

Preparing for the new academic year: Rollover Guide

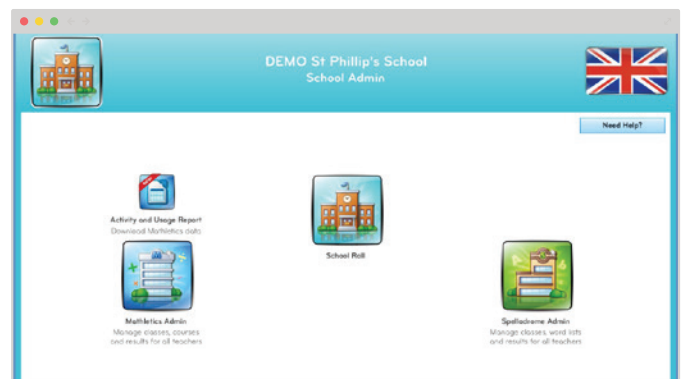


It's that time of year again! Arguably the most important task at the start of the new year is to move your students into their new classes. This makes sure that every student's account is linked to the most appropriate curriculum content and that their results data is available to their new teacher. We call this process The Rollover.

The process is the same for Mathletics, Spellodrome and IntoScience. This guide will walk you through the process...

Step 1: Access your current school roll data

- 01 Sign in using your school's Admin Centre login details (contact the Customer Support Team if you do not have them).
- 02 Click on **School Roll**, then **Rollover**.
- 03 Select your resource from the drop down list, and click **Download School Roll**.
- 04 Your current student and class settings will download in spreadsheet format.



Step 2: Update your data spreadsheet for the new year

- 01 Open the downloaded spreadsheet, and sort your spreadsheet by **Year** then **Class Name**.
- 02 For any leaving students, delete the entire row.
- 03 Update the **Year**, **Class** and **Teacher** columns for the first child in each class, then copy these details to apply to the rest of the class.
- 04 Add any new students in the first available rows of your spreadsheet, filling out all columns.
- 05 **Save** a copy of your edited spreadsheet to your Desktop.

The screenshot shows a spreadsheet with the following columns: Student First Name, Student Surname, Year, Class Name, Title, Teacher First Name, Teacher Surname, and Teacher Email. The data is organized by year and class, with multiple rows for each class representing individual students.

CHECKLIST WHEN EDITING YOUR DATA:

- ✓ Do not edit any student names on the spreadsheet. This is how the system recognises each account. If needed, these can be changed later.
- ✓ Each student name must be unique. If you have two Tom Smith's, consider a second spelling, such as Thomas, or updating the surname to Smith1.
- ✓ If you have a mixed-year or composite class, make sure the class name is the same for all students. Each students will be assigned curriculum content relevant to the year level given in the YEAR column.
- ✓ If a class has more than one teacher, ensure all teacher names are included at least once in the relevant rows of the spreadsheet. This will make sure all teachers can access results data from their classes.
- ✓ If you have Reception students, make sure the YEAR column contains the letter 'R' only.



PREFER A VIDEO?

To follow along, check out uk.mathletics.com/backtoschool

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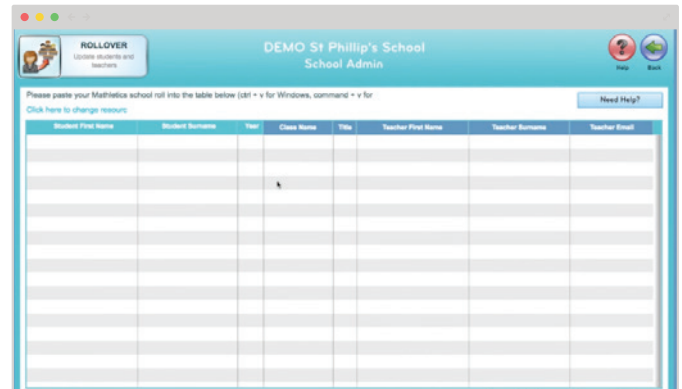
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Step 3: Upload your new student and class settings

- 01 Navigate back to the Admin Centre and click **School Roll**, then **Rollover**.
- 02 Select your resource from the drop down list and select **Continue**.
- 03 Copy all the data from the spreadsheet excluding the headers (Ctrl + C)
- 04 Click into the top-left empty cell and paste (Ctrl + V) your data into the grid
- 05 Click **Save** then choose **Full Rollover** to process your new school roll.



You're done!

- 01 Your student accounts will now be moved into their new class configurations for the new school year, along with being assigned new curriculum content.
- 02 All existing usernames and passwords will be retained – with new ones generated for any new students. The students you removed from your spreadsheet will have their accounts deactivated.
- 03 If you need to access sign-in cards for any new students, or reprint some for existing students, you can do so by clicking Print Sign In Cards at the bottom of the screen.



If you need extra support, we're here to help!



To watch a video guide of this process visit uk.mathletics.com/backtoschool



Call the Customer Support Team on +44 117 370 1990



Email the Customer Support Team at support@3plearning.co.uk



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