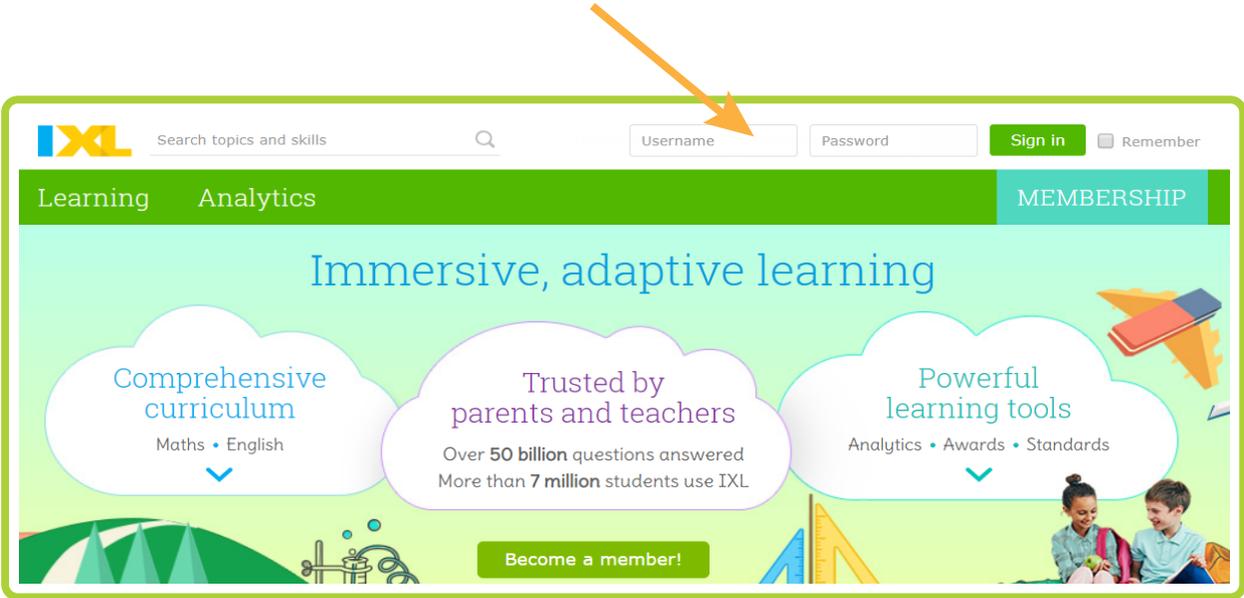


Set up your roster

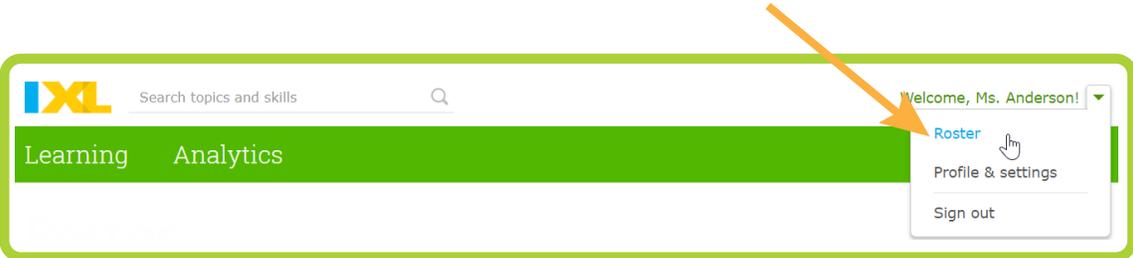
- It's quick and easy to get your students ready to explore all the fun on IXL.
- Your students have access to unlimited maths and English practice in thousands of topics!
- You can effortlessly track class and student progress with our interactive, real-time Analytics.

1 Sign in to your IXL trial or account at www.ixl.com.



? If you don't know your username and password, contact us at help@ixl.com.

2 Open your account menu in the upper-right corner, 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 individualised 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"/> Save

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

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 Save

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

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"/> Save

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

Continue entering student information in the next row.

Student account successfully added.

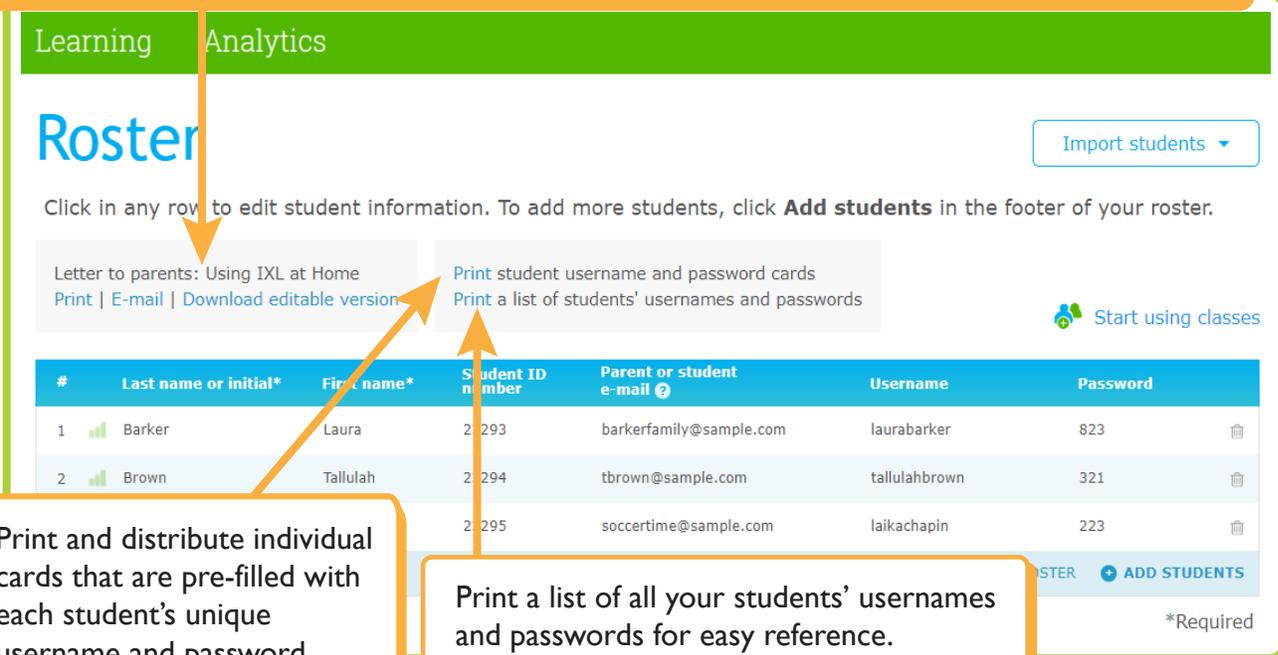
Almost finished!

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

6 From your roster, you also can:

Send a letter encouraging parents to use IXL at home.

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



The screenshot shows the IXL Roster interface. At the top, there are tabs for 'Learning' and 'Analytics'. The main heading is 'Roster' with an 'Import students' button. Below the heading, there is a note: 'Click in any row to edit student information. To add more students, click **Add students** in the footer of your roster.'

Two callout boxes point to specific links in the interface:

- One points to the link 'Letter to parents: Using IXL at Home' with sub-links 'Print | E-mail | Download editable version'. The callout text says: 'Print and distribute individual cards that are pre-filled with each student's unique username and password.'
- Another points to the link 'Print student username and password cards' with sub-link 'Print a list of students' usernames and passwords'. The callout text says: 'Print a list of all your students' usernames and passwords for easy reference.'

The roster table below shows the following data:

#	Last name or initial*	First name*	Student ID number	Parent or student e-mail	Username	Password
1	Barker	Laura	2 293	barkerfamily@sample.com	laurabarker	823
2	Brown	Tallulah	2 294	tbrown@sample.com	tallulahbrown	321
			2 295	soccertime@sample.com	laikachapin	223

At the bottom right of the roster, there is a 'Start using classes' button and an 'ADD STUDENTS' button. A note at the bottom right says '*Required'.

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

- 7 Before your students start practising, edit your profile settings:

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

Welcome, Ms. Anderson!

Profile

Manage your profile

You are currently logged in as **anderson_maths**.

Teacher profile

How do you want your name displayed?	Ms. Anderson
First name*	Kelly
Last name*	Anderson
Password	Change password
E-mail address*	anderson@westdale.k12.e
School	Westdale School
Country	England

Settings

Time zone	(GMT+00:00) Europe/
First day of school	August 1
Receive weekly summary e-mails	<input checked="" type="checkbox"/>
Hide year levels	<input type="checkbox"/>
Hide timer	<input type="checkbox"/>
Extend audio support for skill practice	<input type="checkbox"/>

*Required

Click **Submit** to save your changes.

Submit Cancel

English 112 skills >> English 130 skills >>

This name will be displayed to your students.

To hide year levels for all your students, select this check box. (Reception will be displayed as Level A, year 1 displayed as Level B, etc.)

Check this box to enable audio for maths skills up to the year-six level. Audio is automatically available for reception through year-three maths levels and reception through year-two English levels.

Your roster is now all set!

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