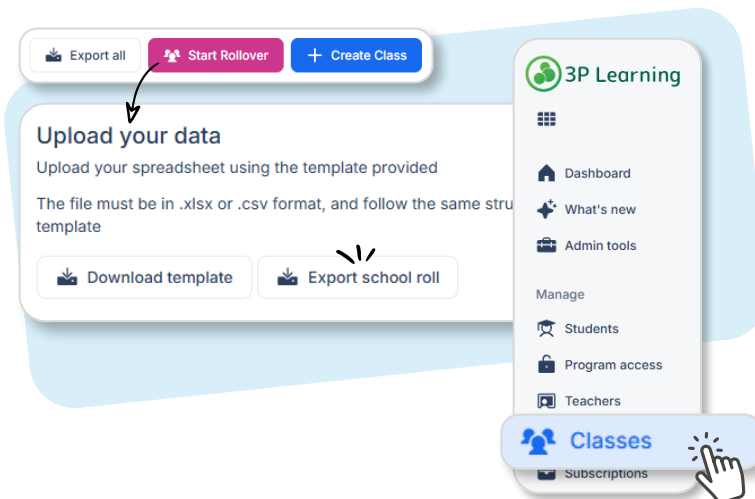


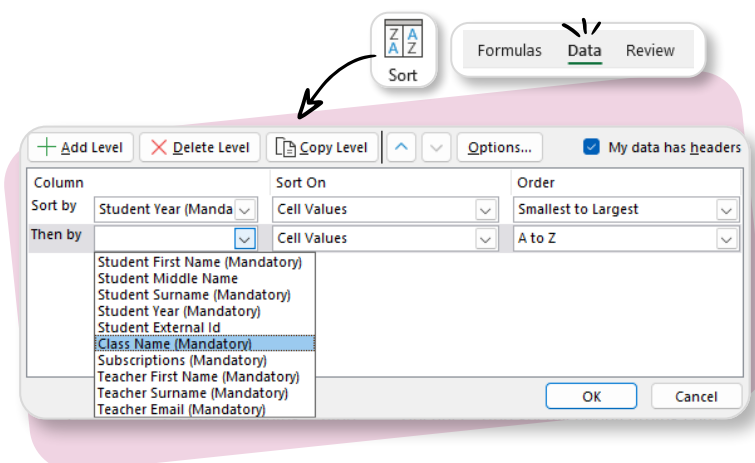
Rollover Guide for 3P Learning: Reading Eggs, Mathseeds and Mathletics

Step 1. Update and upload spreadsheet

- Click '**Classes**' on the left-hand navigation bar.
- Select '**Start Rollover**'.
- Click '**Export school roll**'. A spreadsheet* will be downloaded to your *Downloads* folder.



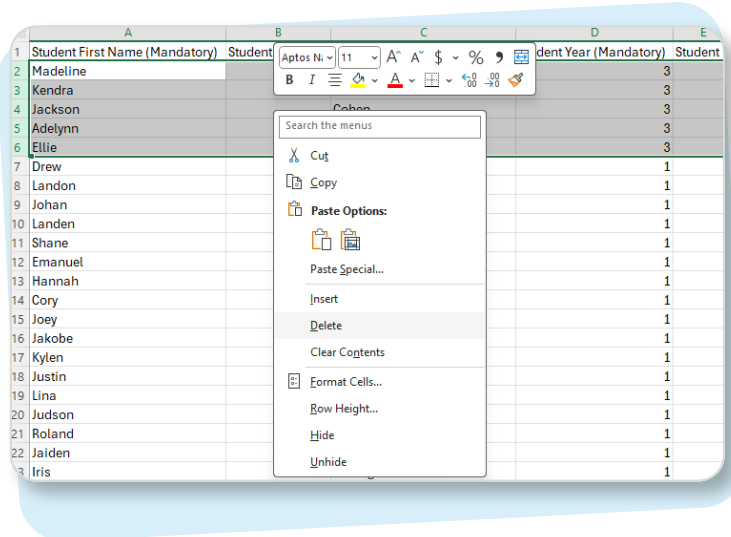
- Sort the spreadsheet data by year group and class:
 - Click on *Data* from the top menu, then select *Sort*.
 - In the *Sort by* dropdown, choose *Student Year (Mandatory)*.
 - To also sort by class name, click *+ Add Level*, then select *Class Name (Mandatory)*.
 - Click *OK* to apply the sorting.



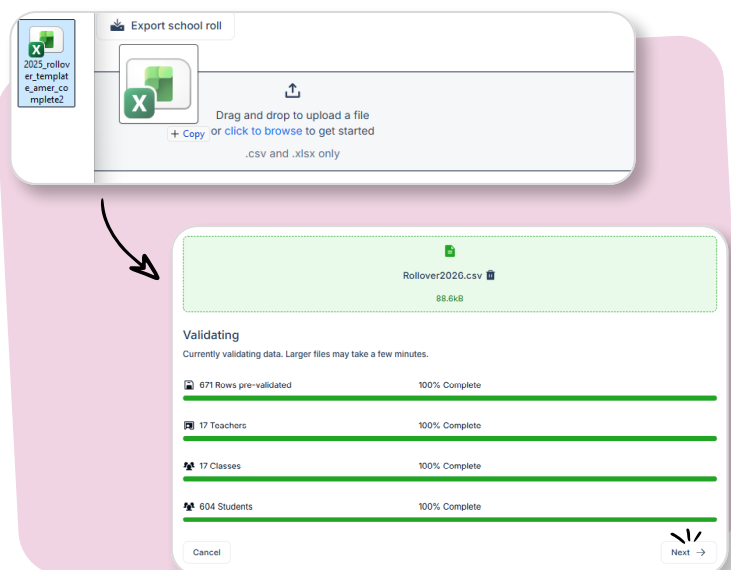
!! *Alternatively, if you prefer to fill out a blank template, click '**Download template**'. Once this is downloaded, open it from your *Downloads* folder and complete the forms shown for your whole school.

Step 1. Update and upload spreadsheet

- Update the spreadsheet:
 - Delete any students who will no longer be using the program(s).
 - Increment year/grade in *column D* by 1 (begin with the final grade e.g. 5 > 6, then 4 > 5).
 - Update the class name (*column F*) along with teachers' details (*columns H, I, J*).
 - Add the new students (at the bottom of the list) making sure all **mandatory** columns are completed.
 - Save the file on your computer.

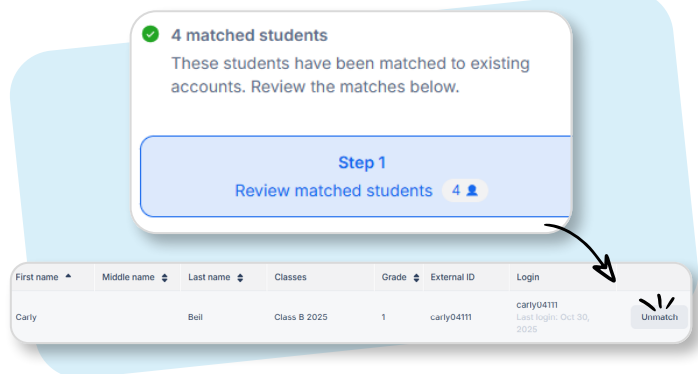


- Upload the completed spreadsheet from your computer: Either drag the file directly or select '**click to browse**' and locate the file on your computer.
- During validation, if errors appear, fix them in the spreadsheet and reupload the file. When it shows '**100% complete**', click '**Next**' to continue.



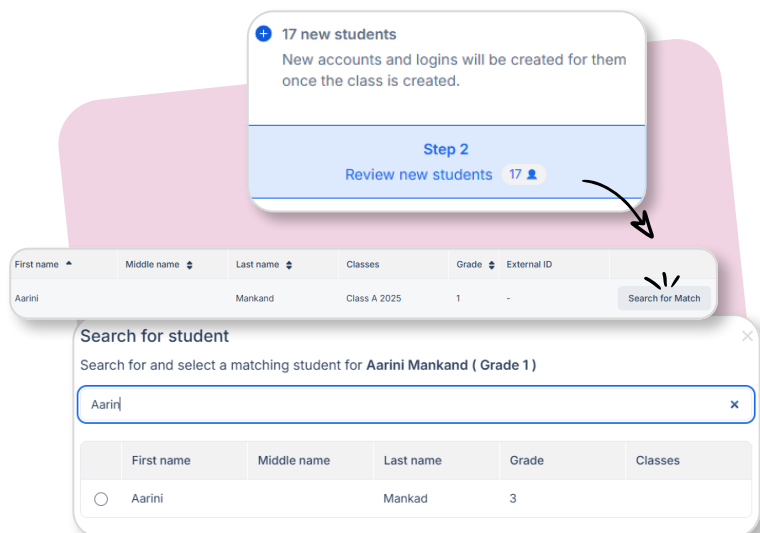
Step 2. Review matched students

- Review any matched students on this page:
 - Click '**Unmatch**' if any matches are incorrect, and they will be added as new students instead.
 - Click '**Next**' when you are ready to continue.



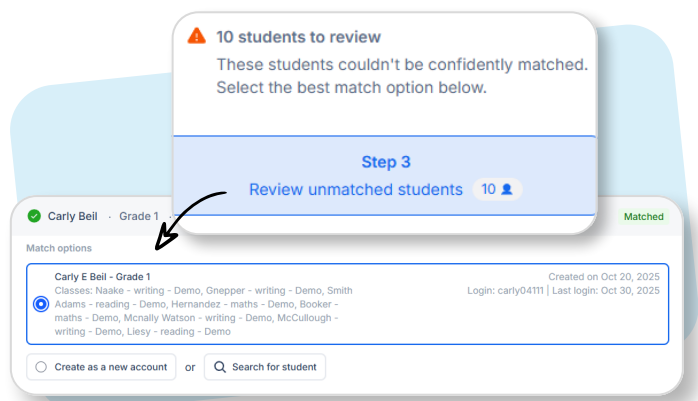
Step 3. Review new students

- All of the students listed here will be added as new students. If any matches are missed in the last step:
 - Click '**Search for Match**' next to the student's name to find a match.
 - Click '**Next**' when you are ready to continue.



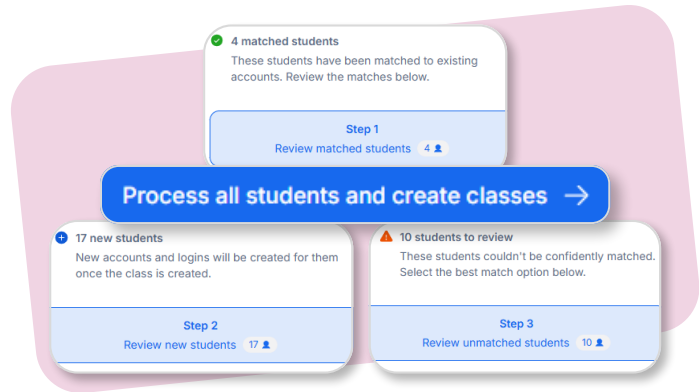
Step 4. Review unmatched students

- Students on this page may have been matched to existing accounts.
 - Under '**Match options**', select the correct match.
 - If unsure, use either '**Create as a new account**' or '**Search for student**', as appropriate.



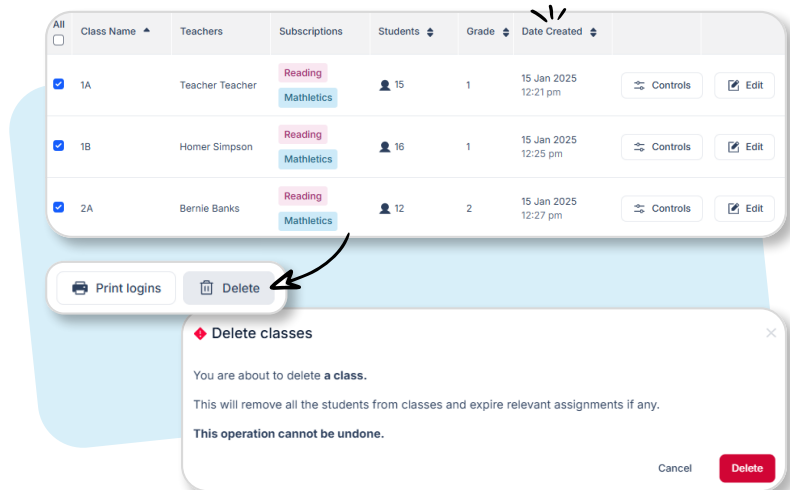
Step 5. Process all students and create classes

- When all students have been correctly matched, click **'Process all students and create classes'** and then **'Done'**.



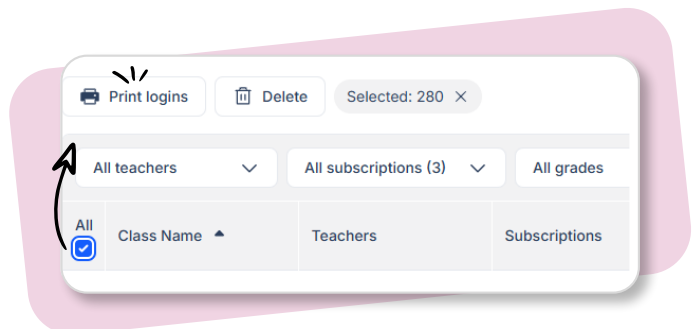
Step 6. Delete old classes

- Click the **'Date Created'** column once to sort by oldest.
- Select all classes from the **previous academic year**.
- Click **'Delete'**.
- In the pop-up window, click **'Delete'** to confirm.



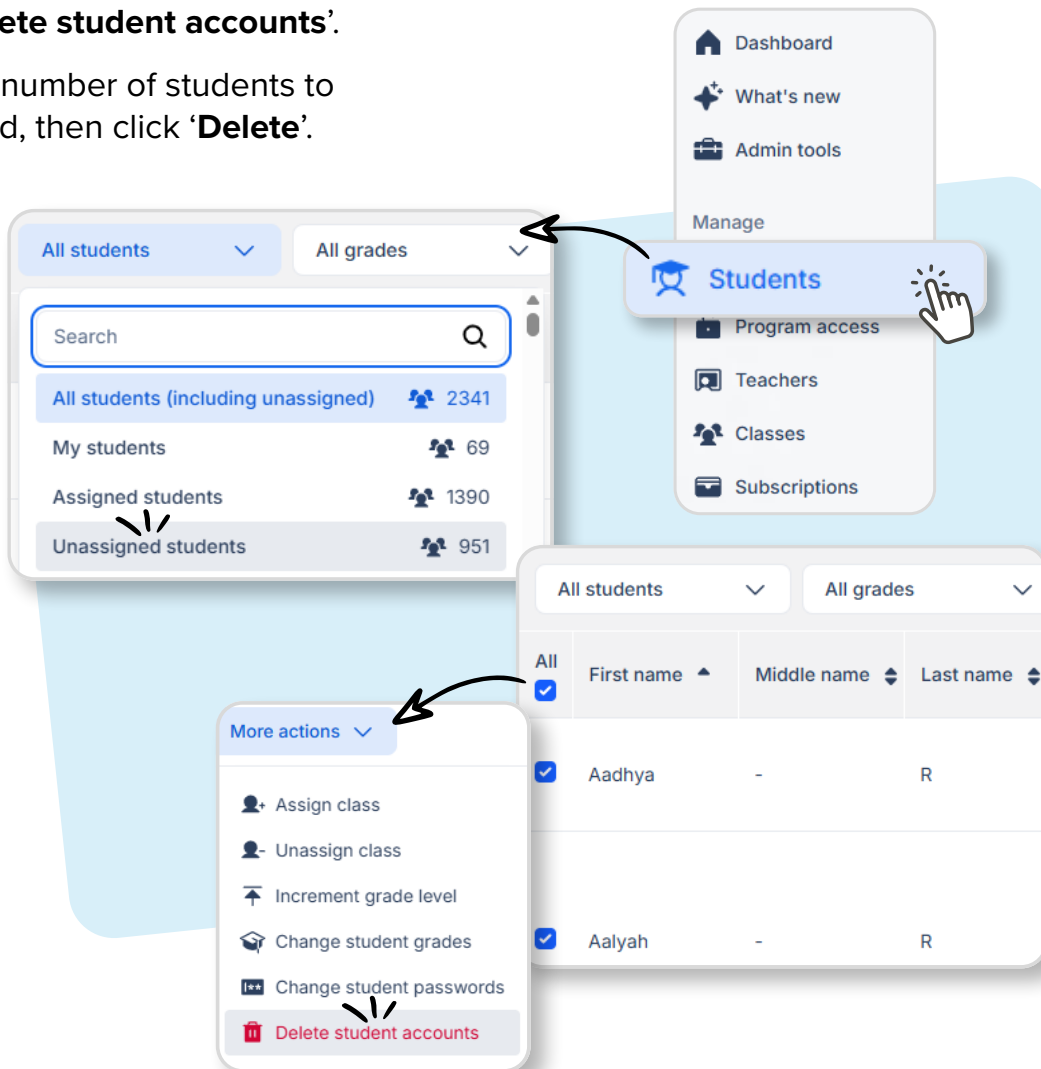
Step 7. Download and Print student login cards

- Select **'All'**.
- Click **'Print logins'**.



Step 8. Remove Students who are no longer at your school (unassigned)

- Click '**Students**' (or Pupils) on the left-hand navigation bar.
- Click the '**All students**' dropdown, then select '**Unassigned students**'
- Select '**All**'.
- Click '**More actions**'.
- Click '**Delete student accounts**'.
- Enter the number of students to be deleted, then click '**Delete**'.



The screenshot illustrates the process of removing unassigned students. It shows the 'Students' menu in the navigation bar, the 'All students' dropdown menu with 'Unassigned students' selected, and the 'More actions' dropdown menu with 'Delete student accounts' highlighted. A table of students is also visible, showing columns for selection, first name, middle name, and last name, with two students listed: Aadhya and Aalyah.

All	First name	Middle name	Last name
☒	Aadhya	-	R
☒	Aalyah	-	R

Once you have completed your rollover, please notify 3P customer service at rollover@3plearning.com so we can update your records.