

Administrator accounts

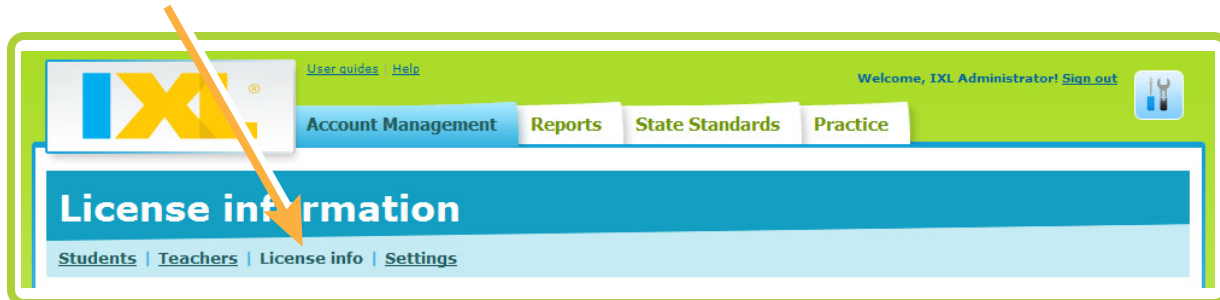
- Each IXL site license includes a special administrator account.
- Use this account to run school-wide reports, and manage student and teacher accounts.
- Sign in often to make the most of your site license!

1 Sign in to your IXL administrator account at www.ixl.com.



? If you don't know your administrator username and password, contact us at help@ixl.com.

- 2 Click the **License info** link on the **Account Management** tab to get started.



- ? Notice that the blue icon and tabs let you know you are signed in as an administrator. This is helpful for users with an IXL administrator account as well as a teacher account.

- 3 Verify the contact information for your site license.

The screenshot shows the 'License information' page for Westdale Middle School. It is divided into several sections: 'Subscription information', 'Administrator account information', 'Contact us', 'Contact information', and 'Secondary contact'. An orange box highlights the 'Print or e-mail instructions to help your teachers get started on IXL.' link in the 'Subscription information' section. Another orange box highlights the 'change' link in the 'Administrator account information' section, with a callout stating 'To change your administrator account password to something more memorable, use the link provided.' The 'Contact information' section shows primary and secondary contact details for Kelly Anderson and Agnes Lee.

Subscription information	
Westdale Middle School	
Number of teachers	25
Number of students	350
Renewal date	February 14, 201
Teacher account setup	
Activation key	SAMPLE22
Activation instructions	Print E-mail

Administrator account information	
Username	sample_admin
Password	***** change

Contact information	
<i>Click any field to edit</i>	
Primary contact	
Name	Kelly Anderson
E-mail	anderson@westdale.k12.ca.us
Phone	555-555-5555
Secondary contact	
Name	Agnes Lee
E-mail	agnes_lee@westdale.k12.ca.us
Phone	<i>Click to add</i>

Questions about your subscription? We are here to help.

Contact us	
E-mail	
Account management	accounts@ixl.com
Pricing and renewal	orders@ixl.com
Phone	1-855-255-8800

4 Click the **Students** link to see a list of all the student accounts on the master roster of your site license.

Students | Teachers

You're using 303 out of 400 student accounts.

Search Filter **None**

[Add new students](#) [Export](#)

<< < 1 2 3 4 Next >>

#	Last name	First name	Student ID number	Parent or student e-mail	Grade	Teacher	Username	Password	
1	Adams	Daisy	0195		4	Jacobs	daisyadams889	68forest	X
2	Aguilar	Madison	0524		1	Aldrin	madisonaguilar889	27sky	X
3	Alexander	Jacob	0180		4	Jacobs	jacobalexander889	20first	X
4	Allen	Brittany	0340		2	Mosely	brittanypallen889	apple71	X
5	Alvarado	Mariah	0368		1	Aldrin	mariahalvarado889	68door	X
6	Alvarez	William	0515		4	Jacobs	williamalvarez889	smile94	X
7	Anderson	Kimberly	0493		2	Mosely	kimberlyanderson889	lake2	X
8	Andrews	Alexander	0319		4	Jacobs	alexanderandrews889	dear18	X
9	Armstrong	Joshua	0347		2	Mosely	joshuaarmstrong889	83wind	X
10	Arnold	Paul	0307		5	Lane	paularnold889	check83	X
11	Austin	Mia	0242		5	Lane	miaaustin889	full1	X
					2	Mosely	yeseniabailey889	70hill	X
					3	Bardot	monicabaker889	leg3	X
					2	Mosely	nicolebanks889	51start	X
15	Barnes	Chienne	0536		5	Lane	cheyennebarnes889	key56	X
16	Barnett	Angela	0527		2	Mosely	angelabarnett889	74yes	X
17	Barrett	Sadia	0558		4	Jacobs	sadiabarrett889	1yes	X
18	Bates	Mariam	0565		5	Lane	maryambates889	87chart	X
19	Beck	Sarah	482		2	Mosely	sarahbeck889	49snow	X
20	Bell		586		3	Bardot	amybell889	store51	X
21	Bennett	Mariah	0317		4	Jacobs	mariahbennett889	animal26	X
22	Berry								
23	Bishop								
24	Black								
25	Bowman								
26	Boyd								
27	Bradley								
28	Brewer	Sakura	0449		3	Bardot	sakurabrewer889	summer24	X
29	Brooks	Morgan	0228		3	Bardot	morganbrooks889	16far	X
30	Brown	Jennifer	0489		4	Jacobs	jenniferbrown889	36five	X

You're using 303 out of 400 student accounts.

Searching and filtering make it easy to find students or classes.

Check student usernames and passwords here.

Click any field to edit information.

Delete unused student accounts—for example, students who have left the school.

? This is important as you approach your student limit.



- 5 Click the **Teachers** link to see a list of all the teacher accounts associated with your license. Use this list to add, edit, or delete teacher accounts.

Create new accounts for your teachers—it's easy!

? Teachers can also create their own accounts using your site license activation key, available on the **License information** page of your administrator account.

#	Last name	First name	E-mail address	Username	Number of students	
1	Aldrin	Keely	kaldrin@westdale.k12.ca.us	aldrin10	26	X
2	Bardot	Jane	jbardot@westdale.k12.ca.us	bardot22	21	X
3	Hofferman	George	ghofferman@westdale.k12.ca.us	ghofferman	18	X
4	Jacobs	John	jjacobs@westdale.k12.ca.us	jjacobs99	21	X
5	Lane	Alexis	alane@westdale.k12.ca.us	lexlane	25	X
6	Mosely	Alice	amosely@westdale.k12.ca.us	amosely	21	X

Click on the number of students to view a teacher's full roster.

Congratulations!

Your school is ready to practice math on IXL!

After your students have a chance to sign in and practice, follow the steps below to track school usage and performance.

6 Click the **Reports** tab, where you can run special IXL administrator reports.

The screenshot shows the IXL Administrator interface with the 'Reports' tab selected. The page is divided into several sections, each with a 'Request this report' link. Callouts provide instructions on how to use these links and where the generated reports will appear.

Latest news flashes

- 04/14/10 George Hofferan's class has answered 20,000 math problems!
- 04/12/10 Alexis Lane's class has spent 100 hours practicing math!
- 04/04/10 Alice Mosely's class has achieved 75% proficiency in second grade math!

Performance and usage summary [Request this report](#)

This report provides you with an easy-to-read overview of each classroom's performance and usage. For each class, you will see time spent practicing, problems practiced, the number of skills in which students are proficient, and more.

Date	Students	PDF	CSV	Delete
12/01/11	All students			
12/01/11	All students			
10/17/11	All students			
09/12/11	All students			

Performance and usage details [Request this report](#)

Click the **Request this report** link next to any report name, and select the options you want.

Your custom report will be available in this table within one hour.
 You can request reports anytime!

Date	Students	PDF	CSV	Delete
1				

Usage log [Request this report](#)

This report provides overall usage data so that you can see how much time your students spend practicing on IXL. You can view usage totals for an individual grade level or teacher's class, or for all classes together.

Date	Students	PDF	CSV	Delete
12/05/11	All students			
12/05/11	All students			

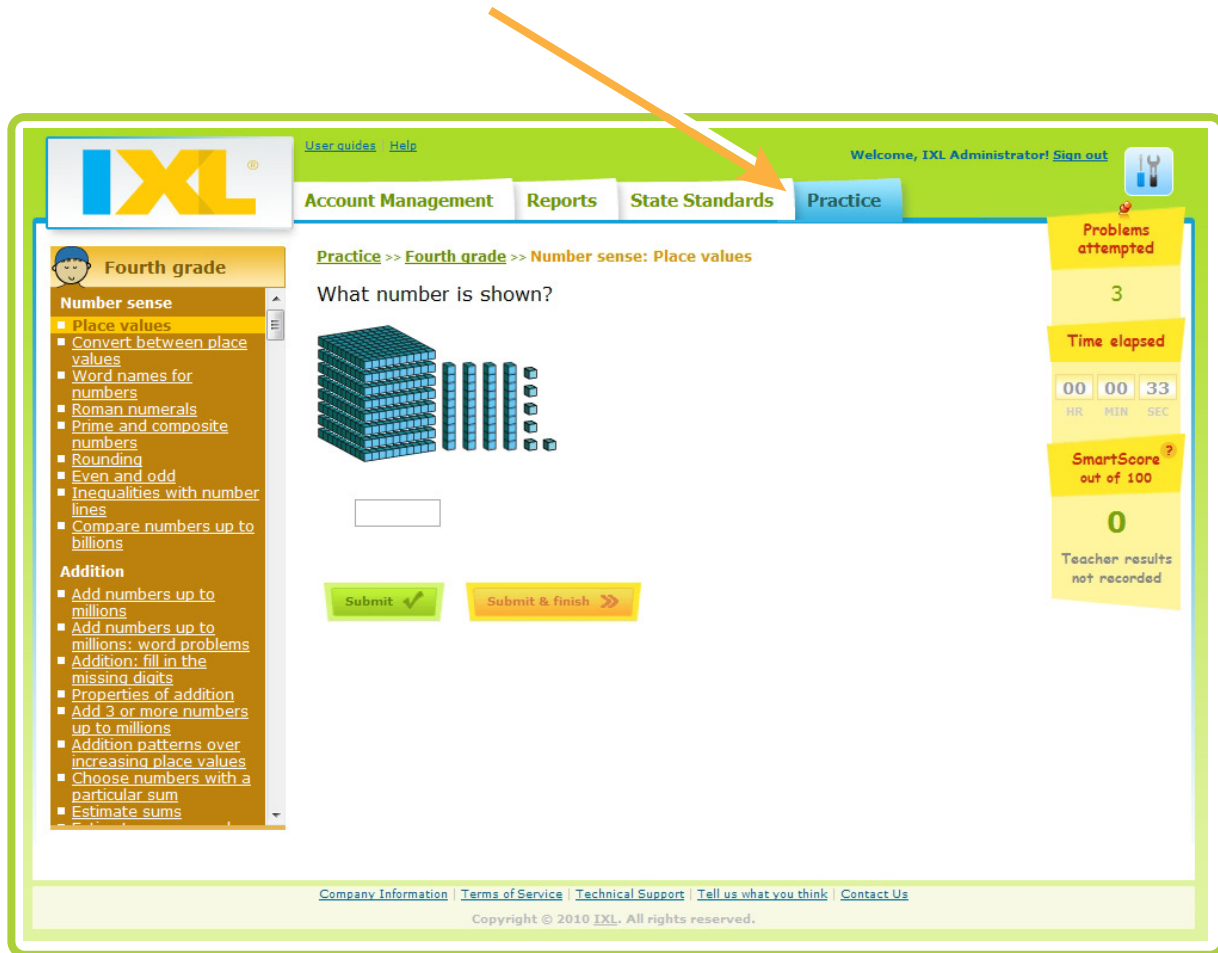
State standards proficiency [Request this report](#)

This report analyzes your students' performance on state standards and gives insight into

Date	Grade	PDF	CSV	Delete
12/05/11	Kindergarten			

Administrator reports include data from every student on your site license. They are not available through teacher accounts.

- 7 You can also view the content on the **State Standards** and **Practice** tabs, just like in your students' and teachers' accounts, for easy reference.



Sign in often!

Your administrator account will help you make the most of your IXL site license.