

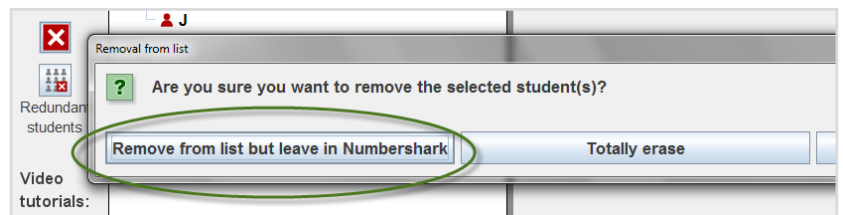
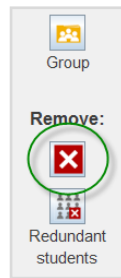
Removing users, editing user details

Removing users

Removing students from your list

To remove students from your list when you no longer teach them, first click on them to highlight them.

Then click on the cross and then on *Remove from list but leave in Numbershark*. They will however remain in Numbershark ready for others to collect.



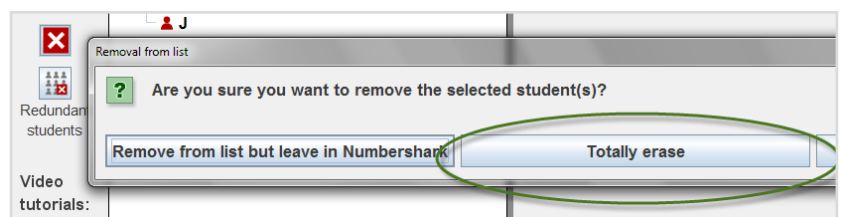
Removing users from Numbershark

If you are a Numbershark administrator you have the authority to delete other users totally from the program.

This can be done a few at a time or – for students – in bulk.

To remove small numbers at a time, go to *Admin\Add and manage students and staff*. Click on the names of **any users** or group that you want to delete.

Click on the cross, and select *Totally erase*.



When a student has been collected by another administrator, a message will be given.

The student will be removed from your list but left in the program.

To remove students in **bulk** – please see in 'Redundant students: bulk removing, archiving, retrieving' in the section '**FOR SCHOOLS – setting up and managing users**'.



Editing user details

To change the details of a user (staff or student), sign on as an 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.

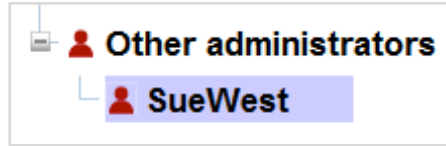
Two useful examples follow.

Example 1

Resetting an administrator's password:

Select the relevant name (in this case SueWest).

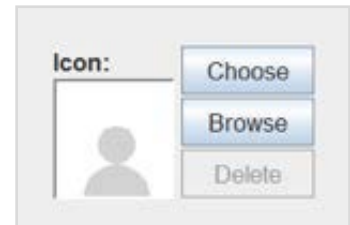
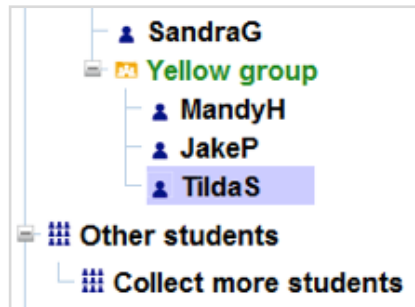
Now change her password in the panel on the right of the screen.



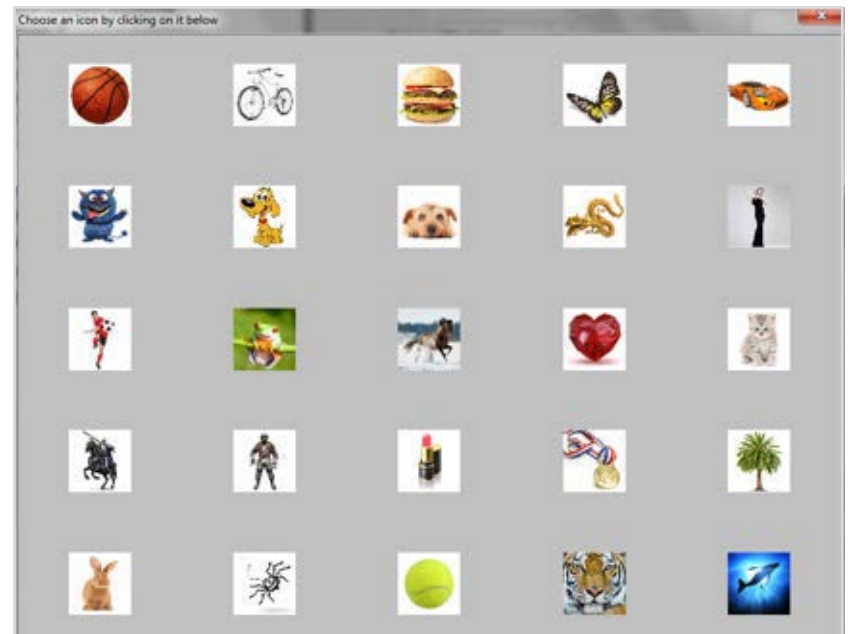
Example 2

Adding an icon (this will make signing on very easy for younger students):

Select the relevant name, (in this case TildaS). 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 choose a picture from the selection offered, or import an image or photo of your own.



When Tilda signs on, and starts to type her name, she will see her icon and needs only to click on it.

