

What is Rollover?

The Rollover process allows you to update last year's school roll to reflect the new school year. These changes might include adding students, deleting students, and updating class information. Rollover is an important process that needs to be completed at the start of the school year.

Note: Rollover can only be actioned by your school's WordFlyers Subscription Coordinator.

Step One: Remove old students

Note: Skip to step 2 if your school has already removed students who are no longer using WordFlyers.

- A** Sign in using your school's **Subscription Coordinator** log-in details.
- B** Go to **My School** and select **Students**.
- C** Use the search bar to find the students you wish to remove from WordFlyers and tick the checkbox beside their name to select them.
- D** Select **Delete** to remove these students.

Students

Your school

+ Add Delete

All	Last name	First name	Login	School year	WordFlyers year	WordFlyers level	Classes	Actions
<input type="checkbox"/>	Beecher	Catharine	catharine38	8	8	8.1	0	Edit
<input type="checkbox"/>	Beecher	Catherine	catherine4663	8	8	8.2	0	Edit
<input type="checkbox"/>	Kind	Theresa	theresa789	7	7	7.2	0	Edit
<input type="checkbox"/>	Theron	Charlize	charlize2612	7	7	7.1	1	Edit

Step Two: Download existing student list

- A** Select **My School** from the blue menu bar and then select **Rollover**.
- B** Select [Download existing students](#) to download your school's list of existing WordFlyers students.
- C** Save the CSV file to your computer.

Manage Rollover

Welcome to the new school year. Setting up your new classes will be easy!

For existing students already in WordFlyers

1. Download a CSV file of your existing students:

Download existing students

2. Open the CSV file and populate the empty columns (J, K, L, M) labelled new teacher first name, new teacher last name, new teacher email and new class name for students who will be using WordFlyers again in the new school year.

3. Save the updated CSV file to your computer and upload it in the field below.

Step Three:

Update existing student details

A Open your saved CSV file and populate the empty columns (J, K, L, M) for students who will be using WordFlyers in the new school year. These columns are labelled:

- New teacher first name
- New teacher email
- New teacher last name
- New class name

B Save the file.

Step Four:

Prepare new student list

A For new students, such as year 7 students or any student who is not already in WordFlyers download the new student template by selecting

[Download new student template](#)

B Save the CSV file to your computer.

For new students, such as new year 7 students or any students not already in WordFlyers

1. Download the new student CSV template:

[Download new student template](#)

2. Open the template and populate the contents.

3. Save the populated CSV file to your computer and upload it in the field below.

Step Five:

Add new student details

A Open your saved template and populate the columns (A, B, C, D, E, F, G) with each new student's details. These columns are labelled:

- Student_First_Name_Here
- Student_Last_Name_Here
- Student_Year_Here
- New_Class_Name_Here
- New_Teacher_First_Name_Here
- New_Teacher_Last_Name_Here
- New_Teacher_Email_Here

B Save the file.

Step Six:

Upload lists and submit

A Go back to the **Rollover** area under **My School** in WordFlyers.

B Upload your current student list and new student list and select [Submit](#).

You will receive an email from the WordFlyers team once your school rollover has been completed.

Upload your files and submit rollover

You're almost done. Upload your files below and we will do the rest!

Current Student List *

No file chosen

New Student List

No file chosen