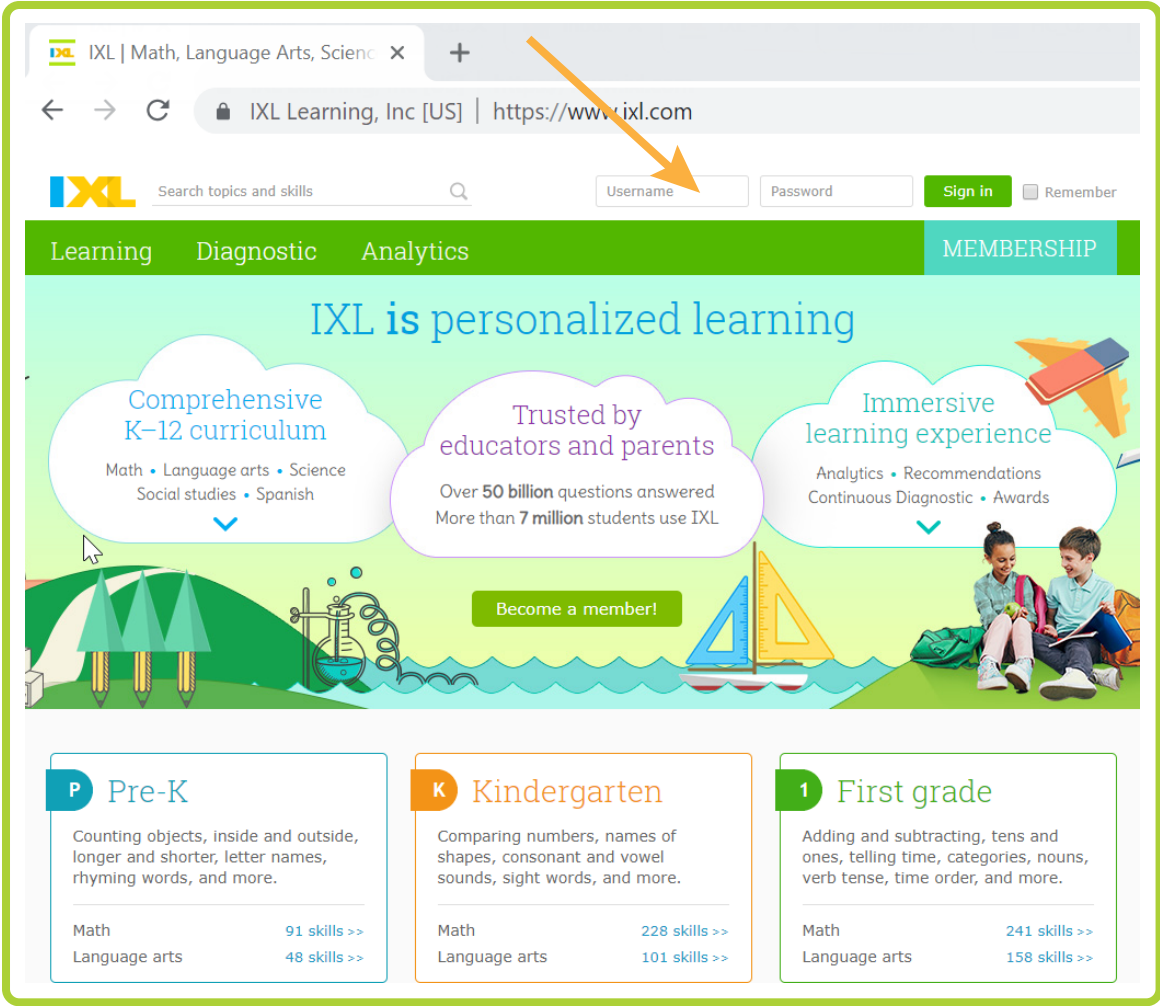


# Set up your account roster

- The roster importer is an easy way for administrators to set up and update student and teacher rosters.
- You can access the importer at any time throughout the year to maintain your rosters.
- At the start of every new school year, IXL will send a reminder about updating your rosters!

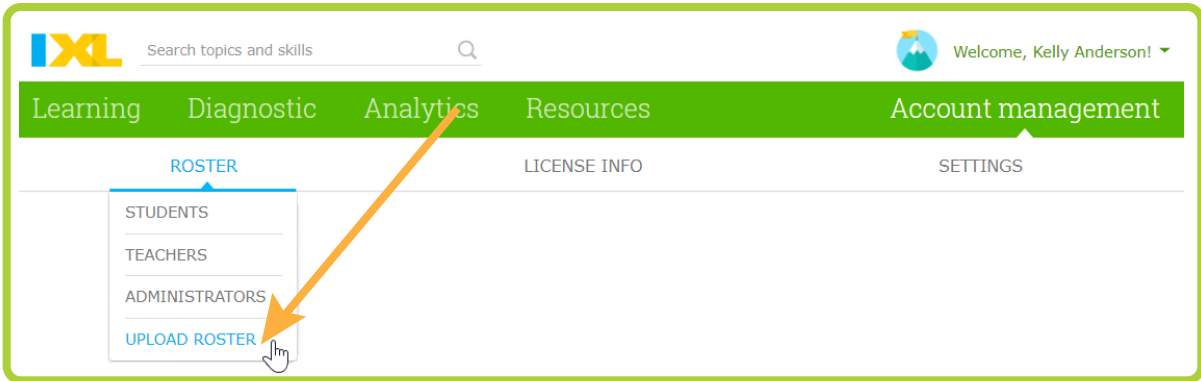
## 1 Sign in to your IXL administrator account at [www.ixl.com](https://www.ixl.com).



? If you don't have an administrator account yet, you'll be sent a link in an email to get started.



2 On Account management, select **Upload roster** from the Roster drop-down menu.



3 Prepare or double-check your spreadsheets of student and teacher information.

The list of **students** should include the following information in separate columns:

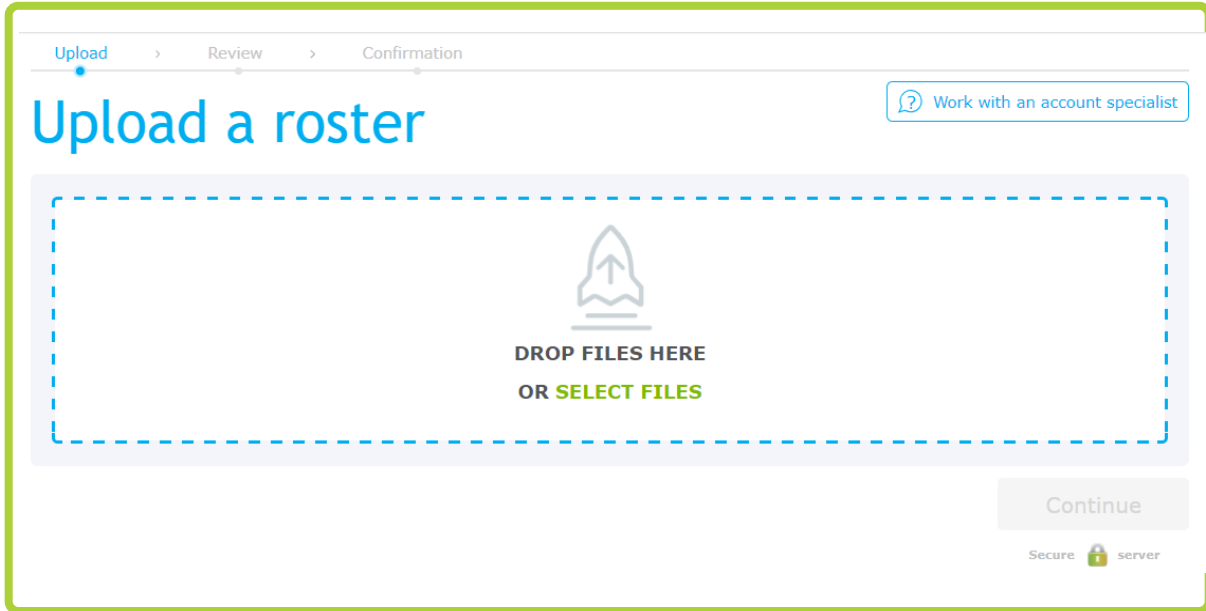
- First name
- Last name
- Student ID number
- Grade level  
*PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12*
- School
- Teacher(s) by last name, username, or e-mail address (recommended)  
*This column will be used to put students on class rosters. To assign a student to multiple teachers, please include one student row for each teacher, or list teachers in one cell and separate each teacher with a semicolon (example: "teacher1@ixl.com; teacher2@ixl.com").*
- Preferred username (optional)
- Preferred password (optional)
- Student or parent e-mail address (optional)  
*Having an e-mail address on file can help students recover forgotten usernames or passwords.*

The list of **teachers** should include the following information:

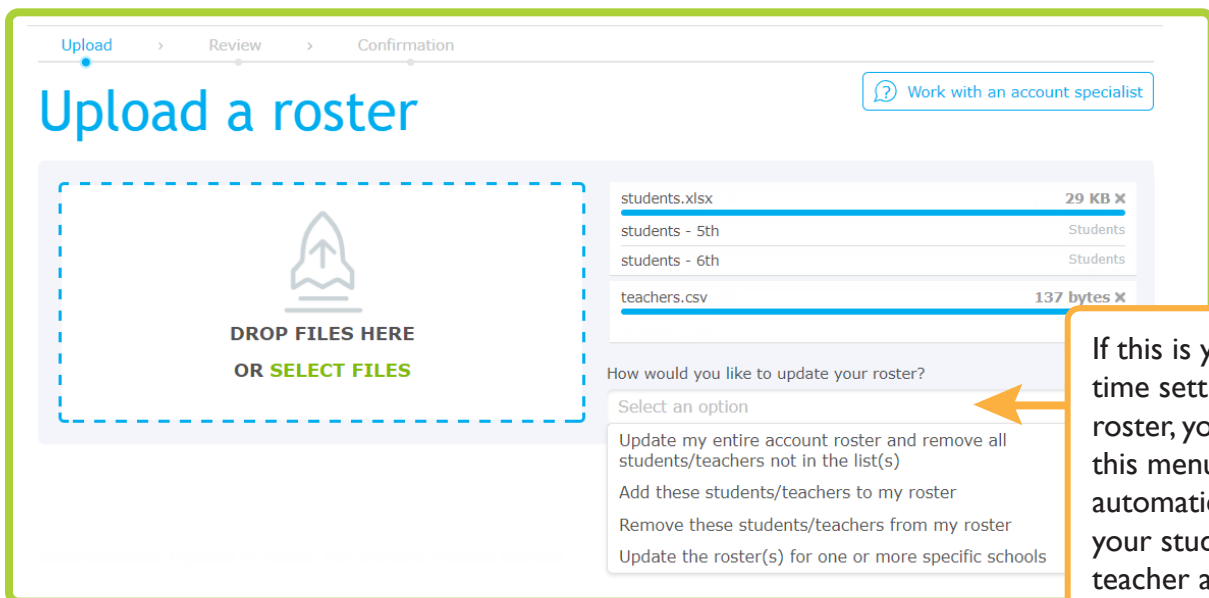
- First name
- Last name
- E-mail address
- School
- Preferred username (optional)

? A [downloadable template](#) and more detailed instructions for creating your CSV/XLSX files are available on the roster upload page.

- 4 When your files are ready, select them or use drag-and-drop to upload them.

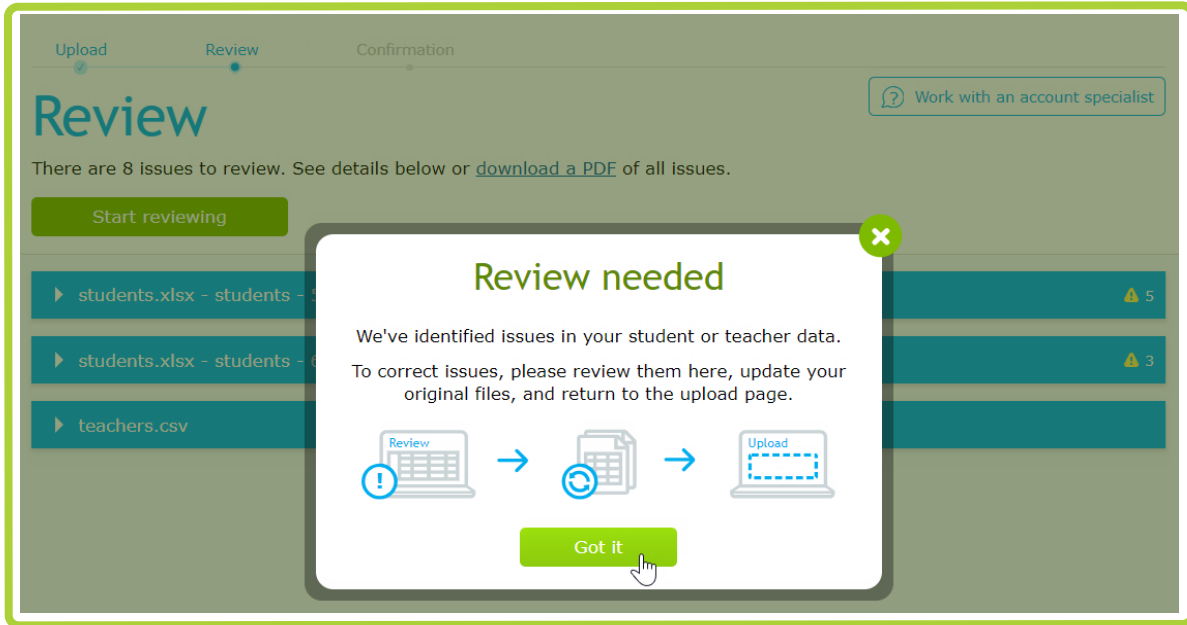


- 5 Select how to update your roster from the drop-down menu, and click **Continue**.

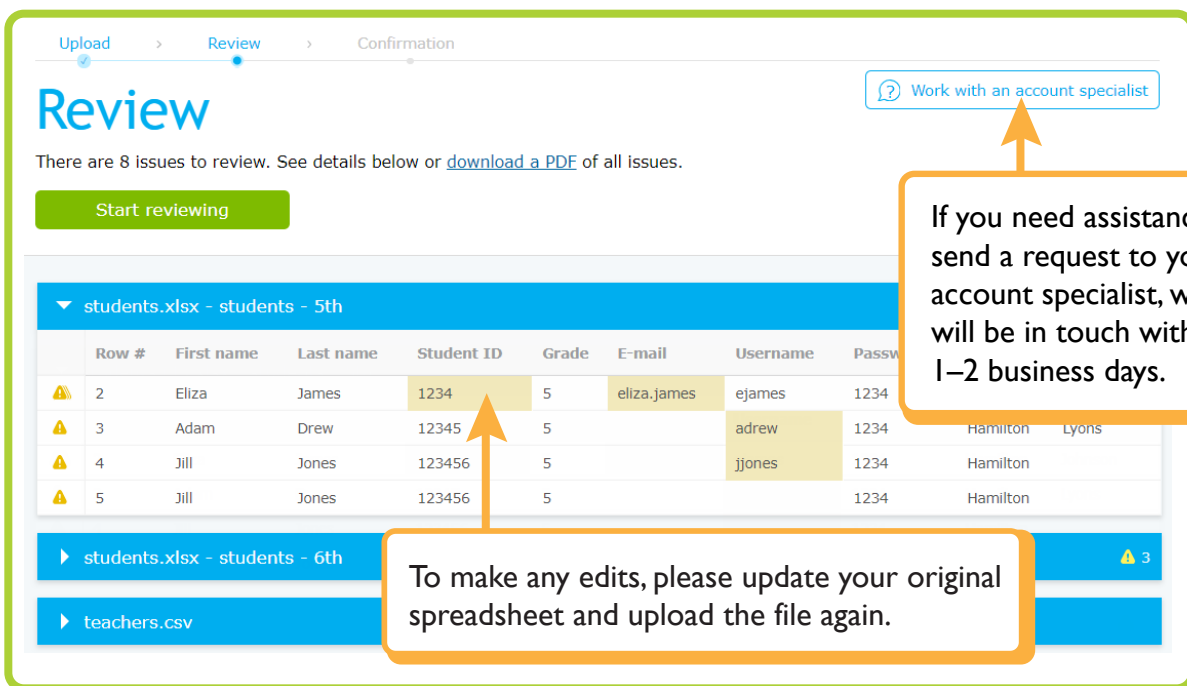


- ? In some cases, you'll be working with your account specialist on these steps.

- 6 If there are issues with your files, you will see a review needed message.



- 7 Review your roster updates.



8 Need to replace an uploaded file? Click **Return to upload page** or click on the Upload step in the progress bar.

Upload > Review > Confirmation

Work with an account specialist

## Review

To resolve issues, correct your original files and return to the upload page.  
[Download a PDF of all issues](#)

If you choose to ignore all issues and complete the upload, the following changes will be made to your roster:

- 2 students and 2 teachers will be added
- 1 student will be added to teacher rosters

Return to upload page Ignore issues and complete upload

- ▶ students.xlsx - students - 5th 5
- ▶ students.xlsx - students - 6th 3
- ▶ teachers.csv

9 Ready to finalize your changes? Click **Complete upload**.

Upload > Review > Confirmation

Work with an account specialist

## Review

Everything looks good! You can review your data by clicking on the sheets below.

When you click "Complete upload", the following changes will be made to your roster:

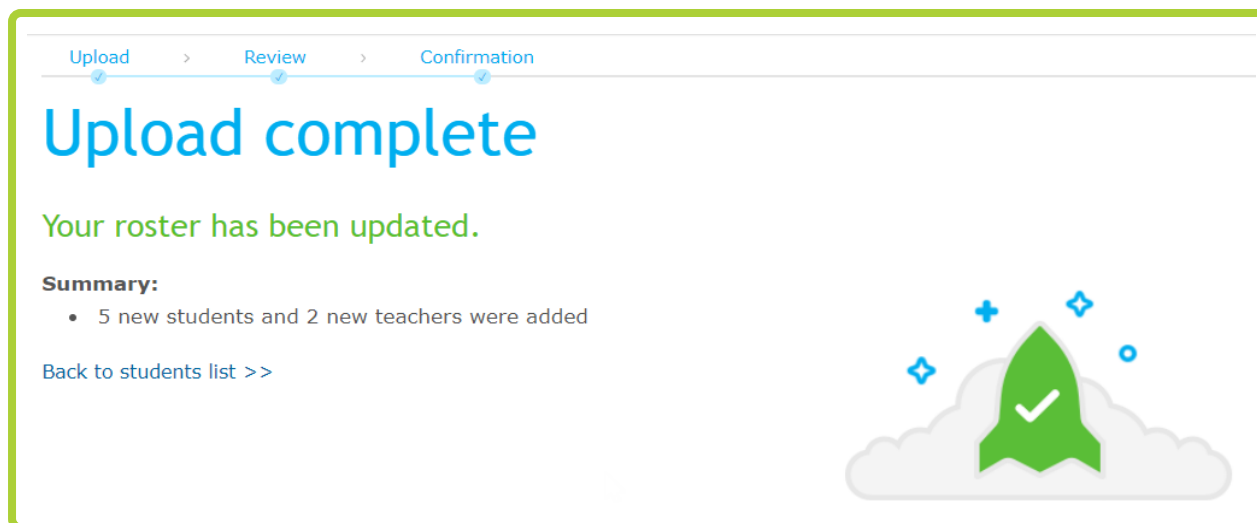
- 5 students and 2 teachers will be added

Complete upload

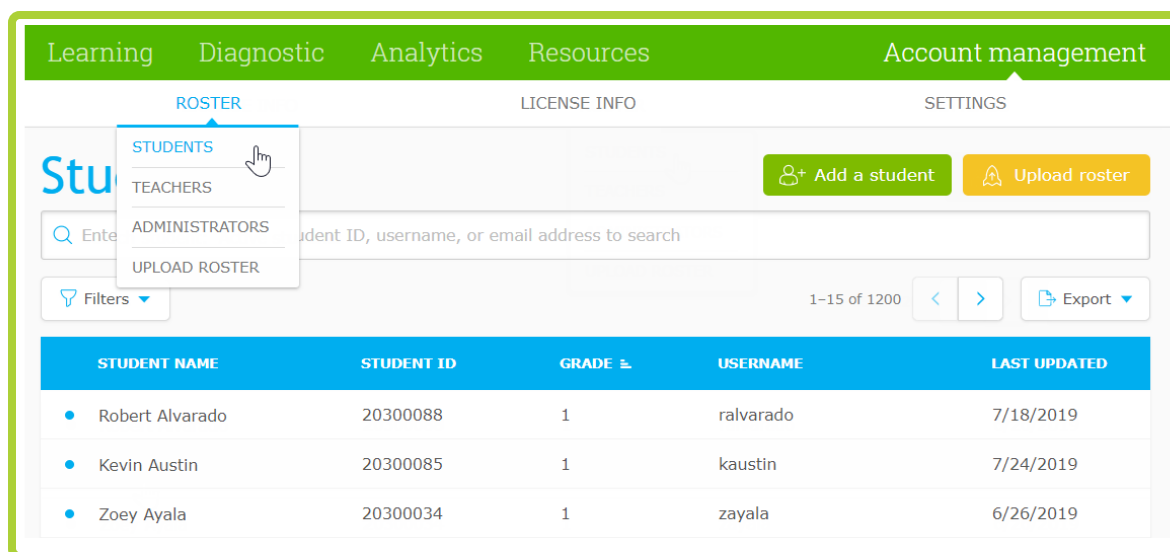
- ▶ teachers.csv
- ▶ students - fixed.xlsx - students - 5th
- ▶ students - fixed.xlsx - students - 6th



## 10 Your changes are now in effect!



## 11 To check out your revised rosters, select **Students** or **Teachers** from the Roster tab.



When your rosters are up to date, your students and teachers can access and use IXL!