

#### **Rollover Guide**

Updating your students for the new school year

#### 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.

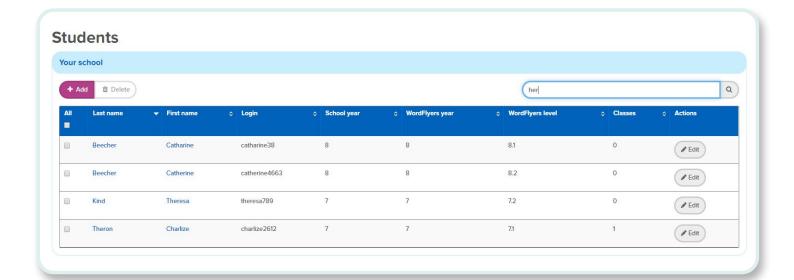
**Note:** Rollover can only be actioned by your school's WordFlyers Subscription Coordinator.

#### **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.
- 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.



#### **Step Two:**

## Download existing student list

- Select **My School** from the blue menu bar and then select **Rollover**.
- Select Download existing students to download your school's list of existing WordFlyers students.
- Save the CSV file to your computer.







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#### **Step Three:**

#### Update existing student details

- 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

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

- 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

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

Choose file No file chosen

New Student List

Choose file No file chosen

Submit

