

Update your class roster for the new school year

Step 1: Accessing your School Roster

01 Log into Mathletics with your Admin login and click SCHOOL ROLL.



School Roll

02 Click ROLLOVER on the bottom left



03 Choose your type of subscription and click DOWNLOAD SCHOOL ROLL*

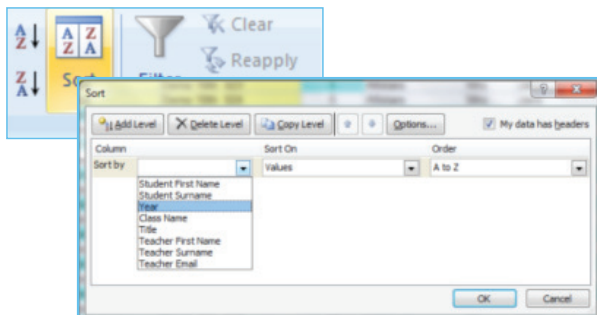


Download School Roll

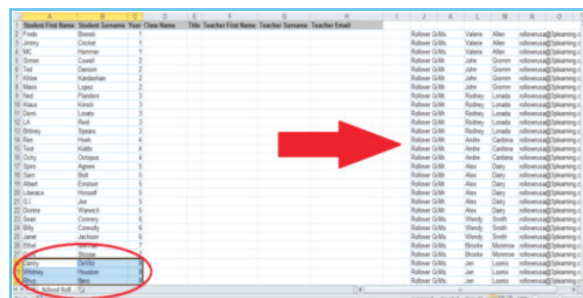
*This process can be repeated if you use more than one product in your school.

Step 2: Updating your School Enrollment Form

01 Click the DATA tab and CUSTOM SORT. Sort by YEAR. You may additionally sort by CLASS NAME.



02 MOVE class structures and teacher information to the side for easy reference. FIND, SELECT, and DELETE students who have left the school.

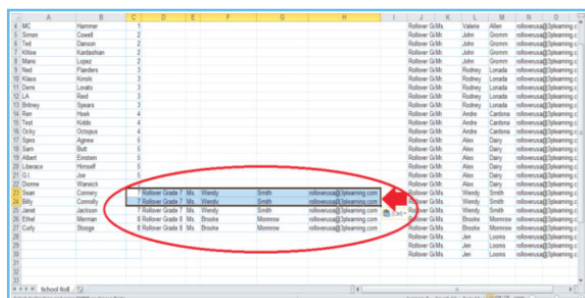


03 UPDATE student grade levels: and COPY /PASTE class structures and teacher information* from the right side. FILL IN ONE LINE and COPY/PASTE for all students: in the class. REPEAT this process for all students in the school

*New teachers can be added from scratch.

04 ADD NEW STUDENTS and class information to the bottom of the form.

*Students with the same name should be identified with an asterisk or a number to separate accounts



	A	B	C	D	E	F	G
1	Student First Name	Student Surname	Year	Class Name	Title	Teacher First Name	Teacher Surname
23	Sean	Connery	7	Rollover Grade 7	Ms.	Wendy	Smith
24	Billy	Connolly	7	Rollover Grade 7	Ms.	Wendy	Smith
25	Janet	Jackson	7	Rollover Grade 7	Ms.	Wendy	Smith
26	Ethel	Merman	8	Rollover Grade 8	Ms.	Brooke	Monnrow
27	Curly	Stooge	8	Rollover Grade 8	Ms.	Brooke	Monnrow
28	New	Student	K	Rollover Grade 1	Ms.	Aubrey	Alizar
29	New	Student*	K	Rollover Grade 1	Ms.	Aubrey	Alizar
30	New	Student	K	Rollover Grade 1	Ms.	Aubrey	Alizar
31							

*Steps 1 and 2 can be completed in advance and saved for upload at a later date.

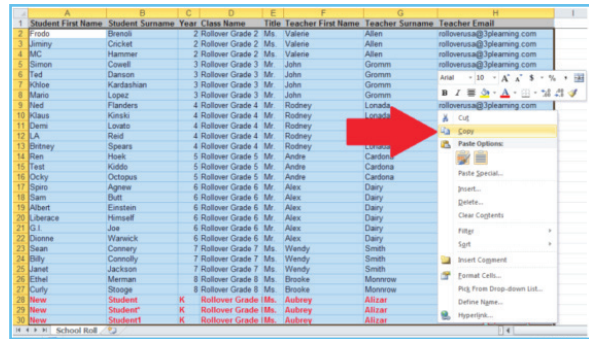
Please save your class roster spreadsheet regularly to your desktop.

Rollover Guide



Step 3: Complete your Update

01 SELECT your data by clicking in the first cell and dragging down. Right click and COPY.

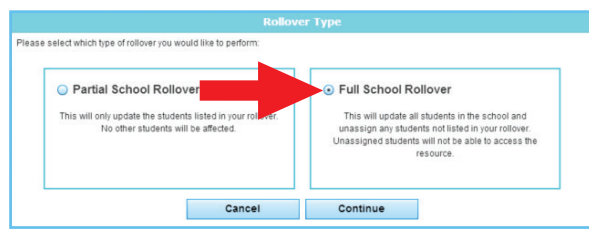


02 Return to your ADMIN CONSOLE and click CONTINUE on the Rollover page. PASTE to fill the blank screen with your data.* Click SAVE.

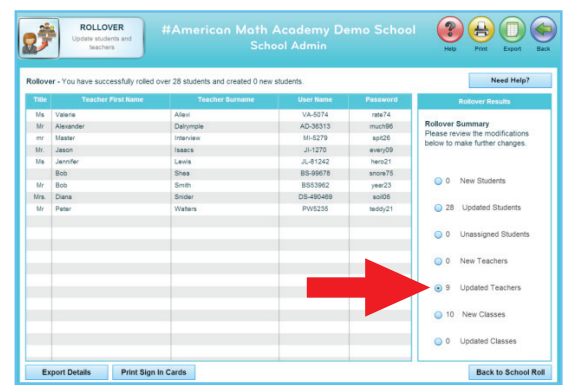


*Paste by holding CTRL + V

03 Select FULL SCHOOL ROLLOVER and click CONTINUE. You have now successfully updated your school for the new school year.



04 Select PRINT SIGN IN CARDS for teachers. Each teacher will sign into their Teacher Console to print sign in cards for their class.



Step 4: Fine Tune your School Roster

01 Return to the SCHOOL ROLL section to view the changes you've made to students, teachers and classes, and to make manual edits or changes.

School Roll

Add, Edit and Remove Students, Teachers and Classes

Students

Teachers

Classes

Sign In Cards

[Download Student Usernames and Passwords](#)