

Collecting students, creating groups

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

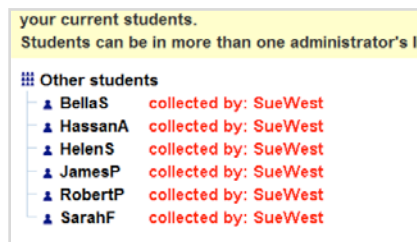
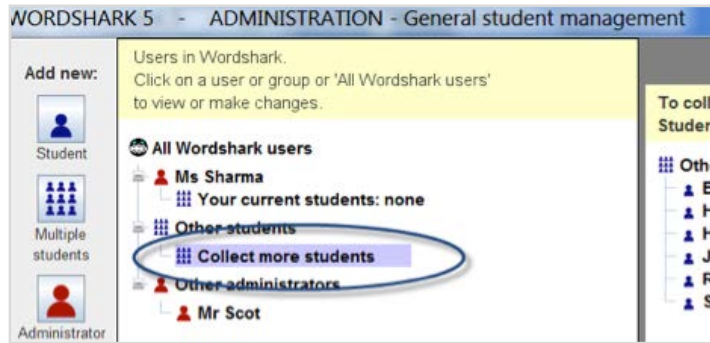
Collecting students

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

Each teacher/administrator needs to collect their own students.

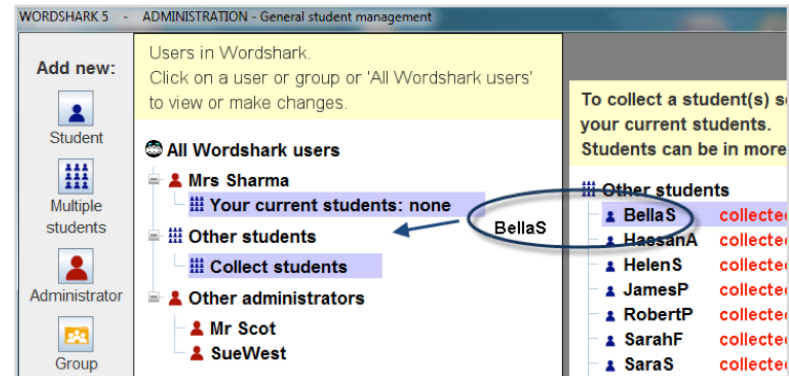
To collect students from the available list, sign on and go to *Admin\Add and manage students and staff*.

Click on *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 any student.



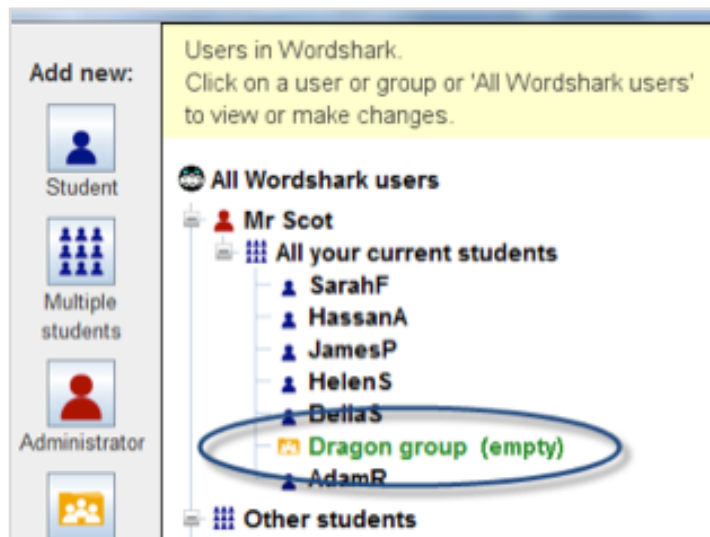
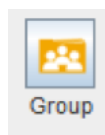
Moving students into groups

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

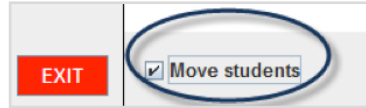
Select this button called *Group*.

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

The group will be created but will show empty

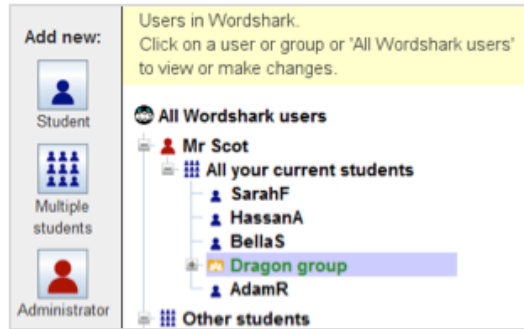


Tick this box (bottom left) to **move** students.



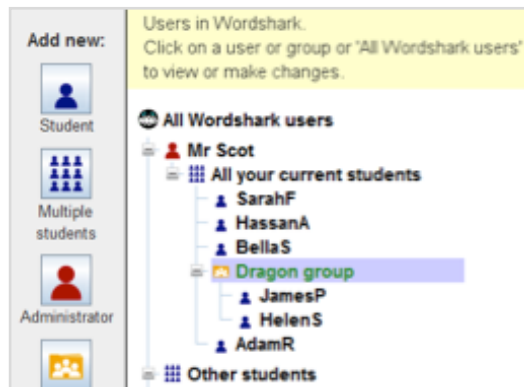
You will now be able to click on the students and drag them into the group (or to move them around within the list). You can move groups around in the same way.

In the examples below, 'Dragon group' has now had students moved into it.



Dragon group heading when closed: You cannot see who is in it because it is closed. Note that AdamR is part of the main list and not Dragon group.

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



Dragon group heading when open: You can see two people are in Dragon group (but not Adam).