

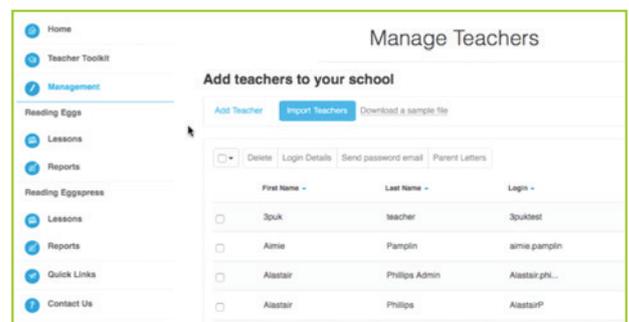
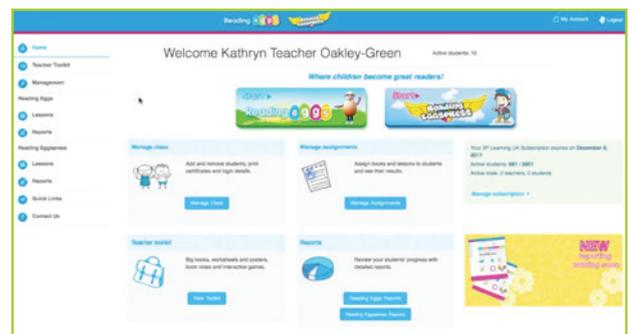
# Preparing for the new academic year: Rollover Guide

It's that time of year again! Preparing your school's Reading Eggs account for the new academic year is an important task. It makes sure that every student's results data is available to their new teacher.

We call this the **"Rollover"** and the good news is that Reading Eggs itself can do most of the heavy lifting for you. This guide will walk you through the process...

## Step One: Ensure all teachers have accounts

- A** Sign in using your school's **Subscription Co-ordinator** log-in details. (Your school's administrator should have this, but it can also be obtained from the Customer Support Team.)
- B** It is important to ensure all teachers have Reading Eggs accounts. This will ensure they receive their confirmation email. (If all teachers already have an account, skip to Step Two).
- C** To add any teachers (new members of staff for example), click **"Manage Teachers"** in the **Management** menu followed by **"Add Teacher"**.
- D** Complete all of the required fields, selecting **"School Subscription"** in the final field. Click **"Create Teacher"**. Repeat as required.
- E** Any teachers who no longer require access should be removed by selecting their names and clicking **"Delete"**.

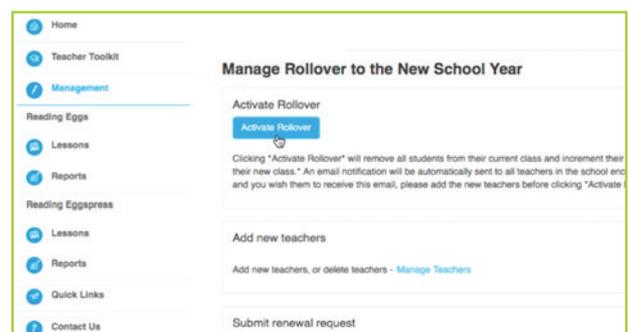


## Step Two: Activate your Rollover

- A** In the **Management** menu, select the **"Manage Rollover"** option, followed by **"Activate Rollover"**. This will immediately remove all students from their classes, move them up one year level and send confirmation emails to all of your teachers, including instructions for them to take the next step.



**It is important to note that students will not be able to access Reading Eggs until their teacher has reassigned their account, so it is vital they follow the steps in their confirmation email.**



**PREFER A VIDEO?**

To follow along, visit [3plearning.com/uk/REGGS-backtoschool](https://3plearning.com/uk/REGGS-backtoschool)

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## Step Three: Adding and removing accounts

- A** You may need to create some new accounts for any students who have joined the school for the new year.
- B** From the **Management** menu, select **"Manage Students"** and enter their details in the panel.
- C** If you have lots of students to add, you may find it faster to upload them directly from a spreadsheet (you can download a template from this area of the screen too).
- D** Any students no longer needing accounts (for example those that have left the school), should be deleted by selecting their names from the table on this screen and clicking **"Remove from class"**.

The screenshot shows the 'Manage students' page with a sidebar on the left containing navigation options: Home, Teacher Toolkit, Management, Reading Eggs, Lessons, Reports, Reading Eggspress, Lessons, Reports, Quick Links, and Contact Us. The main content area is titled 'Add students to your school' and includes a 'Print' button and a 'Login details' link. Below the title is a 'Create new student' section with input fields for 'First Name', 'Last Name', and 'Year'. There is also a 'Teacher' dropdown menu and a 'Go' button. Below these fields are links for 'Export student data', 'Upload a CSV', and 'Download a sample file'. At the bottom of the form are buttons for 'Remove from class', 'Change class', 'Delete', 'Edit Password', and 'Edit Grade'.

The screenshot shows the same 'Manage students' page, but with a table of students below the form. The table has columns for 'First Name', 'Last Name', 'Username', and 'Grade'. There are checkboxes in the first column for each row. The table contains the following data:

	First Name	Last Name	Username	Grade
<input checked="" type="checkbox"/>	mays	niemczyk	mays007	4
<input checked="" type="checkbox"/>	Emily	Mills	emily667	7
<input type="checkbox"/>	Harrison	Lee	harrison2141	2

## Step Four: Assigning students to individual classes

- A** Each teacher should now log in to assign students to their own class(es). From the Teacher Dashboard, select **"Manage Class"** followed by the **"Move students into your class"** option.
- B** Select all the students to be added to your class by ticking the boxes beside their names.
- C** Click **"Add to my Class"**. All students are now reassigned to your class list and their Reading Eggs accounts are reactivated immediately.



**These steps should be completed by each teacher with a Reading Eggs class at the school to ensure all students are assigned to a class and can access the resource.**

- D** If you need to access sign-in cards for any new students, or reprint some for existing students, click into the **"Manage Class"** screen and select **"Login details"**.

The screenshot shows the Teacher Dashboard for Kathryn Oakley-Green. The dashboard has a sidebar on the left with navigation options: Home, Teacher Toolkit, Management, Reading Eggs, Lessons, Reports, Reading Eggspress, Lessons, Reports, Quick Links, and Contact Us. The main content area is titled 'Welcome Kathryn Teacher Oakley-Green' and includes a 'Where children become great readers!' banner. Below the banner are several cards: 'Manage class' (Add and remove students, print certificates and sign details), 'Manage assignments' (Assign books and lessons to students and see their results), 'Teacher Toolkit' (Big books, worksheets and posters, book lists and interactive games), and 'Reports' (Monitor your students' progress with detailed reports). There is also a 'NEW' badge for 'NEW! Reading Eggs Express'.

The screenshot shows the 'Add to my class' interface. It has a sidebar on the left with navigation options: Management, Reading Eggs, Lessons, Reports, Reading Eggspress, Lessons, Reports, Quick Links, and Contact Us. The main content area is titled 'Add to my class' and includes a search bar. Below the search bar is a table of students with columns for 'First Name', 'Last Name', 'Username', and 'Book'. There are checkboxes in the first column for each row. The table contains the following data:

	First Name	Last Name	Username	Book
<input type="checkbox"/>	Anna	HARRISON	anna007	4
<input type="checkbox"/>	Emily	Mills	emily667	7
<input type="checkbox"/>	Harrison	Lee	harrison2141	2
<input checked="" type="checkbox"/>	Winnifred	Winnifred	Winnifred007	5
<input type="checkbox"/>	A	A	ad01	7
<input type="checkbox"/>	B	B	bb04	7
<input type="checkbox"/>	Car	Berry	Lidberry	2
<input type="checkbox"/>	Ellie	Ellie	ellie000000	4
<input type="checkbox"/>	Sam	Learning	sm	7
<input type="checkbox"/>	Milly	Strong	milly000	4
<input type="checkbox"/>	Oliver	Love	oliver000	3
<input type="checkbox"/>	Tom	Student	tom000	-
<input type="checkbox"/>	May	Griffin	may007	4
<input type="checkbox"/>	Harrison	Harrison	harrison000	3

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



To watch a video guide of this process visit [www.3plearning.com/uk/REGGS-backtoschool](http://www.3plearning.com/uk/REGGS-backtoschool)



Call the Customer Support Team on +44 117 370 1990



Email the Customer Support Team at [support@3plearning.co.uk](mailto:support@3plearning.co.uk)



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