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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- 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*
26 Jun 2015	22 Sep 2021	3000

* 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 Maths

Starting Rollover will lock the rollover features in Maths 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.
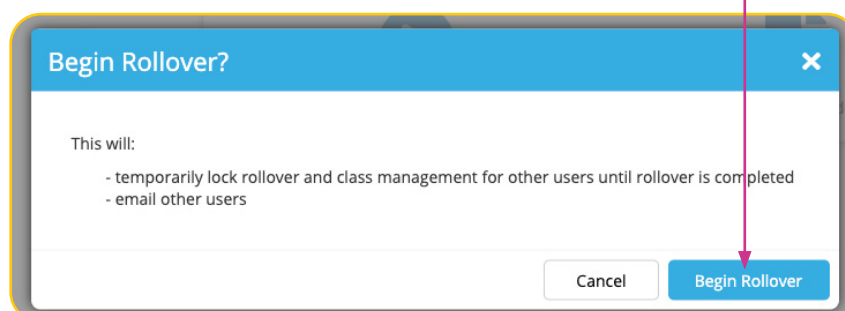
Start Rollover

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 Maths

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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.

Begin Rollover?

This will:

- temporarily lock rollover and class management for other users until rollover is completed
- email other users

[Cancel] [Begin Rollover]

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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)**.

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

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

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Rollover Step 2 – Students and Classes

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

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 year, 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

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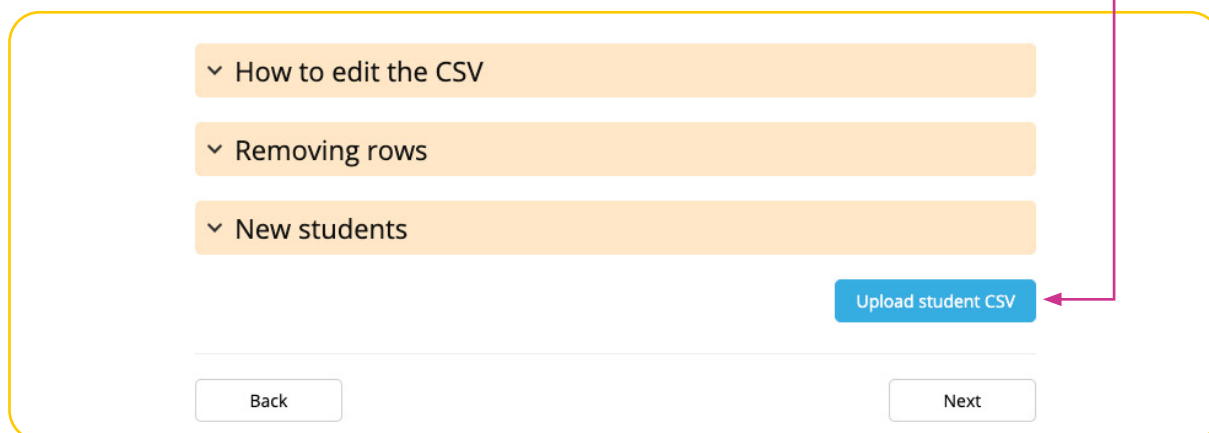
DO NOT alter any of the CSV headers or Column A – the Student ID column!

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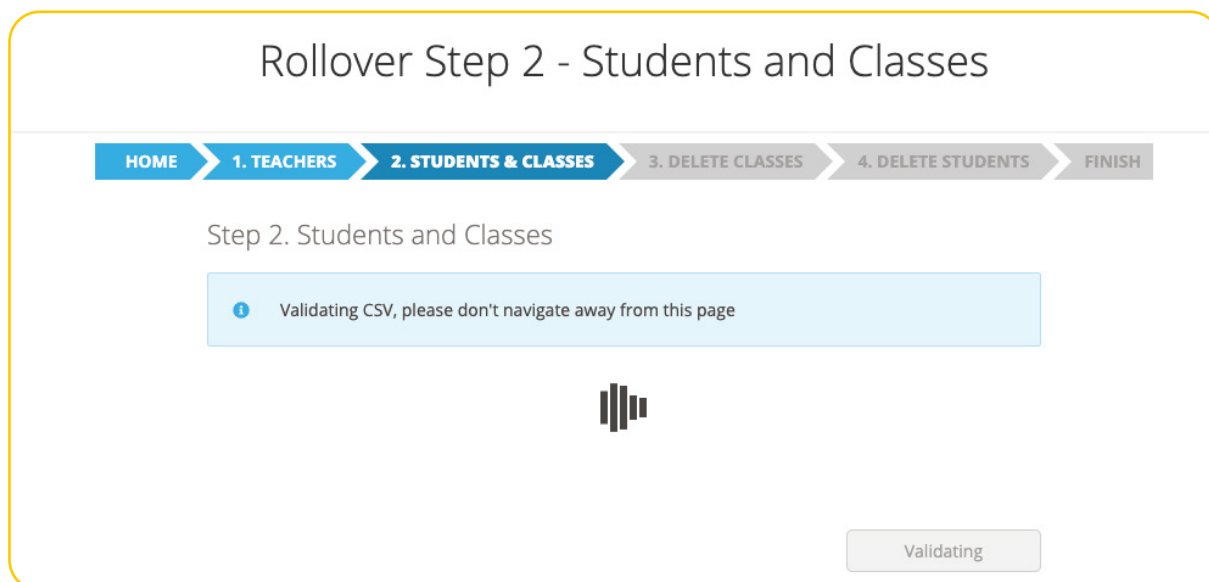
Import a CSV

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

The CSV will then be validated.

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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.

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.

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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.

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.

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.

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.

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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**.

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

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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**.

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

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Finish Rollover

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

Rollover - Finish

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

Happy Reading!

Back   Complete rollover

Manage Rollover   ✓ Rollover complete

Active stu...

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.