

# End of Year Procedure

(for schools who don't have their MIS linked to MathsWatch accounts via Wonde\*)

This document will help with the transition process as we move into a new school year.

There are two parts to the process:

- 1) Moving students into their new year groups
- 2) Managing assignments and data.

*More details on page 4*

Before you make any year/class changes, please ensure that all teachers have set a due date for Summer work that is prior to the date you make the changes.

**If they haven't, please ask them to change it where necessary, as per below**

Sally Smith is in 10X1 in the 2021/2022 academic year.

Her teacher sets a holiday homework with a due date of 07/09/22

Student accounts are rolled up a year on 06/09/22

Sally is now in 11X1 and she still has the holiday homework because 11X1 has the same class ID as 10X1 (our system is smart enough to ensure this is the case).

However, Tim Jones is moved from 11X1 to 11X2

The class ID is different and because the due date is in the future he will lose the homework from his account.

**If the due date was before the class change he would keep the homework.**

Students into their new year groups

- **You may require a completely fresh start for all students** ————— ● Page 2

You may have so many set changes and/or changes of teachers that you just want to remove all the student accounts and then re-upload everyone and add the new students.

*This is quick and easy but all the past student work and results will be lost.*

- **You may want to move students up a year and add the new students** ————— ● Page 3

This will ensure students keep their work from last year.

- **Managing assignments and data** ————— ● Page 4

You want to ensure you don't lose any created assignments and you want to know what happens to last year's data.

*If you need any further advice, we are only an email away at [info@mathswatch.com](mailto:info@mathswatch.com)*

\* If you go to Users and can see ticks in the Wonde column it means your accounts are linked via Wonde. If this is the case, we just need an email to say your MIS is ready with the new classes and we will then update all the MathsWatch accounts for you.

## A Fresh Start

I want to: a) delete all the student accounts  
*(I don't mind all past work and results disappearing)*  
 b) upload the students again and add the new Yr 7  
 c) remove the teachers who have left  
 d) add some new teachers

a) The safest way is one year group at a time.  
*Doing it this way will ensure you don't delete a teacher account by accident.*

- (i) Go to **Users** and click on **Year** ▾
- (ii) Click on 7 - this will select all Year 7 students.
- (iii) Click on the first name in the list, scroll down to the last name, press Shift and click on the last name in the list. All the names will now be selected and will be coloured orange.
- (iv) Click **Delete** and press F5 to refresh your browser.
- (v) Repeat (i) to (iv) but choose 8, 9, etc.

b) Go to the **Extras** page and click on  **Upload Template**

You will be given an Excel spreadsheet with guidance on how to fill in the columns correctly.

There are two ways to upload this template.

- (i) You can upload it yourself by going to **Users** and clicking **Upload**
- (ii) You can send it to us at [info@mathswatch.com](mailto:info@mathswatch.com) as an attachment and we will gladly upload it for you.

If you don't have your Yr 7 details, yet, that is not a problem. They can always be uploaded on a separate template when you have them.

c) *When you remove a teacher account you will automatically lose any assignments they have created. If it is beneficial to keep any of these assignments please see page 4 before removing the account.*

Go to **Users** click on **Year** ▾ and select 'Staff'.

Click on the name of the departing teacher and then click **Delete**

Press F5 to refresh the browser.

d) *New teachers can be added to your upload template along with the students - ensuring you put a 'T' in the account type and you leave the 'Year Group' blank.*

Or, you can quickly add them from within the system.

Go to **Users** and click **Create User**

Fill in all fields apart from 'Year' and then click **Save changes**

Press F5 to refresh the browser.

## ALTERNATIVELY

Just send us an email with *Fresh start* in the subject line together with the upload template (found in Extras) which you will fill in by importing details from your MIS. We will then do everything for you.

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## Rolling students up a year

I want to:

- move students up a year without anyone losing their work
- delete the cohort of students who have just left
- change the classes of many students
- add a new cohort of students
- remove the teachers who have left
- add some new teachers

a) Go to **Users** and click on **Year End** \*

Select 'Yes' from the dropdown menu.

Move Everyone Up A Year?

Cancel
Yes

All students will now move up a year. A student originally in 9X3 will now be in 10X3 - all of his/her work will remain in the account.

b) Please complete part a) first, remain on the **Users** page and click on **Year** ▾

*Let's say you wish to remove the Yr 11 cohort who have just left. Click on '12' from the dropdown 'Year' menu - because part a) moved Yr 11 into Yr 12.*

Click on the first student in the list, scroll down to the last student in the list, press 'Shift' on your keyboard and click on the last name in the list. All the names will be selected and will be coloured orange.

Now click **Delete**

Press F5 to refresh your browser.

c) From the **Users** page, click on **Download**

You will be given an Excel sheet with all of your user details.

You can now find the students who are moving to different classes and change them directly on this spreadsheet. *Be careful that you don't put in extra spaces by mistake. '10X3' is a different class to ' 10X3', for instance.*

Save the spreadsheet as a csv file and click on **Upload**

If you leave the 'Password' column blank, all users will keep the passwords they already have. If you write a password in this column for anyone it will overwrite the password they already have.

Press F5 to refresh your browser.

d) You could add the new cohort to the file you downloaded in c). If you do this, each new student must have a username and a password.

Or, you can use the Upload template in Extras to upload them.

e) Please follow A10 of 'Welcome to MathsWatch'. Be aware that when you delete a teacher account, all assignments they created will also disappear. Page 4 tells you how to keep their assignments.

f) Please follow A8 of 'Welcome to MathsWatch'. Or, you could add them to the upload file in part d).

\* If you can't see a Year End button, it means your accounts are linked via Wonde. If this is the case, we just need an email to say your MIS is ready with the new classes and we will then update all your MathsWatch accounts.

# End of Year Procedure

A little care is needed with regard to the following two points.

Don't mistakenly remove homeworks from student accounts that you wish them to do over the holiday - be aware of the following:

When you set an assignment as a homework you are setting it to all the students in a particular class or to targeted students in a particular class if you click the intervention box.

When you roll up the classes by means of **Year End** the system knows it is the same class - but a year higher - and the homework **will still** be set for all the students in that class.

**BUT**, after setting the homework, if you move someone out of the class before the homework due date they will lose the homework because they aren't in that class any longer.

*It is better to set assignments with a due date that is prior to the date that class changes are made.*

**Don't lose useful assignments** - be aware of the following:

When you delete a teacher account any assignments created by the teacher will be lost. *(Students will not lose any work they have already done for the teacher, of course.)*

If you wish to use any of their assignments in the future, please do the following **BEFORE** you delete their account.

a) Go to **Assignments** click **View** and select the teacher.

b) Select one of the assignments you want to keep and click **Duplicate**

You will now have a copy of the assignment in your name. This won't disappear when you delete the teacher account. Repeat for any other appropriate assignments.

Some things will look a little different because we remove the clutter.

The 'Classes' page will look different:

- When you click on 'Classes', you will have a clean page. Instead of seeing the average marks for the 18 homeworks you set for class 10X2, say, it will now show you as having set 0 homeworks and there will be no average mark to see. This will be the same for all your classes - homeworks and tests are reset.
- However, if you set homeworks/tests last academic year with a due date of this academic year, the results will be seen. Because these are counted as this year's work.

The 'Assignments' page will look different:

When you click on 'Assignments', you will see that the 'My Work Assigned' column only shows the assignments you have set which have a due date that is in this academic year. Assignments you have set with a due date of last academic year have been archived. However, you can still see what you set last year by clicking on 'View' and then 'Past Assignments'.

You can still see results of homeworks that were completed last year:

- Let's say you want to see the past results of Jack who is now in class 11X1. Go to 'Classes' and click on 11X1. Click on Jack's name: all of their past results will be in their 'History' column. You can download all of their marks using the 'Download Student Marks' button.
- Let's say that last year you set a homework called 'Iterative Processes' to your Yr 10 class. You have now set the same homework to your new Yr 10 class. You would like to compare the marks from last year with the marks from this year.
  - Go to the Assignments page and in the 'My Work Assigned' column click on 'View' and tick 'Past Assignments'.
  - Now use the search bar to find the homework from last year called 'Iterative Processes'. Select it and then click on 'Download Marks'. You will be given an Excel spreadsheet with complete details of how last year's classes performed on this homework.