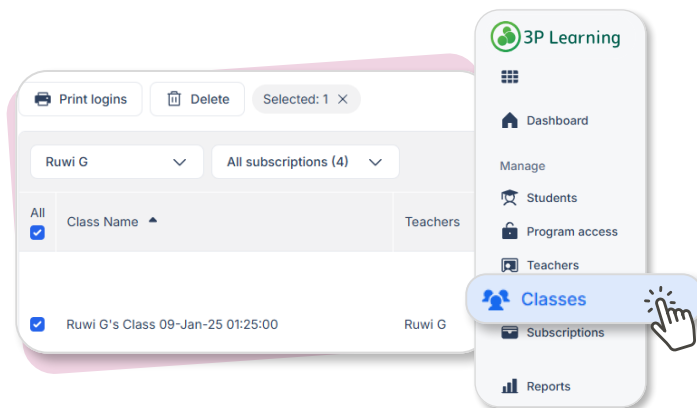


# Rollover Guide for 3P Learning: Reading Eggs, Mathseeds and Mathletics

## Step 1. Delete old classes

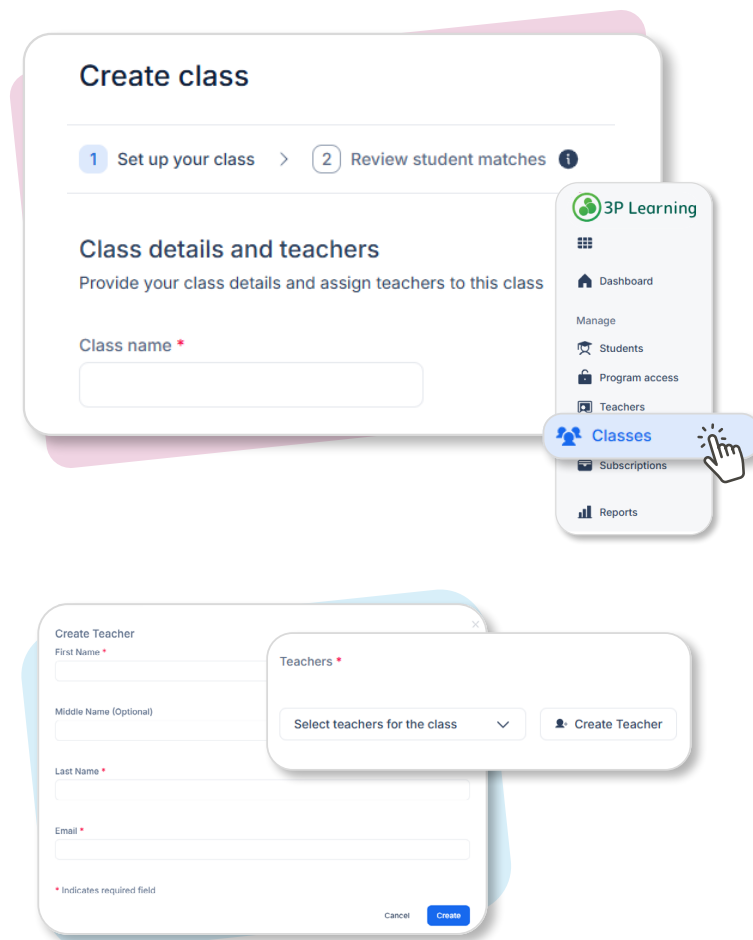
- Click '**Classes**' on the left-hand navigation bar.
- Select all classes from the previous academic year.
- Click '**Delete**'.



## Step 2. Updating classes

### Create new classes and add students

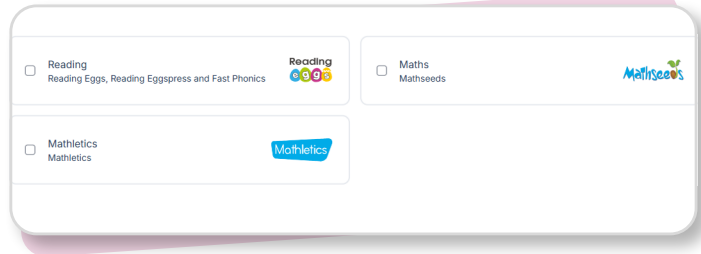
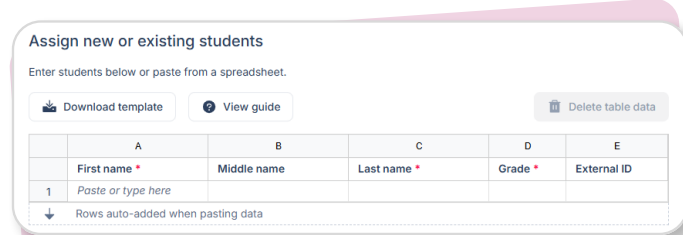
- Click '**Classes**' on the left-hand navigation bar.
- Click '**Create Class**'
- Enter the class name. Ensure the '**Add calendar year to class name**' is ticked.
- Select an existing teacher or add a new teacher with the following steps:
  - Click '**Create Teacher**'
  - Fill out information and click '**Create**'



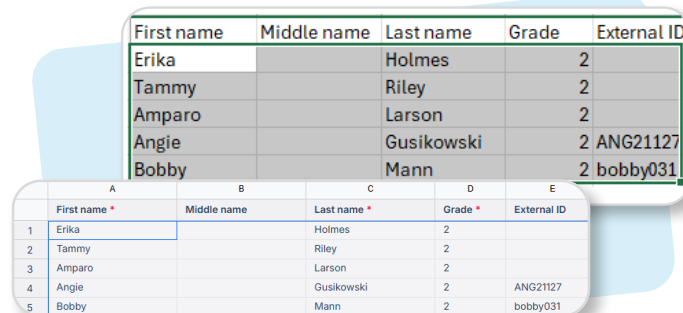
## Step 2. Updating classes

### Create new classes and add students

- Select one or more subscriptions (products) for the class
- Assign students by pasting them from a spreadsheet. Here's how:
  - Open your spreadsheet.
  - Select the columns and rows with your students' details: first name, middle name (optional), last name, and year.
  - Copy the selection (Windows: *Ctrl+C* or Mac: *⌘C*).
  - Click the first cell of the table below and paste (Windows: *Ctrl+V* or Mac: *⌘V*).
  - We'll automatically match the data to the right columns and fill in your student list for you. You can then add external student IDs to help identify students more easily in the future.

Sheet pasted from the downloaded excel to the list in product:



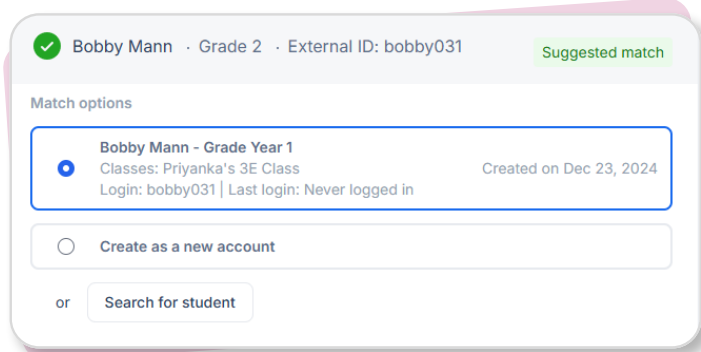
	A	B	C	D	E
	First name *	Middle name	Last name *	Grade *	External ID
1	Erika		Holmes	2	
2	Tammy		Riley	2	
3	Amparo		Larson	2	
4	Angie		Gusikowski	2	ANG21127
5	Bobby		Mann	2	bobby031

(Note: Please ensure column order matches the template and 'External ID' is not mandatory but can be used if your school has external ID's.)

## Step 2. Updating classes

### Create new classes and add students

- Click **'Match students'**
- On the **'Review student matches'** page, review each of the students to make sure they are correct.
- Click **'Save and Create'**
- Repeat steps for each class



✓ Bobby Mann · Grade 2 · External ID: bobby031 Suggested match

Match options

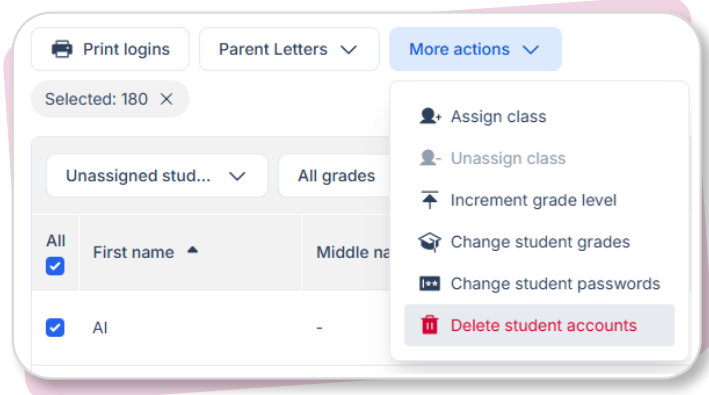
☒ Bobby Mann - Grade Year 1  
Classes: Priyanka's 3E Class  
Login: bobby031 | Last login: Never logged in  
Created on Dec 23, 2024

☐ Create as a new account

or

## Step 3. Remove Students who are no longer at your school (unassigned)

- Click **'Students'** 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'**.



Print logins Parent Letters More actions

Selected: 180 X

Unassigned stud... All grades

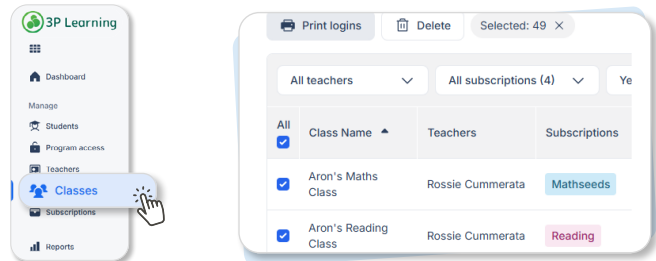
All	First name	Middle name
<input checked="" type="checkbox"/>	AI	-

More actions dropdown:

- Assign class
- Unassign class
- Increment grade level
- Change student grades
- Change student passwords
- Delete student accounts

## Step 4. Download and Print student login cards

- Click **'Classes'** on the left-hand navigation bar.
- Select **'All'**
- Click **'Print logins'**



3P Learning

Dashboard Manage Students Program access Teachers Subscriptions Reports

Classes

Print logins Delete Selected: 49 X

All teachers All subscriptions (4) Yes

All	Class Name	Teachers	Subscriptions
<input checked="" type="checkbox"/>	Aron's Maths Class	Rossie Cumerata	Mathseeds
<input checked="" type="checkbox"/>	Aron's Reading Class	Rossie Cumerata	Reading

Once you have completed your rollover, please notify 3P customer service at [support.usa@3plearning.com](mailto:support.usa@3plearning.com) or [customerservice@3plearning.ca](mailto:customerservice@3plearning.ca) so we can update your records.