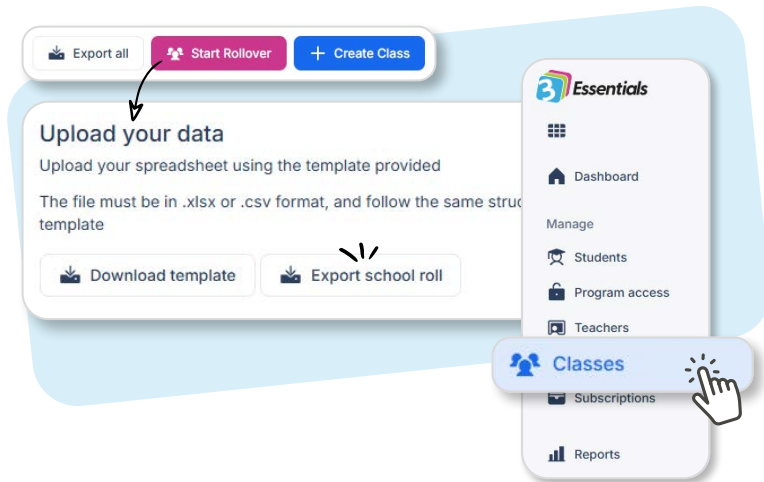


Rollover Guide for Essentials :

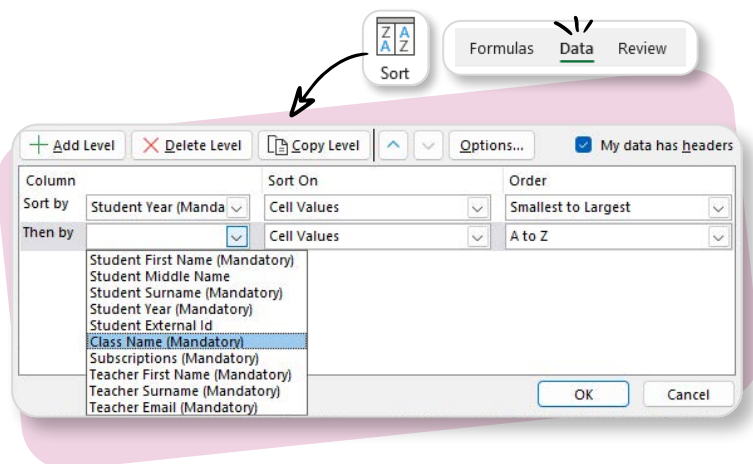
Reading Eggs, Writing Legends, Mathseeds and Mathletics

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.



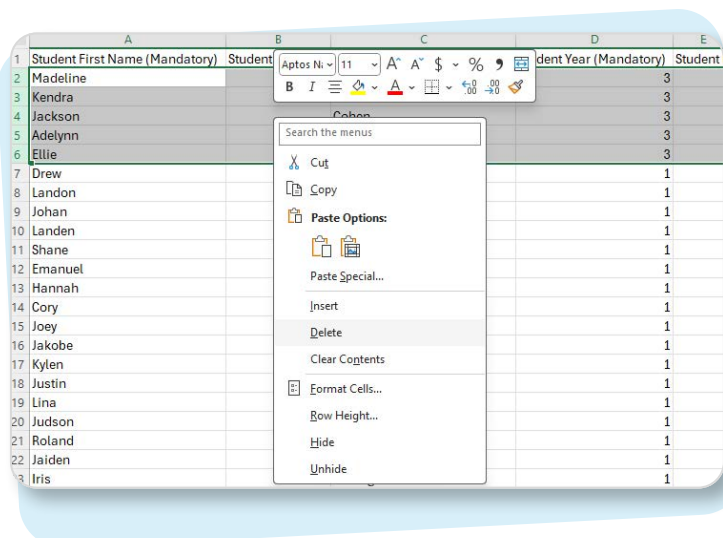
- Sort the spreadsheet data by year group and class:
 - Click on *Data* from the top menu, then select *Sort*.
 - In the *Sort by* dropdown, choose *Student Year (Mandatory)*.
 - To also sort by class name, click + *Add Level*, then select *Class Name (Mandatory)*.
 - Click *OK* to apply the sorting.



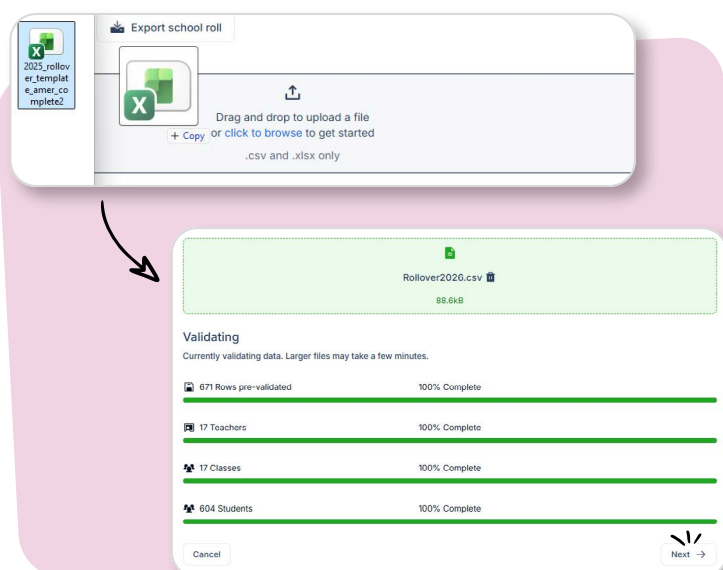
!! *Alternatively, if you prefer to fill out a blank template, click '**Download template**'. Once this is downloaded, open it from your *Downloads* folder and complete the forms shown for your whole school.

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.

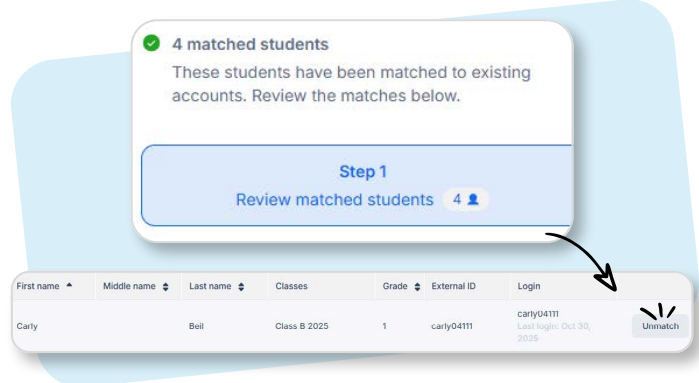


- Upload the completed spreadsheet from your computer: Either drag the file directly or select '**click to browse**' and locate the file on your computer.
- During validation, if errors appear, fix them in the spreadsheet and reupload the file. When it shows '**100% complete**', click '**Next**' to continue.



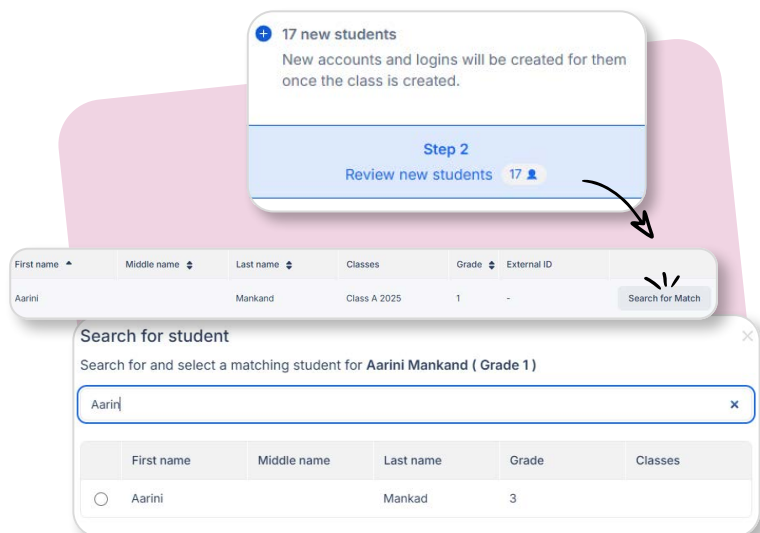
Step 2. Review matched students

- 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.



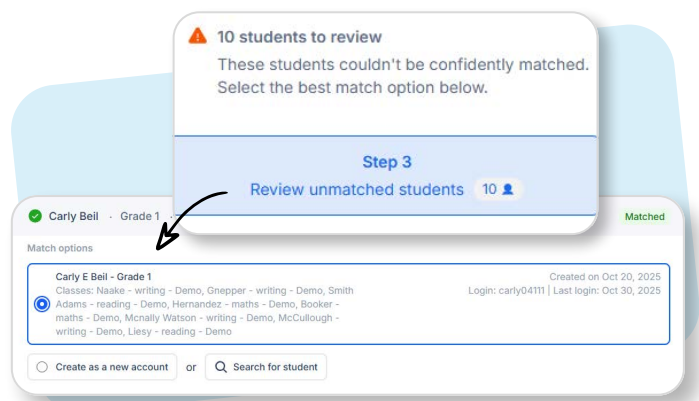
Step 3. Review new students

- 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.



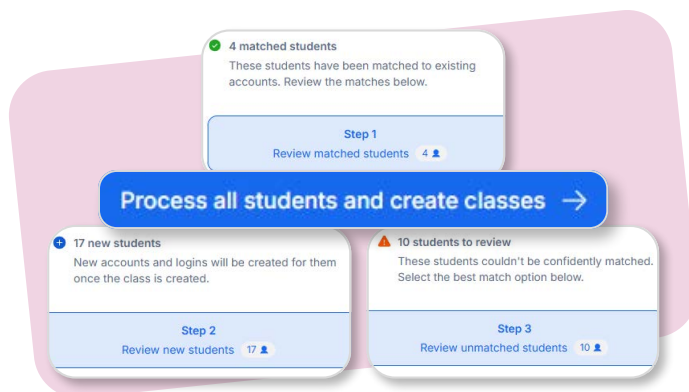
Step 4. Review unmatched students

- 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.



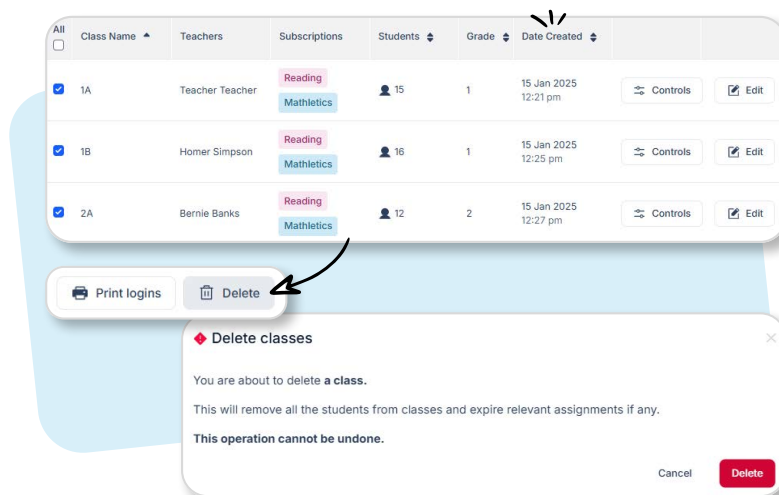
Step 5. Process all students and create classes

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



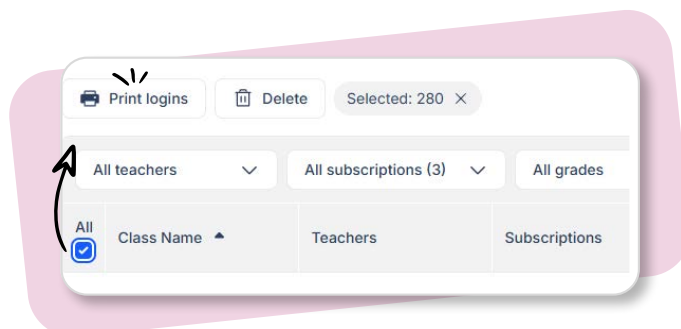
Step 6. Delete old classes

- 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.



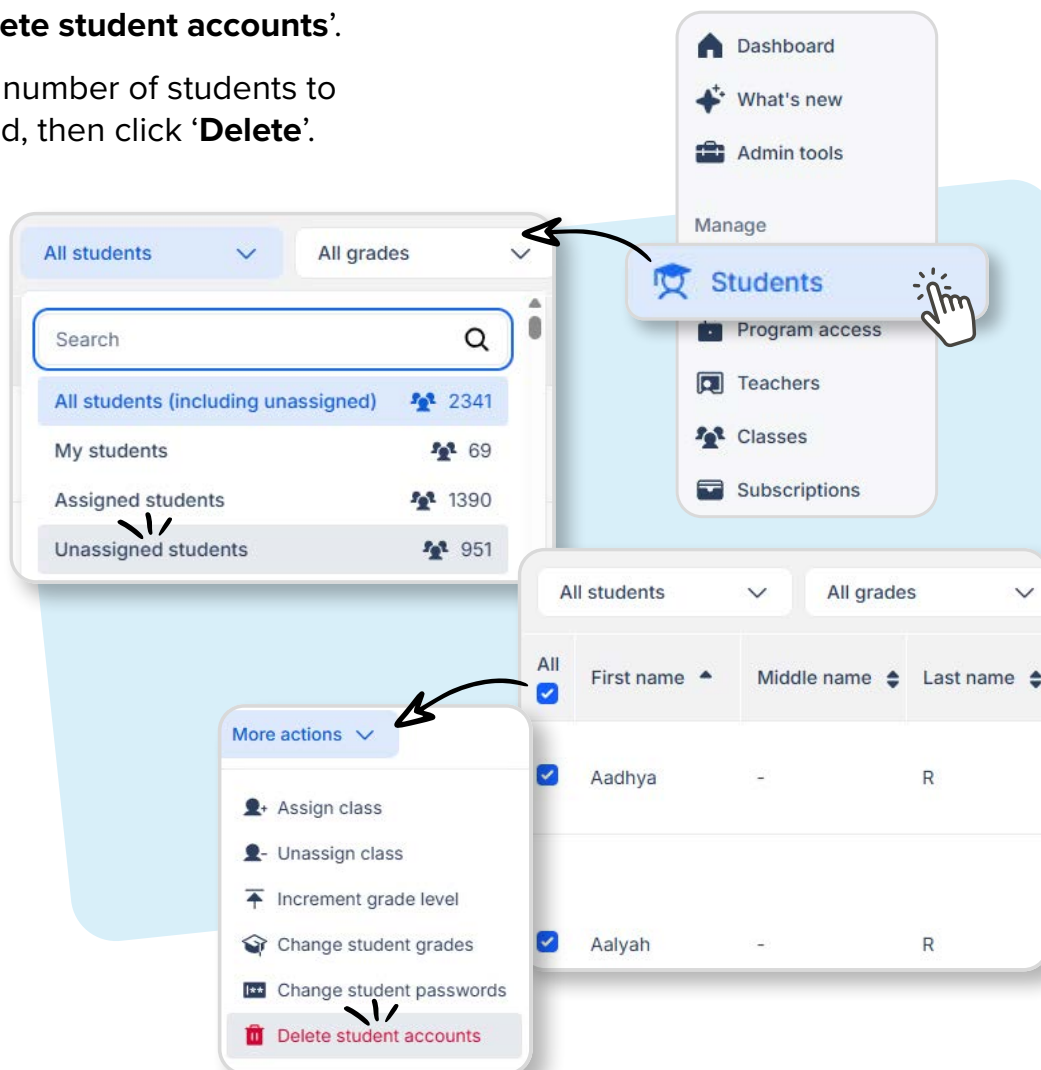
Step 7. Download and Print student login cards

- 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**'.



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