

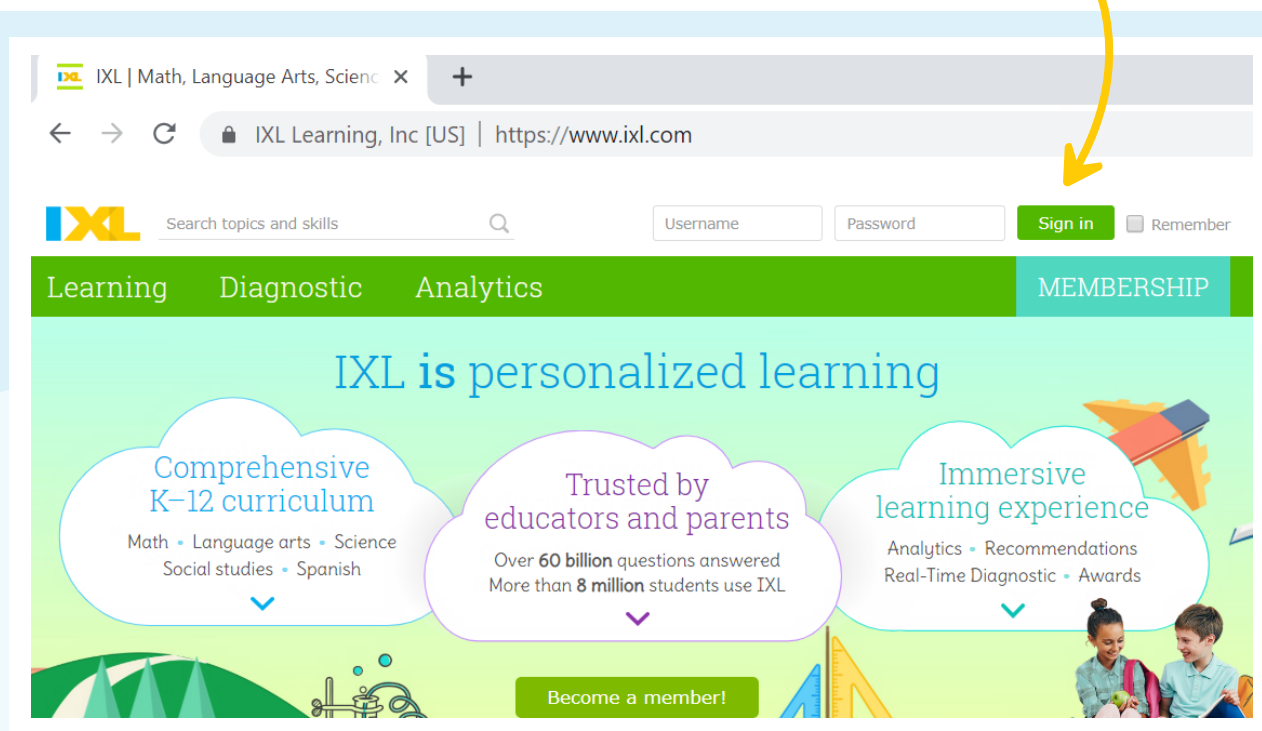
# Set up your roster



## 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 trial or account at [www.ixl.com](https://www.ixl.com).



? If you don't know your username and password, contact us at [help@ixl.com](mailto:help@ixl.com)

2 Hover over "My IXL" in the navigation bar and select **Roster**.



### 3 Enter student information.

Enter a student's first and last name.

E-mail address is highly recommended. If you enter an e-mail address, IXL will send individualized progress updates for that student. In addition, this will allow IXL Support to help students who have forgotten their usernames or passwords.

#	Last name or initial*	First name*	Student ID number	Parent or student e-mail ?	Username	Password
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Save"/>

You're using 0 out of 25 student accounts. Hint: Click Save or press Enter to save and start a new row.

Custom password is optional. If you want to create an easy-to-remember password (such as a student's birthday or initials), enter it here. Otherwise, IXL will generate a password, which you can change anytime.

? You can also add students to your roster by importing them from Google Classroom. Click **Import students** to start!

### 4 Click **Save** to add the first student.

#	Last name or initial*	First name*	Student ID number	Parent or student e-mail ?	Username	Password
1	Barker	Laura	23293	barkerfamily@sample		823 <input type="button" value="Save"/>

You're using 0 out of 25 student accounts. Hint: Click Save or press Enter to save and start a new row.

After you save each student, IXL lists the student username here.

### 5 Verify the new account, and continue adding students.

#	Last name or initial*	First name*	Student ID number	Parent or student e-mail ?	Username	Password
1	Barker	Laura	23293	barkerfamily@sample.com	laurabarker	823
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>

You're using 1 out of 25 student accounts. Hint: Click Save or press Enter to save and start a new row.

Continue entering student information in the next row.

Student account successfully added.

# Almost done!

Follow the two steps below to introduce your students to IXL.

## 6

From your roster, you can also:

Send a letter encouraging parents to use IXL at home.

? If you'd like to customize the letter for your class, download the editable version.

My IXL

Learning

Assessment

Analytics

At a glance

Engagement tools

Resources

## Roster

All students

Manage classes

Import students

Click on any field to change it. To add more students, click **Add student** at the bottom of your roster.

Letter to parents: Using IXL at Home

[Print](#) | [Email](#) | [Download editable version](#)

[Print](#) student username and password cards

[Print](#) a list of usernames and passwords

[Email](#) each student their username and password

Quick sign-in with LaunchCards ?



#	Class	Last name or initial*	First name*	Student ID number	Parent or student email ?	Username	Password	
1	8th grade, Cla...	Alexandrov	Gordon			galexandrov116	21coast	✕
2	5th grade, thi...	Bass	Shakira			sbass116	49food	✕
3	thisIsAREallyL...	Boyer	Meredith			meredithboyer116	quiet74	✕

Print and distribute individual cards that are pre-filled with each student's unique username and password.

If available, you can turn this on to activate LaunchCard sign-in for your students.



? If you teach multiple groups of students, click **Start using classes** to add a class category to your roster.

7

Before your students start practicing, edit your profile settings:

The screenshot shows the 'Profile and settings' page in the IXL interface. The page is divided into two main sections: 'Your profile' and 'Teaching settings'. The 'Your profile' section includes fields for First name\*, Last name\*, Password, Email address\*, Time zone, School, State/Province, and Country. The 'Teaching settings' section includes options for 'How do you want your name displayed?', 'Receive weekly summary emails', 'Hide grade levels', 'Hidden grade level map', 'Hide timer', 'Extend audio support', 'Enable Spanish language support', 'Hide Scratchpad', 'Hide games', and 'First day of school'. Annotations with yellow boxes and arrows point to specific elements: 'Select Profile & settings from your account menu to view this page.' points to the top right; 'This name will be displayed to your students.' points to the 'How do you want your name displayed?' field; 'These settings control which features are enabled for your students' points to the 'Teaching settings' section.

Select Profile & settings from your account menu to view this page.

Welcome, Ms. Hemingway!

My IXL Learning Assessment Analytics

### Profile and settings

You are currently signed in as **recruitingdemo**.

#### Your profile

First name\*  
Kate

Last name\*  
Anderson

Password xxxxxxxxxxxx [Change](#)

Email address\*  
test@ixl.com

Time zone  
US/Pacific

School

State/Province  
South Dakota

Country  
United States

\*Required

#### Teaching settings

How do you want your name displayed?  
Ms. Hemingway

Receive weekly summary emails No ☐ Yes ☐

Hide grade levels ⓘ  
Enabled for 20 students ⓘ  
Hidden grade level map

Hide timer  
Not enabled ⓘ

Extend audio support ⓘ  
Enabled for all students ⓘ

Enable Spanish language support ⓘ  
Enabled for 20 students ⓘ

Hide Scratchpad ⓘ  
Not enabled ⓘ

Hide games ⓘ No ☐ Yes ☐

First day of school  
June 15

# Your roster is now set.

Make sure your students know their new usernames and passwords.  
Encourage them to always sign in!