Welcome to the Mathletics Administration Centre!

The Mathletics Administration Centre is the heart of your school’s Mathletics program. Here you can update student information, organise your classes, access all your school’s sign in details, results and customised courses. For assistance on creating your own courses please view the Course Creator Guide.

There are two main areas that you can explore:

**School Roll**
- **1A** How to Add a Student to your School
- **1B** Name Display Settings

**Mathletics Administration Centre**
- **2A** Creating a New Class
- **2B** Viewing Student Results

You can access your Mathletics Administration Centre by signing into Mathletics with your school’s Administration details.
How to Add a Student to your School

→ Signing in to your Admin Centre, click on ‘School Roll’.

→ Select ‘Add Student to Roll’.
   To add a new Teacher you can use the same process by selecting ‘Add New Teacher’.

→ For each new student, select their year group, enter their name and click ‘Add’.
   The new student’s log in details will then appear in the list below.
   Select ‘Print’ for a copy of this list.
   New students need to be added to their classes.

→ Use ‘View Student Sign In Cards’ or ‘View Teacher Sign In Cards’ to see or print copies of all sign in cards available for the school.
   You can download a complete list of class details by clicking ‘Download Student Username and Password List’.
1B Name Display Settings

→ Select ‘Name Display Settings’ in the ‘Privacy’ section.

→ Select how you would like your students to appear on the website’s Hall of Fame or during Live Mathletics.
   Click ‘Update’ to apply your choice.

2A Creating a New Class

→ Click on ‘Mathletics Class Administration’ from the menu.
→ Type in the class name and select the Teacher, Year Group and Course for the class.

When complete, click ‘Add’ and the new class will appear in the list below.

→ To Add students to your new class, click ‘Update Class’ and choose the students from the drop-down list.

→ To remove a student from a class click ‘Remove’ next to their name.

This will not remove them from the school, just the class.

→ To remove a class from the school, click ‘Remove Class’.

To change any class details, click ‘Edit Class Details’.
Viewing Student Results

You can select individual student results for their current Live Mathletics, and a ‘Full Curriculum’ portal to the Student Centre.

All results for your school in Live Mathletics by year.
You can see the top ten participants in each year and all students in the year in alphabetical order below.

A full list of all the classes in your school with a ‘View Results’ link straight to the Teacher’s Centre to see class activity.

We are always releasing new features – so make sure you keep a look out for them!

If you have any queries, please contact customerservice@3plearning.com