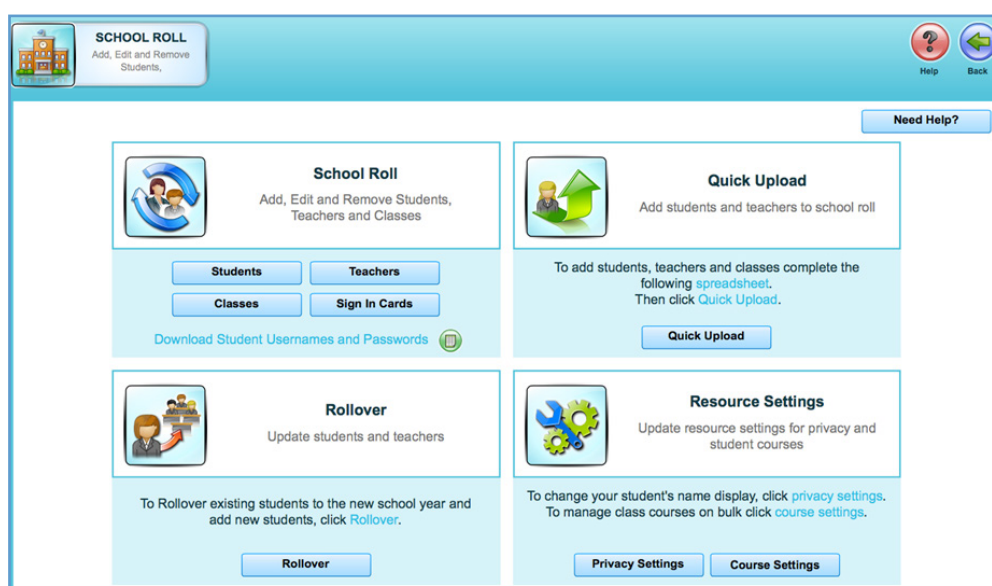


The **School Roll** area gives administrators the tools to manage all student and teacher accounts within the school; handling day to day tasks such as adding, editing and removing accounts from the school's subscription, as well as managing the courses and classes where required.

## Managing your School Roll

- 01 Regular tasks such as **adding, editing and deleting student and teacher accounts** can be managed in the top-left panel on screen.
- 02 To download a full list of all usernames and passwords for the school (in spreadsheet format) click the link in the top-left School Roll panel..



To update **Privacy Settings** for the school, click the icon bottom-right of the screen. This allows for changes to be made to how student names appear on screen.



The **Admin Centre** is also used for wholesale updates to the school roll – such as at the start of a new academic year. For more details, speak to your account manager.



The **School Roll** area gives administrators the tools to manage all student and teacher accounts within the school; handling day to day tasks such as adding, editing and removing accounts from the school's subscription, as well as managing the courses and classes where required.

## Editing Student Accounts

- 01 In the **School Roll** section click **Students** – this will bring you to the screen below. Click **Edit Students**.
- 02 All student accounts are displayed here. You can edit their name spelling, year level, password or class by over-typing. **Note – it is not possible to change student usernames.**
- 03 Click **save** to confirm any changes made.

First Name	Surname	Year	User Name	Password	InfoScience Classes	Mathematics Classes	Spellodrome Classes	Unassign
Maryam	Bah	4	MB39090	quit93	Assign Classes	MD - Y4	Assign Classes	<input type="checkbox"/>
Yvonne	Bamford	6	YB-8464	down87	Assign Classes	Demo Year 6	2 Classes	<input type="checkbox"/>
Ftbi	Barnitt	7	FB8308	check60	Assign Classes	year 7	Assign Classes	<input type="checkbox"/>
Amena	Bensalem	6	AB16870	price96	Assign Classes	2 Classes	MD - Y6	<input type="checkbox"/>
Lena	Bensalem	4	LB64263	will44	Assign Classes	MD - Y4	Assign Classes	<input type="checkbox"/>
Leyla	Bensalem	4	LB01845	trap56	Assign Classes	MD - Y4	Assign Classes	<input type="checkbox"/>
Liz	Berry	6	LC77720	curb77	Assign Classes	3 Classes	3 Classes	<input type="checkbox"/>
Amy	Britton	5	AB-28524	champ89	Assign Classes	Class 5	Assign Classes	<input type="checkbox"/>
Jessica	Brown	5	JB74292	shine03	Assign Classes	MD - Y4	Assign Classes	<input type="checkbox"/>
Robert	Bruce	4	RB-8185	rb	Assign Classes	MD Scot	Assign Classes	<input type="checkbox"/>
Melissa	Burns	5	MB-47793	above21	Assign Classes	Class 5	Assign Classes	<input type="checkbox"/>
Claire	Cardwell	4	CC-96826	safe72	Assign Classes	Class 4	Assign Classes	<input type="checkbox"/>
David	Caruana	6	DC-3795	rugby56	Assign Classes	Demo Year 6	2 Classes	<input type="checkbox"/>
Amani	Chowdhury	3	AC0413	star07	Assign Classes	MD - Y4	Assign Classes	<input type="checkbox"/>
Anisah	Chowdhury	7	AC61619	teeth17	Assign Classes	2 Classes	Assign Classes	<input type="checkbox"/>
Hisham	Chowdhury	5	HC1372	begin47	Assign Classes	MD - Y6	2 Classes	<input type="checkbox"/>
Shukria	Chowdhury	R	SC-61021	push03	Assign Classes	MD Rec	Assign Classes	<input type="checkbox"/>
Demo 1	Class 7	7	DC8393	chink54	Assign Classes	year 7	Assign Classes	<input type="checkbox"/>
Claire	Cobb	6	CC-3458	scout73	Assign Classes	Demo Year 6	2 Classes	<input type="checkbox"/>
Mia	Cohen	4	MC38875	land03	Assign Classes	MD - Y4	Nadia - MD - Private	<input type="checkbox"/>
Norman	Cohen	7	NC5190	duck89	Assign Classes	MD - Y6	MD - Y6	<input type="checkbox"/>



To search for a specific student to edit, use the **Search Student** box top-right of the screen or **Browse Students** using the radio buttons beneath.



To delete a student, click the **Unassign** box. This deactivates their account and removes it from your subscription quota. **NOTE: Results data from the student's account is retained.**



# School Roll

Mathletics

SPELLODROME

The **School Roll** area gives administrators the tools to manage all student and teacher accounts within the school; handling day to day tasks such as adding, editing and removing accounts from the school's subscription, as well as managing the courses and classes where required.

## Editing Teacher Accounts

- 01 In the **School Roll** section click **Teachers** – this will bring you to the screen below. Click **Edit Teachers**.
- 02 All teacher accounts are displayed here. You can edit their name spelling, password or class assigned by over-typing. **Note – it is not possible to change teacher usernames.**
- 03 Click **save** to confirm any changes made.

**TEACHERS**  
Add, edit and remove teachers

Help Print Export Back

Edit Teachers Add Teachers Need Help?

Edit Teachers - Please complete the table below to edit teacher(s) details

Title	First Name	Surname	Email Address	User Name	Password	InfoScience	Mathletics	Spellodrome	Unassign
Mr	Foxtail	Grove		#-8496	about96	Assign Classes	Pumps	Assign Classes	<input type="checkbox"/>
Miss	Kate	Green		KG-1666	among08	Assign Classes	2 Classes	Assign Classes	<input type="checkbox"/>
Mrs	Kay	Griffiths		KG84053	many68	Assign Classes	Kay's Class	Assign Classes	<input type="checkbox"/>
Mr	Daniel	Gurau		DG-3671	pool98	Assign Classes	DG1	Assign Classes	<input type="checkbox"/>
Mrs	Brownen	Jones		BJ6284	trap36	Assign Classes	2 Classes	2 Classes	<input type="checkbox"/>
Mr	Craig	Lane		CL6206	torch05	Assign Classes	2 Classes	Assign Classes	<input type="checkbox"/>
Miss	Kathleen	Mackey	kathleen.mackey@	KM89323	chime25	Assign Classes	4 Classes	3 Classes	<input type="checkbox"/>
Mr	Greg	Morgan		GM-9023	spare17	Assign Classes	Carmarthenshire	Carmarthenshire	<input type="checkbox"/>
Mr	Isaac	Newton		SH8217	crane70	Assign Classes	9 Classes	6 Classes	<input type="checkbox"/>
Mr	Issac	Newton		IN-2625	cash10	Assign Classes	2 Classes	Assign Classes	<input type="checkbox"/>
Mr	H	Nicholls		HN2016	mist96	Assign Classes	year 2	Assign Classes	<input type="checkbox"/>
Miss	Holly	Nicholls	holly.nicholls@3pk	HN7195	baby00	Assign Classes	7 Classes	2 Classes	<input type="checkbox"/>
Mrs	Monika	Niemczyk		MN4962	span04	Assign Classes	Private Class -	Private Class - MN	<input type="checkbox"/>
Mr	Eddie	OCR		EO-1855	glove73	Assign Classes	2 Classes	Assign Classes	<input type="checkbox"/>
Miss	Chris	Oliver	chris.oliver@3plear	Co2493	peel85	Assign Classes	Chris	Assign Classes	<input type="checkbox"/>
Miss	Lisa	Peacock		LP4071	twig52	Assign Classes	2 Classes	2 Classes	<input type="checkbox"/>
Mrs	Susan	Pearson		SP-4635	wink01	Assign Classes	6 Classes	6 Classes	<input type="checkbox"/>
Mrs	Suzy	Pearson		SP22655	mate96	Assign Classes	Demo	Demo	<input type="checkbox"/>
Ms	Judy	Pertiz Wyn		JP3609	rock12	Assign Classes	4 Classes	4 Classes	<input type="checkbox"/>
Mrs	Rhian	Rees		RR-8827	blot44	Assign Classes	Ceredigion	Ceredigion	<input type="checkbox"/>

Search Teacher  
Enter teacher's name or username...

Browse Teachers  
☒ Surname  
☐ Class  
☐ Unassigned Teachers  
 All

Cancel Save



To search for a specific teacher to edit, use the **Search Teacher** box top-right of the screen or **Browse Teachers** using the radio buttons beneath.



To delete a teacher, click the **Unassign** box. This deactivates their account and removes it from the school. **Note – be sure any classes linked to the teacher have been reassigned.**



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## Adding & Editing Classes

- 01 In the **School Roll** section click **Classes** to bring you to the screen below.
- 02 To **Add a Class**, click the button at the top of the table. Give the new class a name and assign a course and teacher.
- 03 Click **Edit Classes**. All classes are displayed here to view and edit. Click the Remove box to delete the class.  
**Note – be sure to reassign any students in the class before deleting.**
- 04 Click **save** to confirm your changes.

Class Name	Year	Course Name	Resource	Teachers Assigned	Students Assigned	Remove
1P	1	England Year 1	Mathletics	Susan Pearson	2 Students	<input type="checkbox"/>
1P	1	Week 1	Spellodrome	Susan Pearson	1 Student	<input type="checkbox"/>
3P	3	Multiple Courses	Mathletics	Susan Pearson	4 Students	<input type="checkbox"/>
3P	3	Rookie	Spellodrome	Susan Pearson	2 Students	<input type="checkbox"/>
3P Temp Team Class	6	Multiple Courses	Mathletics	Isaac Newton	No Students	<input type="checkbox"/>
3P Temp Team Class	6	Mastery	Spellodrome	Isaac Newton	4 Students	<input type="checkbox"/>
Advanced class	6	England Year 6 2010	Mathletics	Holly Nicholls	1 Student	<input type="checkbox"/>
Amina MD - Private C	3	100 Custom Words List	Spellodrome	Muhammad Daniel	No Students	<input type="checkbox"/>
BESA ERA	6	Multiple Courses	Mathletics	2 Teachers	2 Students	<input type="checkbox"/>
BESA ERA	6	Mastery	Spellodrome	Besa Teacher	2 Students	<input type="checkbox"/>
Benjamins Class	2	England Year 2	Mathletics	Jason Stanyer	1 Student	<input type="checkbox"/>
Benjamins Class	2	Rookie	Spellodrome	Jason Stanyer	1 Student	<input type="checkbox"/>
Bett Demo	4	Multiple Courses	Mathletics	BETT AWARD2013	5 Students	<input type="checkbox"/>
Carmarthenshire	5	Multiple Courses	Mathletics	3 Teachers	3 Students	<input type="checkbox"/>
Carmarthenshire	5	Champion	Spellodrome	3 Teachers	3 Students	<input type="checkbox"/>
Carole Ny11	11	YEAR 11 GENERAL UK	Mathletics	Carole Condon	1 Student	<input type="checkbox"/>
Carole Ny4	4	England Year 4 2010	Mathletics	Carole Condon	1 Student	<input type="checkbox"/>
Carole Ny8	8	England Year 8	Mathletics	Carole Condon	1 Student	<input type="checkbox"/>
Cat's class	4	England Year 4	Mathletics	Catrin Davies	2 Students	<input type="checkbox"/>
Ceredigion	7	Wales Year 5	Mathletics	Rhian Rees	1 Student	<input type="checkbox"/>



To search for a specific class to edit, use the **Search Classes** box top-right of the screen or **Browse Classes** using the radio buttons beneath.



To create a duplicate class (for example to copy a Mathletics class to access Spellodrome) click the **Copy Classes to Other Resources** button.