

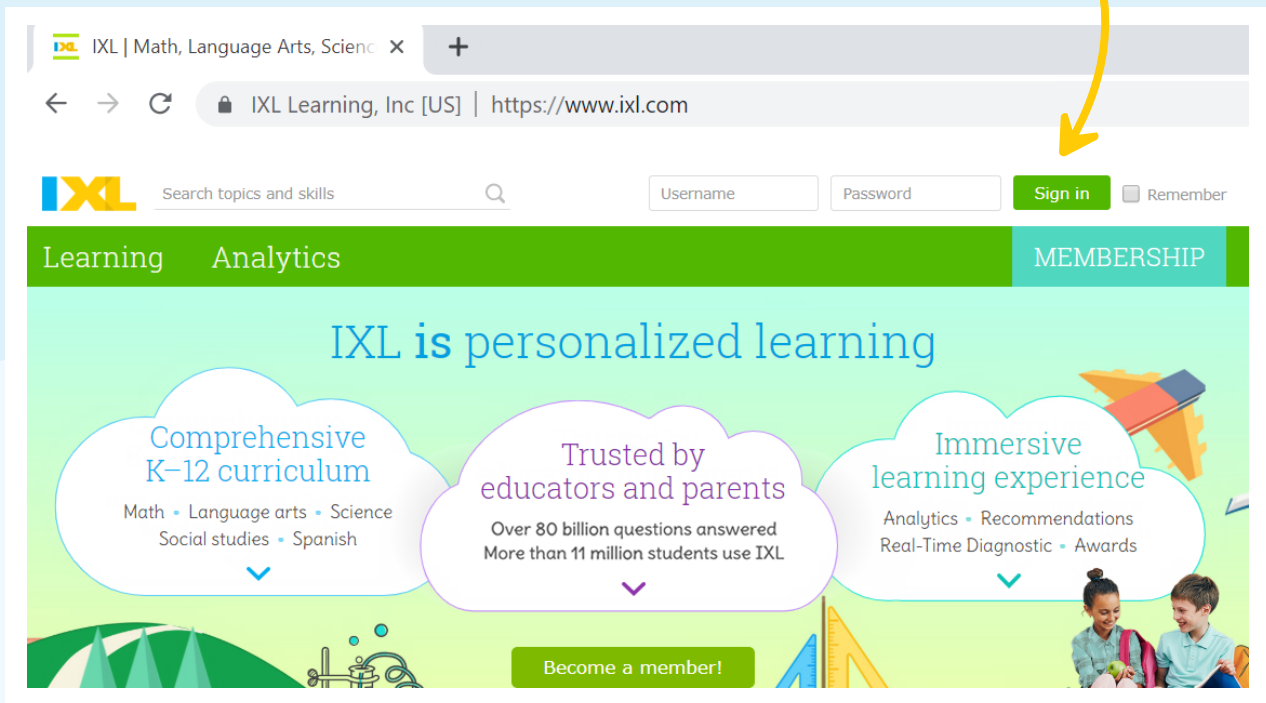
Set up your roster



QUICK-START GUIDE

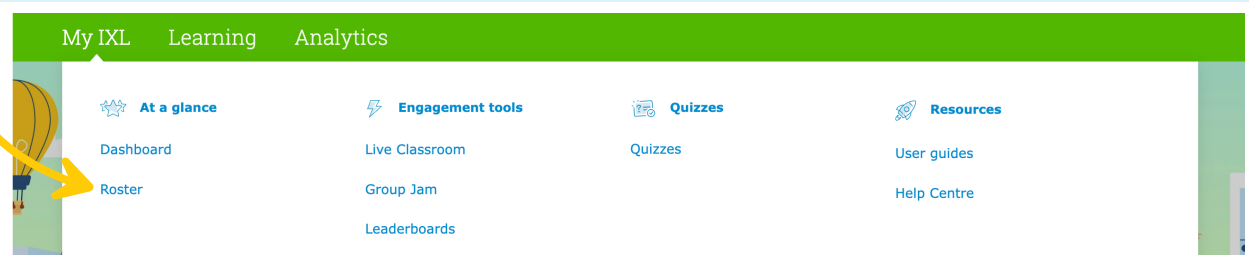
- It's quick and easy to get your students ready to explore all the fun on IXL.
- Your students have access to unlimited maths and English practice in thousands of topics!
- You can effortlessly track class and student progress with our interactive, real-time Analytics.

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



3 Enter student information.

Enter a student's first and last name.

Email address is highly recommended. If you enter an email 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		823

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	823
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.

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From your roster, you can also:

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.

My IXL Learning Analytics

At a glance

Engagement tools

Quizzes

Resources

Roster

Create classes

Import students

Click on any field to change it. To add more students, click **Add student** at the bottom of your roster.

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](#)

#	Last name or initial*	First name*	Student ID number	Parent or student email	Username	Password
1	Barker	Laura	21496	barkerfamily@example.com	aa4067	49map
2	Brown	Tallulah	21497	tbrown@example.com	bb67	star45
3	Chapin	Timothy	21498	chapint@example.com	caelastu67	1234

You're using 3 out of 25 student accounts.

[CLEAR ROSTER](#) [ADD STUDENTS](#)

Have questions? See the [Quick-start Guide](#).

*Required

Print and distribute individual cards that are pre-filled with each student's unique username and password.

Email each student their username and password

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

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Before your students start practising, 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* (NZ), Last name* (Teacher), Password (xxxxxxx), Email address* (ynguyen@ixl.com), Time zone (GMT+12:00), and School (IXL Test). The 'Teaching settings' section includes a dropdown for 'How do you want your name displayed?', a toggle for 'Receive weekly summary emails' (set to Yes), and several feature toggles: 'Hide year levels' (Not enabled), 'Hidden year level map', 'Hide timer' (Not enabled), 'Extend audio support for skill practice' (Not enabled), and 'Hide scratchpad' (Not enabled). The 'First day of school' is set to January 1. Annotations with yellow boxes and arrows point to the 'Profile & settings' menu item, the 'Teaching settings' header, and the feature toggles.

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

This name will be displayed to your students.

These settings control which features are enabled for your students

Your roster is now set.

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