

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.

The screenshot shows the IXL homepage. At the top, there is a navigation bar with tabs for Learning, Diagnostic, and Analytics, and a Membership section. Below the navigation bar, there is a main content area with three clouds containing text: "Comprehensive K-12 curriculum" (Math, Language arts, Science, Social studies, Spanish), "Trusted by educators and parents" (Over 60 billion questions answered, More than 8 million students use IXL), and "Immersive learning experience" (Analytics, Recommendations, Real-Time Diagnostic, Awards). A yellow arrow points from the text "Sign in to your IXL trial or account at www.ixl.com." to the "Sign in" button in the top right corner of the homepage. Below the homepage, there is a callout with a question mark icon and the text: "If you don't know your username and password, contact us at help@ixl.com".

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

The screenshot shows the "My IXL" navigation menu. The menu items are: My IXL, Learning, Assessment, and Analytics. Under the "My IXL" menu, there are two sub-options: "At a glance" (Dashboard, Roster) and "Engagement tools" (Live Classroom, Group Jam, Leaderboards). Under "Engagement tools", there is a yellow arrow pointing to the "Roster" link. Under the "Resources" section, there are links to Learning Hub, Implementation guides, and Diagnostic Hub.

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"/>

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	<input type="text"/>	<input type="text"/>

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	<input checked="" type="checkbox"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

The screenshot shows the IXL Roster page. At the top, there are tabs for My IXL, Learning, Assessment, and Analytics. Below the tabs, there are links for 'At a glance', 'Engagement tools', and 'Resources'. The main title is 'Roster' with a 'All students' dropdown. Below the title, a message says 'Click on any field to change it. To add more students, click **Add student** at the bottom of your roster.' There are three buttons: 'Print', 'Email', and 'Download editable version'. To the right of these buttons is a box with three options: 'Print student username and password cards', 'Print a list of usernames and passwords', and 'Email each student their username and password'. Further to the right is a 'Quick sign-in with LaunchCards' toggle switch, which is turned on. Below the buttons is a table of student data:

#	Class	Last name or initial*	First name*	Student ID number	Parent or student email	Username	Password
1	8th grade, Class A	Alexandrov	Gordon			galexandrov116	21coast
2	5th grade, third period	Bass	Shakira			sbass116	49food
3	thisIsAReallyLongClassName	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:

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 xxxxxxxx [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

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!