Back to School Reorganisation

At the start of the new school year, before pupils take any tests or quizzes please follow the steps below to reorganise your pupils into their new academic year, year groups and classes.

Please see the video guide '*Setting up and migrating students in Scholastic Reading Pro – 13 minutes*' found on this page - https://shop.scholastic.co.uk/Reading-Pro-Training for further assistance.

Part 1 disable users

1. As the administrator, log into the SLZ

2. Click on Manage Users

3. Using the filters navigate to the pupils who have left the school, in this example I have selected the Year 6 pupils

4. Select all the pupils on the main screen by ticking the box in the header row

6. Choose to DISABLE or DELETE the students

Note –

DISABLE will keep all data associated with this user but will remove access to the subscription. This is so data can be compared historically.

DELETE will remove this user and all associated data.

7. Repeat steps 3 to 6 until all the pupils who are no longer going to need access to the SRP or RPL programmes has been disabled or deleted. You can scroll through the pupil accounts using the buttons at the top of the screen if you wish to look through all the students (make sure to un-tick any filters you have previously applied).

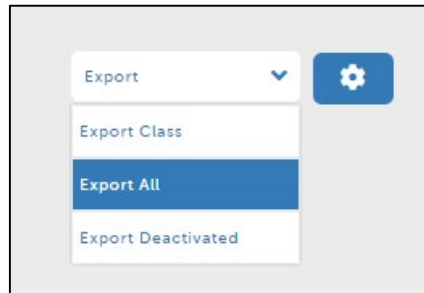You may wish to adjust the header row to show the status of the pupils by clicking on the cog icon and ticking the relevant headers on the drop down menu
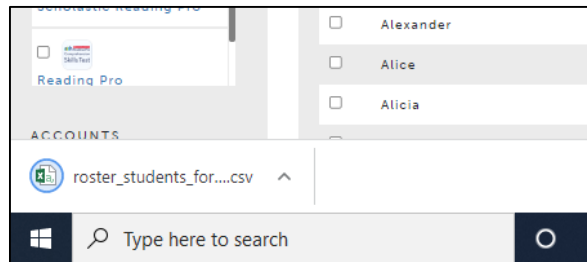
Part 2 make amends to the current users

1. Go to Export, choose Export All

2. A CSV file of all the pupils will be exported

3. Open the CSV file (it will open in excel) and save it somewhere you can access easily.

4. For each pupil overwrite the Year/Grade (Column E) and the Class (Column G) with the students' new Year group and new class.

WARNING

Do not amend any of the other columns, especially the username or you will create new users.

Please be careful when assigning new classes to a student as the class name must be identical to a previously used class, or a brand new class will be created. Class names are case sensitive and the addition of hidden characters (like a space) will make the system read it as a new class.

Classes used in 2020-21 academic year	Classes used in 2021-22 academic year
Red	Red
Yellow	YELLOW
Green	green
Blue	Blue

The classes that will then be seen on the Learning Zone and in Reading Pro are:
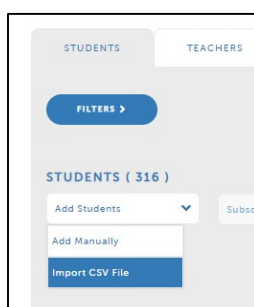
<div align="center">

Red

Yellow

Green

Blue

YELLOW

green

</div>

You would not be able to delete the 'old' class name at this point because you would also be deleting any historical data associated with the old class name too.

5. You may encounter pupils in the list where the username and id has the word DISABLED in front of it. These are pupils who you removed from accessing the system (step 6). These pupils can be removed from the list.
6. Save your finished list. This list should now be showing a list of pupils that you want to have access to SRP/RPL and their year and class for the new academic year.

CSV files like to check that you really do want to save them so don't be surprised if you're asked to save several times before you can close the file.

7. Go back to the leaning zone (you may need to sign in again if the system has timed out) and the 'Manage Users' section
8. On the 'Students' tab, select 'Add Student' and 'Import CSV file'

9. Go to Choose file from computer

10. This will open the file explorer, select the student list you have amended in step 6.
11. You will see a notification telling you that X number of pupils are being processed and there will be a final notification once all pupils are successfully uploaded.

Part 3 re-subscribing students

12. The last thing to do is to re-subscribe all of the pupils, you do this by going to 'Subscription' and I would suggest choosing 'Manage classes'.

13. Select all of the classes then click 'Choose Product'
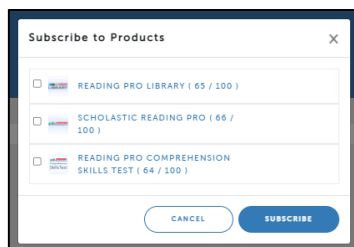
14. Choose the programmes you wish the pupils to have access to and click 'subscribe'
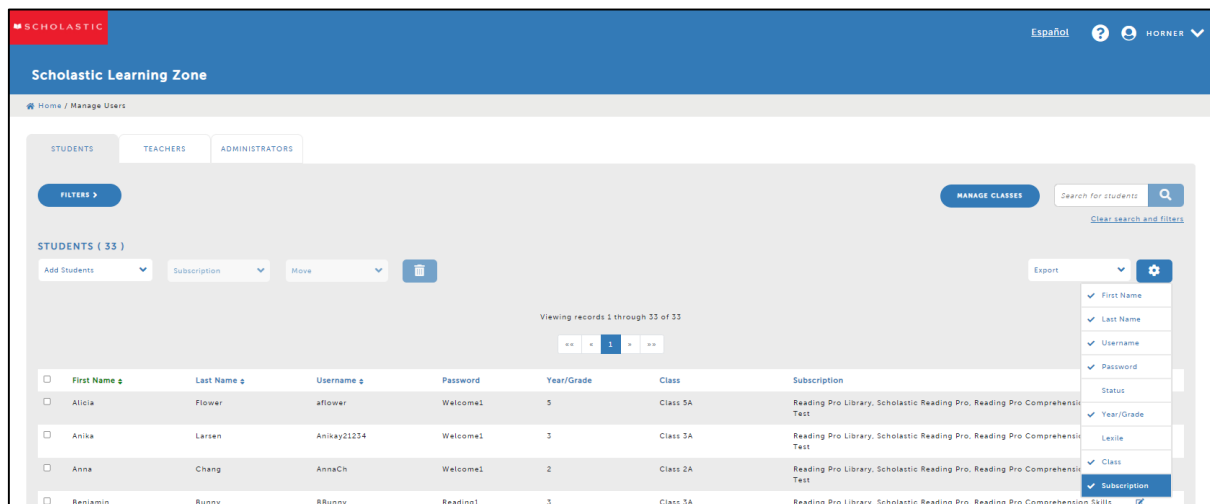
15. When you are done you can double check everything is correct by changing which headers you can see

16. Then scroll through the list to make sure there's no blanks.

Please visit https://shop.scholastic.co.uk/Reading-Pro-Training for further guides and training videos, and for any queries please contact readingpro@scholastic.co.uk