

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.

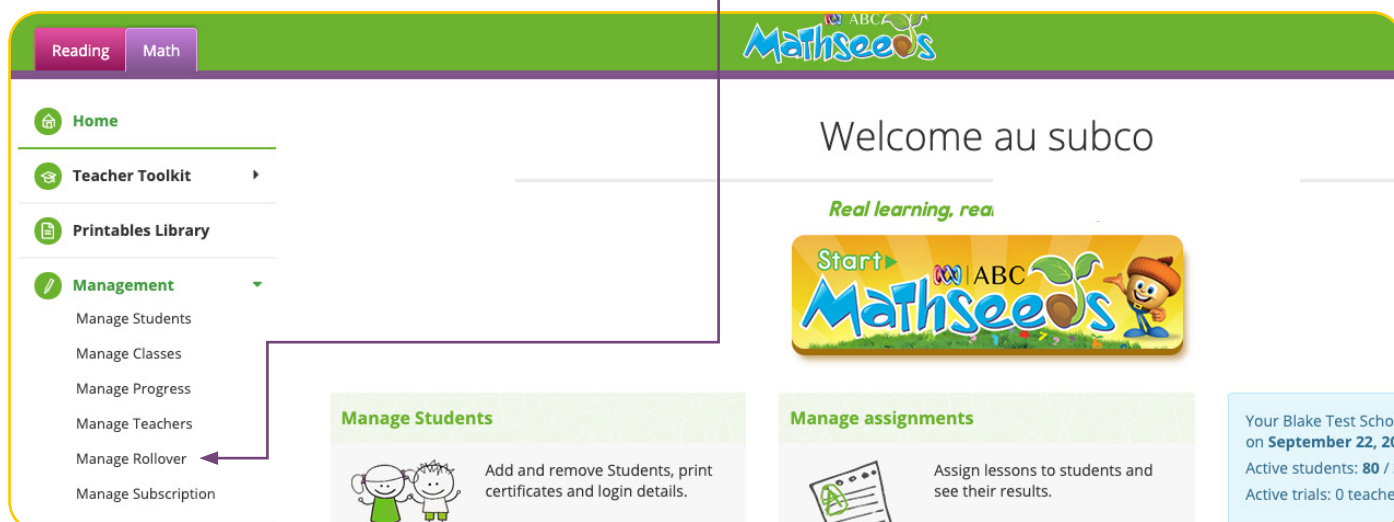
Important: If you have both Reading Eggs and Mathseeds, you need to complete your Reading Eggs rollover first.

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Begin Rollover

To start the Rollover process go to **Management > Manage Rollover**.



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Begin Rollover cont.

Carefully read through the following screen.

Check your capacity levels. Add extra capacity if it is needed. To do this go to **Manage Subscriptions**.

If you wish to remove students you can do so in **Manage Students**.

Once you have your teacher list, teacher emails and student data list together, select **Continue Rollover**.

Check and Manage Subscription

Current Subscriptions:

Start Date	End Date	Capacity*
Oct 24 2017	Sep 22 2021	2000

* Indicates your school subscription capacity and does not include any short term additional capacity from teacher trials.
If you need to adjust your capacity or subscription you can do so in [Manage Subscription](#).

Coordinate Rollover with Reading

Starting Rollover will lock the rollover features in Reading and management features in both programs until rollover is complete.

Teachers for both programs will receive an automated email notification when you start and another when rollover is complete.

Start Rollover

Students who do not have a class allocated will not be able to access the program until they are moved into their new class.

Your teachers will receive an email notifying them when rollover is complete.

Continue rollover

Start Rollover

Starting Rollover will send a notification email to all teachers in your school that Rollover has begun and management features will be locked for the duration of the process.

Once you are ready to begin, select **Start Rollover**.

Coordinate Rollover with Reading

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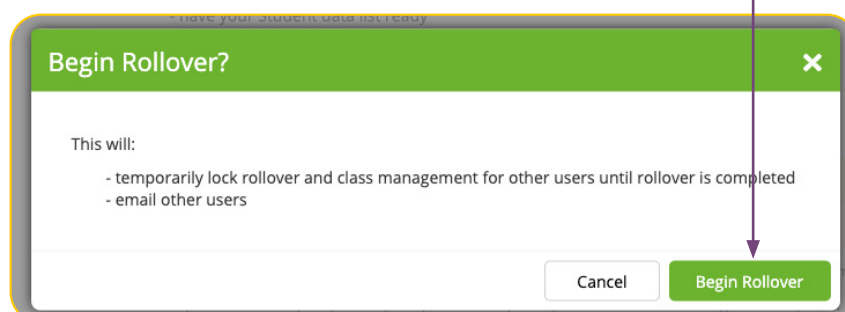
Start Rollover

Students who do not have a class allocated will not be able to access the program until they are moved into their new class.

Your teachers will receive an email notifying them when rollover is complete.

Start rollover

You will get an additional confirmation message.



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Rollover Step 1 – Teachers

Teachers must have a current email address registered to be able to be allocated a class. Remove teachers from your account that are no longer in use.

To check the list of teachers that currently hold accounts at the school, select **Export a Teacher list (CSV format)**.

Rollover Step 1 - Teachers

HOME > 1. TEACHERS > 2. STUDENTS & CLASSES > 3. DELETE CLASSES > 4. DELETE STUDENTS > FINISH

Step 1. Teachers

All teachers need to have an account to create classes and allocate students.

Add any new teachers and delete any teachers no longer using the product using [Manage Teachers](#).

You can skip this step, however any teachers who do not have an account will, in *Step 2. Students and Classes*, be unable to have students allocated to them.

Export a teacher list (CSV format) of the teachers currently at the school. This will provide you with valid teacher email addresses when completing *Step 2. Students and Classes*.

[Go to Manage Teachers](#)

Back Next

To add or delete teachers to your account, select **Go to Manage Teachers**.

If there are no additions or deletions, select **Next**.

Rollover Step 1 - Teachers

HOME > 1. TEACHERS > 2. STUDENTS & CLASSES > 3. DELETE CLASSES > 4. DELETE STUDENTS > FINISH

Step 1. Teachers

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Add any new teachers and delete any teachers no longer using the product using [Manage Teachers](#).

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Export a teacher list (CSV format) of the teachers currently at the school. This will provide you with valid teacher email addresses when completing *Step 2. Students and Classes*.

[Go to Manage Teachers](#)

Back Next

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Rollover Step 2 – Students and Classes

Download the student list showing all current students in the Maths Program by selecting **Export a student list (CSV format)**.

HOME > 1. TEACHERS > 2. STUDENTS & CLASSES > 3. DELETE CLASSES > 4. DELETE STUDENTS > FINISH

Step 2. Students and Classes

Edit Students and Classes using a CSV

This step allows you to export a CSV file of all existing students, edit the details including grade, add new students (optional) and place them into one teacher's class (optional), and import this updated data into the system.

Export a student list (CSV format) of the students currently at the school. This will provide you with a CSV which can be edited, saved and uploaded.

Once you have saved the CSV, read through the steps on **How to edit the CSV** and **New students**.

▼ How to edit the CSV

▼ Removing rows

▼ New students

Upload student CSV

Back Next

This dropdown will walk you through the steps for making changes to each existing entry, as well as how to add **New students** into the CSV.

At Rollover you will need to increment the Year +1 for all students. See the help tips on how to quickly do this using the Paste Special feature in your spreadsheet software.

Important

Be sure to check each student's entry.

Add in any Teacher emails to group students into new class groups, (only existing teacher emails will work, so ensure that step 1 has been completed first).

Only one teacher email per student.

DO NOT alter any of the CSV headers or Column A – the Student ID column!

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Import a CSV

Once you are happy with the edits that have been made to the student list CSV, select **Upload student CSV**.

A screenshot of a web interface for uploading a CSV file. It features three orange expandable sections: "How to edit the CSV", "Removing rows", and "New students". To the right of these sections is a green button labeled "Upload student CSV". Below the sections are two buttons: "Back" and "Next". A purple line with an arrow points from the text "Upload student CSV" to the green button.

The CSV will then be validated.

A screenshot of the "Rollover Step 2 - Students and Classes" interface. At the top, there is a progress bar with five steps: "HOME", "1. TEACHERS", "2. STUDENTS & CLASSES" (which is highlighted in green), "3. DELETE CLASSES", "4. DELETE STUDENTS", and "FINISH". Below the progress bar, the text "Step 2. Students and Classes" is displayed. Underneath this is a light blue notification box with an information icon and the text "Validating CSV, please don't navigate away from this page". In the center of the page is a loading spinner icon. At the bottom right, there is a button labeled "Validating".

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Import a CSV cont.

Follow the screen prompts:

If there are errors in the CSV you will be notified of changes and fixes that need to be made. Make the changes that are needed and then re-upload the CSV.

Rollover Step 2 - Students and Classes

HOME > 1. TEACHERS > 2. STUDENTS & CLASSES > 3. DELETE CLASSES > 4. DELETE STUDENTS > FINISH

Step 2. Students and Classes

We are sorry but there are problems with your upload.
⚠ Please check your file is in the correct format and address the errors and/or warnings appearing below.

	CSV line number	Message
⚠	2	Student ID 579316 not found in school.

Cancel Re-upload CSV

You will be notified if there are multiple students in your school with the same name. Please note that this may not be an issue, it is just a notification in case changes need to be made.

Rollover Step 2 - Students and Classes

HOME > 1. TEACHERS > 2. STUDENTS & CLASSES > 3. DELETE CLASSES > 4. DELETE STUDENTS > FINISH

Step 2. Students and Classes

File export_students (1).csv loaded.

There are multiple students with the same name within the CSV you are uploading.

⚠ If these are different students please click Complete Import to finish the import process. If these are the same student go back to [Manage Students](#) and remove them from the CSV and re-import.

Students with a valid teacher email address in the CSV are placed into a default teacher class. Students without a valid teacher email address in the CSV are imported but unallocated. Use the [Manage Classes](#) feature to place these students into a class.

Pre-Import Summary

Number of existing students being updated: 2
Number of new students being created: 0
Number of new classes being created: 0

Cancel Complete Import

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Import a CSV cont.

If there are no issues in your CSV you will see a green pop-up with a tick stating CSV validation successful.

Rollover Step 2 - Students and Classes

Student validation successful.

HOME > 1. TEACHERS > 2. STUDENTS & CLASSES > 3. DELETE CLASSES > 4. DELETE STUDENTS > FINISH

Step 2. Students and Classes

File export_students (3).csv loaded

Please click the Complete Import button to finish the import process.

Students with a valid teacher email address in the CSV are placed into a default teacher class. Students without a valid teacher email address in the CSV are imported but unallocated. Use the [Manage Classes](#) feature to place these students into a class.

Double check the **Pre-Import Summary** matches your numbers of:

- pre-existing students being updated (this includes year increments).
- new students being created.
- new classes being created.

Select **Complete Import** to finish. Do not navigate away from the page while the import is in progress.

Pre-Import Summary

Number of existing students being updated: 3
Number of new students being created: 0
Number of new classes being created: 0

Cancel Complete Import

CSV line number	Student ID	First Name	Last Name	Year	External Student ID	Teacher Email	Class Name
2	5719316	Latonia	Zulauf	4			No school class assigned
3	5719251	Jonah	Kirlin	4			No school class assigned
4	5718749	Michell	VonRueden	3			No school class assigned

Once your import has been successful you may proceed to the next step.

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Import a CSV cont.

If you have exceeded capacity, you will be notified in the top right-hand corner.

Capacity has been exceeded. Please remove students from classes or purchase more seats.

Active students: 80

Rollover Step 2 - Students and Classes

HOME 1. TEACHERS 2. STUDENTS & CLASSES 3. DELETE CLASSES 4. DELETE STUDENTS FINISH

Step 2. Students and Classes

Edit Students and Classes using a CSV

This step allows you to export a CSV file of all existing students, edit the details including grade, add new students (optional) and place them into one teacher's class (optional), and import this updated data into the system.

Export a student list (CSV format) of the students currently at the school. This will provide you with a CSV which can be edited, saved and uploaded.

Important Note:

- Do not remove the header row when editing the CSV. The import process ignores the header

If you need to add more students to your capacity, you can do so in **Manage Subscription**.

To remove students to reduce capacity usage, go to **Manage Students** and remove students from classes.

My Account Log Out

Rollover Step 2 - Students and Classes

Active students: 80

HOME 1. TEACHERS 2. STUDENTS & CLASSES 3. DELETE CLASSES 4. DELETE STUDENTS FINISH

Step 2. Students and Classes

Edit Students and Classes using a CSV

This step allows you to export a CSV file of all existing students, edit the details including grade, add new students (optional) and place them into one teacher's class (optional), and import this updated data into the system.

Export a student list (CSV format) of the students currently at the school. This will provide you with a CSV which can be edited, saved and uploaded.

Important Note:

- Do not remove the header row when editing the CSV. The import process ignores the header and assumes that student data starts from the second row.
- The Student ID field is the unique identifier and must not be edited. The subsequent import process uses this ID to match the student in the CSV to their existing record in our system.

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Rollover Step 3 – Delete Classes

This step will show you classes created in the previous Rollover. Delete any classes that are no longer required.

It is important to note - deleting the class will **NOT** delete the students in the class. These students will remain unallocated until they are moved into their new classes for the current year in **Manage Students**.

Select the class to be deleted by checking the box on the left-hand side. If you would like to delete all of the classes, select the box at the top of the list. Once all classes have been checked, select **Delete classes**.

Rollover Step 3 - Delete Classes

HOME > 1. TEACHERS > 2. STUDENTS & CLASSES > 3. DELETE CLASSES > 4. DELETE STUDENTS > FINISH

Step 3. Delete Classes

Review the list of classes created before this rollover and delete any that are no longer required. Classes created during this rollover are not listed and cannot be deleted here.

Note: deleting a class does not delete the students in the class; students in any deleted classes will be unallocated and can be moved into a class using Manage Students.

<input type="checkbox"/>	Class Name	Number of Students	Teachers
<input checked="" type="checkbox"/>	The Wombats	9	au subco
<input checked="" type="checkbox"/>	Maths Club	8	Rohini AU Teacher, au subco
<input type="checkbox"/>	Tuesday Class	1	teacher_au teacher

Delete classes

Confirm the number of classes that you are deleting. **THIS ACTION CAN NOT BE UNDONE.**

Delete classes

You are about to **delete** the classes

- *The Wombats* which has 1 teacher and 9 students
- *Maths Club* which has 2 teachers and 8 students

Are you sure you wish to delete existing classes?

This action cannot be undone.

Cancel Delete classes

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Rollover Step 4 – Delete Students

Once the classes have been deleted and students are unallocated, you are able to remove any unused student accounts using a bulk selection and delete action. To do so **Go to Manage Students**.

Rollover Step 4 - Delete Students

Active students: 80

[HOME](#) > [1. TEACHERS](#) > [2. STUDENTS & CLASSES](#) > [3. DELETE CLASSES](#) > **4. DELETE STUDENTS** > [FINISH](#)

Step 4. Delete Students

You may now remove any unused student accounts in the existing [Manage Students](#) section with a bulk selection and delete action.

Note: you cannot delete a student who is in one or more classes in the other program.

You can skip this step, however any unused students are counted in the subscription numbers if they are in one or more classes.

[Go to Manage Students](#)

[Back](#) [Next](#)

When you have finished you can return to the Rollover screen using the **Continue Rollover** link.

Manage Students

[< Continue Rollover](#) [Students](#) [Classes](#)

Subscribed students: 80
Subscription capacity: 2000
Total students: 1432

Manage students

Add a new student

OR

Import new students

[Upload file must be in CSV UTF-8 format. Download a guide here.](#)
[Download a sample CSV file to populate with your student data](#)

[All Students](#) [My Students](#)

Show [All school students](#) Show ☒ Unallocated ☐ Allocated ☐ All

[Remove from class](#) [Edit password](#) [Edit grade](#) [Print logins](#) [More actions](#)

All

☐

First name

Hayley

Last name

Howard

Login

hayleyh3

Class

Maths Class

Year

1

3P Learning

10

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Finish Rollover

Once these steps are complete, you are ready to **Complete Rollover**.

Rollover - Finish

Active students: 80

HOME > 1. TEACHERS > 2. STUDENTS & CLASSES > 3. DELETE CLASSES > 4. DELETE STUDENTS > FINISH

Finish

You may now complete the rollover if you have finished all the previous steps.

This will:

- unlock rollover for Reading and management features in both programs.
- email teachers for both programs notifying them that rollover is complete.

Happy Reading!

Back Complete rollover

Mathseeds ABC My Account

Manage Rollover

✓ Rollover complete

Active students: 80

ROLLOVER STATUS: OPEN IN PROGRESS LOCKED

Watch video guide View PDF guide

Once **Complete Rollover** has been finalised:

- Teachers and the other subco (if present) are automatically emailed to let them know management features are unlocked and to check their classes.
- Students now in classes can access the program and have work assigned
- **Please note:** this feature allows you to Rollover more than once per year. Please ensure you only increment Grade/Year level once.