

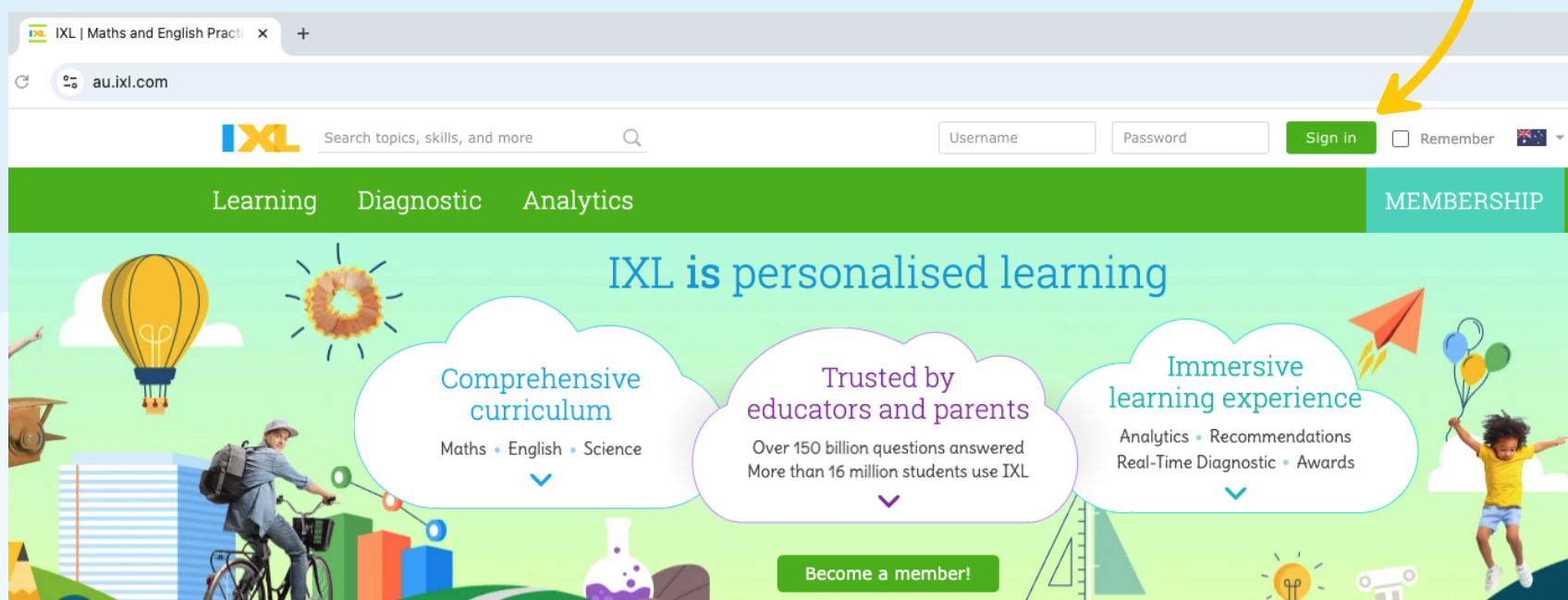
Set up your roster



QUICK-START GUIDE

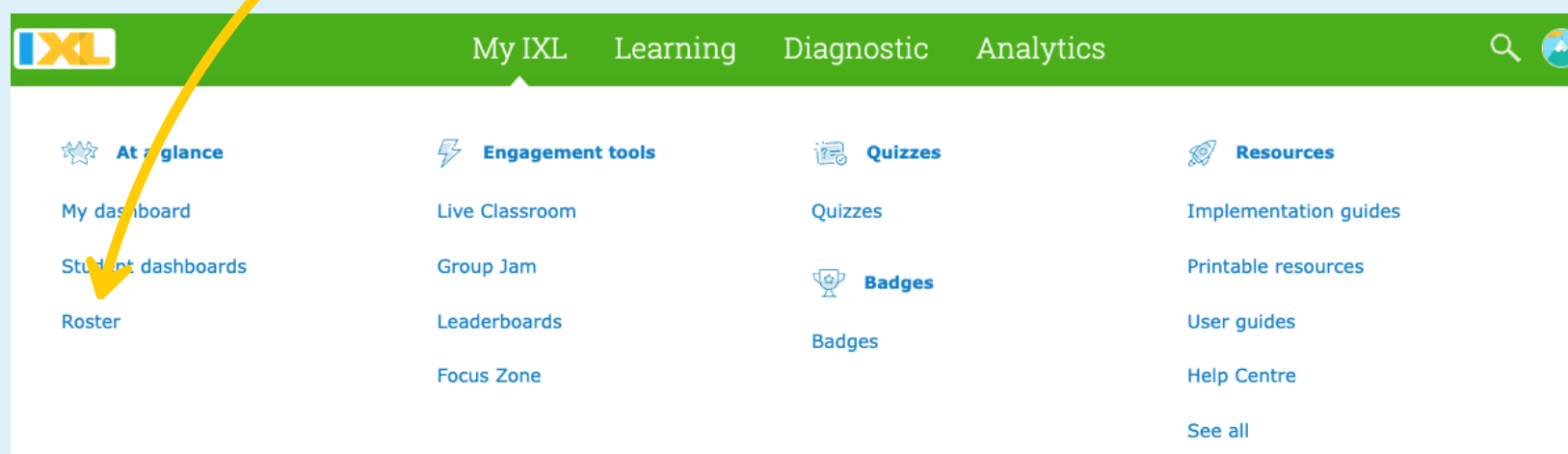
- It's quick and easy to get your students ready to explore all the fun on IXL.
- Your students have access to unlimited maths and English practice in thousands of topics!
- You can effortlessly track class and student progress with our interactive, real-time Analytics.

1 Sign in to your IXL trial or account at au.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.

#	Last name*	First name*	Student ID*	Year*	Subject	Username	Password
1	Barker	Laura	23634	3			

Hint: Click Save or press Enter to save and start a new row.

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

*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*	First name*	Student ID*	Year*	Subject	Username	Password
1	Barker	Laura	23634	3		23634	123

Hint: Click Save or press Enter to save and start a new row.

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

*Required

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

5 Verify the new account, and continue adding students.

#	Last name*	First name*	Student ID*	Year*	Subject	Username	Password
1	Barker	Laura	23634	3		23634	123
2	Barker	Laura		3			

Hint: Click Save or press Enter to save and start a new row.

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

*Required

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.

6

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 Diagnostic Analytics

At a glance Engagement tools Quizzes Badges Resources

Roster

All students

Create classes

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](#)

Quick sign-in with LaunchCards ☒
[Print LaunchCards](#)

#	Last name*	First name*	Student ID*	Year*	Subject	LaunchCard	Username	Password
1	Barker	Laura	23634	3	M E		laurabarker350	123456
2	Allen	Matthew	63413	3	M E		matthewallen350	123456
3	Berenice	Brenda	15124	3	M E		brendaberenice350	123456

CLEAR ROSTER ADD STUDENTS

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.

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

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

The screenshot shows the 'Profile and settings' page. The top navigation bar includes 'My IXL', 'Learning', 'Diagnostic', and 'Analytics'. The page title is 'Profile and settings' and it indicates the user is signed in as '28013ab73b3d144d86f887a7'.

Your profile section includes:

- First name*: David
- Last name*: Anderson
- How do you want your name displayed?: David Anderson
- Password: xxxxxxxxxxxx (with a 'Change' link)
- Email address*: danderson@school.com
- School: School
- State/Territory: Queensland

Teaching settings section includes:

- Subjects you teach: ☒ Maths, ☒ English
- Receive weekly summary emails: No ☐ Yes ☒
- Receive certificate emails: No ☐ Yes ☒
- Hide year levels: Not enabled
- Hidden year level map
- Hide timer: Not enabled
- Extend audio support: Not enabled
- Enable translation support: Enabled for 0 students
- Hide scratchpad: Not enabled
- Hide games: Not enabled

Annotations with arrows point to:

- The account menu icon in the top right corner.
- The 'First name' field.
- The 'How do you want your name displayed?' field.
- The 'Teaching settings' section.

Your roster is now set.

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