

# Viewing the work set, viewing student records

## Viewing the work set, editing, removing, re-using

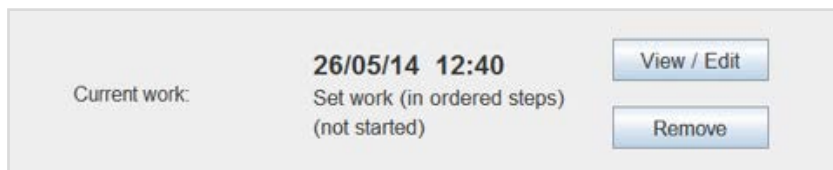
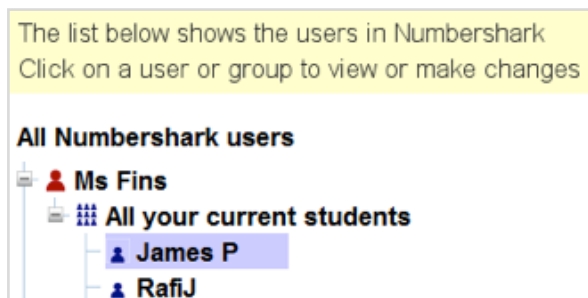
### Viewing/editing/removing of set work assignments

#### 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.

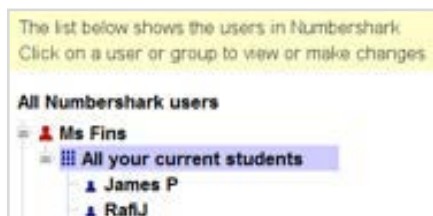
You can also see the date and time of when you set it.



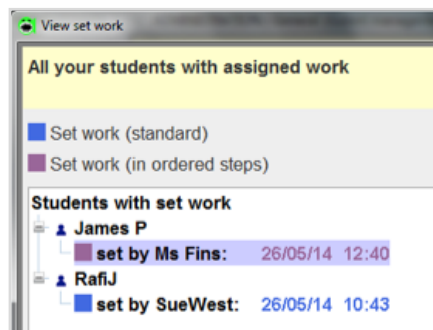
#### For All your current students

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*.

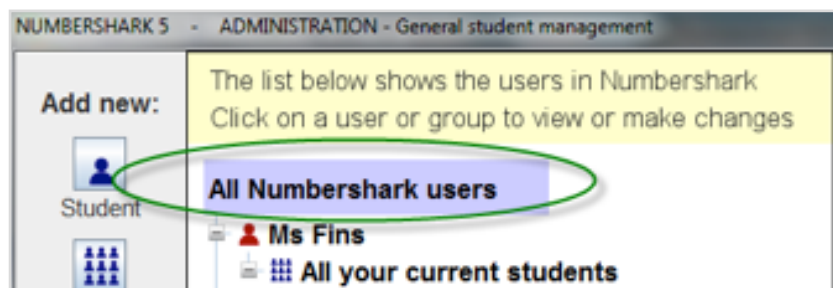


From this screen you can view all pieces of set work (not just yours) currently assigned to all your students.



#### For All Numbershark users

You can get an overview of **all set work** for **all students** by selecting *All Numbershark users* and click on *View*.



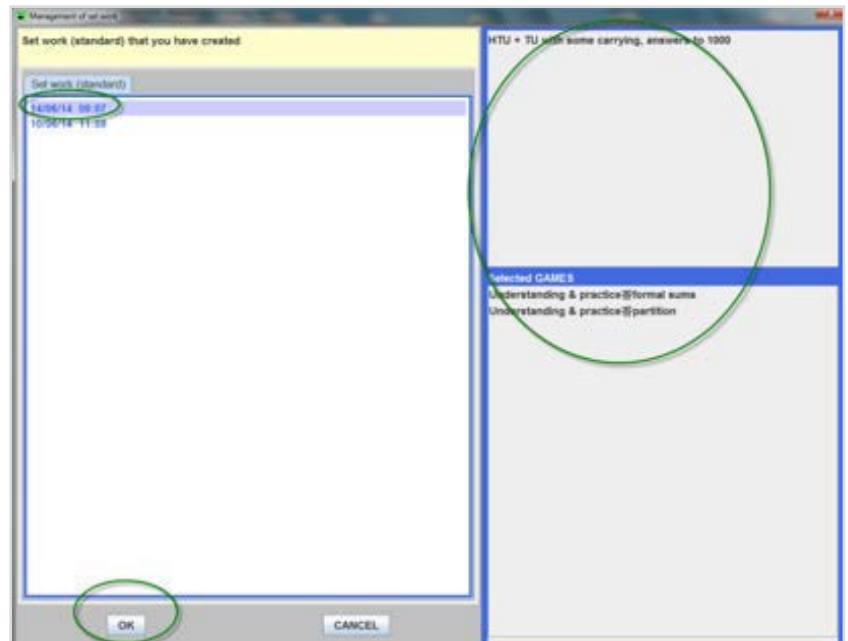
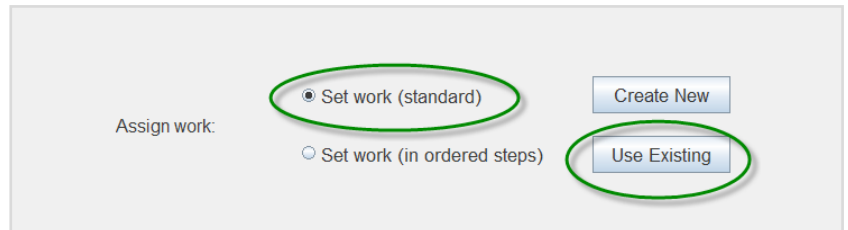
## Re-using set work assignments

You can re-use pieces of previously set work for different students. See below if you wish to re-name and/or edit these.

### Set work (standard)

Under *Admin\Add and manage students and staff*, highlight the student(s) and select *Use existing*.

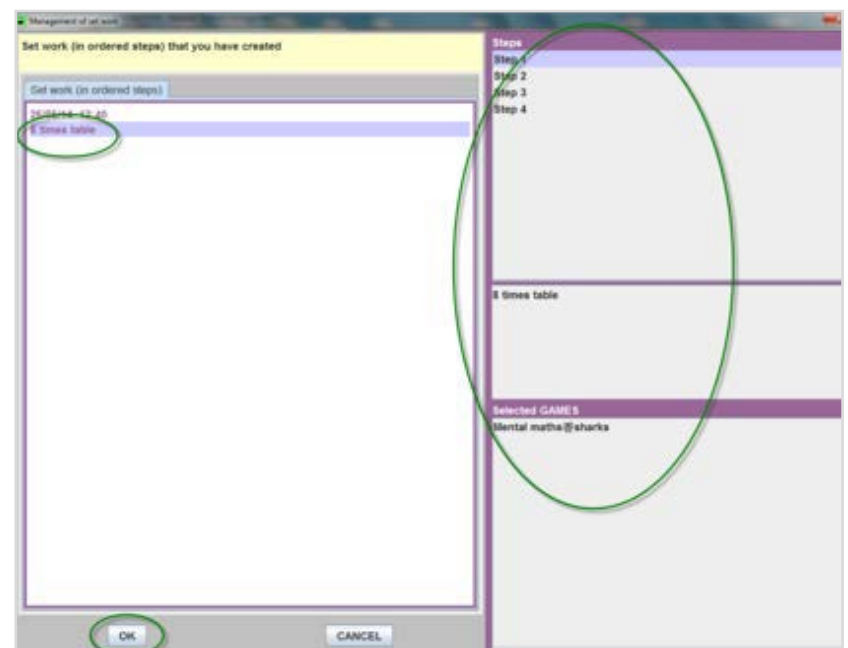
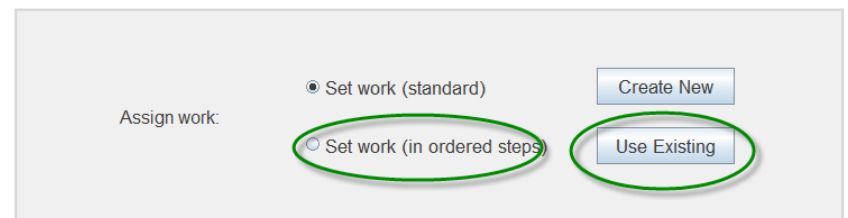
Dates are shown in the left hand panel of your available pieces of set work. On the right you can see the content of each when highlighted. Select *OK* when you have found the one you want. It will be assigned to your student(s).



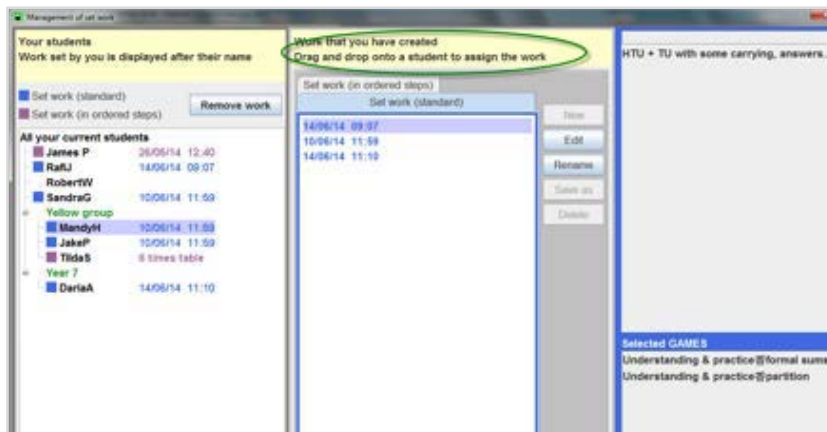
### Set work (in ordered steps)

Click on *Under Admin\Add and manage students and staff*, highlight the student(s) and select *Use existing*.

Names – or dates -of your available pieces of set work will appear in the left hand panel. On the right you can see the content of each when highlighted. Select *OK* when you have found the one you want. It will be assigned to your student(s).



You can manage your set work by clicking on **Manage** in the Student management screen.



You can also rename and/or edit set work assignments and assign them to different students.

