# 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**".
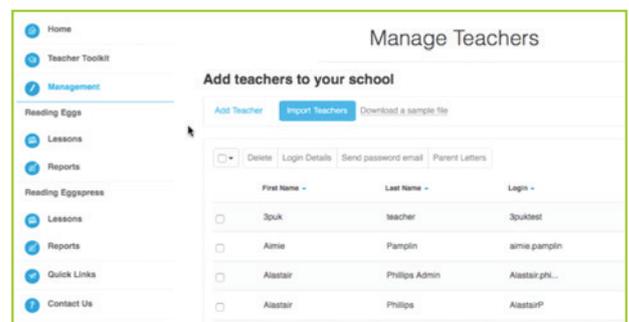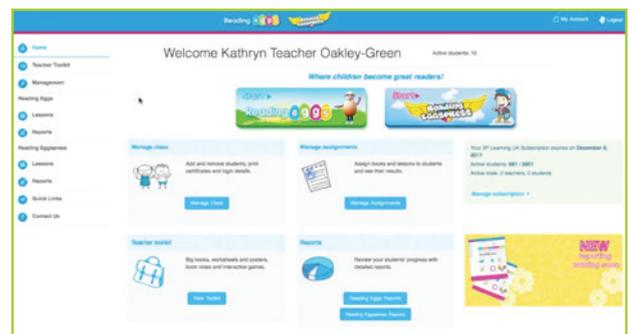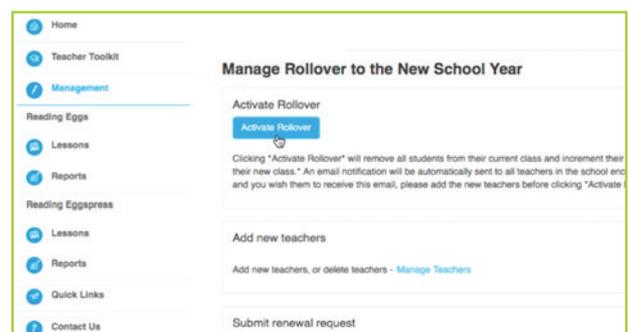
Step Two: Activate your Rollover

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.**

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**".

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**".

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**

📞 Call the Customer Support Team on **+44 117 370 1990**

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

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