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.

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





Extend Results

Keep Mathletics gold

bars and results from

b. Start from scratch OR use your SIS data – Click on the (?) and select



Rollover

Update school roll to

reflect the new school

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 Smith!

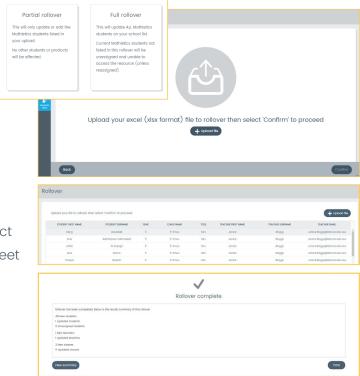
- Have a mixed-year or composite class?
 - Make sure the class name is the same for all students. Each student will be assigned curriculum content relevant to the year level given in the GRADE column
- · More than 1 teacher for the class?
 - Ensure all teacher names are included at least once in the 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
- Select the type of rollover you wish to perform:

 a. Full rollover (Most schools choose this option)

 b. Partial rollover
- Upload your completed Excel .xlxs file and click Confirm
- 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
- 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.

