The **Admin Centre** is designed for school administrators, curriculum coordinators and managing teachers. It gives access to whole-school results data – as well as functionality to manage courses and to add, edit or delete student & teacher accounts – across all 3P Learning products. You will require your school's Admin username/password. This can be obtained from your 3P Learning account manager.

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Usage</td>
<td>01</td>
</tr>
<tr>
<td><strong>School Roll</strong></td>
<td></td>
</tr>
<tr>
<td>Managing your School Roll</td>
<td>02</td>
</tr>
<tr>
<td>Adding Students</td>
<td>03</td>
</tr>
<tr>
<td>Editing Student Accounts</td>
<td>04</td>
</tr>
<tr>
<td>Adding Teachers</td>
<td>05</td>
</tr>
<tr>
<td>Editing Teacher Accounts</td>
<td>06</td>
</tr>
<tr>
<td>Adding &amp; Editing Classes</td>
<td>07</td>
</tr>
<tr>
<td>Resource Settings</td>
<td>08</td>
</tr>
</tbody>
</table>
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### School Usage

1. Each class in the school is listed in this overview, including a summary total of certificates achieved in recent weeks.
2. To explore a class in more detail, click the **VIEW** link for the relevant class.
3. View student results and achievement data across a specific date range by selecting dates in the bottom-right panel.

**For custom searching, use the Search Classes box top-right of the screen or Browse Classes using the radio buttons beneath.**

**Each of the numerical columns in the School Usage table can be sorted into order by clicking the column title. Great for ranking usage statistics class by class.**
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.

**Adding Students**

01 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.

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

If a student is transferring to 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.
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.

![Image of the Editing Student Accounts screen](image)

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

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.

Adding Teachers

The teacher email address field is optional – however we recommend including one so that all teachers can be kept updated with program 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.
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

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

2. 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.

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

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.
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 & 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.

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.
The Resource Settings panel on the School Roll dashboard manages school-wide settings, including the school’s privacy level (relating to how student names appear online) and also the default curriculum the school uses.

### Editing Class Courses

1. Click to change course information for either Mathletics or Spellodrome classes.
2. All classes are displayed here, along with any groups within them. You can view the existing course assigned to the class by clicking the icon top-right of the screen.
3. To change the course assigned to a class, select a new course in the View and Edit Courses panel and click Assign to Group. Be sure to Save your changes.

You may wish to change the default curriculum for your school – if you do not follow one of the standard national curricula for your country, for example. You can change your school’s settings by clicking Manage Default Courses, bottom-right of the screen.