

Maths Online 2010 Rollover Process

Note: If you used Maths Online in 2009 you do not need to register your school again for 2010.

New schools please register here and instructions will be emailed to you:

<http://www.mathsonline.com.au/schools-signup.html>

Method 1 ** Recommended **

Send to Maths Online a new and complete list of students and teachers. This will overwrite all existing students and teachers.

Advantages:

- Greatly simplifies rollover process. Download, populate and return the spreadsheet to Maths Online and we will process your student and teacher rolls for you in one business day.
- Removes existing student results so students start 2010 with a clean slate. In 2010 Maths Online is introducing more fine-grained marking and recording of student performance. By removing old records we ensure that ongoing monitoring and reporting of student progress is consistent.

Disadvantages:

- After Maths Online processes your 2010 school roll, new logins and passwords will need to be distributed to students and teachers.

Method 2

Using the tools within the Teachers' Administration Centre, manually roll over teachers, classes and students.

Advantages:

- Students and teachers keep their 2009 logins and passwords.

Disadvantages:

- A much more tedious rollover method, as each class needs to be rolled over manually, students that have left must be identified and deleted, and students entering the school need to be added.

**Method 1 Instructions:
Create all new student and teacher accounts.**

Step 1: Download the spreadsheet.

Step 2: Populate the spreadsheet with the full list of teachers and students who will be using Maths Online in 2010.

Step 3: Email the completed spreadsheet to info@mathsonline.com.au. Maths Online staff will process this spreadsheet, *overwriting* all existing account in the process, and return new logins and passwords for all students and teachers.

Step 4: Distribute the new logins and passwords to your students and fellow teachers.

**Method 2 Instructions:
Manually roll over existing students, teachers and classes.**

Whoever makes these changes will need to be a ‘full administrator.’ Only full administrators can administer *all* students, teachers and classes (N.B. more than one teacher can be a full administrator).

For a school of around 1,000 students, this process may take approximately 1 hour.

Step 1: Log in to the Teachers’ Area: <https://www.mathsonline.com.au/teachers/>

Step 2: If you have new teachers at the school, you will need to create accounts for them first. Go to the All Teachers menu and click the ‘Add Teacher’ button. Video directions can be found here:

http://www.mathsonline.com.au/howto/index.html?param1=howto_add_new_teacher.swf

Step 3: For new year groups at your school, it may be easier for you to download and populate a new student list spreadsheet, and return it to us to process. If the number of new students is small, you can add the students yourself. Directions at the following link:

http://www.mathsonline.com.au/howto/index.html?param1=howto_add_new_student.swf

Step 4: Navigate to the All Classes menu, and change all of your existing class names to include 2009 in its title by pressing the new ‘Append 2009 to Class Names’ button. We do this because chances are you will have a 7M1 or similar in every year and you don’t want to mix up these class rolls later. It also makes subsequent steps in this process a whole lot quicker and easier.

Step 5: Create new class names and assign them teachers. Directions at the following link:
http://www.mathsonline.com.au/howto/index.html?param1=howto_add_new_class.swf

Step 6: If you have classes that stay together from one year to the next, all you need to do is change the class name. For example, change 7M1-2009 to 8M1. Do this in the All Classes menu by selecting the class and pressing the 'Edit' button.

Step 7: Delete any student who has left the school from that class, by the process described in the following link:

https://www.mathsonline.com.au/howto/index.html?param1=howto_delete_student.swf

... and then add any student that is new to the school:

http://www.mathsonline.com.au/howto/index.html?param1=howto_add_new_student.swf

Step 8: Navigate to the All Students menu. Each student still in a class with -2009 in its title will need to have their class changed. Select the student, press 'Edit' and choose the new class from the list. This is by far the most tedious step, but if you did step 5 above accurately, it is simple as they are much more visible.

Well done, you are now ready for 2010!