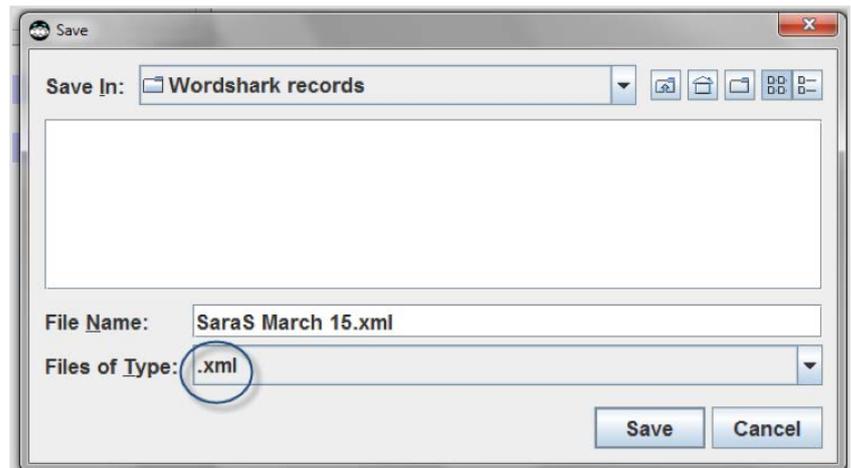
Choose what records you want to view by using the drop-down menu for the correct time period – and the magnifying glasses to select the relevant topics and games.

The relevant history will be shown. Hold down Ctrl, while clicking to select these sessions.

Click the export button.

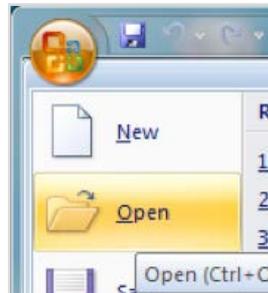


Choose where to save the file. It will automatically create the file as type.xml. Rename the file – ensuring it ends with the extension.xml – then click to Save.

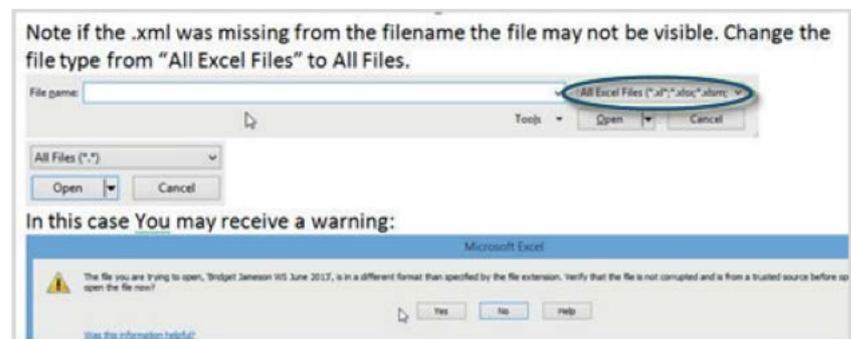


Load Microsoft Excel. Either choose "File/open" or press "Ctrl + O".

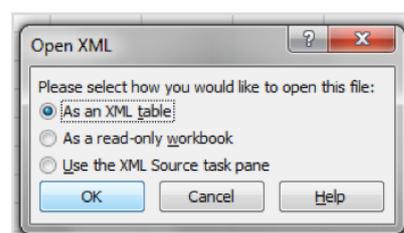
Other spreadsheet programs may be used, if they support XML.



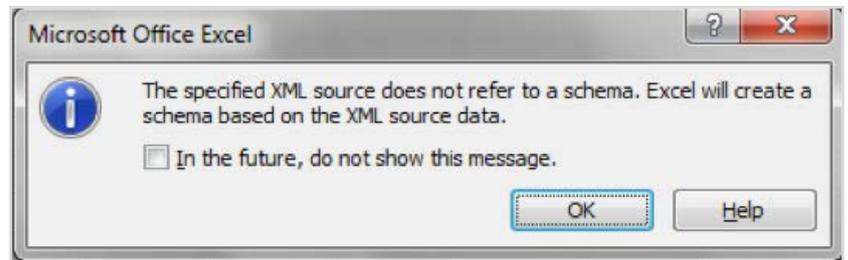
Navigate to the xml file.



You will be prompted how to open the XML file. Choose "As an XML table".



You may then receive another prompt.
Click OK.



The information will be imported in a table format.

The image is a screenshot of the Microsoft Excel application window. The title bar says 'Book2 - Microsoft Excel non-commercial use'. The ribbon is set to 'Home' and shows various formatting options like Font, Alignment, and Number. The main area displays a table with the following data:

	A	B	C	D	E	F	G	H	I	J
1	name	date	time	word list name	game name	error total	errors	score	duration	
2	SaraS	Tue 03 Mar 2015	13:42	revise short vowel words	spelling test	1	pit	7	64	
3	SaraS	Tue 03 Mar 2015	13:42	revise short vowel words	spelling test	3	jog nut tip	5	62	
4	SaraS	Tue 03 Mar 2015	13:42	revise short vowel words	spelling test	4	lip rug pet pit	4	70	
5										
6										

You can now save in Excel format. This will allow you to sort, filter and produce graphs using the inbuilt Excel features.