

Set up your roster

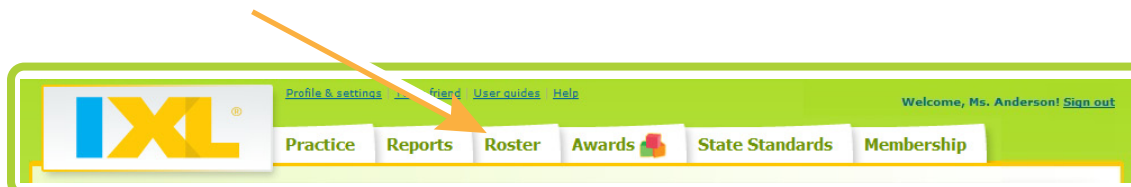
- It's easy to get your students started with fun math practice!
- Your students get unlimited practice in thousands of math topics.
- You can easily track class and student progress with interactive, real-time reporting.

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



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

2 Click the **Roster** tab.



3 Enter student information.

Start typing student's last name. Select the match from the list. If no matches appear, try again or try the first name instead.

The list may take a few moments to appear, as IXL locates all matching students.

#	Last name or initial*	First name*	Student ID number*	Parent or student e-mail	Grade*	Username	Password	Report
1	Bar				PK			
2	Barnes	Cheyenne	0536		5			
3	Barnett	Angela	0527		2			
4	Barrett	Sadia	0558		4			
5					PK			

If you cannot locate a match, manually enter the student's last name, first name, and a unique ID number.

After you submit your roster, IXL lists student usernames here.

4 Add each additional student in a new row. When you are finished, click **Save changes**.

23	<input type="checkbox"/>	Richards	Olivia	0344		3	oliviariichards889		
24	<input type="checkbox"/>	Sanchez	Diana	0481		3	dianasanchez889		
25	<input type="checkbox"/>	Sandoval	Miu	0382		3	miusandoval889		
26	<input type="checkbox"/>	Taylor	Melissa	0300		3	melissataylor889		
27	<input type="checkbox"/>	Welch	Noa	0460		3	noawelch889		
28	<input type="checkbox"/>	Wells	Kyle	0551		3	kylewells889		
29						3			
30						3			

[Add more rows](#)

*Required

Save changes >>

Subscribers with more than 30 students: Click the **Add more rows** link.

Click **Save changes** to submit your roster.

You can save your changes at any time and finish entering information later.

Congratulations!

Your IXL roster is complete. Students can sign in with the usernames and passwords displayed on your roster.

Follow two more steps below to prepare to introduce your class to IXL!

5 Use the links provided to:

Print a letter encouraging parents to use IXL at home.

? If you'd like to customize the letter for your class, download the editable version.

Profile & settings | Tell a friend | User guides | Help | Welcome, Ms. Anderson! Sign out

Practice | Reports | **Roster** | Awards | State Standards | Membership

Enter your students' names, ID numbers, and grade levels. E-mails and passwords are optional. If you do not enter a password, IXL will create one. When you're done, press *Save changes*.

Letter to parents: Use IXL at Home ?
[Print](#) | [E-mail](#) | [Download editable version](#)

[E-mail me a list of students' usernames and passwords](#)
[E-mail each student his or her username and password](#)

[Save changes >>](#)

#	Last name or initial*	First name*	Student ID number*	Parent or student e-mail ?	Grade*	Username	Password	Report
1	Bell	Amy	05 5		3	amybell889	store51	
2	Berry	Daniel	02 3		3	danielberry889	sharp37	
3	Daniels	Ivan	03 5		3	ivandaniels889	76before	
4	Davidson	Zahra	04 5		3	zahradavidson889	3truck	
5	Delgado	Ava	04 5		3	avadelgado889	hoo04	

E-mail a list of all student usernames and passwords to yourself, for easy reference.



6

Before your students start practicing, edit your profile settings:

The screenshot shows the 'Profile and settings' page in the IXL interface. The page is titled 'Profile and settings' and includes a 'Help | Close' link. It is divided into two main sections: 'Manage your profile' and 'Settings'.

Manage your profile
You are currently logged in as **anderson_math**.

Teacher profile

How do you want your name displayed?	Ms. Anderson
First name *	Kelly
Last name *	Anderson
Password	Change password
E-mail address *	anderson@westdale.k12.c
School	Westdale School
State/Province	California
Country	United States

Settings

Time zone	US/Pacific
Receive report e-mails	<input checked="" type="checkbox"/>
Hide grade levels	<input type="checkbox"/>
While practicing	
Hide timer	<input type="checkbox"/>
Hide skill menu	<input type="checkbox"/>

* Required

At the bottom of the page, there are two buttons: 'Submit' (with a green checkmark) and 'Cancel'.

Callout boxes:

- Click the **Profile & settings** link to view this window.
- How do you want IXL to display your name to students?
- US users: Choose your state here so that IXL can display the correct state standards.
- Select this check box if you want to hide grade level titles in IXL, for all your students. (Pre-Kindergarten will be displayed as Level A, and First Grade will be displayed as Level C.)
- Click **Submit** to save your changes.