

Mathletics and Spellodrome for Administrators



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.**

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School Usage

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

SCHOOL USAGE
Overview of your participation & awards

School Usage - Displaying all certificates for the current academic year

Class	Teacher	Course	Resource	This Week (19)	Last Week (41)	Class Awards (584)	
8M	Walkoski Mike	Australian Curriculum Yei	Mathletics	0	8	28	View
4B	Meadows Amanda	Australian Curriculum Yei	Mathletics	1	7	43	View
3A	Chetwynd Anna	Australian Curriculum Yei	Mathletics	2	5	30	View
1Mr K	Heino Kustave	AUS National Curriculum	Mathletics	0	4	65	View
6D	Abouelola Nashua	Australian Curriculum Yei	Mathletics	1	4	52	View
3D	Cross Dianne	Australian Curriculum Yei	Mathletics	0	3	10	View
2D	Bray Tammy	Australian Curriculum Yei	Mathletics	2	2	11	View
3C	Wilson Janine	Australian Curriculum Yei	Mathletics	3	2	16	View
2E	Wethereld Carolyn	Australian Curriculum Yei	Mathletics	1	1	8	View
3C	Wilson Janine	Rookie	Spellodrome	1	1	3	View
4C	Heino Kustave	Australian Curriculum Yei	Mathletics	1	1	11	View
5B	Burford Ashleigh	Australian Curriculum Yei	Mathletics	1	1	31	View
6B	Murton Lucy	Australian Curriculum Yei	Mathletics	0	1	14	View
2b	Pangari Theresa	Australian Curriculum Yei	Mathletics	0	1	10	View
5C	Ramsay Blair	Australian Curriculum Yei	Mathletics	1	0	98	View
4D	Theobald Susan	Australian Curriculum Yei	Mathletics	0	0	8	View
2C	Eacott Alyce	Australian Curriculum Yei	Mathletics	0	0	0	View
5D	Hardy Lyndsey	Australian Curriculum Yei	Mathletics	0	0	5	View
2A	O' Brien Karen	Australian Curriculum Yei	Mathletics	0	0	6	View
4A	Hobbs Tara	Australian Curriculum Yei	Mathletics	0	0	5	View
7D	Murton Lucy	Australian Curriculum Yei	Mathletics	0	0	7	View
7B	Abouelola Nashua	Australian Curriculum Yei	Mathletics	2	0	20	View
5A	McGrath Nicole	Australian Curriculum Yei	Mathletics	0	0	13	View

Search Classes

Browse Classes

☒ Teacher

☐ Resource

☐ Certificate Type

All Teachers ▼

Date Range

From Date:

To Date:

Clear Filters



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

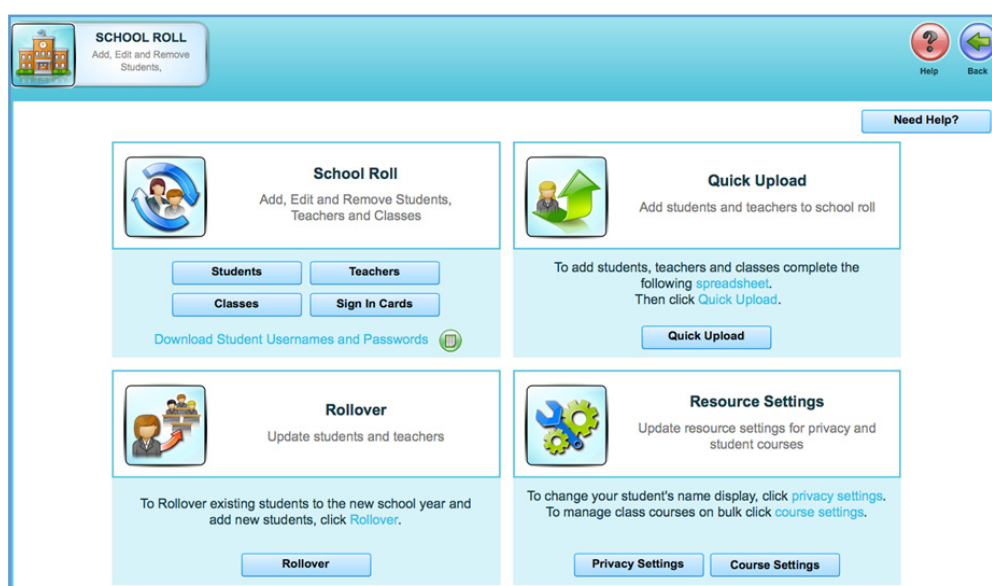


Each of the numerical columns in the **School Usage** table can be sorted into order by clicking the column title. Great for ranking usage statistics class by class.

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.

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.**

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"/>
Cardmarthenshire	5	Multiple Courses	Mathletics	3 Teachers	3 Students	<input type="checkbox"/>
Cardmarthenshire	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.

Resource Settings

Mathletics



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

- 01 Click to change course information for either **Mathletics** or **Spellodrome** classes.
- 02 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.
- 03 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.

The screenshot shows the 'COURSE SETTINGS' panel with tabs for 'Mathletics Courses' and 'Spellodrome Courses'. The 'Mathletics Courses' tab is active, displaying a table of classes and groups. The table has columns for 'Year', 'Classes', and 'Groups'. The 'Year' column lists from Kindergarten to Year 12. The 'Classes' column shows '2D' for Kindergarten, '2b' for Year 1, '2E' for Year 2, '2A' for Year 3, '2C' for Year 4, and '- All Classes' for Year 5. The 'Groups' column shows '2D' for Kindergarten and '- All Groups' for Year 1. To the right of the table is a '2D Group' panel showing 'AUS National Curriculum Y2' and a 'View Group's Course' button. Below this is a 'View and Set Courses' panel with dropdowns for 'Country' (International Schools) and 'Course' (Select courses), and buttons for 'View Course' and 'Assign to Group'. At the bottom right is a 'Course Management' panel with an 'Extended View' toggle (Show/Hide) and a 'Manage Default Courses' button. 'Cancel' and 'Save' buttons are at the bottom center.

Year	Classes	Groups
Kindergarten	2D	2D
Year 1	2b	- All Groups
Year 2	2E	
Year 3	2A	
Year 4	2C	
Year 5	- All Classes	
Year 6		
Year 7		
Year 8		
Year 9		
Year 10		
Year 11		
Year 12		



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.