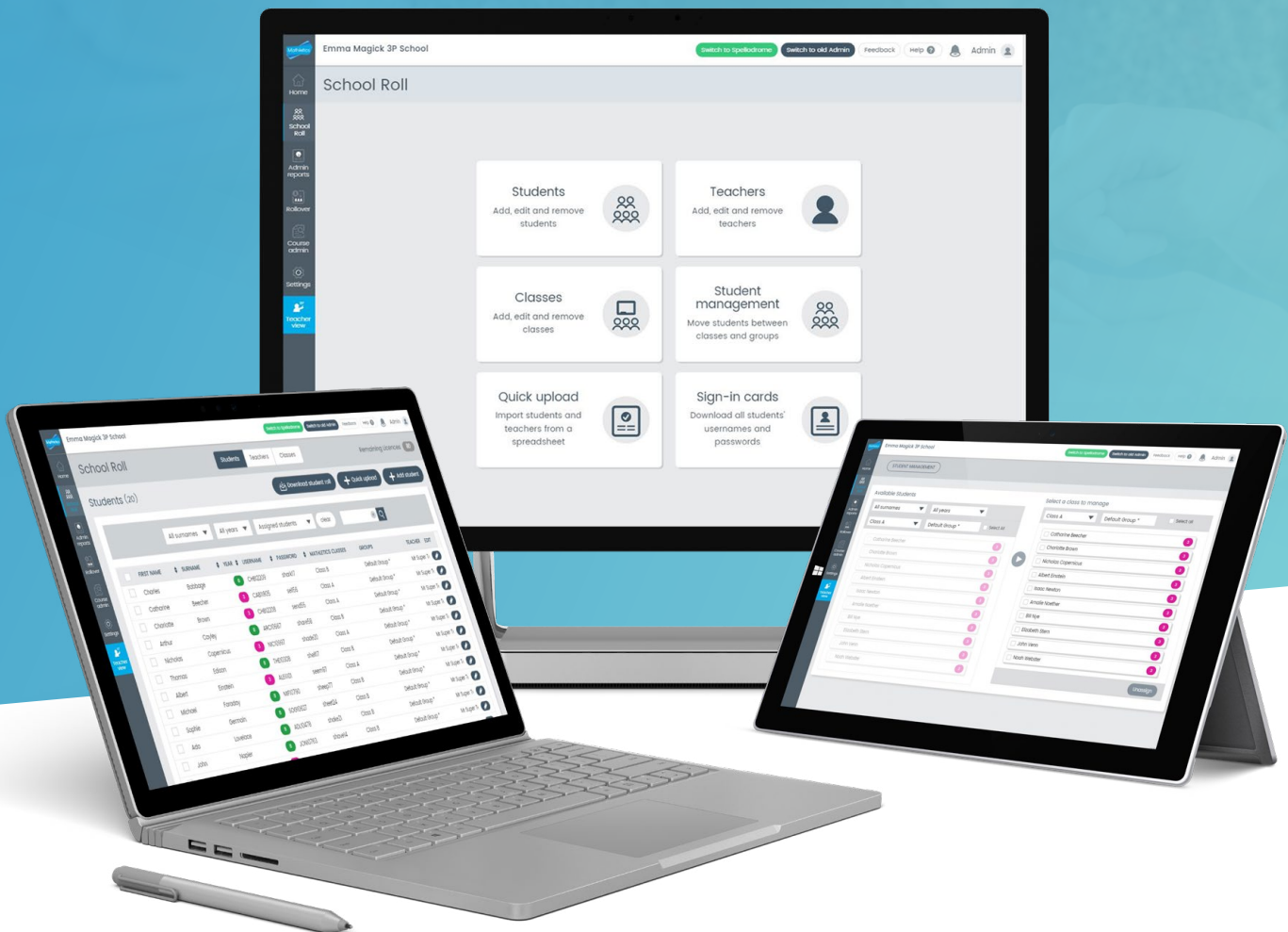


# Mathletics Admin Guide

The Mathletics Admin Console is designed for the School Subscription Coordinator to access whole-school results and manage students, teachers and classes.



Mathletics

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## Getting Started

- 1 Visit [www.mathletics.com](http://www.mathletics.com).
- 2 Click **SIGN IN HERE** and enter your Mathletics **Administrators** Username and Password.

## Admin Console Map

**School Roll** Provides functions to manage and update student and teacher details. Ability to move students between classes and groups and print sign-in cards.

**Help Hub** Contains videos and documents that will guide you through each module with added tips on how to best use each area.

**Notifications** A red number will appear next to this symbol to indicate when 3P have sent a notification to you. Clicking here will open the notification message.

**Feedback** At 3P, we're keen to receive your feedback. We really value your comments so please use the Feedback button to share your thoughts with us.

**Admin Reports** Provides an overview of school usage with ability to view class and individual results. Print certificates and assess a downloadable spreadsheet with detailed data on school usage.

**Switch to Old Mathletics** The New Mathletics Admin console is designed to provide all the functions you need. Clicking into Old Mathletics takes you to the previous flash version. If there is a reason you want to do this, please enter it in the feedback link.

**Rollover** Guides you through the process of updating the school roll for the beginning of a new academic year.

**Course Admin** Provides the ability to manage and change the courses applied to classes and groups across the school.

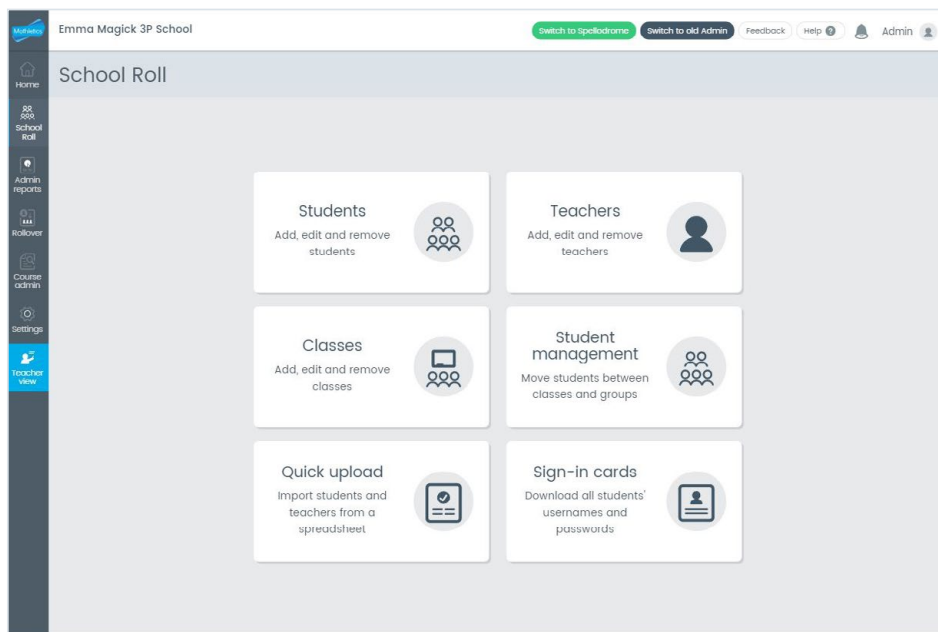
**Settings** Provides the ability to change the privacy settings, altering the way students' names are displayed.







**Teacher View** Provides the ability to access the teacher console for staff members across the school. Enables the administrator to view details including activities assigned by the teacher.

**Central Console Screenshot:** Emma Maglick 3P School. Welcome to School Admin. New to Mathletics in December! We pride ourselves on listening to your feedback and updates to Mathletics are happening regularly. Watch this short video to find out more about this month's exciting new updates and how they will benefit you. We've got plenty more to come, so keep your eye on this space. Rebecca Find out what's NEW this month! Help Hub Check out our dedicated Help Hub, a brand new searchable library of support videos to help you harness the full power of Mathletics. Don't forget that you can share this library with your team. You can also request a new video if you have a topic you'd like us to cover. Go to our dedicated Help Hub.

## School Roll

School roll allows the Mathletics Subscription Coordinator to add, edit and remove students, teachers and classes from your Mathletics school roll.



-  **Students:** Add, edit and remove individual students or groups of students. Change student passwords and print sign-in cards. Monitor remaining available subscriptions.
-  **Teachers:** Add, edit and remove teachers. Change teacher passwords and print sign-in cards. Manage assigned classes to teachers.
-  **Classes:** Add, edit and remove classes. Download class roll to Microsoft Excel. Print sign-in cards and change the courses assigned to each class.
-  **Student management:** Move students between groups within a class or between classes.
-  **Quick upload:** Bulk upload new students to your Mathletics school roll.
-  **Sign-in cards:** Download and print student and teacher sign-in cards by selected class or whole school.

## School Roll

**Students**

Add, edit and remove students

School roll allows the Subscription Coordinator to add, edit and remove students, teachers and classes.

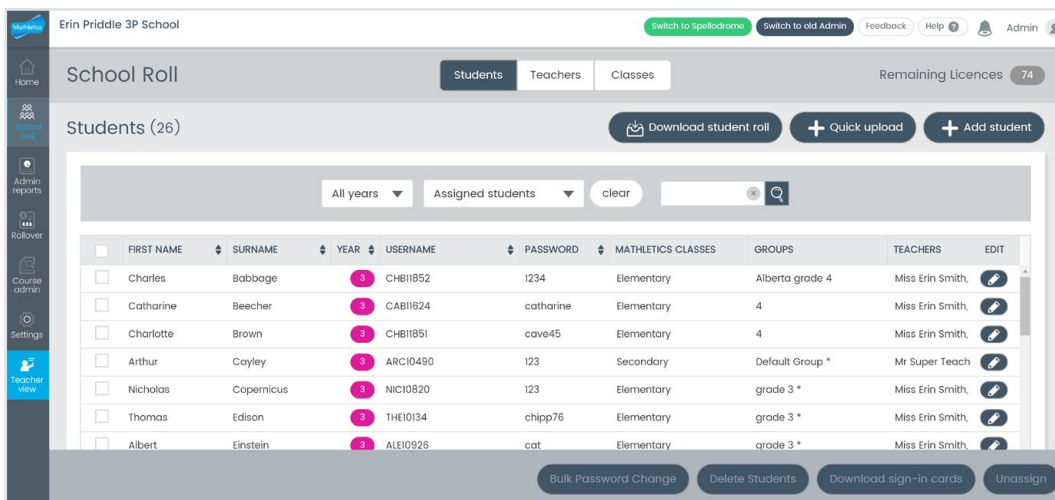
### Key functions

Students

Teachers

Classes

Select the appropriate tab to change the display and details shown.



### Students:

Students (437)

View the number of used student subscriptions.

Remaining Licences 237

View the number of unused subscriptions available to the school.

Download student roll

Download a master list of all students registered in Mathletics, including their username, password and class information.

Quick upload

Register new students in one upload. Download the template, add the new student details and upload.

Add student

Add individual students to the school roll.

All surnames ▾ All years ▾ All classes ▾ clear

**Drop down filters and search box**  
Search for registered students, teachers or classes.

Click the pencil icon to edit student details, including their name, year/grade and password information.

### Teachers:

Perform similar functions available for students.

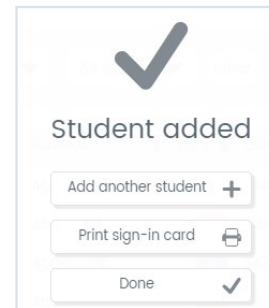
### Classes:

Perform similar functions available for students and teachers.

## School Roll – Students

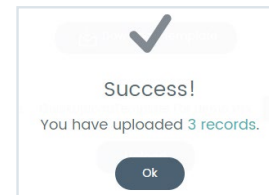
### Adding a student

- 1 Select .
- 2 Enter the new student's details, and click .
- 3 A confirmation message is provided with three options. Select to print your new student's sign-in details.
- 4 Select or to exit.



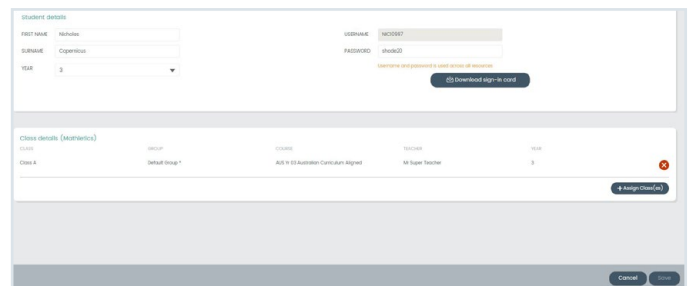
### Adding multiple students at one time

- 1 Select .
- 2 Download the Excel template and add students' details, keeping columns in their original order.
- 3 Save the completed spreadsheet to your computer.
- 4 Click to locate the saved template and click .
- 5 A message confirms that the new students have been added successfully. Click .



### Editing student information

- 1 Use the filter menus at the top of the screen, or the search field to find the student you wish to edit.
- 2 Click next to the student's name to enter the edit screen.
- 3 Under **Student details**, update the student's first name, surname, year or password.
- 4 Under **Class details (Mathletics)**, click to unassign them from a class or click to assign them to a different class.
- 5 Click .



## School Roll – Students

### Performing bulk actions for multiple students

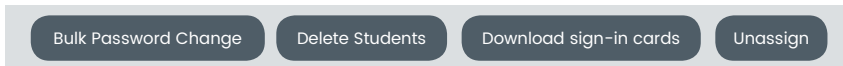
#### Selecting bulk students

- 1 Use the filters to select the group of students you wish to edit.





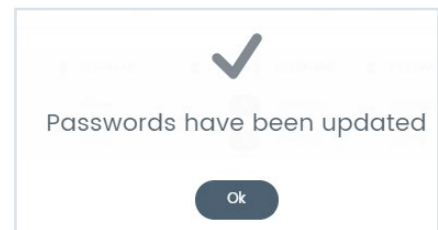
- 2 To select all students from your filtered selection, select the checkbox  FIRST NAME above the list of student names. If only some of the selection is needed, click the tick boxes next to the names of each of the relevant students.

- 3 Select the bulk action you wish to perform.






#### Changing bulk student passwords


- 1 With the students selected, click .
- 2 Enter the new password.
- 3 Click the  to confirm and receive confirmation of the update.



#### Deleting bulk students

- 1 To delete students that have left the school, follow the instructions above for 'Selecting bulk students' and click .
- 2 Click the  to confirm and receive confirmation that the students have been deleted.
- 3 To unassign students from their current classes but leave them available in the school roll, select .

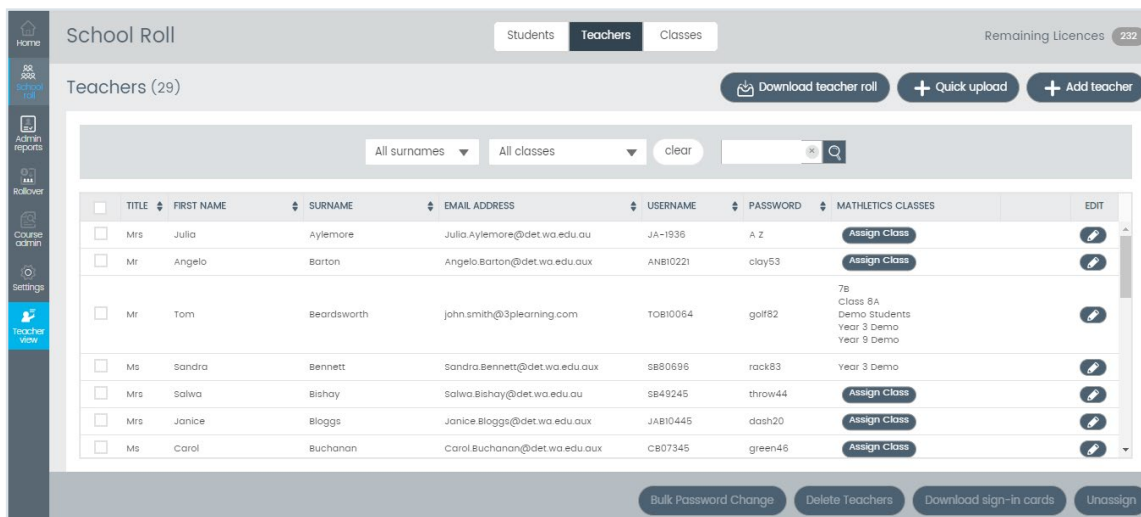
#### Sign-in cards for bulk students

- 1 For students who require a copy of their sign-in card, follow the instructions above for 'Selecting bulk students'.
- 2 Click .
- 3 A PDF of selected sign-in cards are downloaded to your computer, ready for printing.

## School Roll – Teachers

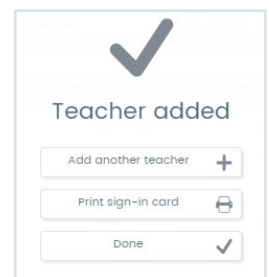
**Teachers**  
Add, edit and remove teachers

Within the 'Teachers' area, you will find all the same functionality as for 'Students', with the addition of elements such as teacher email address and title.



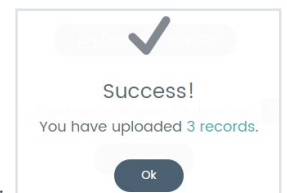
### Adding a teacher

- 1 Select
  - 2 Enter the teacher's details and click
- Tip:** Listing teachers' emails ensures they receive product updates and 3P news.
- 3 A confirmation message is provided with three options. Select to print your new teacher's sign-in details.
  - 4 Select or to exit.



### Adding multiple teachers at one time





- 1 Select
- 2 Download the Excel template and add the required teacher details, keeping columns in their original order.
- 3 Save the completed spreadsheet to your computer.
- 4 Click to locate the saved template and click
- 5 A message confirms that the new teachers have been added successfully. Click





## School Roll – Teachers

### Editing teacher information

- 1 Find the teacher whose details you wish to edit. Use the filters or search tool to narrow your search.
- 2 Click  to enter the edit screen.
- 3 Under **Teacher details**, update the teacher's title, first name, surname, email address or password.
- 4 Under **Class details (Mathletics)**, click  to unassign them from a class or click  to assign them to a different class.
- 5 Click .

The screenshot shows two sections: 'Teacher details' and 'Class details (Mathletics)'.  
**Teacher details:** Includes fields for TITLE (Mrs), FIRST NAME (Jane), SURNAME (Munsey), EMAIL, USERNAME (JAM10517), and PASSWORD (quit54). A 'Download sign-in card' button is present. A note states: 'Username and password is used across all resources'.  
**Class details (Mathletics):** A table with columns CLASS, COURSE, and YEAR. One row is visible: Year 3 Demo, Multiple courses, 3. A 'Download sign-in cards' button and a red 'X' icon are next to the row. At the bottom are 'Cancel' and 'Save' buttons.

### Performing bulk actions for multiple teachers

#### Selecting bulk teachers

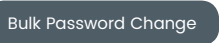

- 1 Use the filters to select the group of teachers you wish to edit.

The filter bar contains dropdown menus for 'All surnames', 'All years', and 'All classes', a 'clear' button, and a search input field with a magnifying glass icon.

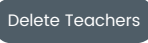


- 2 To select all teachers from your filtered selection, select the checkbox  **FIRST NAME** above the list of teacher names. If only some of the selection is needed, click the checkboxes next to these teachers.
- 3 Select the bulk action you wish to perform.

A row of four buttons: 'Bulk Password Change', 'Delete Teachers', 'Download sign-in cards', and 'Unassign'.


#### Changing bulk teacher passwords

- 1 With the teachers selected, click .
- 2 Enter the new password.
- 3 Click the  to confirm and receive confirmation of the update.

#### Deleting bulk teachers

- 1 To delete teachers that have left the school, follow the instructions for 'Selecting bulk teachers' and click . To remove teachers from their current classes but leave them available in the school roll, select .
- 2 Click the  to confirm and receive confirmation that the teachers have been deleted.

#### Sign-in cards for bulk teachers

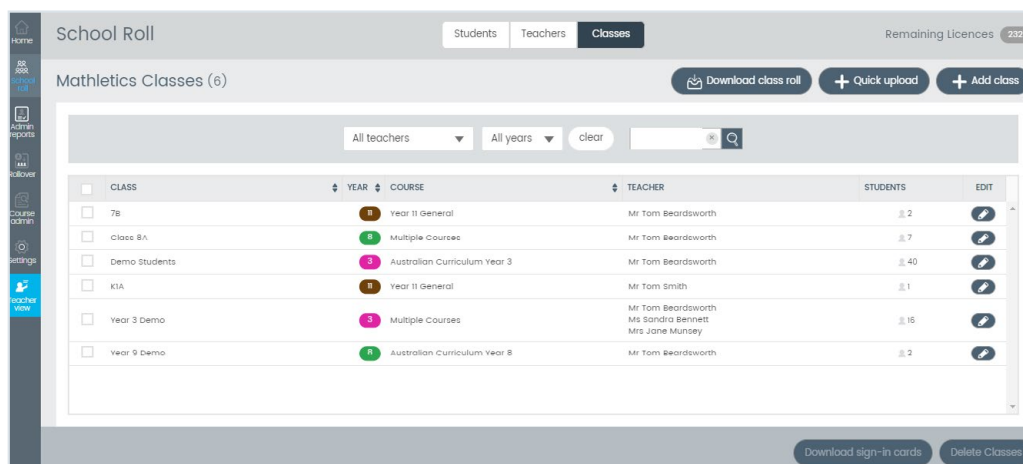
- 1 For teachers who require a copy of their sign-in card, follow the instructions for 'Selecting bulk teachers'.
- 2 Click .
- 3 A PDF of selected sign-in cards are downloaded to your computer, ready for printing.

## School Roll – Classes

Classes

Add, edit and remove classes

Within the 'Classes' section you will find similar functionality to 'Students' and 'Teachers', plus the ability to create classes and groups. You can use this section to assign students and teachers to classes, create groups within each class, and assign curriculum courses to those groups.

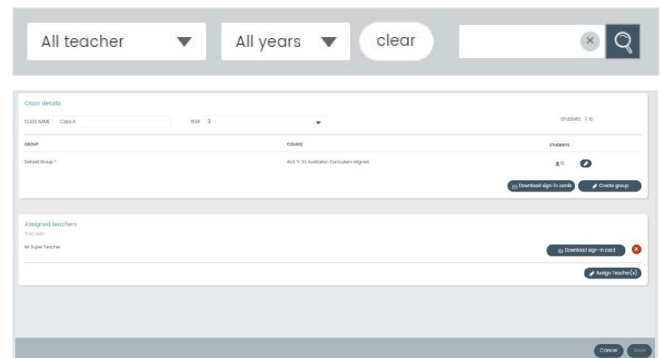


### Adding a class

- 1 Select .
- 2 Enter the details of the new class and click .
- 3 A confirmation message is provided. Click .

### Editing class information

- 1 Find the class that requires edits to their information. Use the filters or search tool to narrow your search.
- 2 Click to enter the edit screen.
- 3 Under **Class details**, update the class name and year.
- 4 Click to adjust students or the curriculum course assigned to the class.
- 5 Click for the class.
- 6 Click to create learning groups within the class. (See page 9 for further instructions)
- 7 Under **Assigned teachers**, download teacher sign-in cards, click to unassign the teacher from a class or click to assign a different teacher to the class.
- 8 Select .



## School Roll – Classes

### Creating a group

**1** In 'Classes' click  next to the class you wish to create a group for.

**2** Select .


**3** Enter the name of the new group



Purple team



**NOTE:** Students will not see any group names assigned to them.

**4** Select  to save.

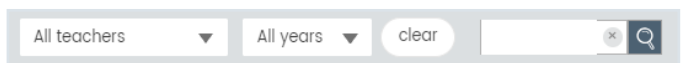
**5** It is now possible to add students to the group by clicking on .  
(Follow instructions in the [Student management](#) section on page 10.)

You can also change the curriculum for the group by clicking on , making your selections and clicking .

### Performing bulk actions for multiple classes

#### Selecting bulk classes

**1** Use the filters to find the class(es) you wish to edit.



**2** To select all classes from your filtered selection, select the checkbox  CLASS above the list of class names. If only some of the selection is needed, click the checkboxes next to these classes.

**3** Select the desired bulk action  .

#### Downloading bulk sign-in cards for classes

**1** For classes that require a copy of their sign-in cards, follow the instructions for [Selecting bulk classes](#).


**2** Click .

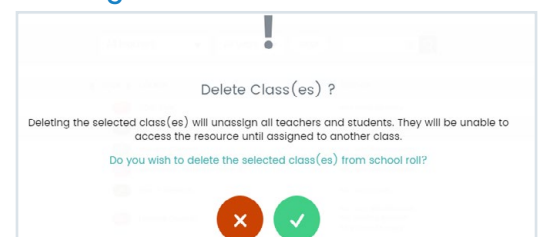
**3** A PDF of selected sign-in cards are downloaded to your computer, ready for printing.

#### Deleting bulk classes

**1** For classes no longer requiring access, follow the instructions for [Selecting bulk classes](#).

**2** Click .


**3** Click the  to confirm and receive confirmation that the class(es) have been deleted. Students and teachers will no longer have access to Mathletics until they are reassigned to another class.



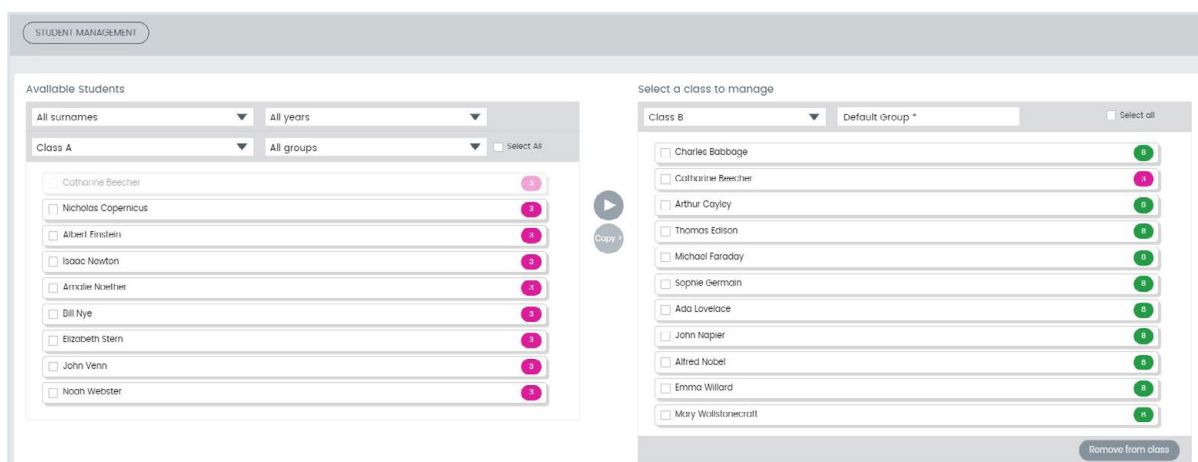
## School Roll – Student management

Student management




Move students between classes and groups

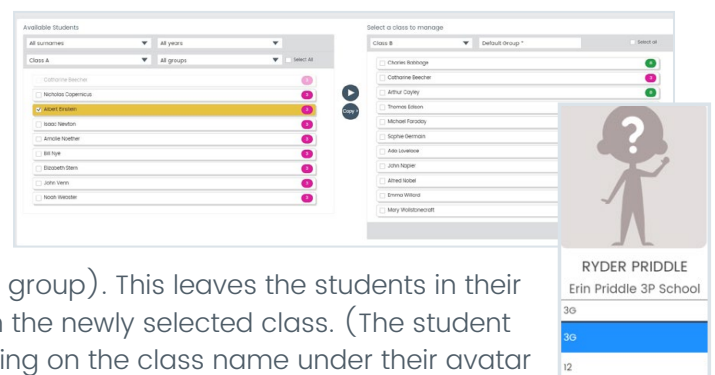


Move students between classes and groups.



### Moving students into classes and groups

- 1 In **Student management**, on the left-hand side, under **Available students**, use the drop-down menus to help you find the student(s) you wish to move into a class or group.
- 2 Click the checkboxes next to the name of each of the students you wish to move into a class or group.
- 3 On the right-hand side, use the drop-down menus to select the class and group in which you wish to move your selected students.
- 4 Click on  to move students.
- 5 Click  to copy students into another class (and group). This leaves the students in their current class/group and in addition, places them in the newly selected class. (The student will then be able to toggle between classes by clicking on the class name under their avatar in the student console and then selecting an alternate class.)
- 6 A message at the bottom of the screen confirms the action has been completed. Click .

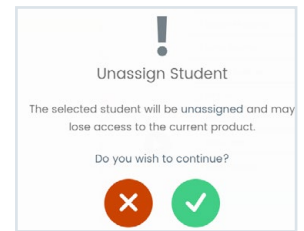


Remember if the default class group has been renamed, an asterisk will appear after the name to identify this group.


## School Roll – Student management

### Unassigning students from classes

- 1 In **Student management**, on the right-hand side, under **Select a class to manage**, select the class and group from which you wish to remove students.
- 2 Click  next to each student you wish to remove.
- 3 Click **Remove from class**.
- 4 A message will verify that you wish to unassign the selected student(s). If a student is currently only assigned to one class and then is unassigned, they will no longer be able to access Mathletics until they have been assigned to a new class.
- 5 Click the  to receive a confirmation message that your student(s) have been unassigned from the class.



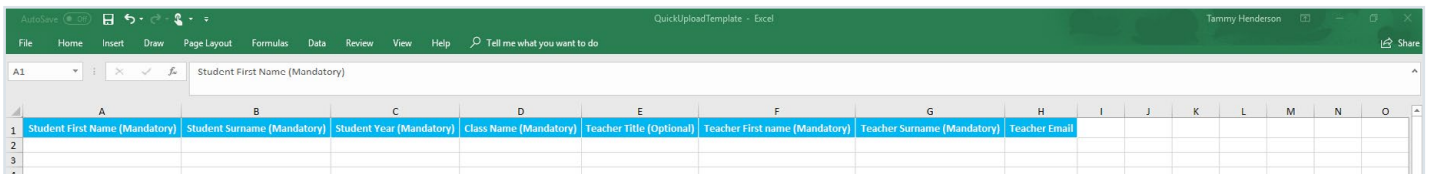
**Quick upload**  
Import students and teachers from a spreadsheet



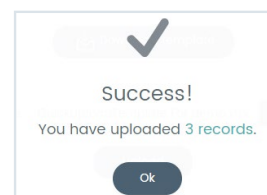
This function is used to batch upload multiple new students and teachers into your Mathletics school roll.

- 1 In **Quick upload** click **Download template**.
- 2 Add the student and teacher details, keeping columns in their original order.

**Note:** The student name cannot be identical to an existing student name registered in Mathletics (an error will show). This function is only to add new students.



- 3 Save the updated spreadsheet to your computer.
- 4 Click **Browse...** to select the updated spreadsheet.
- 5 Select **Upload**.
- 6 A message confirms that the school roll has been uploaded successfully. Click **Ok**.



## School Roll – Sign-in cards

Sign-in cards  
Download all students' usernames and passwords



As the Subscription Coordinator, you may wish to print sign-in cards to hand out to your teachers and students. This will provide them with their individual login information required to access Mathletics.

**Note:** Teachers can also print sign-in cards for their students directly from their Teacher Console.

### Downloading and printing sign-in cards

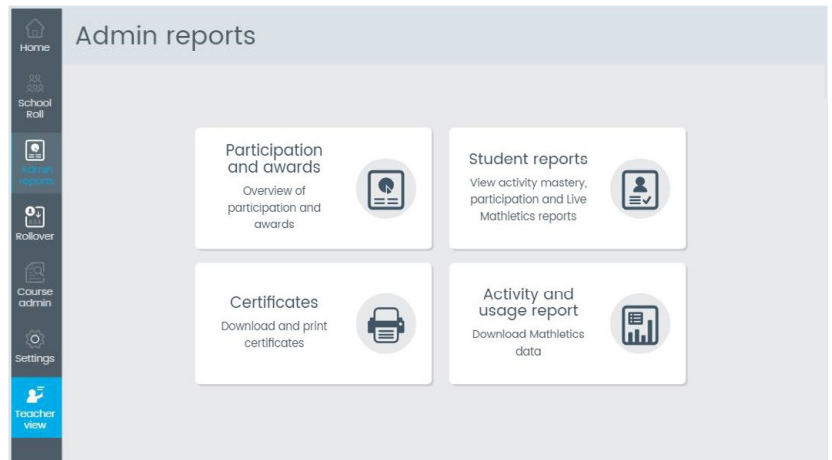
- 1 Choose to print either student or teacher sign-in cards.
- 2 Choose a class filter, or select 'All classes'.
- 3 Choose a printing label size for the cards or select QR Code 2x2 print sign-in cards with a QR code and username and password details.
- 4 Click [Download sign-in cards](#).

**Note:** The cards will be downloaded in PDF format, separated by class. Students assigned to two classes will get a sign-in card for each class, although their login details will be the same.

The screenshot shows a web interface for downloading sign-in cards. At the top, there are two radio buttons: 'Students' (selected) and 'Teachers'. Below this are three dropdown menus: 'All teachers', 'All classes', and '2 x 5 Label'. At the bottom right, there is a dark button labeled 'Download sign-in cards'.

## Admin Reports

**Admin reports** provides detailed information about the school usage of Mathletics. This information allows the Subscription Coordinator to see classes or teachers who may need support in using Mathletics, or identify high-achieving classes and individuals to celebrate achievements.



**Participation and awards**  
Overview of participation and awards



This report displays registered classes and the certificates earned by their respective students.

**Note:** Only whole weeks (Monday to Sunday) can be selected.

Participation and awards

Class name

This school year

| MATHEMATICS CLASS | TEACHER  | COURSE           | CERTIFICATES TOTAL (2) |
|-------------------|--|------------------|------------------------|
| Elementary        | Mr John Smith<br>Miss Erin Smith<br>Mr Super Teacher | Multiple Courses | 10                     |
| Secondary         | Mr Super Teacher                                     | Multiple Courses | 6                      |

### Finding the number of certificates for all classes.

- 1 Click 'Participation and awards'.
- 2 On the right-hand side, select your date range from the options, 'This week,' 'Last week,' 'This school year' and 'Custom date.'
- 3 View the right-hand column to find the number of certificates for each individual class.

## Admin Reports – Participation and awards

### Finding participation

- 1 In 'Participation and awards', select the class for which you wish to find data.
- 2 In the bottom right-hand corner, click .
- 3 On the right-hand side, select your date range.  
All students in the class are displayed with their participation points and number of certificates earned for Bronze, Silver and Gold, along with the total number of certificates.

### Finding usage information for individual students

- 1 Follow the steps above to open the class details.
- 2 Locate the student in the class list, or by using
- 3 On the right-hand side, select your date range.
- 4 In the 'Participation points' column, click the report icon adjacent to the student.
- 5 A downloadable and printable participation and awards report opens for the student.

**Participation and awards**

**Class A**

| STUDENT              | PARTICIPATION POINTS | CERTIFICATES |        |        |       | TOTAL |
|----------------------|----------------------|--------------|--------|--------|-------|-------|
|                      |                      | GOLD         | SILVER | BRONZE | TOTAL |       |
| Catharina Blecher    | 0                    | 0            | 0      | 0      | 0     |       |
| Charlotte Brown      | 0                    | 0            | 0      | 0      | 0     |       |
| Nicholas Coppenhaver | 0                    | 0            | 0      | 0      | 0     |       |
| Albert Einstein      | 0                    | 0            | 0      | 0      | 0     |       |
| Isaac Newton         | 0                    | 0            | 0      | 0      | 0     |       |
| Arielle Soother      | 0                    | 0            | 0      | 0      | 0     |       |
| Ell Nye              | 0                    | 0            | 0      | 0      | 0     |       |
| Elizabeth Stern      | 0                    | 0            | 0      | 0      | 0     |       |
| John Venn            | 0                    | 0            | 0      | 0      | 0     |       |
| Heath Webster        | 0                    | 0            | 0      | 0      | 0     |       |

**School usage** (17 September 2018 - 23 September 2018)

- Certificates: 36 (Live Maths points)
- TOTAL SIGN-INS: 1
- Activity Points: 7 810
- TOTAL TIME: 0h 3min

**Australian Curriculum Year 7**

| Activity          | Results | Points | Time completed    |
|-------------------|---------|--------|-------------------|
| Counting forwards | 66%     | 90     | 11 September 2018 |
| Going up          | 58%     | 90     | 17 September 2018 |
| How Many?         | 58%     | 90     | 17 September 2018 |

### Printing certificates for individual students

- 1 Follow the instructions above to locate an individual student.
- 2 In the Certificates 'Total' column, click the report icon to open and view a student's certificates.
- 3 Select Gold, Silver, Bronze, or to download and print certificates.

Charlotte Brown

Gold certificates: 0

Silver certificates: 0

Bronze certificates: 0



## Admin Reports – Student reports

Student reports  
View activity mastery, participation and Live Mathletics reports



The Student reports section gives you an overview of ‘Activity Mastery’, ‘Participation’ and ‘Live Mathletics’ reports across your school. It also allows you to quickly drill down to individual class and individual student reports.

### Activity Mastery

The Activity Mastery report gives you a visual reference as to the number of curriculum activities completed by each year, class or student, along with a representation of the grade band distribution of the results for these activities. Additionally, the relative strengths and weaknesses by topic and activity will be displayed for the selected student(s).

When you are viewing the Activity Mastery report for an individual student, the activity mastery for each topic will be displayed. Click a topic to view the results for the individual activities within that topic, including an indication as to how many attempts the student has made on each activity.



- 1 Use the filters at the top of the screen to select the specific year, teacher, class, group, or individual student for which you wish to view.
- 2 Select ‘Activity Mastery’ as the report type.
- 3 Select the desired date range of the report, choosing from ‘This week’, ‘Last week’, ‘This school year’, ‘Custom date’, or ‘Lifetime’.
- 4 Click the to apply the filters.
- 5 Click **Export** to download a printable PDF summary of the report.

### Participation

The Participation report provides a summary of the participation of every year level. Next to each year level will be a summary of the activity points, Live Mathletics points, total points, and certificates currently earned by the students in the school year, to date.

- 1 Use the filters at the top of the screen to select the specific year, teacher, class, group, or individual student for which you wish to view the Participation report.



- 2 Select ‘Participation’ as the report type.
- 3 Select the desired range for the report, choosing from ‘This week’, ‘Last week’, ‘This school year’, ‘Custom date’, or ‘Lifetime’.

- 4 Click the to apply the filters.

**Note:** At any time you can also click the name of a year, class or student in the first column of the report being displayed to view their report.

| Participation | Activity Points | Live Mathletics | Total Points | Certificates | Class |
|---------------|-----------------|-----------------|--------------|--------------|-------|
| Class 1       | 0               | 0               | 0            | 0            | 0     |
| Class 2       | 0               | 0               | 0            | 0            | 0     |




- 5 Use the arrows in each column of the table to order points or the number of certificates from greatest to smallest or vice versa.
- 6 Click **Export** to download a printable PDF summary of the report.



## Admin Reports – Student reports

### Ordering Classes by participation.

Many schools have Mathletics Class of the Week competitions and these actions provide the information needed for this and similar competitions.


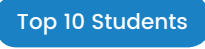

- 1 In 'Student Reports, use the filters at the top of the screen to select 'Participation' in the drop down menu. Ensure appropriate year groups, teachers, classes and groups are also selected, along with the appropriate time span.
- 2 Click the  to apply the filters.
- 3 At the bottom of the page select .
- 4 Use the arrows in the column headers to order the information required.
- 5 Click  to export a PDF showing the participation for each class.

**Note:** This shows participation in class order and does not reflect further ordering of data which can be done on the screen.

### Top 10 Students

Many schools celebrate the achievement and effort of student with the highest Mathletics scores.

The actions below provide the information on the Top 10 students.



- 1 In 'Student reports', use the filters at the top of the screen to select 'Participation' in the drop down menu. Ensure appropriate year groups, teachers, classes and groups are also selected, along with the appropriate time span.
- 2 Click the  to apply the filters.
- 3 At the bottom of the page select .
- 4 By default, students are listed in order by the number of total points they have achieved. Clicking on the arrows in the column headers will order the Top 10 students by activity points, Live Mathletics points or the number of certificates earned.
- 5 Click  to export a PDF showing the participation details for the Top 10 Students.

**Note:** This shows participation in total point order and does not reflect further ordering of data which can be done on the screen.




## Admin Reports – Student reports

### Live Mathletics

- 1 In 'Student reports', use the filters at the top of the screen to select the specific year, teacher, class, group, or individual student for which you wish to view the Live Mathletics report.
- 2 Select 'Live Mathletics' as the report type.
- 3 Select the desired date range of the report, choosing from 'This week', 'Last week', 'This school year', 'Custom date', or 'Lifetime'.
- 4 Click the  to apply the filters.
- 5 Click  to download a printable PDF summary of the report.

### Tip: Changing report type

At any stage you can select a different report type to jump straight to that report for the class, group or student you are currently viewing. For example, if you are looking at the **Activity Mastery** report for an individual student, you can simply change the report type to **Participation** to view the Participation report for that same student.

- 1 Select the report type menu (this will currently be displaying the name of the report type you are on).
- 2 Choose the desired report type.
- 3 Click .



## Admin Reports - Certificates

Certificates  
Download and print  
certificates



This section allows for printing bulk certificates for the whole school or a filtered subset.

### Printing certificates for classes and groups


- 1 In the 'Admin report' area, select the 'Certificates' tile.
- 2 Use the drop-down menus to select the certificates required.
- 3 Select Gold, Silver or Bronze to download and print certificates. Clicking the button will download all certificates to PDF for printing.

The screenshot shows the 'Certificates' admin interface. It features four drop-down menus: 'All teachers', 'All classes', 'All groups', and 'This school year'. Below the filters, the date range is set to '22 January 2018 to 20 January 2019'. At the bottom, there are three buttons for certificate types: 'Gold certificates' (2), 'Silver certificates' (28), and 'Bronze certificates' (262). Each button has a small icon representing the certificate type.

## Admin Reports – Activity and usage report

Activity and usage report

Download Mathletics data

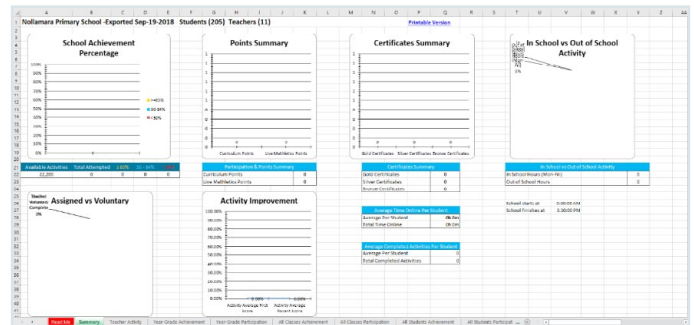


The Activity and usage report allows the Subscription Coordinator to download data for their school, teachers and students. It is a powerful data tool providing information that will help target learning areas and improve student results. This report continues to update over the school year; it can be useful to download and save the document at various times throughout the year, to track trends in usage.

**1** In, 'Admin reports', select the 'Activity and usage report' tile.

**2** An Excel report will automatically download. The report contains:

- Achievement percentage
- Points summary
- Certificates summary
- % of assigned vs voluntary work
- Activity improvement
- In school vs out of school activity



**3** In the report, click various tabs to access further data.

## Rollover


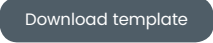
**Rollover**  
Update school roll to reflect the new school year



The Rollover process allows you to update last year's school roll to reflect the new school year. These changes might include adding new students to your school, deleting students that no longer attend your school, and updating classroom and teacher information.

1 Click the 'Rollover' tile.

2 Click the  to access instructions on how to complete the Rollover.

3 To update your school roll you can either  and update OR  that can then be populated from scratch.

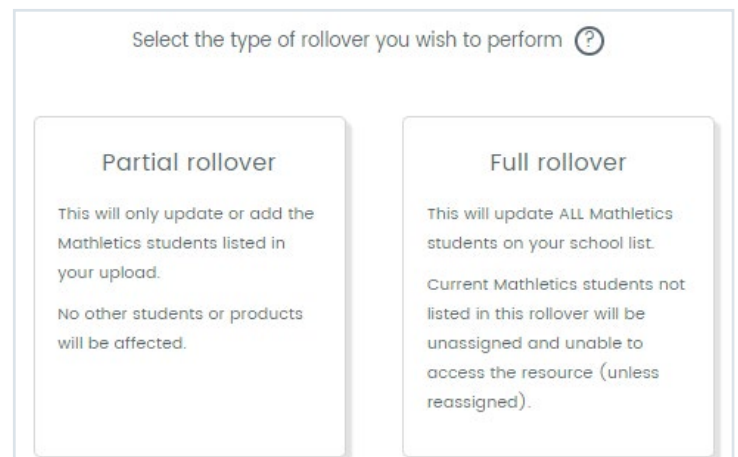
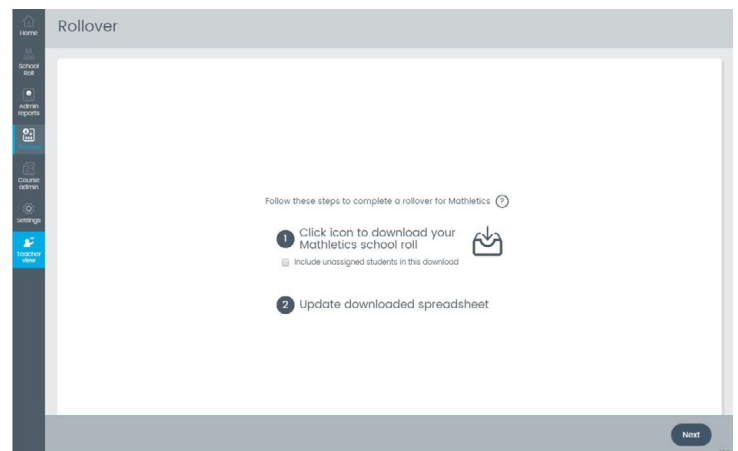
4 Update or populate the spreadsheet reflecting this year's school roll.

5 Save the updated spreadsheet to your computer.

6 Click .

7 Select the type of rollover you wish to perform.

- A partial rollover will only add the information listed on your upload spreadsheet, leaving any pre-existing students not listed on this spreadsheet unchanged in your Mathletics school roll.
- A full rollover will remove all current information and then will update the roll with only the information on the spreadsheet. This is the preferred choice for the start of the school year.

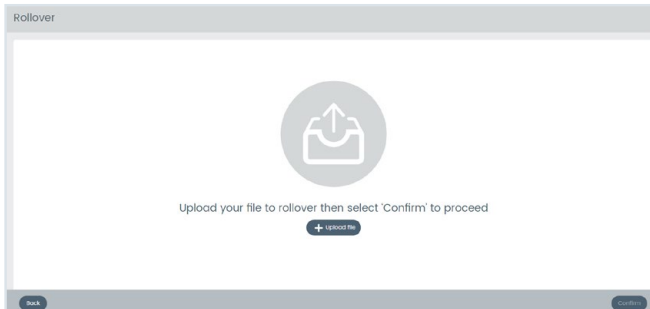


**Note:** Mathletics will identify any students on your rollover spreadsheet that are already registered on your Mathletics school roll. Their assigned class and year details will be updated as per the rollover spreadsheet you upload in step 8 but will retain their username and password from last year. If there is any variance in the spelling of their name the student will be treated as a new student resulting in a change of sign-in details. If performing a partial rollover, this will result in the student being duplicated in your Mathletics school roll. For this reason, it is better to correct any spelling or formatting mistakes in your school roll **after** you have performed the rollover process.

8 Click .

## Rollover

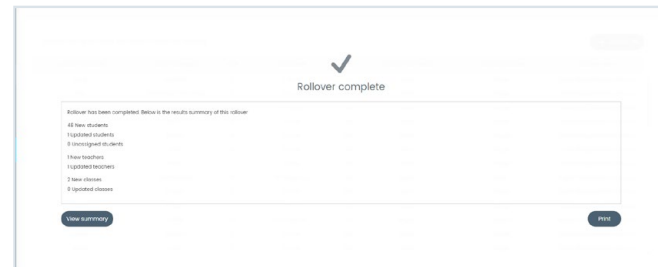
**9** Upload your saved spreadsheet from your computer and click **Confirm**.



**Note:** Once the spreadsheet has been uploaded, the system will present a grid for you to review your upload details. If the details are not correct you can click 'Back' or review and upload a new file.

**10** A confirmation message will appear. (This may take a few minutes, especially for larger schools.)

**11** To view a summary of what has changed you can click **View summary** and the following screen will show your school roll details.



**Note:** In the right-hand corner, the drop-down will let you select 'New students', 'Updated students' and 'Teachers'.

Class sign-in cards can be printed for the selected list (not applicable to Classes) and an Excel summary can be exported.

## Rollover

**Extend Results**

Keep Mathletics gold bars and results from last academic year

As the Subscription Coordinator, you can choose to extend your student results from the previous academic year and carry over Gold Bars.

**Note:** This only applies after a rollover has been completed, at the start of the academic year, and can only be done once.

### Start Fresh or Keep Results

As the school admin, you can select whether students retain their Gold Bars and Results from the previous year or start with a clean slate.

To keep Gold Bars, select **Keep Results** for relevant year levels. This way, courses can be extended across more than 1 year.

If you prefer that students begin the new course without Gold Bars and Results from the previous year, then select **Start Fresh** for the relevant year levels.

Whatever you choose, students will always keep their credits and certificates.

Back
Proceed

- 1 Open 'Extend Results'.
- 2 Select Proceed to go to the next screen where you can choose to **'Keep Results'** or **'Start Fresh'** for each year level.
  - The **Start Fresh** option is the preferred choice. Gold Bars and any results will not carry forward from the previous academic year for the selected year group. You cannot select an individual class or group.

Extend Result

Note: This can only be done once in an academic year, please proceed with CAUTION. Selecting keep results will carry across Gold Bars. Selecting Start Fresh will not carry across Gold Bars. Students will always retain their credits and certificates.

| Level        | START FRESH                      | KEEP RESULTS                     |
|--------------|----------------------------------|----------------------------------|
| Kindergarten | <input type="radio"/>            | <input checked="" type="radio"/> |
| Year 1       | <input type="radio"/>            | <input checked="" type="radio"/> |
| Year 2       | <input type="radio"/>            | <input checked="" type="radio"/> |
| Year 3       | <input checked="" type="radio"/> | <input type="radio"/>            |
| Year 4       | <input checked="" type="radio"/> | <input type="radio"/>            |
| Year 5       | <input checked="" type="radio"/> | <input type="radio"/>            |
| Year 6       | <input checked="" type="radio"/> | <input type="radio"/>            |
| Year 7       | <input type="radio"/>            | <input checked="" type="radio"/> |
| Year 8       | <input type="radio"/>            | <input checked="" type="radio"/> |
| Year 9       | <input type="radio"/>            | <input checked="" type="radio"/> |
| Year 10      | <input checked="" type="radio"/> | <input type="radio"/>            |
| Year 11      | <input checked="" type="radio"/> | <input type="radio"/>            |
| Year 12      | <input checked="" type="radio"/> | <input type="radio"/>            |

What does this mean?
Continue

### Notification

At the start of the academic year you will see a Notification reminding you to do a rollover. Clicking on the Notification will take you to the rollover menu. The message will continue to appear until a rollover is completed (or the start of year is complete).



## Course admin

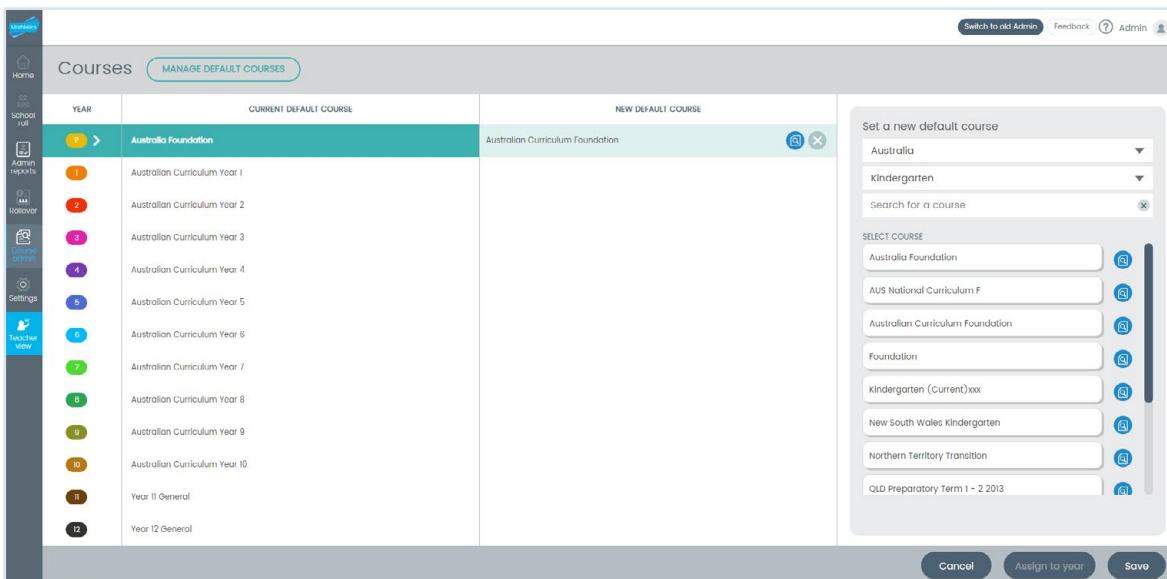
### Manage default courses

Set a default course for classes created in Rollover or Quick upload



This section allows you to manage the default curriculum course for particular year groups or adjust curriculum courses for particular classes.

This function allows you to set a default course for each year level. Any newly created classes will automatically be assigned this default course.



**1** In 'Course Admin', click 'Manage default course' and select the year group.

**2** On the right-hand side, under 'Set a new default course', select the course which you would like to assign to the selected year group.

**3** Click **Assign to year** to set the default course.

**4** Click **Save**.

**Tip:** The icon on the far right of the courses allows you to preview the course prior to selection.

## Course admin

Manage assigned courses  
Manage assigned course for groups



As the Subscription Coordinator, you can change the curriculum courses assigned to classes and groups on behalf of the teacher(s).

| YEAR | CLASS         | GROUP              | ASSIGNED COURSE              |
|------|---------------|--------------------|------------------------------|
| 3    | Demo Students | Default Group      | Australian Curriculum Year 3 |
|      | Year 3 Demo   | Intervention group |                              |
|      |               | Mathletics club    |                              |

- 1 In 'Course Admin', click 'Manage assigned courses' and select the year, then class and group to view the currently assigned curriculum course.
- 2 On the right-hand side, select the new course you wish to assign to the selected group.
- 3 Click **Assign to group** to set the default course.
- 4 Click **Save**.

## Settings

Privacy Settings



This function allows you to adjust the way in which your students' names display in Live Mathletics and the Mathletics Hall of Fame.

- 1 Click the 'Privacy Settings' tile.
- 2 Select from three options:
  - a. First name with first initial (e.g. John S.)
  - b. Initials only (e.g. JS)
  - c. Initials only with surname first (e.g. SJ)

- 3 Click . **Note:** It may take up to 12 hours for this change to take effect.

## Teacher view

This function allows you to quickly access a specific teacher's account by selecting a teacher and clicking 'Launch'. The selected teacher's console will open in a new tab. If required, you can have multiple teachers' accounts open simultaneously.

For Teacher console instructions, or other product support details, please visit our designated 'Help Hub'.

Select teacher ▼

Launch

# Mathletics

For more information about Mathletics,  
contact our friendly team.

[www.mathletics.com/contact](http://www.mathletics.com/contact)

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