

Rollover Guide

Updating your students for the new school year

Mathletics

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.**

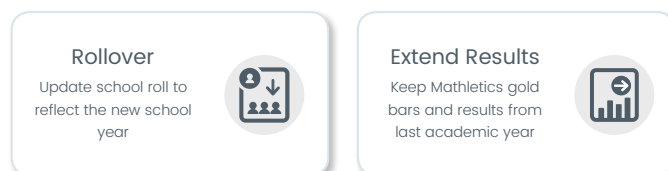
How to Rollover


Step 1: Accessing Rollover Data

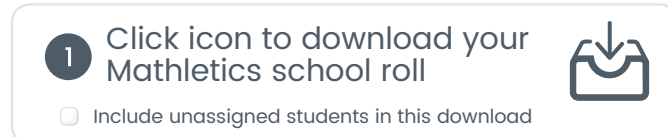
1 Sign in to the Mathletics Admin Console (login.mathletics.com)

2 Select  from the left-hand menu

3 Select the **Rollover** tile (most common choice) or **Extend Results** (contact your 3P Learning contact before selecting this option)



4 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](#)

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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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

Partial rollover
This will only update or add the Mathletics students listed in your upload.
No other students or products will be affected.

Full rollover
This will update ALL Mathletics students on your school list.
Current Mathletics students not listed in this rollover will be unassigned and unable to access the resource (unless reassigned).

Upload your excel (xlsx format) file to rollover then select 'Confirm' to proceed

Rollover

STUDENT FIRST NAME	STUDENT SURNAME	YEAR	CLASS NAME	TITLE	TEACHER FIRST NAME	TEACHER SURNAME	TEACHER EMAIL
Benj	Johnson	5	S-Strux	Mrs	Janice	Rogge	Janice.Rogge@3plearning.com
Julia	al-Sayigh	5	S-Strux	Mrs	Janice	Rogge	Janice.Rogge@3plearning.com
Alex	Beard	5	S-Strux	Mrs	Janice	Rogge	Janice.Rogge@3plearning.com
Thomas	Smith	5	S-Strux	Mrs	Janice	Rogge	Janice.Rogge@3plearning.com

Rollover complete

Rollover has been completed. Below is the results summary of this rollover:

- 20 New students
- 0 Updated students
- 0 Unassigned students
- 0 New teachers
- 0 Updated teachers
- 2 New classes
- 0 Updated classes

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.