

# 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 Numbershark 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*.



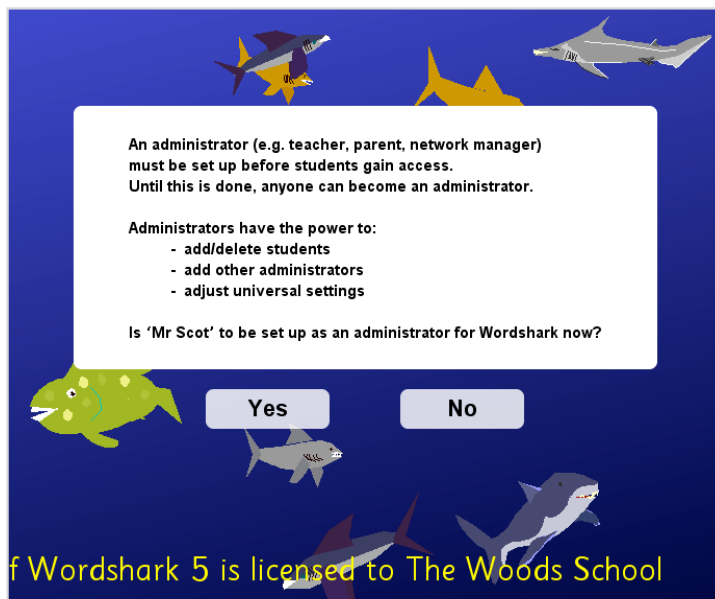
### Becoming a Numbershark administrator

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

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

**Numbershark 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.

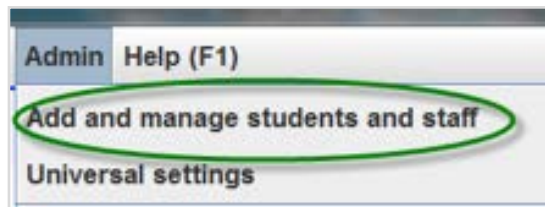


**Please note your password**

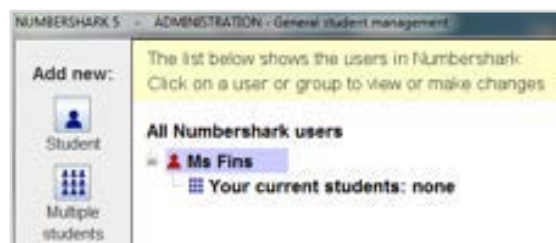
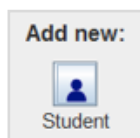
### Adding students

Now that you are a *Numbershark Administrator*, you can add your students to the program. They will then have personal files, and the program will remember which number topic they are working on, also 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 select.



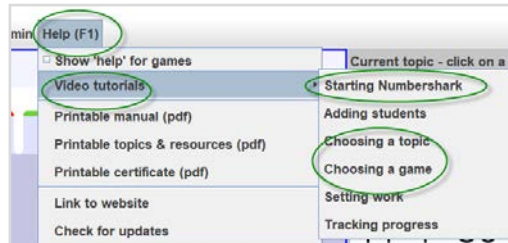
4. Type in the name you want your student to sign on as, and select OK.



## Once you have added your students

You are now ready to go to the section on **GETTING STARTED** for now.

There are also useful video clips on *Starting Numbershark* and *Choosing a game* and *Choosing a topic* under 'Help' in the main menu.



## Adding an icon

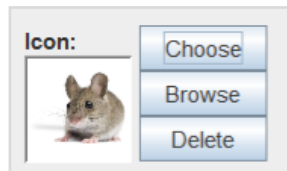
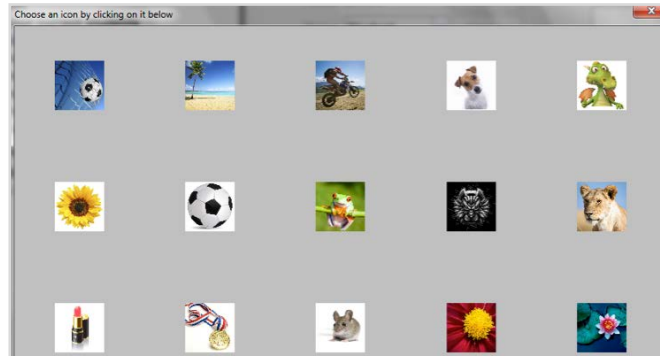
This will make signing on very easy for younger students.

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.

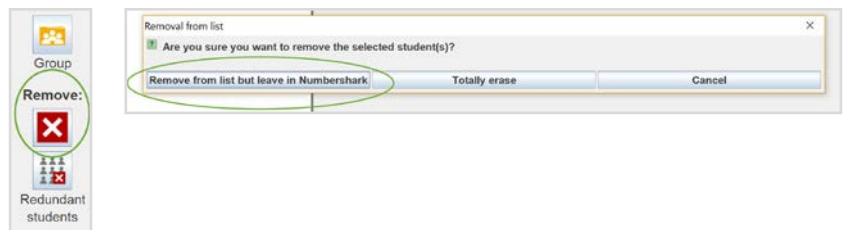
When the student signs on, and starts to type his/her name, he/she will see her icon and needs only to click on it.



## To remove a student

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

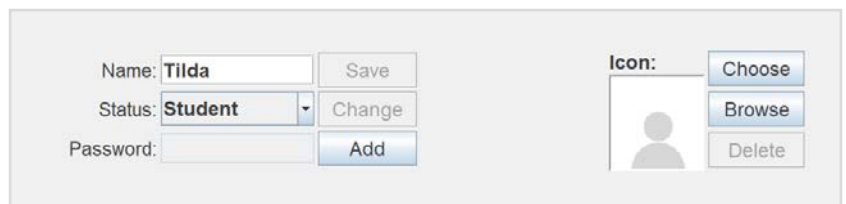
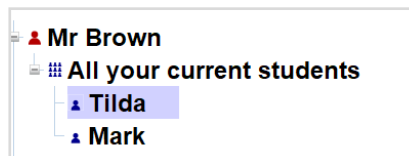
Click on the cross and follow instructions.



## Changing user details

To change the details of a user, sign on as a Numbershark 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.



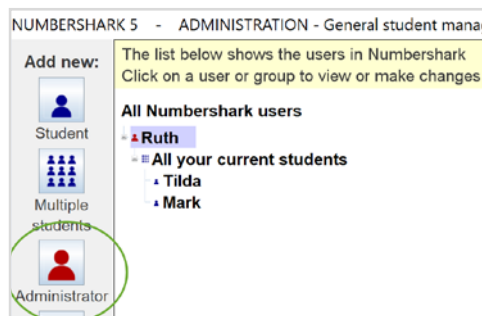
## Adding another administrator

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

# Universal Settings

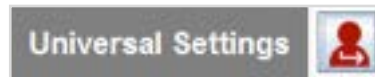
## Universal settings

As Administrator under *Admin/Universal settings*, you can set these settings for all your users. **Many are more relevant to schools -and are not necessary when getting started.**

Use the information button and tool tips to find out more.

For example, excluding individual games is possible. For detail on this see later under '*Enforcing set work, excluding games etc*' in the section '*Setting work for students*'.

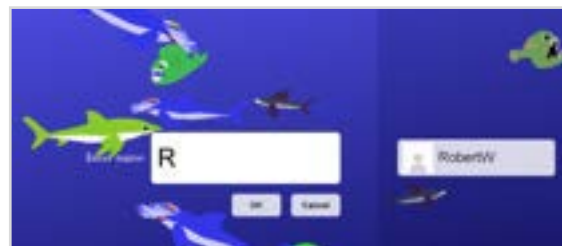
If more than one administrator exists, they have equal status and each time changes are made, these are applied to all users.



# Signing on and off different users

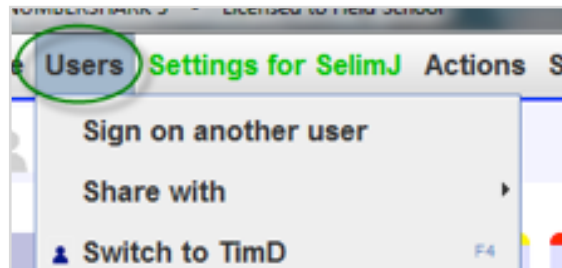
## Signing on and off

A quick way to sign on is to find and select your name on the right. (You may need to start typing your name in order for it to appear.)



It is possible to sign on other students under *Users*. You can switch between players (each with his/her own topic). The active player is shown in the menu in *Settings for (Name)*.

You sign off under *File*.



# Moving user files between computers

## Exporting V5 user files to another computer/USB with V5

Click to highlight the student(s) and administrators/teachers that you wish to export.

You can highlight *All your current students* if you wish.

Click on the export button.

Browse to locate a suitable folder to save your file(s).

Click to open and select *OK*.

The file(s) will be saved compressed for export as .shn files

(Note they would appear in the program's *numbershark-shared* folder as .sha files.)

User files on the original computer will be unaffected.

NB You cannot export V5 user files to earlier versions of Numbershark.

## Importing V5 user files from another computer/USB with V5

Click on the *Import* button.

Browse to locate the .shn file(s) you wish to import.

Click on these files and open.

The files should now have been imported into Numbershark.

(Note they will appear in the program's *numbershark-shared* folder as .sha files.)

## Importing V3 and V4 user files into V5

When installing a V5 version you may be given the option to import existing users from an earlier version of Numbershark.

Otherwise user files can be moved manually as .sha files found in the folder *numbersharkshared*.

If for any reason you wish to move files manually, please contact White Space support.

