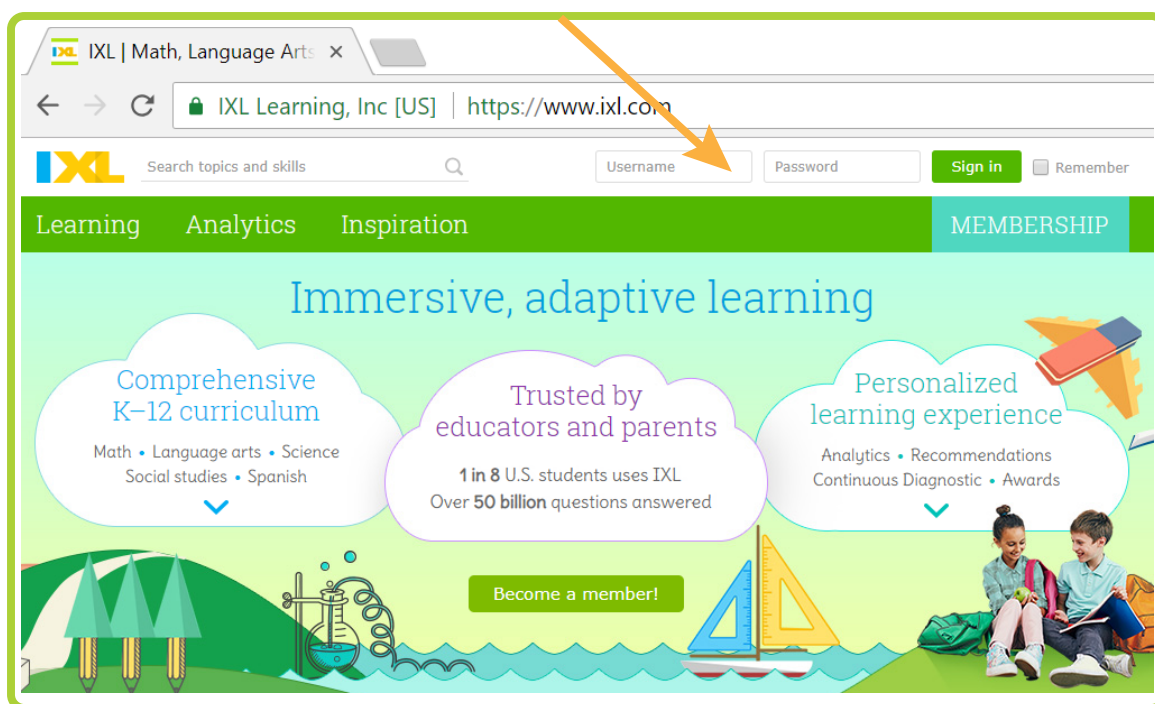# Administrator accounts

- 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!

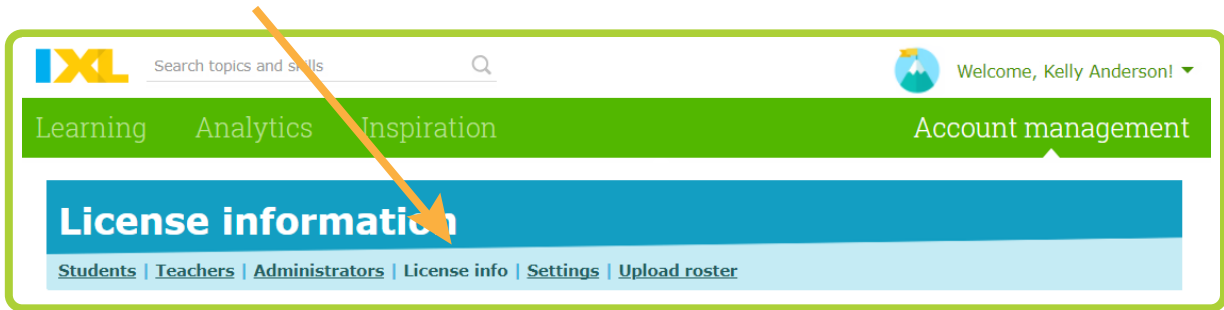
1 Sign in to your IXL administrator account at www.ixl.com.

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

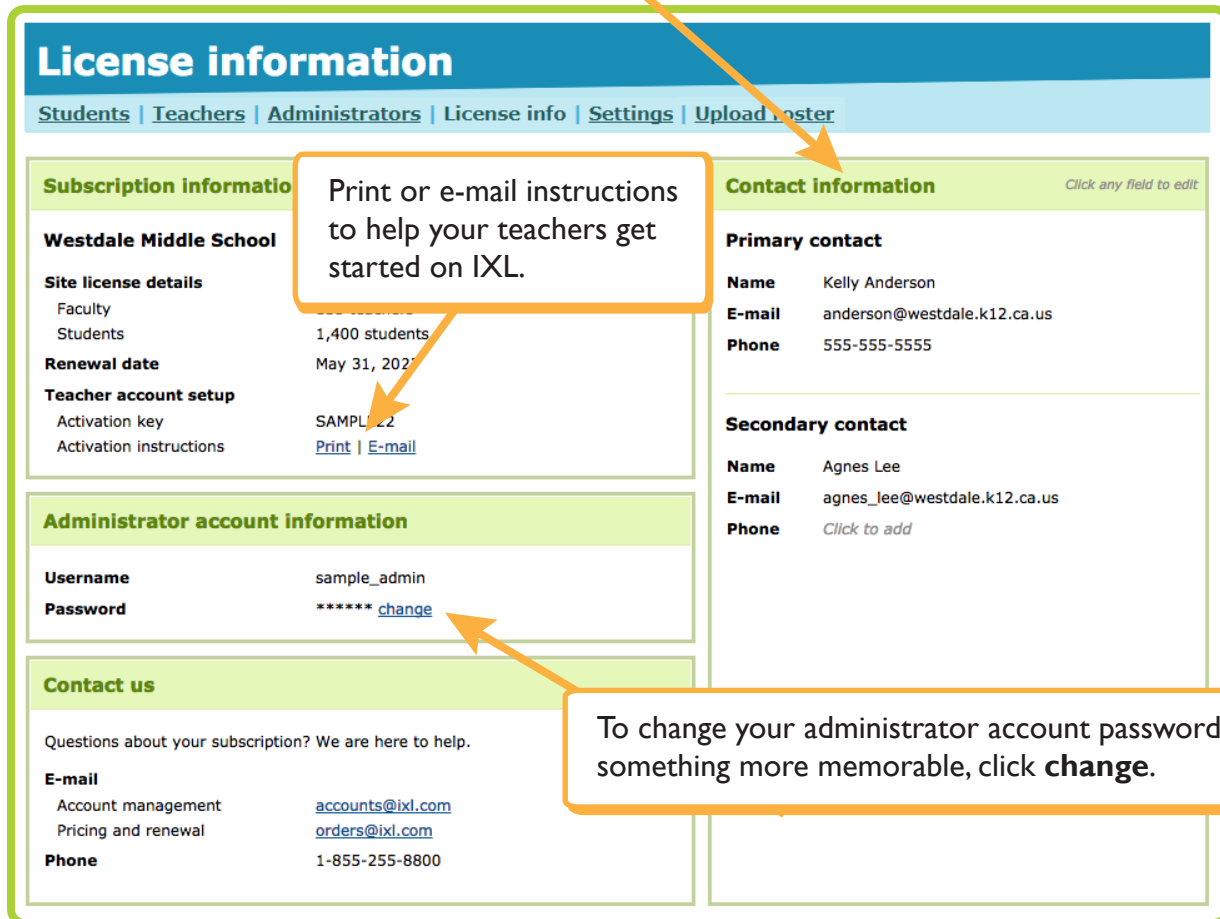**2** Click **Account management** to get started.

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   Click **Students** to see a list of all the student accounts on the master roster of your site license. Use this list to add, edit, or delete student accounts.

> Searching and filtering make it easy to find students.

> Check student usernames and passwords here.

Students

Students | Teachers

You're using **303** out of **400** student accounts.   ⊕ Add new students   ✐ Export

Search [   ]   Filter [None ▾]   << < ▾ **1** 2 3 4 Next > >>

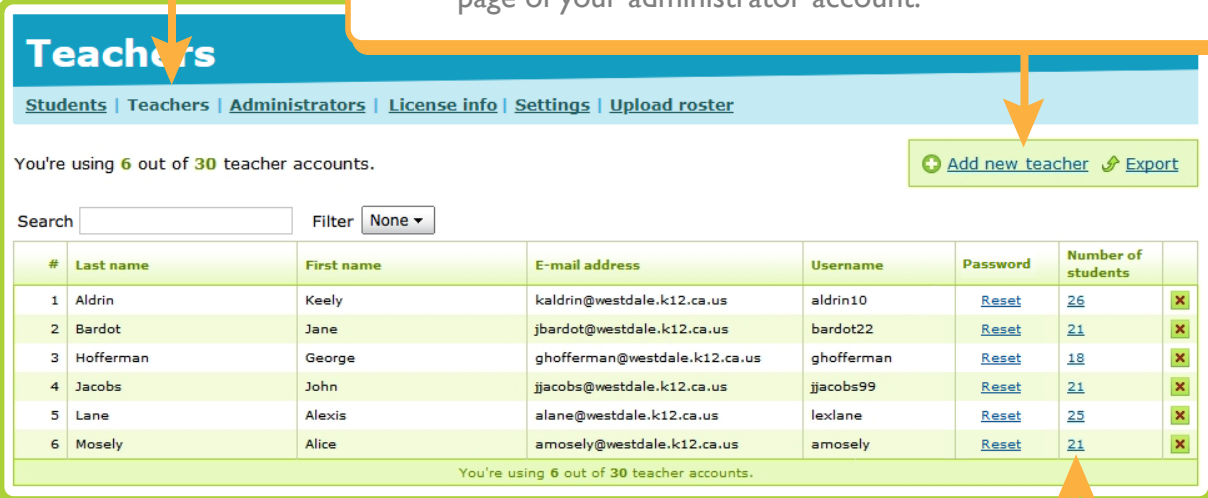| #	Last name ▲	First name	Student ID number	Parent or student e-mail	Grade	Teacher	Username	Password	
1	Adams	Daisy	0195	daisy.j.a@aol.com	4	Jacobs	daisyadams889	68forest	✖
2	Aguilar	Madison	0524	aguilarm@live.com	1	Aldrin	madisonaguilar889	27sky	✖
3	Alexander	Jacob	0180	j.al65@hotmail.com	4	Jacobs	jacobalexander889	20first	✖
4	Allen	Brittany	0340	brit1a3@gmail.com	2	Mosely	brittanyallen889	apple71	✖
5	Alvarado	Mariah	0368	maalv8@gmail.com	1	Aldrin	mariahalvarado889	68door	✖
6	Alvarez	William	0515	a.alvar15@aol.com	4	Jacobs	williamalvarez889	smile94	✖
7	Anderson	Kimberly	0493	anders.n@aol.com	2	Mosely	kimberlyanderson889	lake2	✖
8	Andrews	Alexander	0319	alexaand@live.com	4	Jacobs	alexanderandrews889	dear18	✖
9	Armstrong	Joshua	0347	j.k_arm@ymail.com	2	Mosely	joshuaarmstrong889	83wind	✖
10	Arnold	Paul	0307	pa4396@ymail.com	5	Lane	paularnold889	check83	✖
11	Austin	Mia	0242	mia_a75@live.com	5	Lane	miaaustin889	full1	✖
12				rm.bailey@aol.com	2	Mosely	yeseniabailey889	70hill	✖
13				monib1@ymail.com	3	Bardot	monicabaker889	leg3	✖
14				banks1@ymail.com	2	Mosely	nicolebanks889	51start	✖
15	Barnes	Cheyenne	0536	ch.barnes@aol.com	5	Lane	cheyennebarnes889	key56	✖
16	Barnett	Angela	0527	b.rnet7@yahoo.com	2	Mosely	angelabarnett889	74yes	✖
17	Barrett	Sadia	0558	sadia_b@live.com	4	Jacobs	sadiabarrett889	1yes	✖
18	Bates	Maryam	0565	mb98@hotmail.com	5	Lane	maryambates889	87chart	✖
19	Beck	[Sarah] [Save][Cancel]	482	beck_fam@aol.com	2	Mosely	sarahbeck889	49snow	✖
20	Bell		586	a_bel1@yahoo.com	3	Bardot	amybell889	store51	✖
21	Bennett	Mariah	0317	m.b_13@live.com	4	Jacobs	mariahbennett889	animal26	✖
22	Berry	Daniel	0258	dberr2@yahoo.com	3	Bardot	danielberry889	sharp37	✖
23	Bishop	Max	0215	acbishop@live.com	2	Mosely	maxbishop889	73lake	✖
24	Black								
25	Bowman								
26	Boyd								
27	Bradley								
28	Brewer	Sakura	0449	sakura_b@aol.com	3	Bardot	sakurabrewer889	summer24	
29	Brooks	Morgan	0228	brooks.98@aol.com	3	Bardot	morganbrooks889	16far	
30	Brown	Jennifer	0489	ms.jenn.b@aol.com	4	Jacobs	jenniferbrown889	36five	✖

> Click any field to edit information.

> Delete unused student accounts—for example, students who have left the school.

6 Click **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 information** page of your administrator account.

Teachers

Students | Teachers | Administrators | License info | Settings | Upload roster

You're using **6** out of **30** teacher accounts.

⊕ Add new teacher ✐ Export

Search [ ]　Filter [None ▾]

#	Last name	First name	E-mail address	Username	Password	Number of students	
1	Aldrin	Keely	kaldrin@westdale.k12.ca.us	aldrin10	Reset	26	✖
2	Bardot	Jane	jbardot@westdale.k12.ca.us	bardot22	Reset	21	✖
3	Hofferman	George	ghofferman@westdale.k12.ca.us	ghofferman	Reset	18	✖
4	Jacobs	John	jjacobs@westdale.k12.ca.us	jjacobs99	Reset	21	✖
5	Lane	Alexis	alane@westdale.k12.ca.us	lexlane	Reset	25	✖
6	Mosely	Alice	amosely@westdale.k12.ca.us	amosely	Reset	21	✖

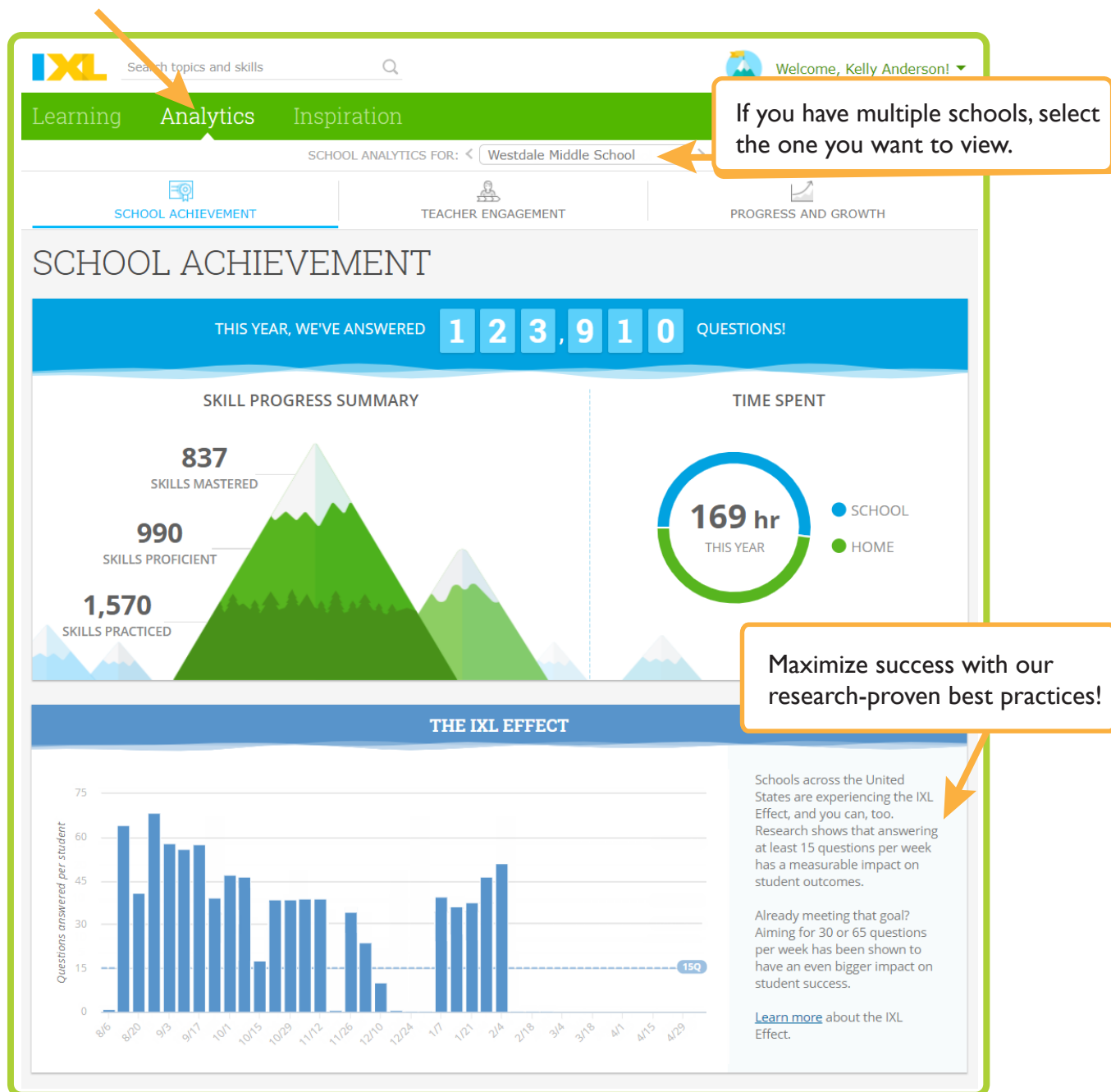You're using **6** out of **30** teacher accounts.

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

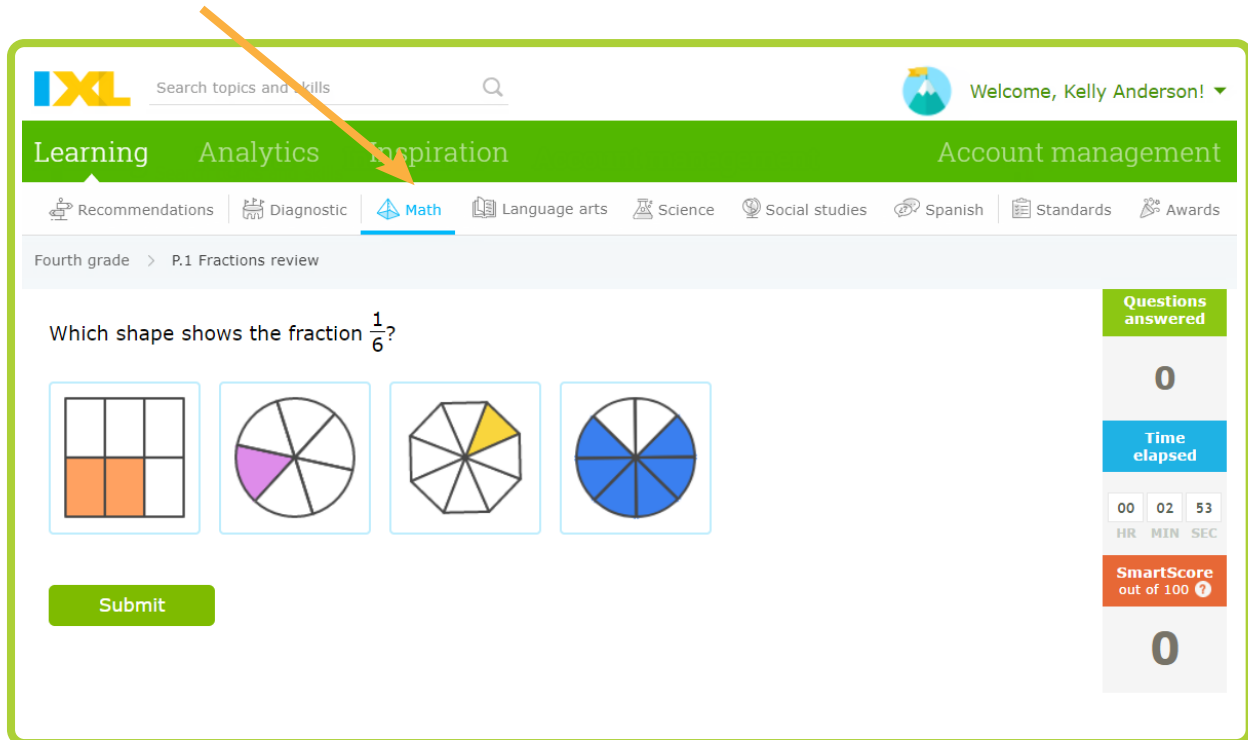# Congratulations!

Your school is ready to use IXL!

Encourage your students and teachers to sign in and explore their accounts.

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

If you have multiple schools, select the one you want to view.

Maximize success with our research-proven best practices!

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

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

Sign in often!

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