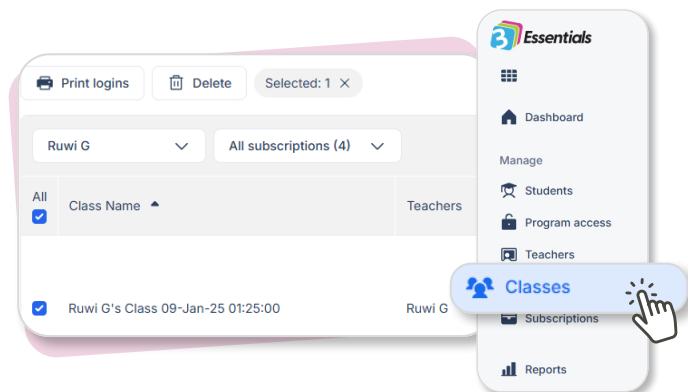# Rollover Guide for 3 Essentials :
Reading Eggs, Writing Legends, Mathseeds and Mathletics

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**'

Reading eggs   Writing LEGENDS   Mathseeds   Mathletics

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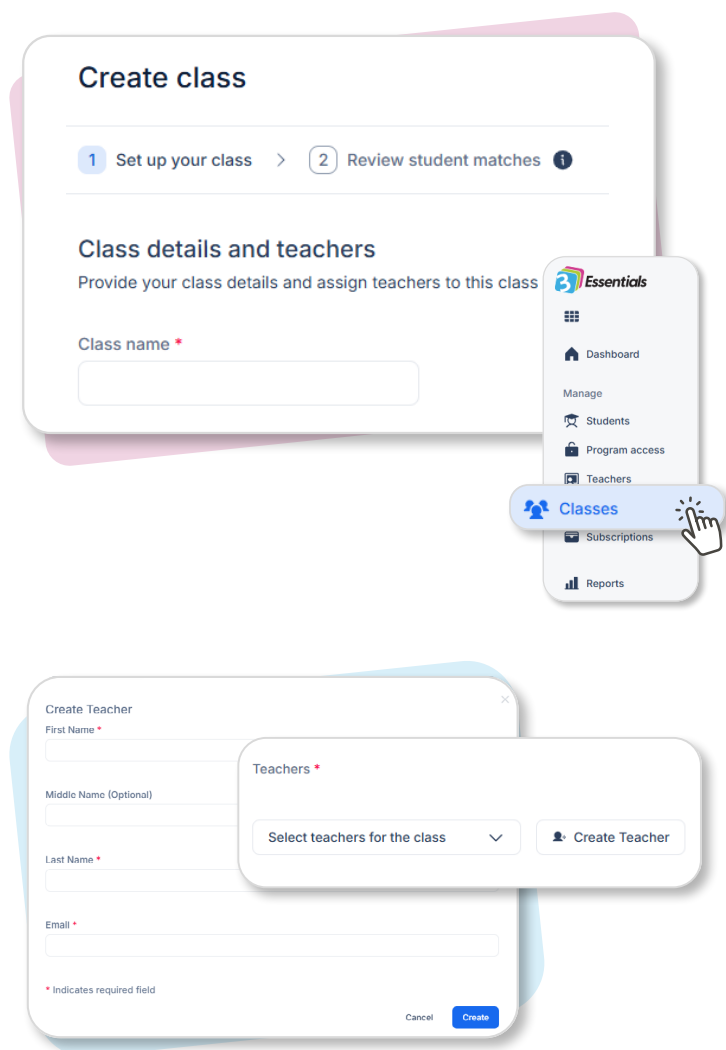
Step 2. Updating classes

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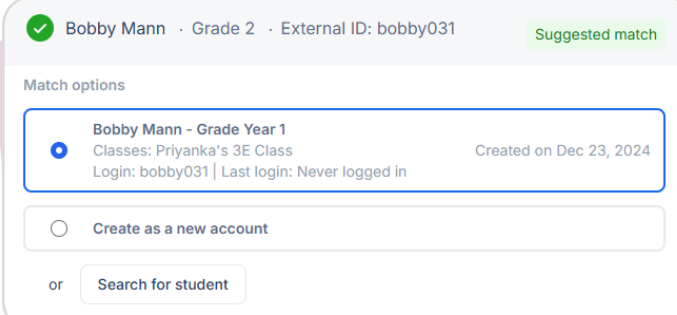
(Note: Please ensure column order matches the template and 'External ID' is not mandatory but can be used if your school has external ID's.)

3 Essentials

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**
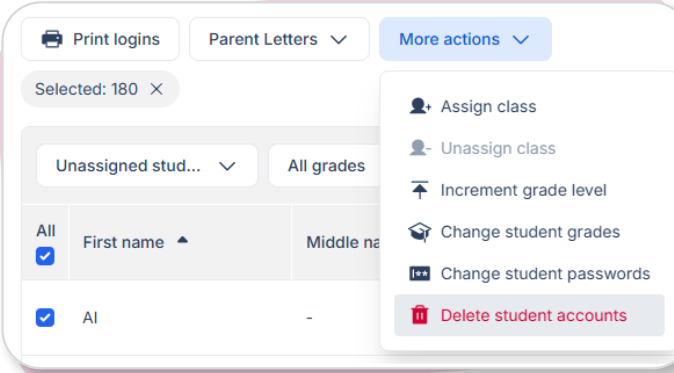
Match options

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

◯ Create as a new account

or   Search for student

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 ✕

Unassigned stud... ⌄   All grades
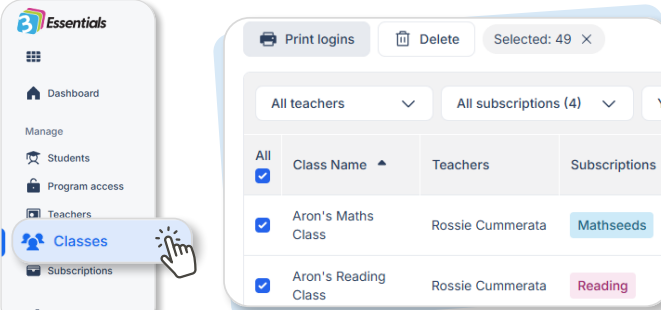
All ☑   First name ▲   Middle na

☑   Al   -

- 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**'

3 Essentials

Dashboard

Manage
Students
Program access
Teachers
Classes
Subscriptions
Reports

🖨 Print logins   🗑 Delete   Selected: 49 ✕

All teachers ⌄   All subscriptions (4) ⌄   Ye

All ☑   Class Name ▲   Teachers   Subscriptions

☑   Aron's Maths Class   Rossie Cummerata   Mathseeds

☑   Aron's Reading Class   Rossie Cummerata   Reading

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

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