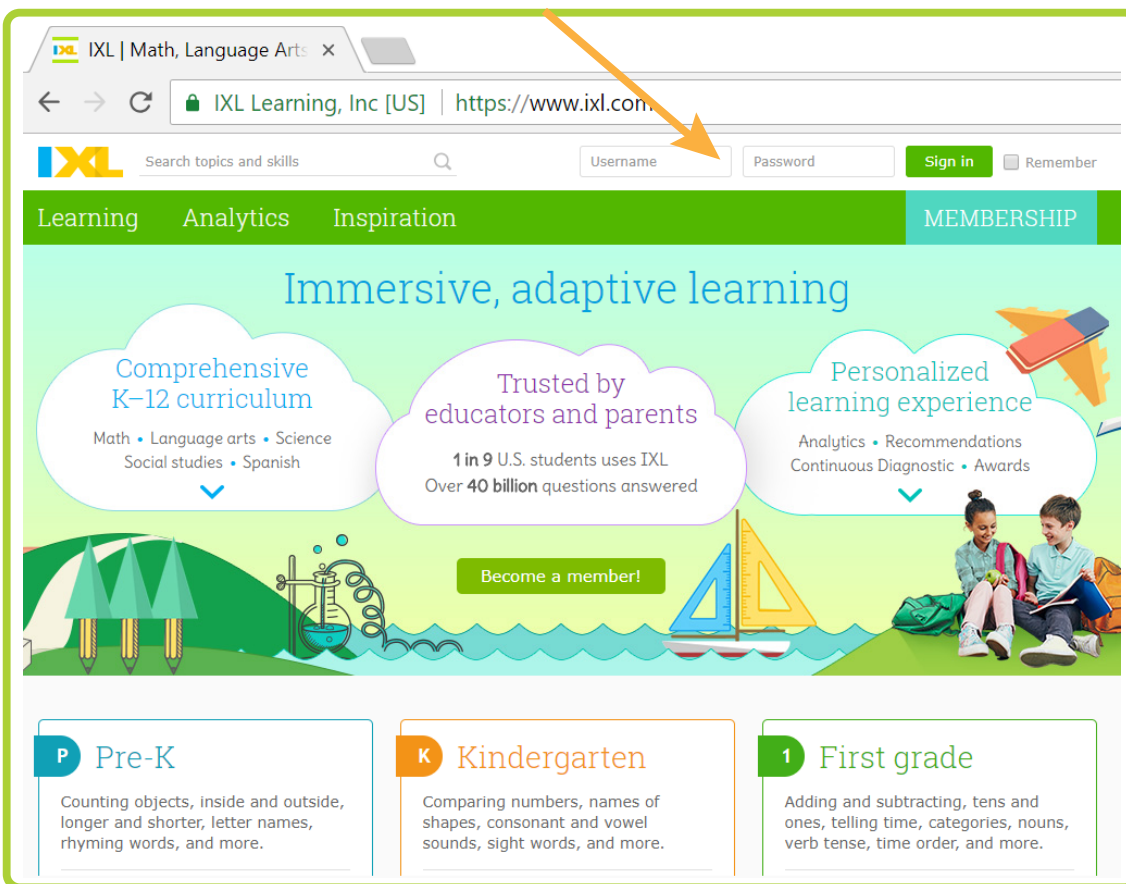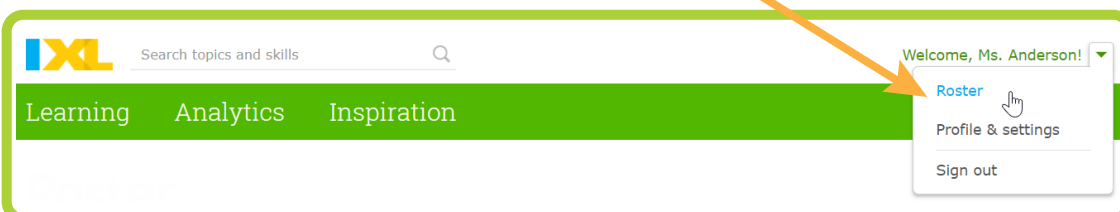# Set up your roster

- 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 | Save |
|---|---|---|---|---|---|---|---|---|---|
| 1 ✖ | B | | | | ⌄ | | | | Save |
| | Barker | Laura | 09382 | barkerfamily567@gmail.com | 6 | | Hint: Click Save ~~press Enter~~ to save and start a new row. | | |
| | Barnett | Amanda | 09483 | amandab_2006@yahoo.com | 4 | | | | |
| | Bentley | Shawn | 09278 | bentley_shawn@hotmail.com | 6 | | | *Required | |

Have q

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 | Save |
|---|---|---|---|---|---|---|---|---|---|
| 1 ✖ | Barker | Laura | 12345 | barkerfamily@gmail.com | 1 | M  E | lbarker | 1234 | ✔ |
| 2 | B | | | | 1 ⌄ | | | | Save |
| | Barnett | Amanda | 09483 | amandab_2006@yahoo.com | 4 | | Hint: Click Save or press Enter to save and start a new row. | | |
| | Bentley | Shawn | 09278 | bentley_shawn@hotmail.com | 6 | | | | |
| | Brooks | Kayla | 09382 | kayla _brooks@hotmail.com | 6 | | | *Required | |

Have q

Continue entering student information in the next row.

## Almost finished!
Follow the two steps below to introduce your students to IXL.

**5** From your roster, you also can:

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.

IXL | Search topics and skills | Welcome, Ms. Anderson! ▼

Learning    Analytics    Inspiration

### 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: Use 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 e-mail **?** | Grade* | Subject | Username **?** | Password | Report |
|---|---|---|---|---|---|---|---|---|---|
| 1 ✖ | Barker | Laura | 1234 | barkerfamily@gmail.com | 1 | M  E  Sc  SS | lbarker | 1234 | ▦ |
| 2 ✖ | Brown | Sherelle | 2345 | sherelleb72@hotmail.com | 1 | M  E  Sc  SS | sherellebrown728 | 1234 | ▦ |
| 3 ✖ | Chapin | Tomas | 3456 | tommy_j_chapin@yahoo.com | 1 | M  E  Sc  SS | tomaschapin728 | 1234 | ▦ |
| 4 ✖ | Evans | Jeremy | 4567 | jeremylchin@hotmail.com | 1 | M  E  Sc  SS | jeremylchin728 | 1234 | ▦ |

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 organize your roster by class.

**IXL**

**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 **melbateacher**.

**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 ▾ |

This name will be displayed to your students.

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

**Settings**

| Time zone | (GMT-08:00) US/Pacific ▾ |
| First day of school | August ▾ |
| Receive weekly summary e-mails | ☑ |
| Hide grade levels | ☐ |
| | Note: Instruct s... to ensure complete masking of grade levels. |
| Hide timer | ☐ |
| Extend audio support for skill practice ❓ | ☐ |
| Extend audio support in the Continuous Diagnostic ❓ | ☐ |

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 extend audio up through the fifth-grade level for math and language arts skill practice. Audio is automatically available for pre-K through second-grade math and language arts levels.

Check this box to extend the audio support in the Continuous Diagnostic to include math questions in grades 3–5.

Submit    Cancel

Click **Submit** to save your changes.

# Your roster is now all set!
Make sure your students know their new usernames and passwords.
And encourage them to always sign in!