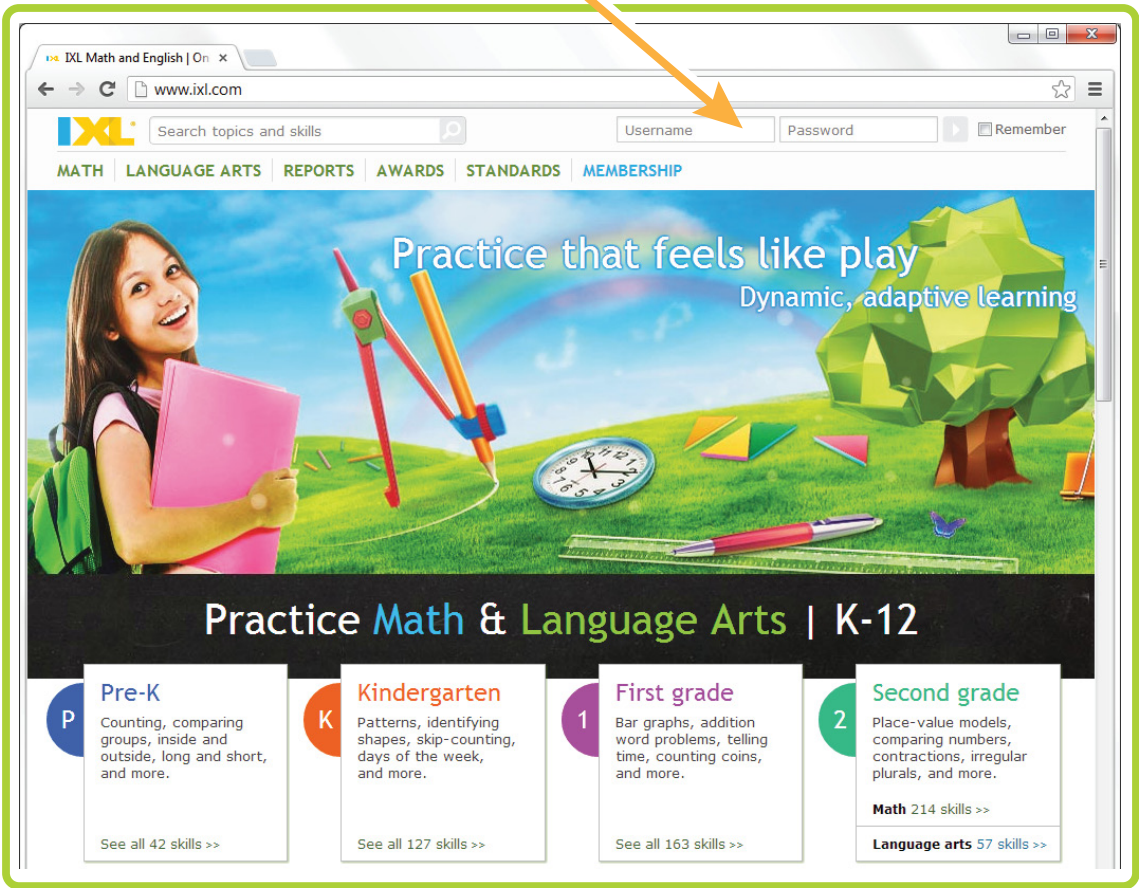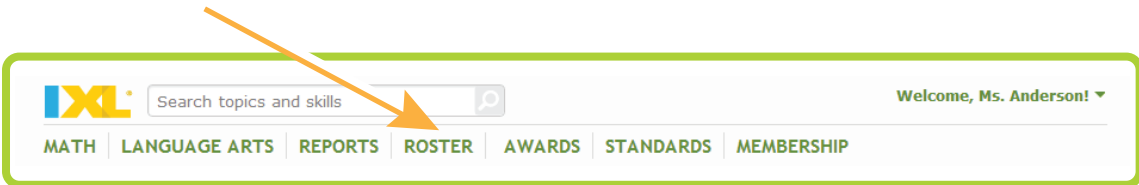# Set up your roster

- It's easy to get your students started with fun math and language arts practice!
- Your students get unlimited practice in thousands of topics.
- You can easily track class and student progress with interactive, real-time reporting.

1 Sign in to your IXL site license account at www.ixl.com.

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

2 Click the **Roster** tab.

IXL

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 or initial*	First name	Student ID number*	Parent or student e-mail ?	Grade*	Username	Password	Save
1	B				▼			Save
	Barker	Laura	09382	barkerfamily567@gmail.com	6			
	Barnett	Amanda	09483	amandab_2006@yahoo.com	4			
	Bentley	Shawn	09278	bentley_shawn@hotmail.com	6			
	Brown	Sherelle	09786	sherelleb72@hotmail.com	6			

...ve or press Enter to save and start a new row.

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

? If you cannot locate a match, manually enter the student's last name, first name, and a unique ID number. Then, click **Save** to add the student.

4 Verify the new account, and continue adding students.

Student account successfully added.

#		Last name or initial*	First name*	Student ID number*	Parent or student e-mail ?	Grade*	Username	Password	Save
1	✗	Barker	Laura	09382	barkerfamily567@gmail.com	6	laurabarker609	94west	✓
2	✗	B				6 ▼			Save
		Barnett	Amanda	09483	amandab_2006@yahoo.com	4			
		Bentley	Shawn	09278	bentley_shawn@hotmail.com	6			
		Brown	Sherelle	09786	sherelleb72@hotmail.com	6			

...ve or press Enter to save and start a new row.

Continue entering student information in the next row.

IXL

Almost finished!
Follow the two steps below to introduce your students to IXL.

5 ## From your roster, you also can:

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.

E-mail a list of all student usernames and passwords to yourself for easy reference.

E-mail each student's username and password to the e-mail address you entered for that student on your roster.

? If you teach multiple groups of students, click **Start using classes** to organize your roster by class.

Set up your roster

6 Before your students start practicing, edit your profile settings:

Select **Profile & settings** from the welcome drop-down menu to view this window.

Welcome, Ms. Anderson! ▼

Profile and settings

Manage your profile

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

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
School	Westdale School
State/Province	California
Country	United States

This name will be displayed to your students.

This setting is what determines the state for your state standards.

Settings

Time zone	US/Pacific
First day of school	August
Receive report e-mails	☑
Hide grade levels	☐

Note: Instruct students to sign in at www.ixl.com/signin to ensure complete masking of gr...

Hide timer	☐
Enable audio for upper grade levels ❓	☐

To hide grade levels from all your students, select the check box. (Pre-K will be displayed as Level A, and first grade will be displayed as Level C.)

Check this box to enable audio for skills up to the fifth-grade level. Audio is automatically available for pre-K through first-grade levels.

Click **Submit** to save your changes.

Submit   Cancel

Your roster is now all set!

Share your students' new usernames and passwords with them.
Encourage them to always sign in when practicing!