

Rollover Guide

Updating your students for the new school year

Readiwriter




Spelling

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.**

How to Rollover

Step 1: Accessing Rollover Data

- 1 Sign in to the Readwriter Admin Console (login.readiwriter.com)
- 2 Select  from the left-hand menu
- 3 How would you like to handle your data?
 - a. Edit last year's data - Click  to download a copy of your current student data
 - b. Start from scratch OR use your SIS data – Click on the  and select [Download template](#)

Follow these steps to complete a rollover for Readwriter Spelling ?

- 1 Click icon to download your Readwriter Spelling school roll 
 Include unassigned students in this download
- 2 Update downloaded spreadsheet

FULL ROLLOVER

It is recommended that a Full Rollover occur at the beginning of a new academic year. The school sets up the roll for all students, teachers and classes. A Full Rollover replaces the existing school roll (student, teacher and class) with the new school roll. Students not listed in a Full Rollover for a particular product will be unassigned and will not be able to log in.

A Full Rollover is limited to individual 3P products. If your school subscribes to another 3P Learning resource, the school roll for students, teachers and classes is not altered in that product. For example, a Full Rollover for Mathematics will not change the current Spelling structure or access for any student or teacher.

PARTIAL ROLLOVERS

Please contact your 3P main contact before considering the Partial Rollover option.

UPLOADING YOUR NEW SCHOOL ROLL [Click here to complete a rollover for Readwriter Spelling](#)

STEP 1 | PREPARE YOUR SPREADSHEET

Download your current school roll and update the spreadsheet to reflect your new school roll.

1. Do not delete any columns on the spreadsheet.
2. Do not change the spelling of a student name in the download as that will create a new student record/login. You can alter a student name later.
3. Update your groups, classes and teacher information as required.
4. If a student is no longer attending your school, delete the entire row.
5. Save your updated spreadsheet to your computer.

Alternatively, a spreadsheet can be created from your school's management system, by exporting information in the order on the download sheet.

STEP 2 | UPLOAD YOUR UPDATED SCHOOL ROLL

1. Browse and select your saved updated school roll spreadsheet.
2. Upload the file from excel (in .xlsx format).
3. The data will be verified and you will be presented with a verification report before proceeding with the update.
4. Your school roll will then be updated and the updated results will be shown.

[Download template](#)

[Download current school roll](#)

[Close](#)

Step 2: Updating Rollover Data

- 1 Open the spreadsheet and update/populate data as required
- 2 Save as an Excel .xlsx file to your desktop

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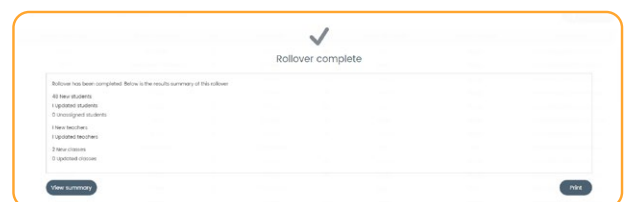
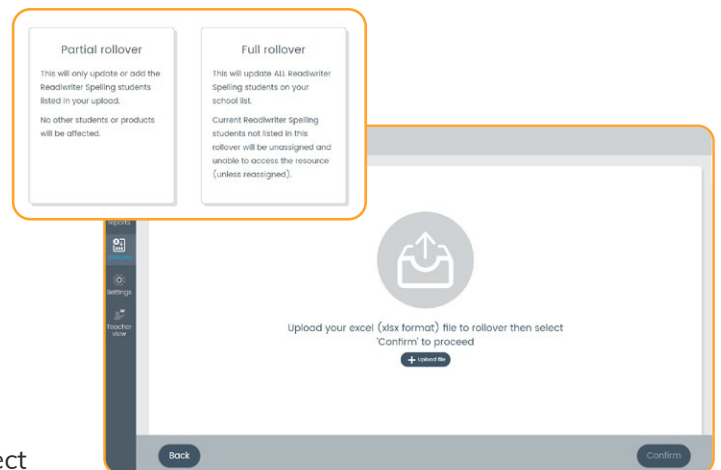
Updating your students for the new school year

Make sure to follow these important tips when updating data:

- **New Student?**
Create a new row and enter their data
- **Removing a student?**
Delete their data row
- **Do not edit any student names on the spreadsheet**
This is how the system recognizes and matches each account. Need to change? This can be done 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
- **Have a mixed-year or composite class?**
Make sure the class name is the same for all students. Each student will be assigned curriculum content relevant to the year level given in the GRADE column
- **More than 1 teacher for the class?**
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


Step 3: Uploading Rollover Data

- 1 Navigate back to the Admin Console
- 2 Select the type of rollover you wish to perform:
 - a. **Full rollover** (Most schools choose this option)
 - b. **Partial rollover**
- 3 Upload your completed Excel .xlsx file and click **Confirm**
- 4 Please review the information grid to ensure it's correct
 - a. Require changes? Click **Back** to upload a new sheet
 - b. Looks good? Click **Confirm** and then Proceed
- 5 Click **View summary** to view changes and download Student Sign-In cards



All existing usernames and passwords will be retained. New students will receive a username and password. Any students removed from the spreadsheet will have their accounts deactivated.

Need Help?

When you first log in to your Admin Console, you will be prompted through the Rollover process step by step! You may also select the  for help.