

# 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 site license account at [www.ixl.com](https://www.ixl.com).

The screenshot shows the IXL website homepage. At the top, there is a navigation bar with tabs for 'Learning', 'Diagnostic', 'Analytics', and 'MEMBERSHIP'. Below the navigation bar, a large green banner features the text 'IXL is personalized learning' and three main benefits: 'Comprehensive K-12 curriculum', 'Trusted by educators and parents', and 'Immersive learning experience'. Each benefit has a corresponding icon and a 'Learn more' button. At the bottom of the banner, there is a 'Become a member!' button. The main content area has a light blue background with a green sidebar on the left. A yellow arrow points from the number '1' in the quick-start guide to the 'Sign in' button in the top right corner of the homepage. A question mark icon with a callout text 'If you don't know your username and password, contact us at [help@ixl.com](mailto:help@ixl.com)' is located at the bottom left of the page.

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 'My IXL', there are three sub-options: 'At a glance', 'Engagement tools', and 'Resources'. Each sub-option has a corresponding icon. A yellow arrow points from the number '2' in the quick-start guide to the 'Roster' link under the 'At a glance' option. The background of the menu is light blue, and the text is white.

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
1	d				Pre-K			<input type="button" value="Save"/>
	Carter	Mary	26		4		d start a new row.	
	Chen	Jackie	25		4			
	Clark	Emily	24	eclark_25@sample.edu	4			
	Cruz	George	23	gdruz_26@school.edu	4			

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

 If you cannot locate a match, manually enter the student's information and click Save to add the student. Depending on your school or district's account settings, you may see the following message when trying to enter a student's information manually: "No matching student found. Contact your administrator if an account should be created for this student." In this case, please contact your IXL administrator for assistance.

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
1	Chen	Jackie	25	jchen_25@school.edu	4	M E Sc SS	jackiechen	90town 
2	d				4			<input type="button" value="Save"/>
	Carter	Mary	26		4			

Continue entering student information in the next row.

# Almost done!

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

5

From your roster, you can also:

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.

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My IXL Learning Assessment Analytics

At a glance Engagement tools Resources

## Roster

All students

Manage classes

Click on a student's password to change it. **Your roster is being managed by your administrators.** Contact your administrator to add or remove students.

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

Print LaunchCards

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#	Class	Last name	First name	Student ID	Email	Grade	Subject	LaunchCard	Username	Password
1	5th grade, Gr...	Abbott	Bradley	207		5	M E Sc SS Sp		babbott@ixldemo	testpw
2	5th grade, RT...	Adams	Aydan	210		5	M E Sc SS Sp		aadams@ixldemo	testpw
3	2nd grade, Al...	Ali	Sanjay	925	nobody@ixl.com	9	M Sp		sali@ixldemo	testpw

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.

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

6

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 usernames and passwords.  
Encourage them to always sign in!