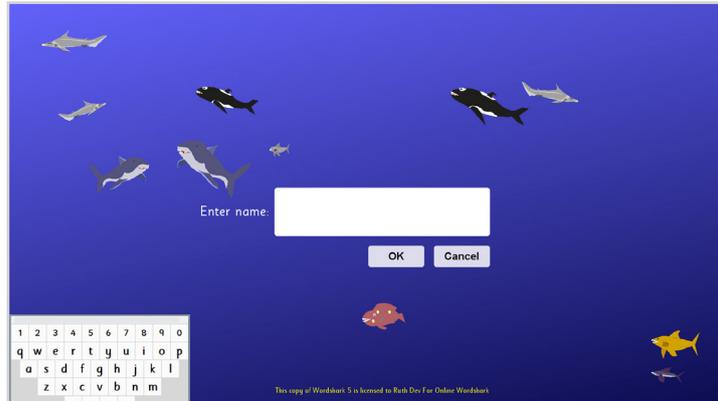


# FOR HOME – Setting up and managing users

## Adding, changing, deleting users

In this sign-on screen, type in the name you want to use in the program. Click OK.

The next screen invites you to become a Wordshark administrator. If this screen does not appear, it means someone has already set them self up as an administrator and can be seen under *Users \List of Administrators*.



### Becoming a Wordshark administrator

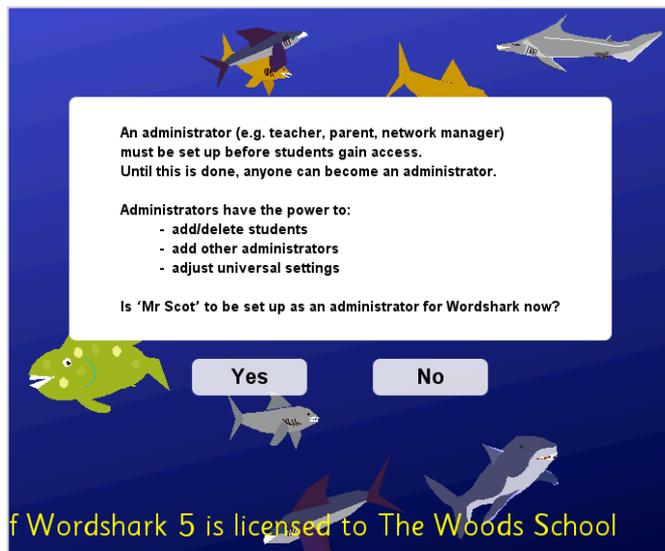
It is important that an adult rather than a student becomes a Wordshark Administrator.

It is easy to do and will add *Admin* to the menu.

**Wordshark administrators can add/change/delete other users and can change universal settings.**

1. Select Yes. This gives you full control of the program.
2. Enter a password.

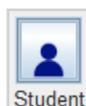
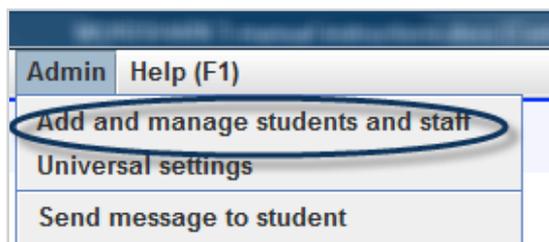
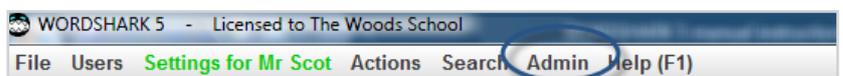
**Please note your password**



### Adding students

Now that you are a *Wordshark* Administrator, you can add your students to the program. They will then have personal files, and the program will remember which word list they are working on, their speeds and settings, and their records.

1. Go to *Admin* and click.
2. Go to *Add and manage students and staff*
3. Go to the *Student* icon and click
4. Type in the name you want your student to sign on as, and click OK.



## Once you have added your students

To help you get started: go to the printable instructions on games and on word lists and the video clips on *Starting Wordshark* and *Games* and *Choosing a game* and *Choosing a Word list*. Include also the instructions on using the Test if you need help in choosing a list from where to start work.

## Adding an icon

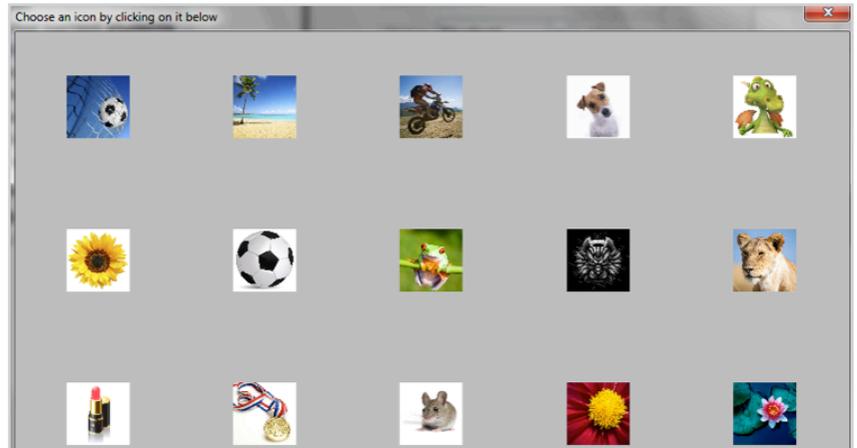
This will make signing on very easy for younger students.

Select the relevant name.

Go to the right hand panel and find the buttons to Choose/Browse for an icon.

Depending on whether you select *Choose* or *Browse*, you can either import a picture from the selection offered, or import an image or photo of your own.

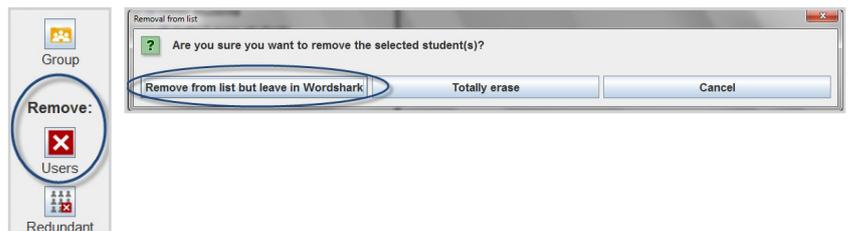
When the student signs on, and starts to type his/her name, he/she will see her icon and needs only to click on it.



## To remove a student

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

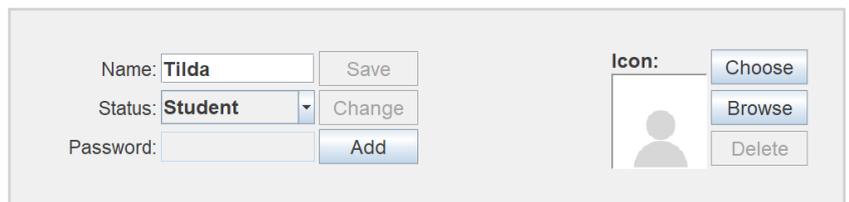
Click on the cross and follow instructions.



## Changing user details

To change the details of a user, sign on as a Wordshark administrator and go to *Admin\Add and manage students and staff*.

Click to highlight the name, and change the details in the right hand panel.



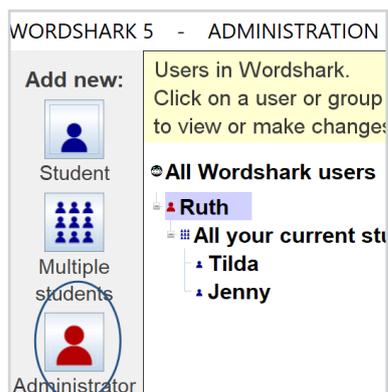
## Adding another administrator

Should you need to add another Administrator: sign on as a *Wordshark* administrator.

Choose *Admin* from the top menu bar and the first sub-menu option *Add and manage students and staff*.

Go to the *Administrator* icon and click.

Type in the name you want the user to sign on as. Add password and click OK. These details can be edited at any time by you or any other administrator.



**All administrators have equal rights.**