



# Users and Groups

You can set up lists of users in named groups, and set one of these named groups so that any users of the disk have to 'log in' by choosing their name from the list of users in the current group.

For example, here are two groups:

- Class 1
  - Alan
  - Elizabeth
  - George
- Class 2
  - Caroline
  - David
  - Sarah
  - Tom

Selecting 'Class 1' from the drop-down **User Group** list on the **Settings** page and then clicking on Update ensures a user must choose from the names 'Alan', 'Elizabeth' and 'George' before he can use any of the other features of the disc.

The Users page can be accessed by clicking on the **Users** button on the **Settings** page. See the section **The Users Page** below for help on setting up users and groups.

Turning on log in (by selecting a group in the **User Group** list) enables two features:

## Timer

If you have set the **Session Time** option (on the **Settings** page), a timer will start whenever the user logs in, and will display a 'You have run out of time' message whenever that amount of time has passed. Then another user will need to log in to continue.

## Activity Log

Once a user is logged in, the program keeps a log of the activities that he is using. You can view or print this activity log later by using the **Show Report** button on the **Users Page** – see below.

## The Users Page

### To create a new group

Click on the **Add** button to the right of the **Group** drop-down list. Type in the new name in the dialog box that appears and then click **OK** to accept it. Your new group will be added to the drop-down list.

### To rename a group

Select the group you want to rename from the **Group** drop-down list, then click on the **Rename** button to the right. Edit the name in the dialog box that appears and then click **OK** to accept it.

### **To delete a group**

Select the group you want to delete from the **Group** drop-down list, then click on the **Delete** button to the right. Click on **OK** to confirm. Note that all of the users in that group will also be deleted.

### **To add a new user to a group**

Select the correct group in the **Group** drop-down list, then click on the **Add** button to the right of the **Users** list. Type in the new user name in the dialog box that appears and then click **OK** to accept it. Your new user will be added to the **User** list and selected.

### **To rename a user**

Select the user name in the **Users** list, then click on the **Rename** button to the right of the list. A dialog will ask you to edit the user name. Once you are happy with the new name, click **OK** to accept it.

### **To delete a user**

Select the user name in the **Users** list, then click on the **Delete** button to the right of the list. Click on **OK** to confirm.

### **To assign a picture to a user**

A picture can be associated with each user name, so that users can see a picture alongside their name on the login screen.

To do this, select the correct user name from the **Users** list and then use the scroll bar in the box on the right to select an image for that user and click on the chosen image.

## **Shared Users and Groups**

The latest B-DAG products will share the same users and groups list between them. This means that if you have multiple B-DAG products installed, you only need to set up users and groups once in one product; the names (and user images) will be available in all products. However, activity logs are kept separately and you can control which is the current user group (for login) separately for each product.

## **Viewing and Printing Activity Reports**

You can display an activity report for all user groups or for a particular user group by selecting the group from the **Group** drop-down list under **Reports**, and then clicking on the **Show Report** button.

**Note – this may take some time, as the program launches your web-browser to view the report. Please wait a short while for the web-browser to appear.**

Once the web-browser has appeared, you can switch back to the product by clicking on its name in the bar at the bottom of the screen or by cycling through your currently running programs using the ALT+TAB keys.

If you are running the program in full-screen mode (see the option on the **Settings** page above) then the program's window may resize whilst you are viewing the report; this is quite normal. When you switch back to the program it will correct itself.

To print the report, use the normal **Print** function in your web-browser (normally found on the **File**

menu).

## Reading an Activity Report

This is a short example of an activity report for a particular user.

Time	Colouring Activity			Reading Activity			Writing Activity		
	E	M	H	E	M	H	E	M	H
19/07/05 11:51:28	2/2			0/1		0/1	1/1		
21/07/05 10:12:04		3/4		3/3	1/3		1/1		

What it says is:

- In the session starting on 19/07/05 at 11:51, the user:
  - Played the Easy level of the Colouring Activity twice and completed it twice.
  - Played the Easy level of the Reading Activity once and didn't complete it.
  - Played the Hard level of the Reading Activity once and didn't complete it.
  - Played the Easy level of the Writing Activity once and completed it.
- In the session starting on 21/07/05 at 10:12, the user:
  - Played the Medium level of the Colouring Activity four times, and completed it three times.
  - Played the Easy level of the Reading Activity three times and completed all three.
  - Played the Medium level of the Reading Activity three times but only completed it once.
  - Played the Easy level of the Writing Activity once and completed it.