

Administrator accounts

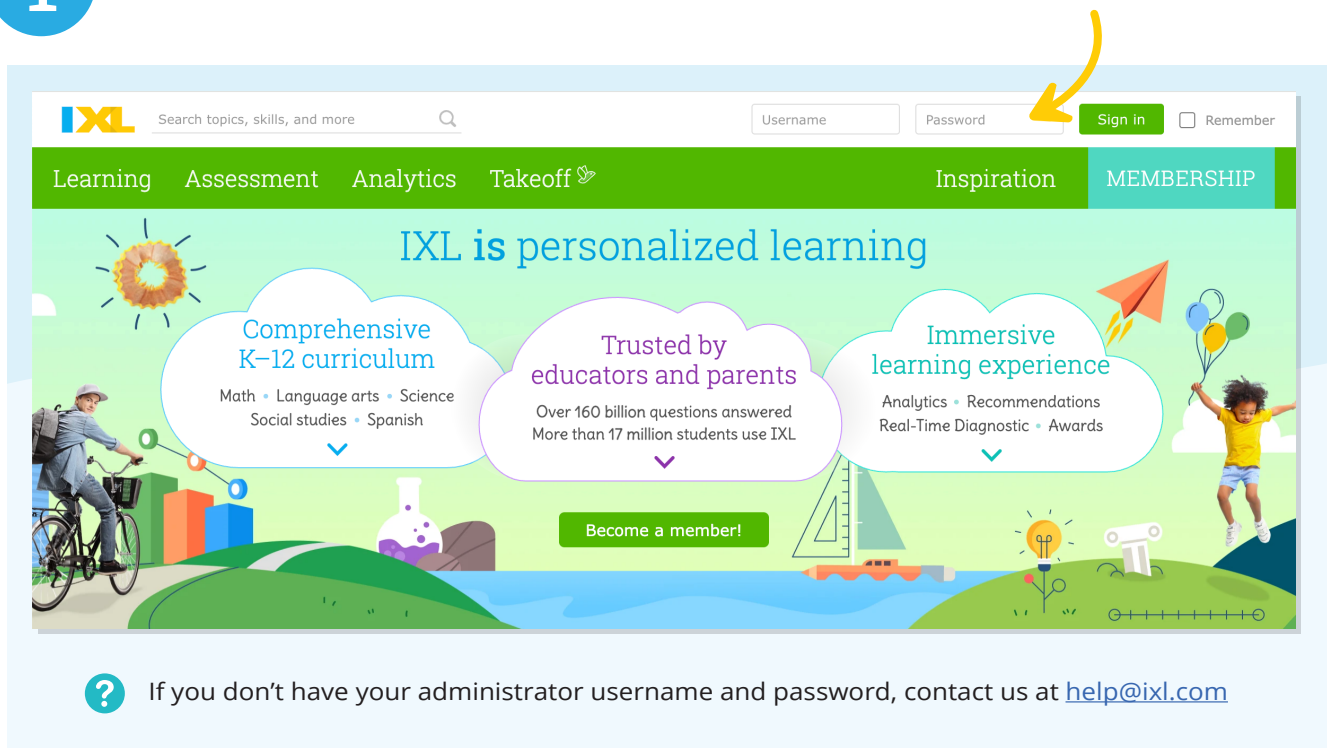


QUICK-START GUIDE

- 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!

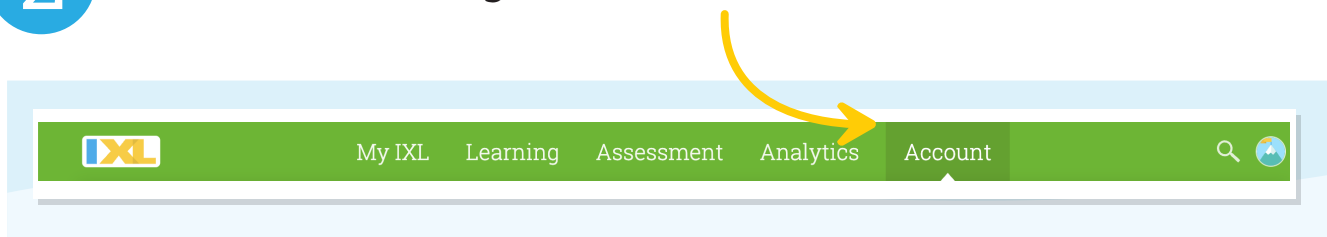
1

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



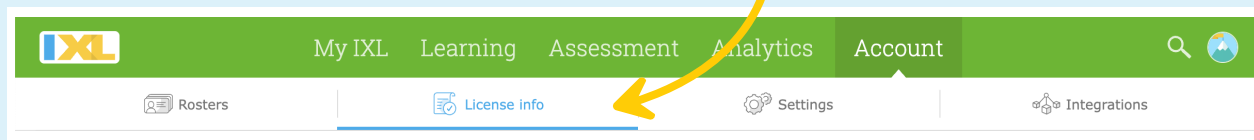
2

Click **Account** to get started.



3

Under Account, 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.

 A screenshot of the IXL 'License information' page. The page has a green header with the IXL logo and navigation links. Below the header, there's a white bar with links: 'Rosters', 'License info', 'Settings', and 'Integrations'. The 'License info' link is highlighted. The main content area is titled 'License information' and 'Westdale High School'. It includes a 'Contact your account specialist' button. Below this, there's a section for 'Account contacts' with a table showing contact information for Kelly Anderson. Further down, there's a section for 'Current subscription' with a bullet point indicating the subscription period from August 1, 2018, to December 31, 2033. At the bottom, there's a table showing 'PURCHASED ACCESS', 'ALLOCATED TO', and 'LICENSES USED' information.

NAME	E-MAIL	PHONE	ROLE
Kelly Anderson	kelly.anderson@westdalehigh.c...		Account owner

PURCHASED ACCESS	ALLOCATED TO	LICENSES USED
10000 for Math, ELA, Sci & SS	Students with grade K-12	1201

Licenses used **1201 of 10000**

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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 IXL 'Students' page. At the top, there's a navigation bar with 'My IXL', 'Learning', 'Assessment', 'Analytics', and 'Account'. Below this is a sub-navigation bar with 'Rosters', 'License info', 'Settings', and 'Integrations'. The main heading is 'Students'. There are three buttons: 'Add a student' (green), 'Upload roster' (orange), and 'Contact your account specialist' (blue). A search bar is present with the placeholder text 'Enter a student's name, student ID, username, or email address to search'. Below the search bar is a 'Filters' dropdown. A table lists students with columns: STUDENT NAME, COURSES, SCHOOL, and LAST UPDATED. Annotations include: 'Searching and filtering make it easy to find students.' pointing to the search bar and filters; 'Click to add a student or upload a roster.' pointing to the 'Add a student' and 'Upload roster' buttons; and 'Click to view or edit.' pointing to a pencil icon next to a student's name in the table.

STUDENT NAME	COURSES	SCHOOL	LAST UPDATED
Aaliyah Wolf	20300045	2	Witt
	18	2	Avery
	3	2	Bernard
	6	2	Butler
Ace Martinez	amartinez_...	2	Conner
Adam Ray	20300001	2	Butler
Adrian Davenport	20300049	2	Pratt
Alexa Dixon	20300068	2	Bernard;Buck
Alexander Brown	20300212	2	Avery;Baird;Bernard;C...

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

The screenshot shows the 'Edit Student' form for Madeline Battle. On the left is a list of students, with 'Madeline Battle' selected. The main form has a 'Personal info' tab. At the top, there's a toggle for 'Active' (checked) and 'Inactive'. Below this are fields for 'Name' (Madeline Battle), 'Student ID' (20300032), 'Username' (mbattle@samp), and 'Grade' (1). There are also sections for 'Teachers' (Bryan Greer) and 'Subscription' (Subjects: Math). A modal form is open for editing. Annotations include: 'Toggle to remove or reactivate a student.' pointing to the 'Active' toggle; 'When finished, click Submit.' pointing to the 'Submit' button in the modal; and a pencil icon pointing to the 'Personal info' tab.

Madeline Battle

Active ☒ Inactive

Personal info

Name: Madeline Battle Student ID: 20300032

Username: mbattle@samp Grade: 1

Teachers: Bryan Greer

Subscription: Subjects: Math

Madeline Battle

Personal info

First name*: Madeline Last name*: Battle Student ID*: 20300032

Username*: mbattle Password*: plant60 Email address:

* Required field

Cancel Submit

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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.

Invite teachers already using IXL Add new teacher Contact your account specialist

or email address to search

1-13 of 13 Options

TEACHER NAME	EMAIL	TOTAL STUDENTS
Cooper, Samantha	csam@westdale.com	88
Gaytán de los Santos, Kimberly	gkim@westdalehigh.com	56
Gonzalez, Gregory	1121007226842490142blackhole@quia.com	354
James, Virginia		90
Johnson, Betty	21282712399403283blackhole@quia.com	333
King, Brenda		30
Lopez, Angela	170462167047282632blackhole@quia.com	4
Lopez, Gregory	457105167105886749blackhole@quia.com	45

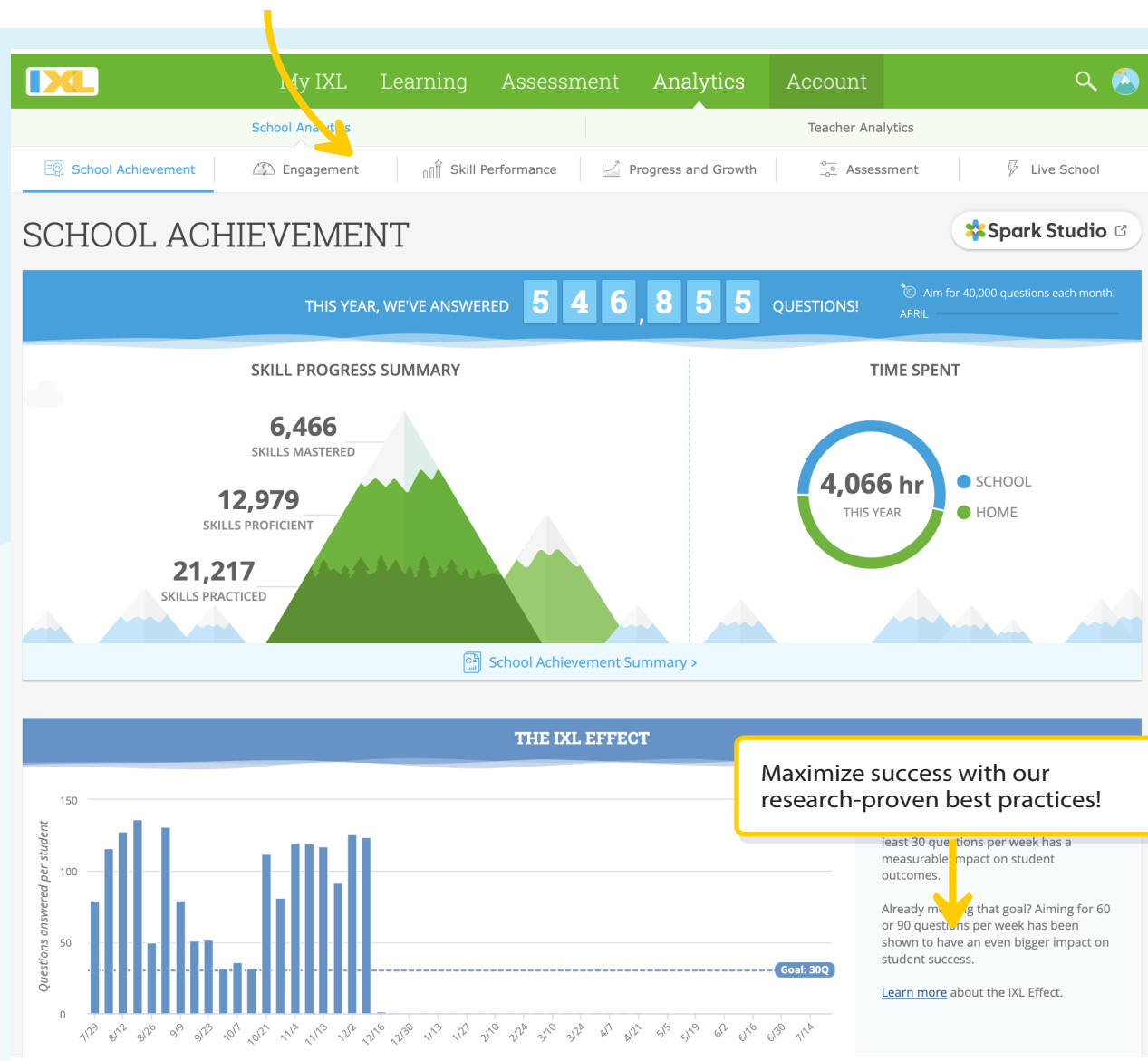
Click on any teacher to edit.

Congratulations!

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

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Click **Analytics** to see your School Achievement, Engagement, Skill Performance, Assessment, and Live School reports.



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 displays the IXL Learning interface. At the top, a green navigation bar contains the IXL logo and tabs for 'My IXL', 'Learning', 'Assessment', 'Analytics', and 'Account'. Below this is a secondary navigation bar with icons and labels for 'Math', 'Language arts', 'Science', 'Social studies', 'Spanish', 'Recommendations', and 'Skill plans'. The main content area shows a math problem for 'Fourth grade' under the topic 'P.1 Fractions of a whole: word problems'. The problem text reads: 'Finn loves tomatoes and plants them in his garden every spring. Before Finn plants the tomatoes, he divides his garden into 2 equal parts. Which fraction model represents one part of the garden?'. Below the text are three fraction models: a rectangle divided into 2 equal parts with the first part shaded blue; a rectangle divided into 4 equal parts with the first part shaded green; and a rectangle divided into 3 equal parts with the first part shaded yellow. A green 'Submit' button is located below the models. To the right of the problem area is a sidebar with a 'Questions answered' counter showing '0', a 'Time elapsed' timer showing '00:00:22', a 'SmartScore' of '0 out of 100', and a 'Teacher tools' section with a 'Jump a level' button and a note that 'Teacher results not recorded'. At the bottom of the problem area, there is a 'Work it out' section with the text 'Not feeling ready yet? These can help:' and four suggested activities: 'Fractions of a whole: modeling word problems', 'Fractions of a whole: word problems', 'Match fractions to models', and 'Lesson: Fraction area models'.

Sign in often!

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