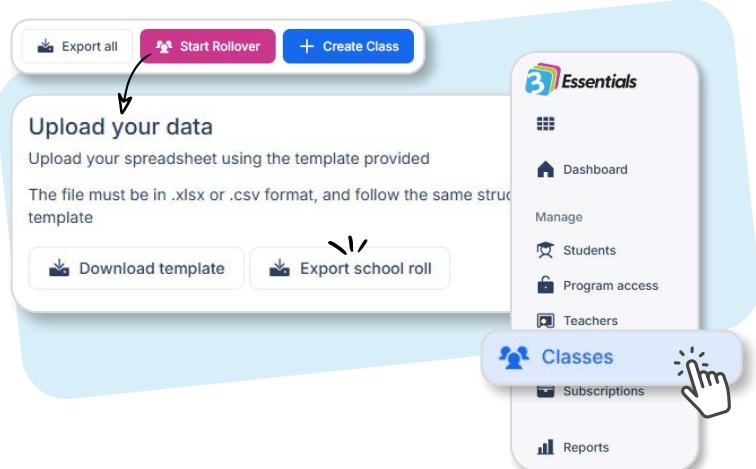


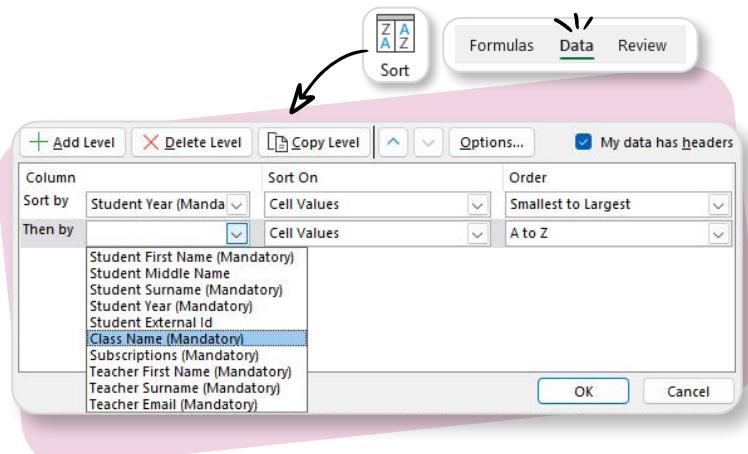
# Rollover Guide for **Essentials:** Reading Eggs, Writing Legends, Mathseeds and Mathletics

## 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.



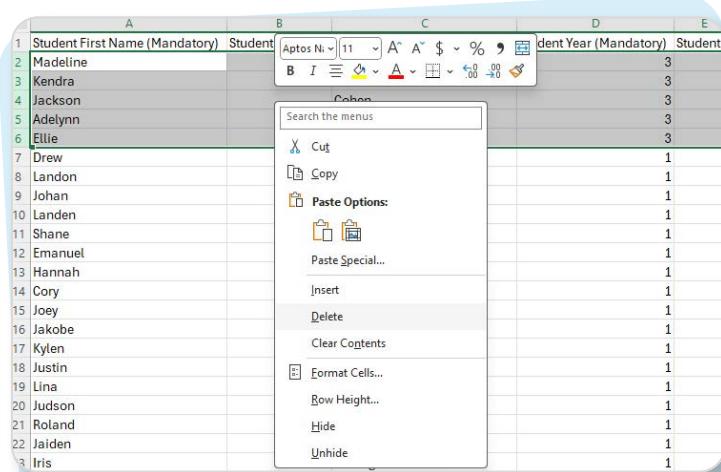
- Sort the spreadsheet data by year group and class:
  - Click on *Data* from the top menu, then select *Sort*.
  - In the *Sort by* dropdown, choose *Student Year (Mandatory)*.
  - To also sort by class name, click *+ Add Level*, then select *Class Name (Mandatory)*.
  - Click *OK* to apply the sorting.



!! \*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.

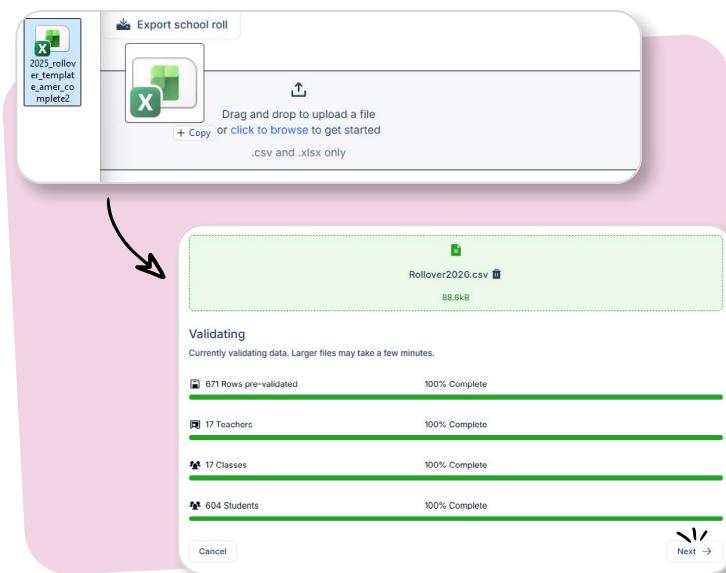
## Step 1. Update and upload spreadsheet

- 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.



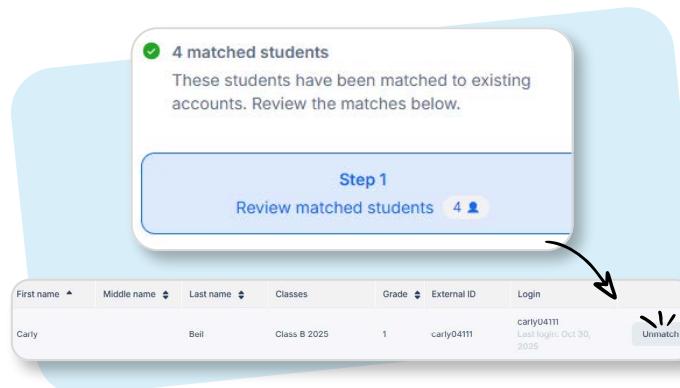
A	B	C	D	E
1 Student First Name (Mandatory)	Student	Aptos N. 11	Student Year (Mandatory)	Student
2 Madeline		B I	3	
3 Kendra		A	3	
4 Jackson		\$	3	
5 Adelynn		%	3	
6 Ellie		Cells	3	
7 Drew		Search the menus	3	
8 Landon		X Cut	1	
9 Johan		C Copy	1	
10 Landen		P Paste Options:	1	
11 Shane			1	
12 Emanuel		Paste Special...	1	
13 Hannah		Insert	1	
14 Cory		Delete	1	
15 Joey		Clear Contents	1	
16 Jakobe		Format Cells...	1	
17 Kylen		Row Height...	1	
18 Justin		Hide	1	
19 Lina		Unhide	1	
20 Judson				
21 Roland				
22 Jaiden				
23 Iris				

- 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.



4 matched students  
These students have been matched to existing accounts. Review the matches below.

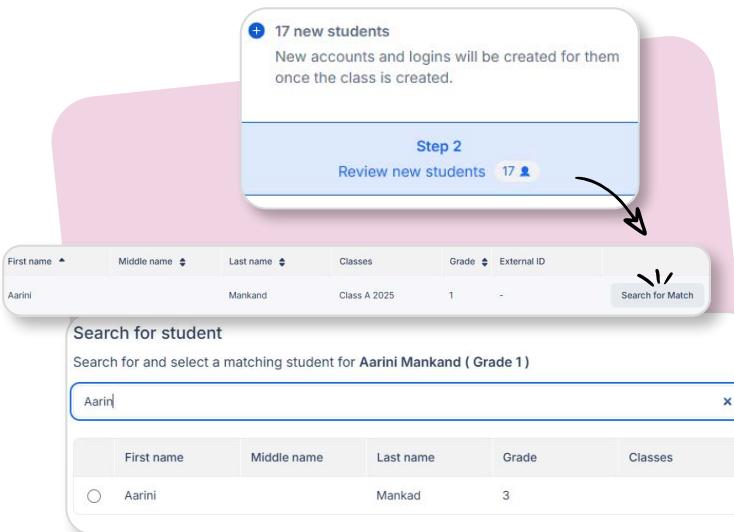
**Step 1**  
Review matched students 4

First name	Middle name	Last name	Classes	Grade	External ID	Login
Carly		Bell	Class B 2025	1	carly04111	carly04111 Last login: Oct 30, 2025

**Unmatch**

## 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.



17 new students  
New accounts and logins will be created for them once the class is created.

**Step 2**  
Review new students 17

First name	Middle name	Last name	Classes	Grade	External ID
Aarini		Mankand	Class A 2025	1	-

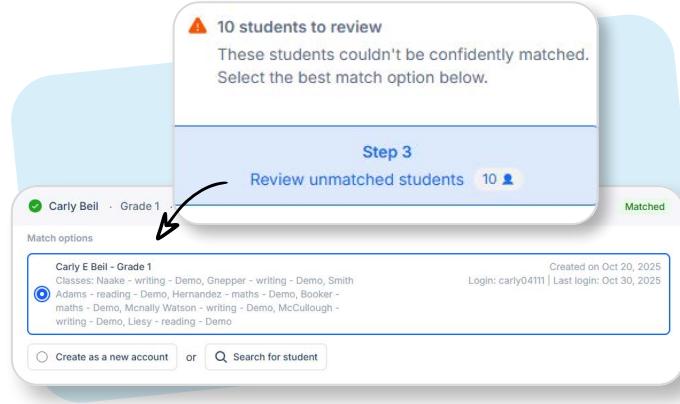
**Search for Match**

**Search for student**  
Search for and select a matching student for **Aarini Mankand (Grade 1)**

First name	Middle name	Last name	Grade	Classes
Aarini		Mankad	3	

## 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.



10 students to review  
These students couldn't be confidently matched. Select the best match option below.

**Step 3**  
Review unmatched students 10

First name	Middle name	Last name	Grade	External ID
Carly		Bell	Grade 1	carly04111

**Match options**

Carly Bell - Grade 1  
Classes: Naake - writing - Demo, Gnepper - writing - Demo, Smith - Adams - reading - Demo, Hernandez - maths - Demo, Booker - maths - Demo, McNally Watson - writing - Demo, McCullough - writing - Demo, Llesy - reading - Demo

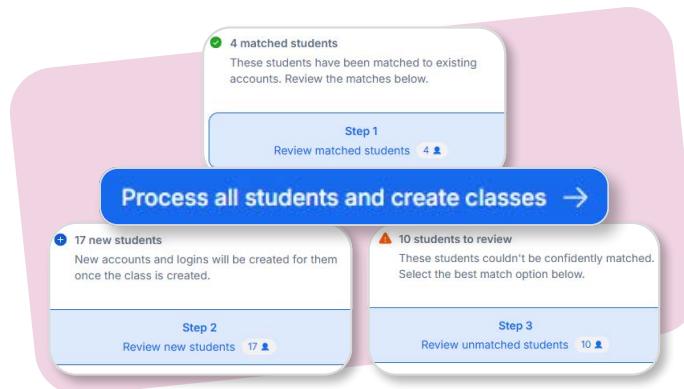
Created on Oct 20, 2023  
Login: carly04111 | Last login: Oct 30, 2025

Create as a new account or  Search for student

**Matched**

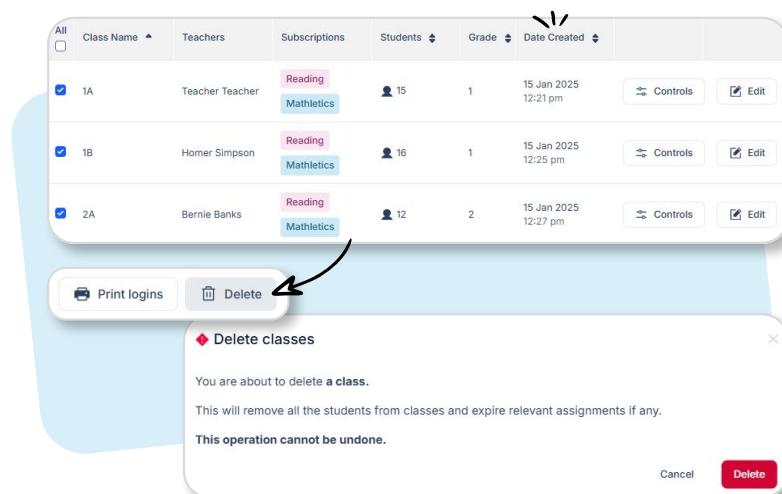
## Step 5. Process all students and create classes

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



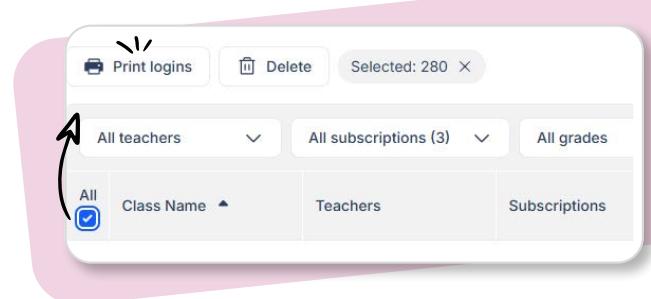
## Step 6. Delete old classes

- 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.



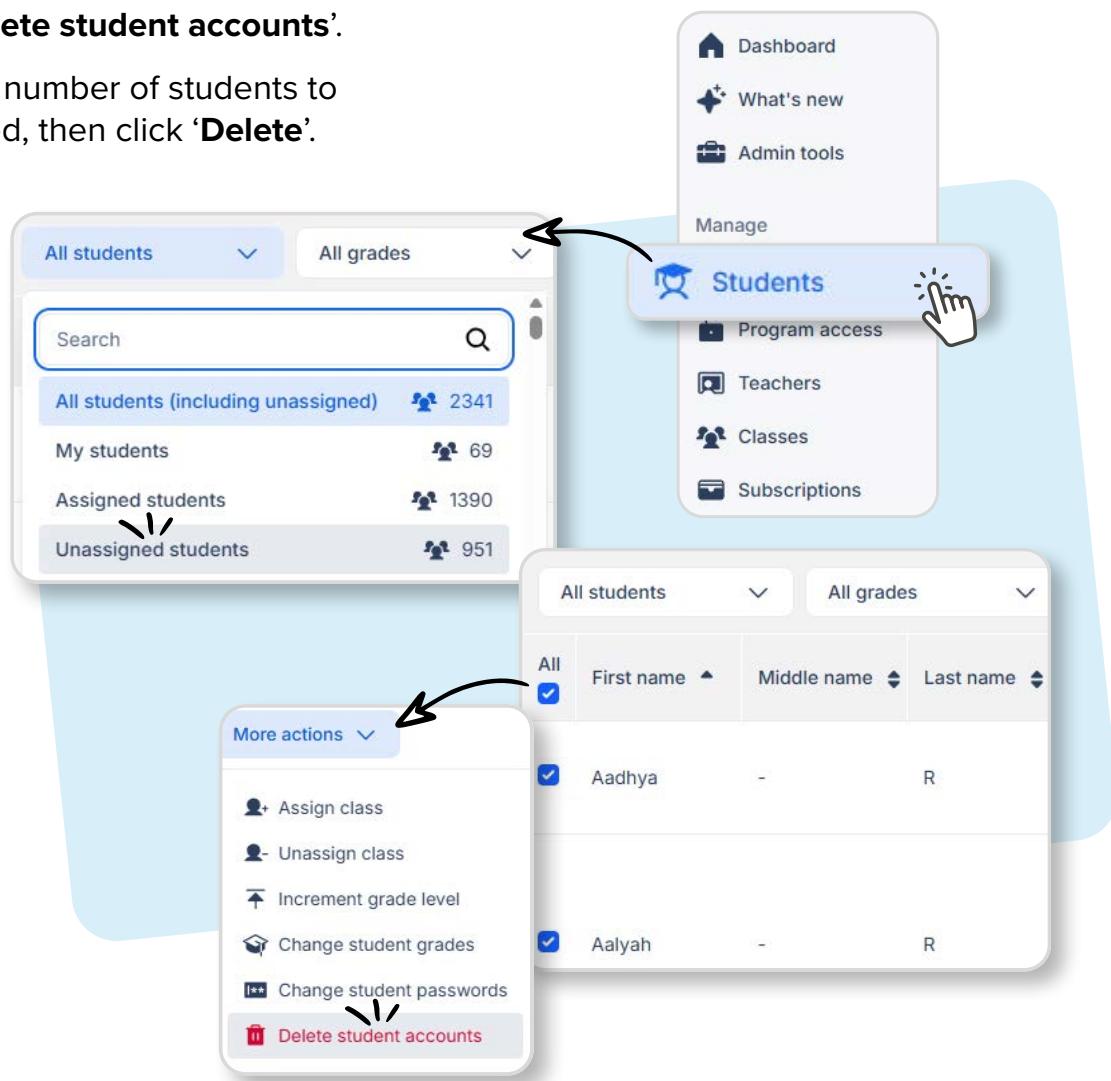
## Step 7. Download and Print student login cards

- 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'.



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