

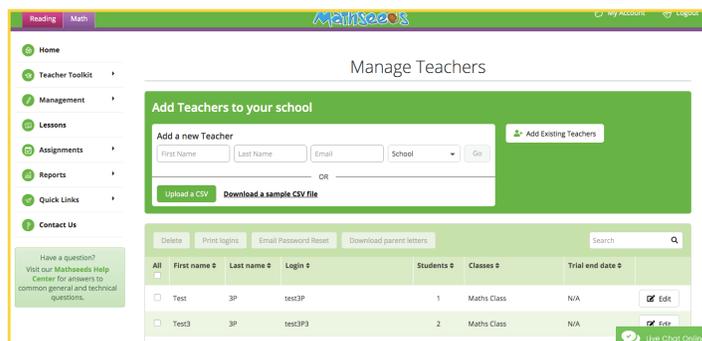
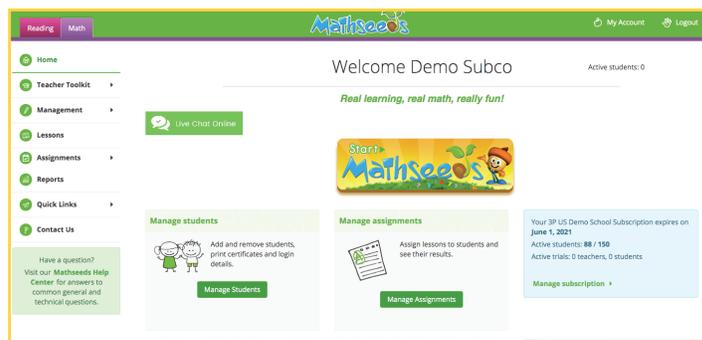
Preparing for the new academic year: Rollover Guide



It's that time of the year again! Mathseeds makes it easy to enroll your students with a process we call **Rollover**. This guide will instruct you on how to prepare your school's Mathseeds account for the new academic year.

Step One: Ensure all teachers have accounts

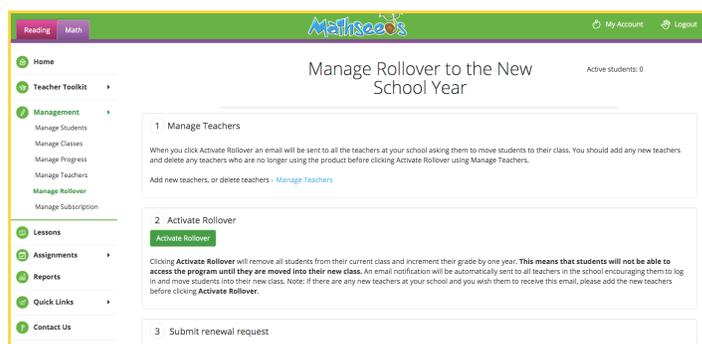
- A** Sign in to mathseeds.com/schools using your **Subscription Coordinator** login details. (Your school's administrator should have this, but it can also be obtained from the Customer Support Team.)
- B** It's important to ensure all teachers have Mathseeds accounts. This will ensure they receive their confirmation email. (If all teachers already have an account, skip to Step Two).
- C** To add any teachers (new staff members for example), click "**Manage Teachers**" in the **Management**.
- D** Complete all of the required fields, selecting "**School**" in the final field. Click "**Go**". Repeat as required.
- E** If your teacher has an existing Reading Eggs account, click on "**Add Existing Teachers**," select the teachers and click on "**Add with School Subscription**."
- F** Any teachers who no longer require access should be removed by selecting their names and clicking "**Delete**".



Step Two: Activate Rollover

- A** In the **Management** menu, select the "**Manage Rollover**" option, followed by "**Activate Rollover**". This will immediately remove all students from their classes, increment their grade level by one year and send an email notification to all of your teachers, including instructions for them to move students into their class.

! It is important to note that students will not be able to access Mathseeds until their teacher has reassigned their account, so it is vital they follow the steps in their confirmation email.

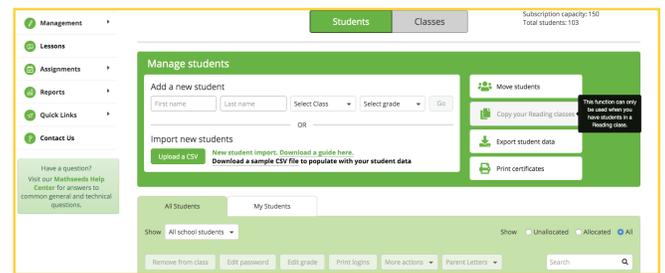
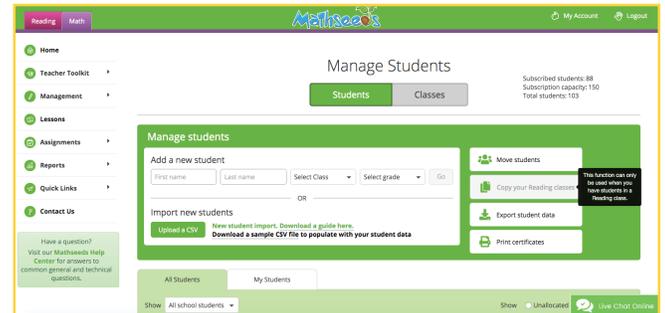


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Step Three: Add and remove accounts

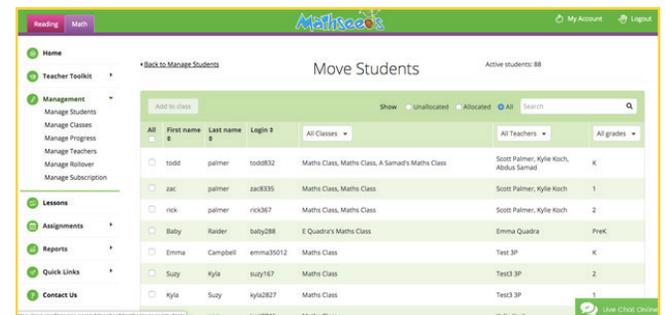
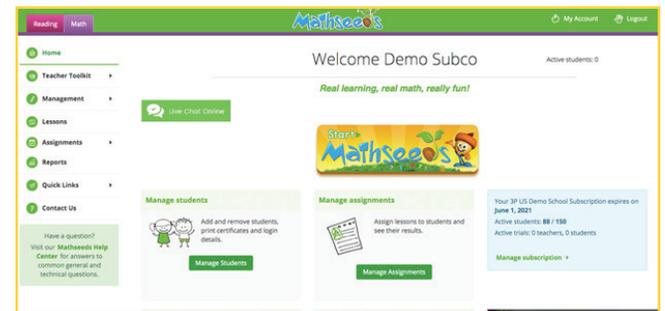
- A** You may need to create some new accounts for any students who have joined the school for the new year.
- B** From the **Management** menu, select **"Manage Students"** and enter their details in the panel.
- C** If you have lots of students to add, you may find it faster to upload them directly from a spreadsheet (you can download a template from this area of the screen too).
- D** Any students no longer needing accounts (for example those that have left the school), should be deleted by selecting their names from the table on this screen and clicking **"Remove from class"**.



Step Four: Assign students to individual classes

- A** Each teacher should now log in to assign students to their own class(es). From the Teacher Dashboard, select **"Manage Students"** followed by the **"Move students"** option.
- B** Select all the students to be added to your class by ticking the boxes beside their names. Use the year group filters to make this quick and easy.
- C** Click **"Add to Class"**. All students are now reassigned to your class list and their Mathseeds accounts are reactivated immediately.
- D** If you need to access login cards for any new students, or reprint some for existing students click into the **"Manage Students"** screen and select **"Print Logins"**.

! It is important to note that students will not be able to access Mathseeds until their teacher has reassigned their account, so it is vital they follow the steps in their confirmation email.



Watch these steps in action at www.3plearning.com/global-rollover