

Administrator accounts



QUICK-START GUIDE

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

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

The screenshot shows the IXL website homepage. At the top, there is a search bar and a sign-in section with fields for 'Username' and 'Password', and a 'Sign in' button. A yellow arrow points to the 'Sign in' button. Below the sign-in section is a navigation bar with 'Learning', 'Diagnostic', 'Analytics', and 'MEMBERSHIP'. The main content area features the headline 'IXL is personalized learning' and three columns of benefits: 'Comprehensive K-12 curriculum' (Math, Language arts, Science, Social studies, Spanish), 'Trusted by educators and parents' (Over 60 billion questions answered, More than 8 million students use IXL), and 'Immersive learning experience' (Analytics, Recommendations, Real-Time Diagnostic, Awards). A 'Become a member!' button is at the bottom. A footer note says: '? If you don't have your administrator username and password, contact us at help@ixl.com'.

2 Click **Account management** to get started.

The screenshot shows the IXL website navigation bar. The 'Account management' link is highlighted with a yellow arrow. The navigation bar includes 'Learning', 'Diagnostic', 'Analytics', 'Resources', and 'Account management'. A user profile icon and the text 'Welcome, Kelly Anderson!' are visible in the top right corner.

3

On Account management, click **License info**.

Have a teacher account and an administrator account? The mountain icon is unique to administrator accounts and a quick way to check that you are signed in as an administrator.

4

Verify the contact information for your site license.

Print or e-mail instructions to help your teachers get started on IXL.

To change your administrator account password to something more memorable, click **change**.

- 5** On the Roster tab, select **Students** to see a list of all the student accounts on the master roster of the site license. Use this list to add, edit, or remove student accounts.

The screenshot shows the 'Account management' section with a 'ROSTER' tab selected. A dropdown menu is open under 'ROSTER', highlighting 'STUDENTS'. Other options include 'TEACHERS', 'ADMINISTRATORS', and 'UPLOAD ROSTER'. A search bar is present with the placeholder text 'Enter student ID, username, or email address to search'. Below the search bar is a table of students with columns for 'STUDENT NAME', 'STUDENT ID', 'STATUS', 'USERNAME', and 'LAST UPDATED'. The table contains four rows of student data. Annotations include: 'Click to view or edit.' pointing to a student row; 'Searching and filtering make it easy to find students.' pointing to the search bar; and 'Click to add a student or upload a roster.' pointing to the 'Add a student' and 'Upload roster' buttons.

STUDENT NAME	STUDENT ID	STATUS	USERNAME	LAST UPDATED
Robert Alvarado	20300088	1		7/2019
	20300085	1		2019
Zoey Ayala	20300034	1	zayala	6/26/2019
Madeline Beard	20300075	1	mbeard	6/26/2019

- 6** After selecting a student, click on the pencil icon to edit.

The screenshot shows the 'Edit Student' form for Madeline Battle. The form includes a list of students on the left, with Madeline Battle selected. The main form has a 'Personal info' section with fields for Name, Student ID, Username, and Password. A 'Teachers' section lists Bryan Greer. A 'Subscription' section lists Math. A 'Submit' button is at the bottom right. Annotations include: 'Toggle to remove or reactivate a student.' pointing to the 'Active' toggle; 'When finished, click Submit.' pointing to the 'Submit' button; and a pencil icon pointing to the 'Personal info' section.

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On the Roster tab, select **Teachers** 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 info** tab of your administrator account.

Learning

ROSTER LICENSE INFO SETTINGS

Tea

STUDENTS

TEACHERS

ADMINISTRATORS

UPLOAD ROSTER

Search

+ Add new teacher Export

#	Last name	First name	E-mail address	Username@sample	Password	Number of students	
1	Avery	Steven	nobody+21@ixl.com	savery	Reset	100	X
2	Baird	Derrick	nobody+27@ixl.com	dbaird	Reset	75	X
3	Bernard				Reset	75	X
4	Buck				Reset		X
5	Butler				Reset		X
6	Clark	Crystal	nobody+7@ixl.com				
7	Coleman	Anthony	nobody+28@ixl.com	acoleman	Reset	75	X
8	Conner	Kevin	body+3@ixl.com	kconner	Reset	0	X
9	Craft		body+23@ixl.com	jcrafft	Reset	75	X
10	Durham		body+19@ixl.com	mdurham	Reset	50	X
11	Fischer	Dennis	nobody+22@ixl.com	dfischer	Reset	50	X
12	Franks	Shane	nobody+12@ixl.com	sfranks	Reset	33	X
13	Frederick	Teresa	nobody+8@ixl.com	tfrederick	Reset	33	X

Click on any field to edit.

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

Congratulations!

Your school is ready to use IXL!
Encourage your students and teachers to sign in and explore their accounts.

8

Click **Analytics** to see your School Achievement, Teacher Engagement, and Progress and Growth reports.

Search topics and skills

Welcome, Kelly Anderson!

Learning Diagnostic **Analytics** Resources Account management

School Analytics Teacher Analytics

SCHOOL ACHIEVEMENT TEACHER ENGAGEMENT PROGRESS AND GROWTH

SCHOOL ACHIEVEMENT

School achievement summary

THIS YEAR, WE'VE ANSWERED **1 2 3, 9 1 0** QUESTIONS!

SKILL PROGRESS SUMMARY

837 SKILLS MASTERED

990 SKILLS PROFICIENT

1,570 SKILLS PRACTICED

TIME SPENT

169 hr THIS YEAR

- SCHOOL
- HOME

Maximize success with our research-proven best practices!

THE IXL EFFECT

Questions answered per student

Schools across the United States are experiencing the IXL Effect, and you can, too. Research shows that answering at least 15 questions per week has a measurable impact on student outcomes.

Already meeting that goal? Aiming for 30 or 65 questions per week has been shown to have an even bigger impact on student success.

[Learn more](#) about the IXL Effect.

? Administrator reports contain data for every student on your site license and are not available through teacher accounts.

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For easy reference, you can also view the content on any of the other tabs, just like in your students' and teachers' accounts.

The screenshot shows the IXL Learning interface. At the top, there is a search bar with the text "Search topics and skills" and a magnifying glass icon. To the right, a user profile is visible with the text "Welcome, Kelly Anderson!" and a dropdown arrow. Below the search bar is a green navigation bar with tabs for "Learning", "Diagnostic", "Analytics", "Resources", and "Account management". Underneath this bar is a secondary navigation bar with icons and labels for "Recommendations", "Skill plans", "Math", "Language arts", "Science", "Social studies", "Spanish", "Standards", and "Awards". The "Math" tab is highlighted with a blue underline, and a yellow arrow points from the "Resources" tab to it. The main content area shows a math question: "Which shape shows the fraction $\frac{2}{4}$?" Below the question are four options: a purple pentagon divided into four triangles, a 2x3 grid with two columns shaded teal, a 2x2 grid with the top-left square shaded green, and a pink square divided into four triangles. A green "Submit" button is located below the options. On the right side of the interface, there is a sidebar with a green "Questions answered" section showing "0", a blue "Time elapsed" section showing "00 01 01" (HR MIN SEC), and a red "SmartScore out of 100" section showing "0".

Sign in often!

Your administrator account will help you manage your IXL site license and gain insights into all of your students!