

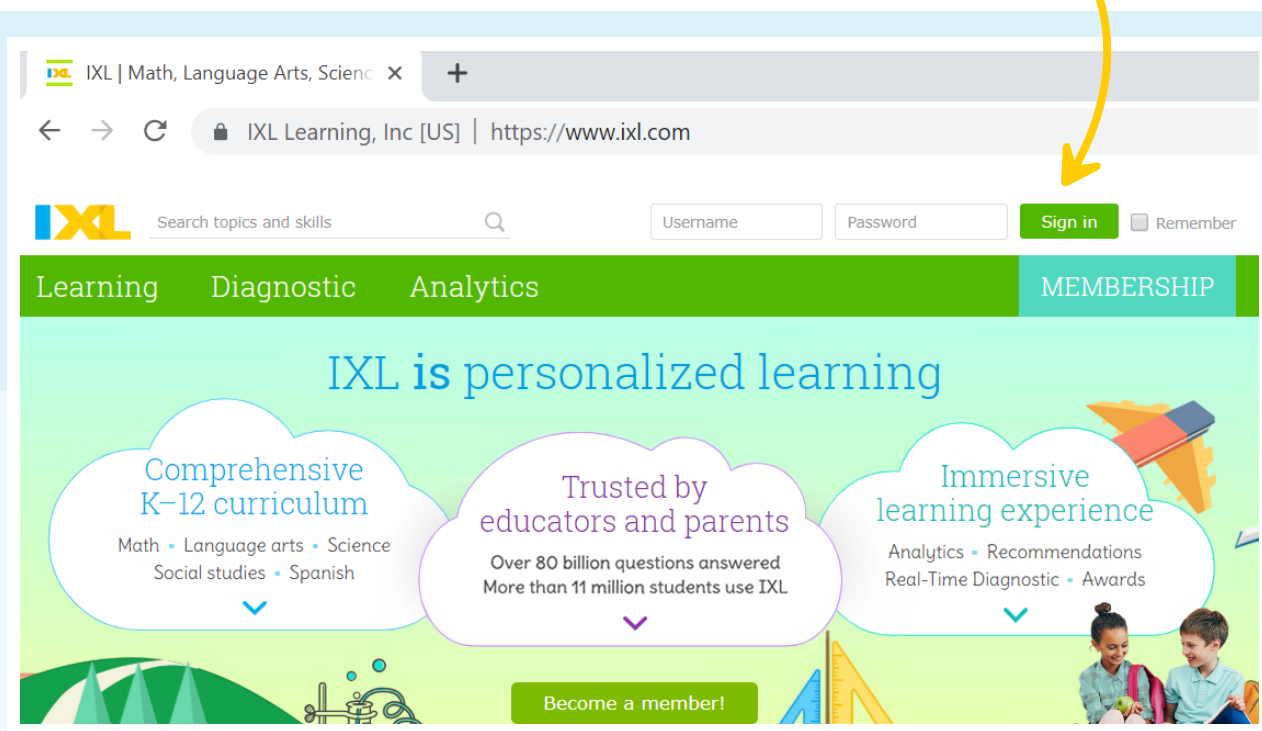
# Set up your roster



## QUICK-START GUIDE

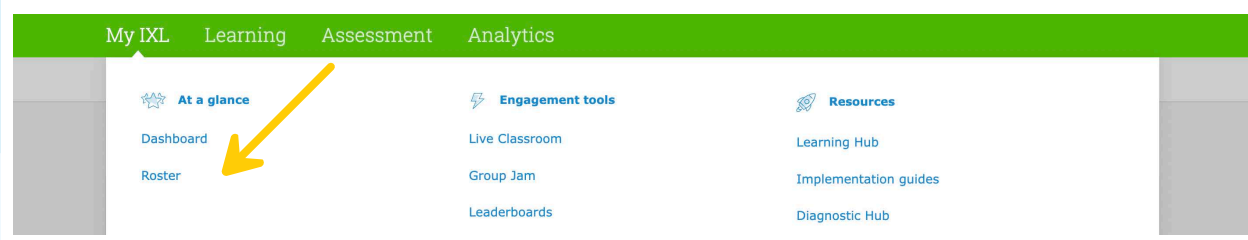
- It's quick and easy to get your students ready to explore all the fun on IXL.
- Your students have access to unlimited math, language arts, science, social studies, and Spanish practice in thousands of topics!
- You can effortlessly track class and student progress with our interactive, real-time Analytics.

1 Sign in to your IXL site license account at [www.ixl.com](https://www.ixl.com).



? 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.

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 ▼			Save
	You have	Carter	Mary	26		4		id start a new row.
	Have d	Chen	Jackie	25		4		*Required
		Clark	Emily	24		4	edark_25@sample.edu	
		Cruz	George	23		4	gdcruz_26@school.edu	

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 ▼			Save
	You have	Carter	Mary	26		4		id start a new row.
		Clark	Emily	24		4	edark_25@sample.edu	*Required

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.

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

#	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, RIT...	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.

? 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:

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 usernames and passwords.  
Encourage them to always sign in!