

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

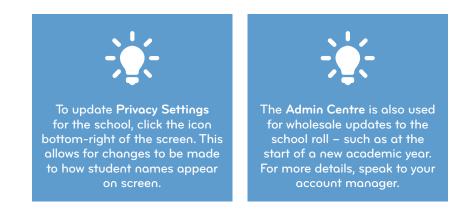


Regular tasks such as **adding, editing** and **deleting student and teacher account**s can be managed in the top-left panel on screen.



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..







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.

Adding Students



In the School Roll section click Students - this will bring you to the screen below. Click Add Students.

02

Enter the student's details in the table. Select an existing class to assign them to, or follow the on-screen prompts to create a new one. Repeat for multiple students.



Click **continue**. The student's account will be created and their username & password made available to download.

students	J						Help Back
		Edit Stud	lents	Add Students			Need Help?
Add Students - Step 1: Enter stu	dents' details below		Step	2: Assign or create new classe	IS		
Student's Previous Username	First Name	Surname	Year	IntoScience Classes 1	Mathletics C		Spellodrome Class 1
	Harry	Potter	6		Woodpeck	iers	
			1				
			_				
						Cancel	Continue



the school (and already has an existing school account) you can transfer them into your school by entering their existing username in the first column



When creating accounts in bulk, you can import directly from a spreadsheet. Use the **Quick Upload** area of the **School Roll** and copy/paste from your school's class lists.



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Editing Student Accounts

In the School Roll section click Students – this will bring you to the screen below. Click Edit Students.

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.

O3 Click **save** to confirm any changes made.

<u>}</u> ^	STUDENTS dd, edit and reme students								Help Print Export B
dit Student -	Please compl	ete the	table below to	edit students' o	Edit Students	Add St	udents		Need Help?
First Name	Surname	Year	User Name	Password	IntoScience Classes	Mathletics Classes	Spellodrome Classes	Unassign	Search Student
Maryam	Bah	4	MB39090	quit93	Assign Classes	MD - Y4	Assign Classes		
(vonne	Bamford	6	YB-8464	down87	Assign Classes	Demo Year 6	2 Classes		
fibi	Barnitt	7	FB8308	check60	Assign Classes	year 7	Assign Classes		Enter student's name or username
Amena	Bensalem	6	AB16870	price96	Assign Classes	2 Classes	MD - Y6		
.ena	Bensalem	4	LB64283	will44	Assign Classes	MD - Y4	Assign Classes		
eyla	Bensalem	4	LB01845	trap56	Assign Classes	MD - Y4	Assign Classes		Browse Students
iz	Berry	6	LC77720	curb77	Assign Classes	3 Classes	3 Classes		
my	Britton	5	AB-28524	champ89	Assign Classes	Class 5	Assign Classes		
essica	Brown	5	JB74292	shine03	Assign Classes	MD - Y4	Assign Classes		 Surname
tobert	Bruce	4	RB-8185	rb	Assign Classes	MD Scot	Assign Classes		
lelissa	Burns	5	MB-47793	above21	Assign Classes	Class 5	Assign Classes		 Year Group
laire	Cardwell	4	CC-96826	safe72	Assign Classes	Class 4	Assign Classes		
lavid	Caruana	6	DC-3795	rugby56	Assign Classes	Demo Year 6	2 Classes		Class
mani	Chowdhury	3	AC0413	star07	Assign Classes	MD - Y4	Assign Classes		
nisah	Chowdhury	7	AC61619	teeth17	Assign Classes	2 Classes	Assign Classes		Resource
isham	Chowdhury	5	HC1372	begin47	Assign Classes	MD - Y6	2 Classes		
hukria	Chowdhury	R	SC-61021	push03	Assign Classes	MD Rec	Assign Classes		 Unassigned Students
emo 1	Class 7	7	DC8393	chink54	Assign Classes	year 7	Assign Classes		
laire	Cobb	6	CC-3458	scout73	Assign Classes	Demo Year 6	2 Classes		All
lia	Cohen	4	MC38875	land03	Assign Classes	MD - Y4	Nadia - MD - Private		
orman	Cohen	7	NC5190	dusk89	Assion Classes	MD - Y6	MD - Y6		



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.



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Adding Teachers



In the School Roll section click Teachers – this will bring you to the screen below. Click Add Teachers.

02

Enter the teacher's details in the table. Select an existing class to assign them to, or follow the on-screen prompts to create a new one. Repeat for multiple teachers.



Click **save**. The teacher's account will be created and their username/password made available to download.

٩	TEACHER Add, edit and rer teachers					Neip Back
				Edit Teachers Add Teach	iers	Need Help?
Add Teac	hers - Step 1: En	ter teacher(s) det	ails below	Step 2: Assign or c	create new classes	
Title	First Name	Surname	Email Address	IntoScience Classes	Mathletics Classes	Spellodrome Classes
Mr	Issac	Newton	i.newton@school.com	Assign Classes Assign Classes	Assign Classes Assign Classes	Assign Classes Assign Classes
					Ca	ancel Save



information and new features.



Teachers can have multiple classes assigned to them. Click **Assign Classes** and then drag and drop to link the teacher to the relevant classes.



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Editing Teacher Accounts

1 In the School Roll section click Teachers – this will bring you to the screen below. Click Edit Teachers.

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.**

O3 Click **save** to confirm any changes made.

								Help Print Export
				Edit Teachers	Add Tea	chers		Need Help?
hers - Please co	mplete the table be	elow to edit te	acher(s) de	tails				
t Name Surnam	Email Address	User Name	Password	IntoScience	Mathletics	Spellodrome	Unassign	Search Teacher
ail Glove		ff-8496	about96	Assign Classes	Pumps	Assign Classes		
Green		KG-1666	among08	Assign Classes	2 Classes	Assign Classes		
Griffiths		KG84053	many68	Assign Classes	Kay's Class	Assign Classes		Enter teacher's name or username
el Gurau		DG-3671	pool98	Assign Classes	DG1	Assign Classes		1
wen Jones		BJ6284	trap36	Assign Classes	2 Classes	2 Classes		
Lane		CI6206	torch05	Assign Classes	2 Classes	Assign Classes		Browse Teachers
leen Mackey	kathleen.mackey@	KM89323	chime25	Assign Classes	4 Classes	3 Classes		
Morgan		GM-9023	spare17	Assign Classes	Carmarthenshire	Carmarthenshire		
Newton		SH8217	crane70	Assign Classes	9 Classes	6 Classes		 Surname
Newton		IN-2625	cash10	Assign Classes	2 Classes	Assign Classes		
Nicholls		HN2016	mist96	Assign Classes	year 2	Assign Classes		Class
Nicholls	holly.nicholls@3ple	HN7195	baby00	Assign Classes	7 Classes	2 Classes		
ka Niemczy	<	MN4962	span04	Assign Classes	Private Class -	Private Class - MN		 Unassigned Teachers
e OCR		EO-1855	glove73	Assign Classes	2 Classes	Assign Classes		
olver	chris.olver@3plear	Co2493	peel85	Assign Classes	Chris	Assign Classes		All
Peacock		LP4071	twig52	Assign Classes	2 Classes	2 Classes		
n Pearson		SP-4635	wink01	Assign Classes	6 Classes	6 Classes		
Pearson		SP22655	mate96	Assign Classes	Demo	Demo		
Peritz W	m	JP3609	rock12	Assign Classes	4 Classes	4 Classes		
n Rees		RR-8827	biot44	Assign Classes	Ceredigion	Ceredigion		
ele ai le le le s	Name Surname a Green Griffins 4 Guran 4 Gura	Name Surname Email Address Green Green Green Jones Lame Mackey Morgan Newton Ne	Name Sumam Enail Address User Name a Green 17:9456 Green K0-1665 K0-1665 Griffits K0-201 K0-3053 Green K0-201 K0-3054 Green B/5284 B/5284 Lane C6205 Morgan GM-3023 Morgan GM-3023 Newton SH8217 Newton HN2015 Ncholis h0ly.nicholis@3004 Nicholis b0ly.nicholis@3004 Nicholis C62433 OR C0-4935 Oren C0-4937 Peacock LP0711 Pearson SP2555	Name Surname Email Address User Name Password Green 19:4985 about95 Green KG-1666 among08 Griffins KG-1666 among08 Griffins KG-1666 among08 Griffins KG-1666 among08 Griffins KG-1666 trap56 Gurau CG-3671 pool88 Lane GK-2023 chrosc3 Morgan GM-9023 chrosc3 Morgan SH-8217 crans70 Newton SH-2625 cash101 Nicholis holtynicholis@3pte HN7195 baby00 Nicholis Netword GC-2493 gee15 OR- EC-1653 giver32 gee35 Over chris.ohre@3ptea Co2493 pee15 Paeaock EP4071 Mg52 ms55 Paeaock SP22855 wink01 subt92	I Glove 17-8496 about56 Assign Classes Green KG-1666 among08 Assign Classes Griffths KG-1666 among08 Assign Classes Griffths KG-84053 many68 Assign Classes Ven Jones BJ6284 Yrap38 Assign Classes Ven Jones BJ6284 Yrap38 Assign Classes Margan CB506 tscrb05 Assign Classes Morgan GM-9023 spare17 Assign Classes Newton SH8217 crane70 Assign Classes Nicholis Newton BH-2525 cash10 Assign Classes Nicholis Nicholis HN7195 baby00 Assign Classes Nicholis Nicholis BN/9744 Assign Classes Assign Classes ORR E0-1655 glow73 Assign Classes Assign Classes ORR E0-1655 glow74 Assign Classes Assign Classes olver chis.shver@3plear Cc2493	Name Sumame Email Address User Name Password IntoScience Mathetics Green 56/90 19:456 about65 Assign Classes Pumps Green KG-1666 among08 Assign Classes 2 classes Griffits KG46053 mary68 Assign Classes 2 classes Green KG46053 mary68 Assign Classes 2 classes Green CG2601 pool88 Assign Classes 001 vinn Jones BJ5284 trap36 Assign Classes 2 classes Lane Cl6205 torhm25 Assign Classes 2 classes Morgan CM-9023 spire17 Assign Classes 2 classes Morgan GM49023 spire17 Assign Classes 2 classes Newton SH8217 cran=10 Assign Classes 2 classes Ncholis IH52016 mis166 Assign Classes 2 classes Ncholis Newton H5205 opel85 Assign Classes <	Name Sumann Enall Address User Name Passwort IntoScience Mathietics SpeBodrome Green K0-1666 about86 Assign Classes Pumps Assign Classes Green K0-1666 among08 Assign Classes 2 Classes Assign Classes Grefiths K040605 mang08 Assign Classes 2 Classes Assign Classes Grefiths K040051 mang08 Assign Classes D01 Assign Classes D01 Assign Classes Win Jones BJ8284 trap36 Assign Classes D01 Assign Classes 2 Classes Assign Classes Lane G8206 torth05 Assign Classes 2 Classes 3 Classes Morgan GM-9023 spare17 Assign Classes 4 Classes 3 Classes Newton Newton SH8217 crane70 Assign Classes 9 Classes 4 Classes Nicholis Newton NH2252 cash10 Assign Classes 9 Classes 4 Classes 4 Classes	Name Sumame Email Address User Name Passevort IntoScience Mathietics Spellodrome Unassign Green K0-1666 among08 Assign Classes Pumps Assign Classes



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



In the School Roll section click Classes to bring you to the screen below.

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.

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.

O4 Click **save** to confirm your changes.

Add, ed	ASSE lit and r classes	emove					Help Print Export B
				Edit Classes	Add Class		Need Help?
tep 1: Update clas	ss nan	ne or year below		Step 2: Click on Tea	chers or Students Assigned to	make further change	95
Class Name	Year	Course Name	Resource	Teachers Assigned	Students Assigned	Remove	Search Classes
Р	1	England Year 1	Mathletics	Susan Pearson	2 Students		
D	1	Week 1	Spellodrome	Susan Pearson	1 Student		
P	3	Multiple Courses	Mathletics	Susan Pearson	4 Students		Enter a class name
P	3	Rookie	Spellodrome	Susan Pearson	2 Students		
P Temp Team Class	6	Multiple Courses	Mathletics	Isaac Newton	No Students		
P Temp Team Class	6	Mastery	Spellodrome	Isaac Newton	4 Students		
dvanced class	6	England Year 6 2010	Mathletics	Holly Nicholls	1 Student		Browse Classes
Amina MD - Private C	3	100 Custom Words List	Spellodrome	Muhammad Daniel	No Students		
BESAERA	6	Multiple Courses	Mathletics	2 Teachers	2 Students		 Class Name
BESA ERA	6	Mastery	Spellodrome	Besa Teacher	2 Students		 Year Group
Benjamins Class	2	England Year 2	Mathletics	Jason Stanyer	1 Student		
Senjamins Class	2	Rookie	Spellodrome	Jason Stanyer	1 Student		 Teacher
Sett Demo	4	Multiple Courses	Mathletics	BETT AWARD2013	5 Students		Resource
armarthenshire	5	Multiple Courses	Mathletics	3 Teachers	3 Students		C Freeh Change
armarthenshire	5	Champion	Spellodrome	3 Teachers	3 Students		 Empty Classes
Carole Ny11	11	YEAR 11 GENERAL UK	Mathletics	Carole Condon	1 Student		
Carole Ny4	4	England Year 4 2010	Mathletics	Carole Condon	1 Student		All
Carole Ny8	8	England Year 8	Mathletics	Carole Condon	1 Student		
Cat's class	4	England Year 4	Mathletics	Catrin Davies	2 Students		
Ceredigion	7	Wales Year 5	Mathletics	Rhian Rees	1 Student		
Bass Patro	-	Montony	· · · · · · · · · · · · · · · · · · ·		1.0.1	*	



Browse Classes using the radio

buttons beneath.

