

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*
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**.

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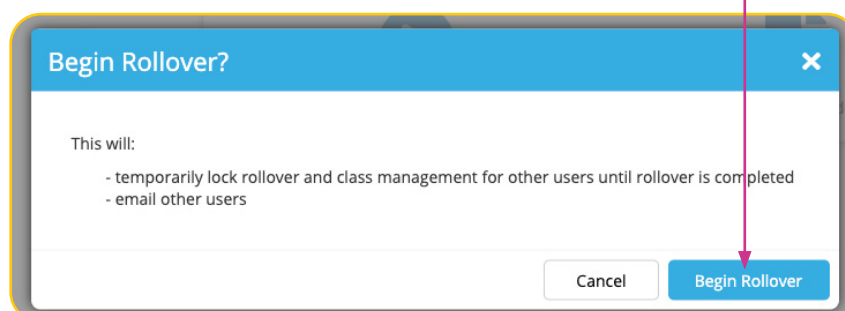
Start Rollover

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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

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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 Reading 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 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

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.

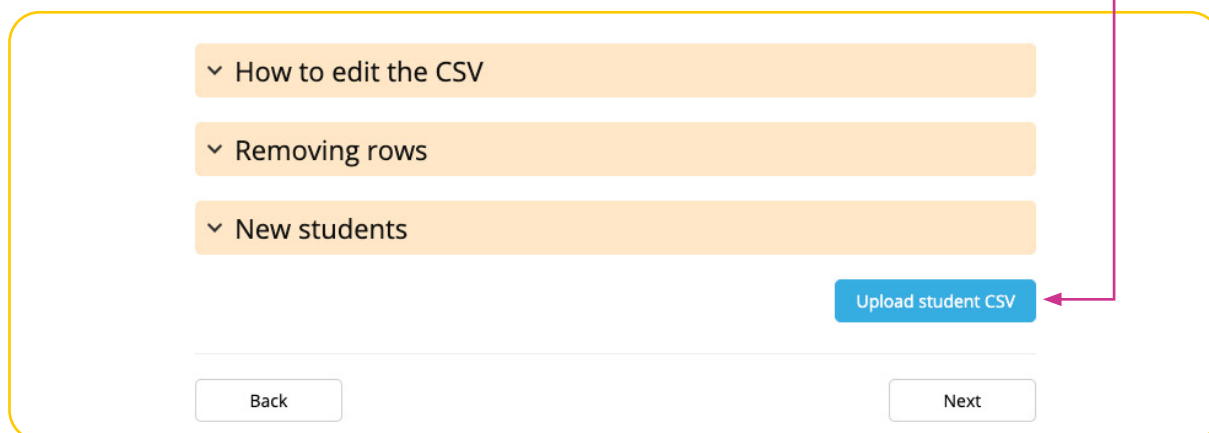
DO NOT alter any of the CSV headers or Column A – the Student ID column!

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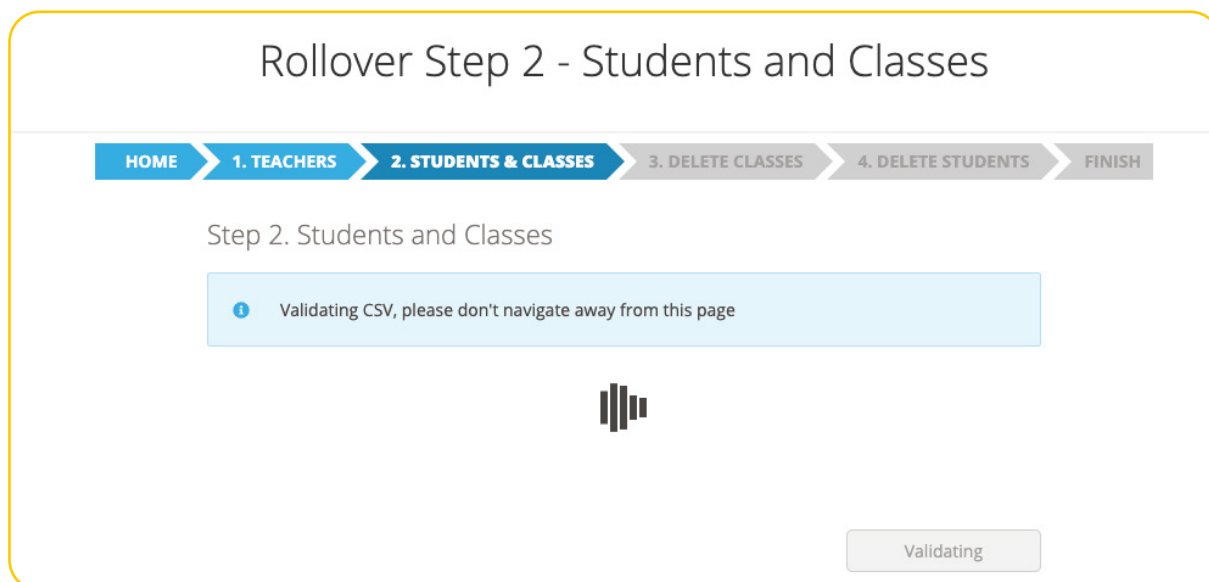
Import a CSV

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



The screenshot shows a user interface for managing 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 blue button labeled 'Upload student CSV'. A purple line with a circle at the end points from the text 'select Upload student CSV' to this button. At the bottom of the interface are two buttons: 'Back' on the left and 'Next' on the right.

The CSV will then be validated.



The screenshot displays the 'Rollover Step 2 - Students and Classes' screen. At the top, a progress bar shows five steps: 'HOME', '1. TEACHERS', '2. STUDENTS & CLASSES' (which is highlighted in blue), '3. DELETE CLASSES', '4. DELETE STUDENTS', and 'FINISH'. Below the progress bar, the text 'Step 2. Students and Classes' is visible. A light blue message box contains an information icon and the text 'Validating CSV, please don't navigate away from this page'. In the center of the screen is a large black loading spinner icon. At the bottom right, there is a grey 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.

i 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.

The screenshot shows the 'Rollover Step 2 - Students and Classes' page. In the top right corner, a black notification box with a red exclamation mark icon states: 'Capacity has been exceeded. Please remove students from classes or purchase more seats.' A red line points from the text above to this notification. The page features a sidebar on the left with navigation links: Home, Teacher Toolkit, Printables Library, Management (with sub-links: Manage Students, Manage Classes, Manage Progress, Manage Teachers, Manage Rollover, Manage Subscription), Reading Eggs, Lessons, and Assignments. The main content area has a breadcrumb trail: HOME > 1. TEACHERS > 2. STUDENTS & CLASSES > 3. DELETE CLASSES > 4. DELETE STUDENTS > FINISH. Below the breadcrumb, the title 'Step 2. Students and Classes' is followed by 'Edit Students and Classes using a CSV'. A paragraph explains that this step allows exporting a CSV of existing students, editing details, and importing the updated data. A download icon is followed by the text '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.' An 'Important Note' section contains two bullet points: '- 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.' and '- 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. If'. The top right of the page shows 'My Account' and 'Active students: 1082' with a red exclamation mark icon.

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.

This screenshot is similar to the previous one, showing the 'Rollover Step 2 - Students and Classes' page. However, the 'Manage Subscription' link in the sidebar is highlighted with a red box, and a red line points from the text above to this link. The rest of the page content, including the breadcrumb trail, title, paragraph, download icon, and 'Important Note' section, is identical to the previous screenshot. The top right of the page shows 'My Account' and 'Log Out' buttons, and 'Active students: 1082'.

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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"/>	Reading 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.**

K Durant's Reading Class 30-Jul-20 13:28 1 Kevin Durant

Delete classes

You are about to **delete** the classes

- *The Wombats* which has 1 teacher and 9 students
- *Reading 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

[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: 1082
Subscription capacity: 3000
Total students: 1433

Manage students

Add a new student

Select Class

Select year

Go

OR

Import new students

Upload a CSV

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

Add existing students

Copy your Maths classes

Export student data

Print certificates

All Students

My Students

Show

All school students

Show

Unallocated

Allocated

All

Remove from class

Edit password

Edit year

Print logins

More actions

Search

All	First name	Last name	Login	Class	Year	
<input type="checkbox"/>	"wfstudent"	test	wfstudent4	No school class assigned	1	<div><div></div>Edit</div>

3P Learning

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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!

BackComplete rollover

ABC ReadingeggsABC ReadingegginessFAST PHONICS

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.