

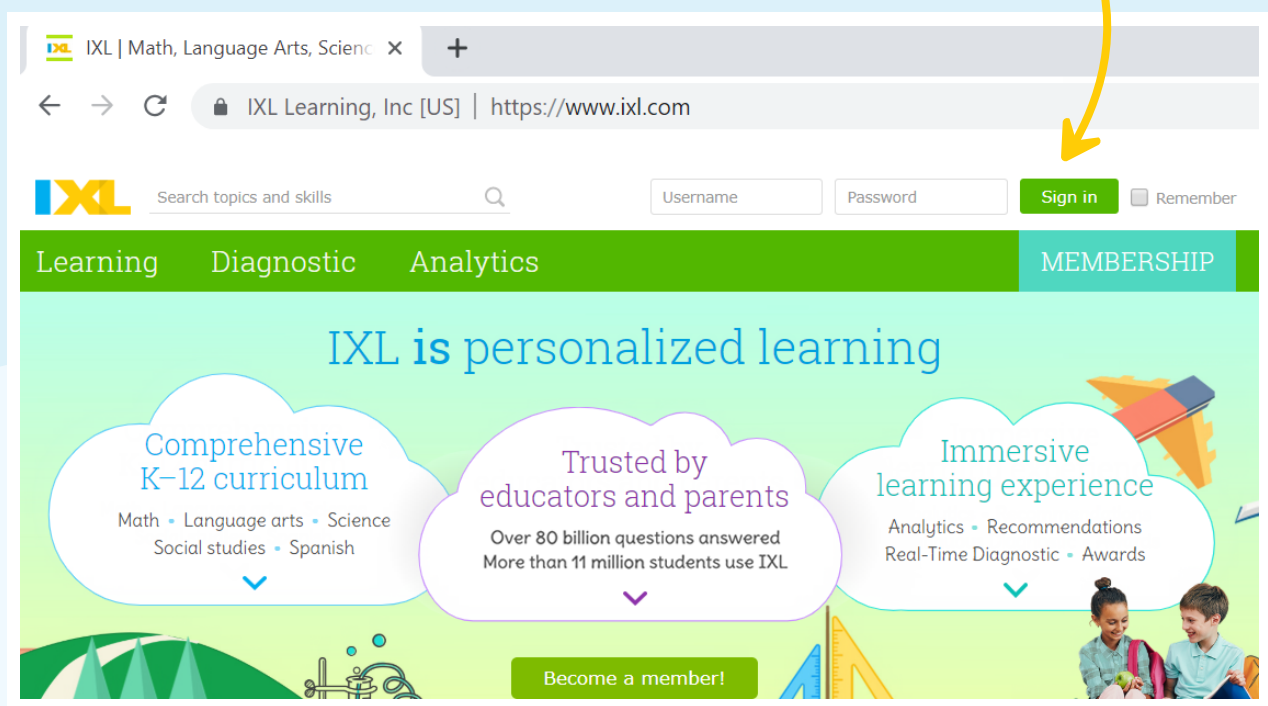
Set up your roster



QUICK-START GUIDE

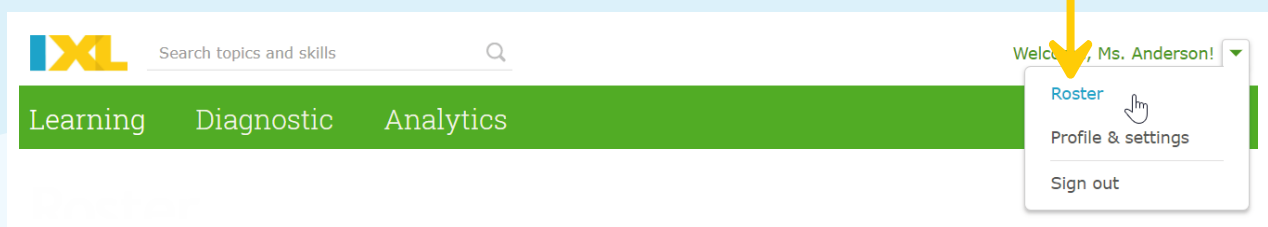
- It's quick and easy to get your students ready to explore all the fun on IXL.
- Your students have access to unlimited math, language arts, science, social studies, and Spanish practice in thousands of topics!
- You can effortlessly track class and student progress with our interactive, real-time Analytics.

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 Open your account menu in the upper-right corner, and select **Roster**.



3 Enter student information.

Start typing a 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* | First name* | Student ID number* | Parent or student e-mail ? | Grade* | Subject | Username | Password |
|----------|------------|-------------|--------------------|----------------------------|--------|---------|----------|------------------|
| 1 | d | | | | Pre-K | | | |
| You have | | | | | | | | |
| | Carter | Mary | 26 | | 4 | | | Start a new row. |
| Have | | | | | | | | |
| | Chen | Jackie | 25 | | 4 | | | *Required |
| | Clark | Emily | 24 | eclark_25@sample.edu | 4 | | | |
| | Cruz | George | 23 | gdacruz_26@school.edu | 4 | | | |

After you save a student, IXL lists the student username here.

? If you cannot locate a match, manually enter the student's information and click Save to add the student. Depending on your school or district's account settings, you may see the following message when trying to enter a student's information manually: "No matching student found. Contact your administrator if an account should be created for this student." In this case, please contact your IXL administrator for assistance.

4 Verify the new account, and continue adding students.

Student account successfully added.

| # | Last name* | First name* | Student ID number* | Parent or student e-mail ? | Grade* | Subject | Username | Password |
|----------|------------|-------------|--------------------|----------------------------|--------|-----------|------------|------------------|
| 1 | Chen | Jackie | 25 | jchen_25@school.edu | 4 | M E Sc SS | jackiechen | 90town |
| 2 | d | | | | 4 | | | |
| You have | | | | | | | | |
| | Carter | Mary | 26 | | 4 | | | Start a new row. |
| | Clark | Emily | 24 | eclark_25@sample.edu | 4 | | | *Required |

Continue entering student information in the next row.

Almost done!

Follow the two steps below to introduce your students to IXL.

5 From your roster, you can also:

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.

Search topics and skills welcome, Mrs. Anderson!

Learning Diagnostic Analytics Teacher resources

Roster

Click in any row to edit student information. To add more students, click **Add students** in the footer of your roster.

Letter to parents: Using IXL at Home
Print | E-mail | Download editable version

Print student username and password cards
Print a list of students' usernames and passwords

Start using classes

| # | Last name* | First name* | Student ID number* | Parent or student email | Grade* | Subject | Username | Password |
|---|------------|-------------|--------------------|--------------------------|--------|-----------|---------------|----------|
| 1 | Barker | Laura | 320 | barker.family@sample.com | 4 | M E Sc SS | laurabarker70 | 22baby |
| 2 | Chen | Jackie | 25 | jchen_25@sample.edu | 4 | M E Sc SS | jackiechen | 90town |
| 3 | Ruest | Tallulah | 99 | talruest@sample.com | 4 | M E Sc SS | tallulahruest | every89 |
| 4 | Lewis | Simone | 22 | slk@sample.com | 4 | M E Sc SS | simonelewis | 89run |

Print and distribute individual cards that are pre-filled with each student's unique username and password.

Print a list of all your students' usernames and passwords for easy reference.

? If you teach multiple groups of students, click **Start using classes** to add a class category to your roster.

6 Before your students start practicing, edit your profile settings:

Select **Profile & settings** from your account menu to view this window.

Welcome, Ms. Anderson!

Profile and settings

Manage your profile

You are currently logged in as **anderson_teacher**.

Teacher profile

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

Settings

| | |
|--------------------------------|--|
| Time zone | (GMT-08:00) U |
| First day of school | August |
| Receive weekly summary e-mails | <input checked="" type="checkbox"/> |
| Hide grade levels | <input type="checkbox"/> <small>Note: Instruct stu to ensure comple</small> |
| Hide timer | <input type="checkbox"/> |
| Extend audio support ? | <input type="checkbox"/> |

*Required

Submit Cancel

This name will be displayed to your students.

This setting is what determines the state for your state standards.

To hide grade levels from all your students, select the check box. (Pre-K will be displayed as Level A, kindergarten as Level B, etc.)

Check this box to include audio for:
Math (skills & diagnostic questions) — 3rd-8th grade
Language arts & science skills — 3rd-5th grade
For pre-K-2nd grade, audio is automatically available in math, language arts, science skills, and the Diagnostic.

Click **Submit** to save your changes.

Your roster is now set.

Make sure your students know their usernames and passwords.
Encourage them to always sign in!