

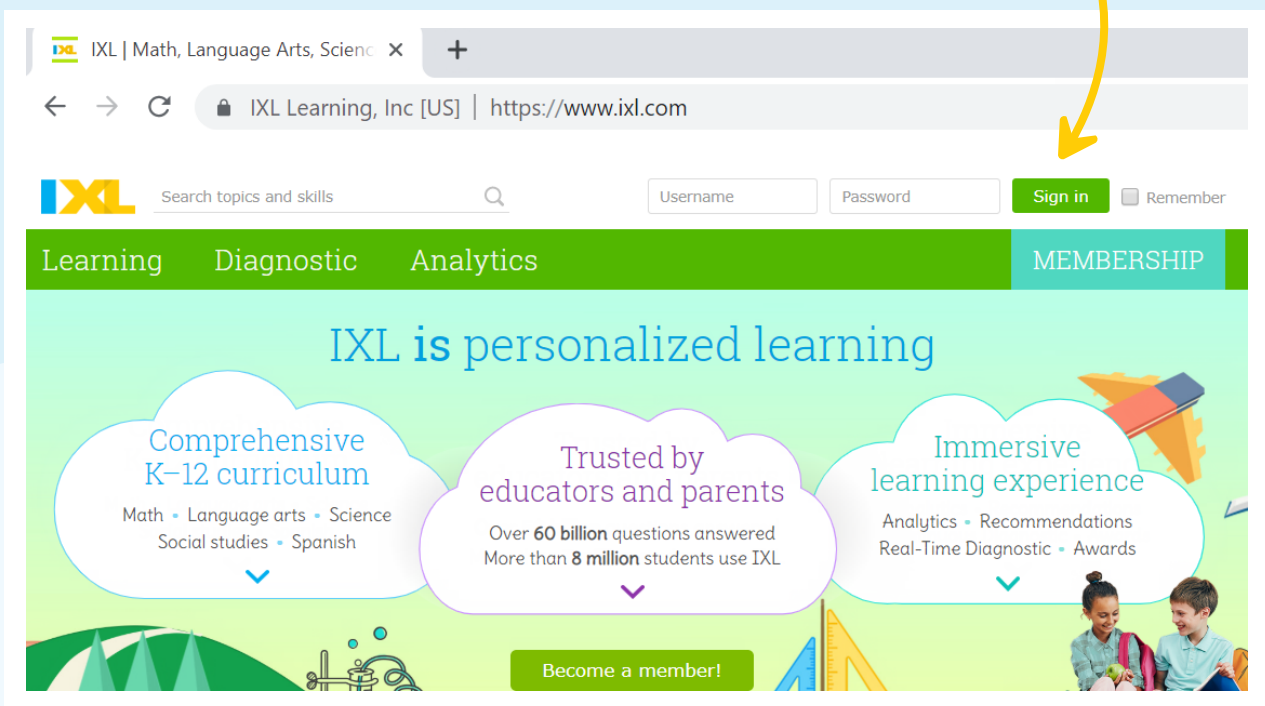
Set up your roster



QUICK-START GUIDE

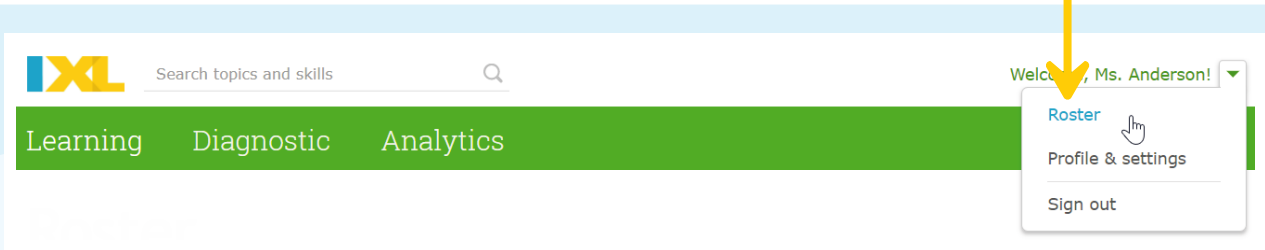
- It's quick and easy to get your students ready to explore all the fun on IXL.
- Your students have access to unlimited math, language arts, science, social studies, and Spanish practice in thousands of topics!
- You can effortlessly track class and student progress with our interactive, real-time Analytics.

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 ▼			<input type="password"/> Save
You have								
	Carter	Mary	26		4			d 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 last name, first name, a unique ID number, and grade. Then, click **Save** to add the student.

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 ▼			<input type="password"/> Save
You have								
	Carter	Mary	26		4			d start a new row.
Have								
	Clark	Emily	24	eclark_25@sample.edu	4			*Required
	Cruz	George	23	gdacruz_26@school.edu	4			

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.

The screenshot shows the IXL Roster page. At the top, there is a navigation bar with 'Learning', 'Diagnostic', 'Analytics', and 'Teacher resources'. Below this is the 'Roster' title and a note: 'Click in any row to edit student information. To add more students, click **Add students** in the footer of your roster.' Below the note are two buttons: 'Letter to parents: Using IXL at Home' (with sub-links 'Print | E-mail | Download editable version') and 'Print student username and password cards' (with sub-link 'Print a list of students' usernames and passwords'). A 'Start using classes' button is also visible. Below these buttons is a table with the following data:

#	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!