

Set up your roster

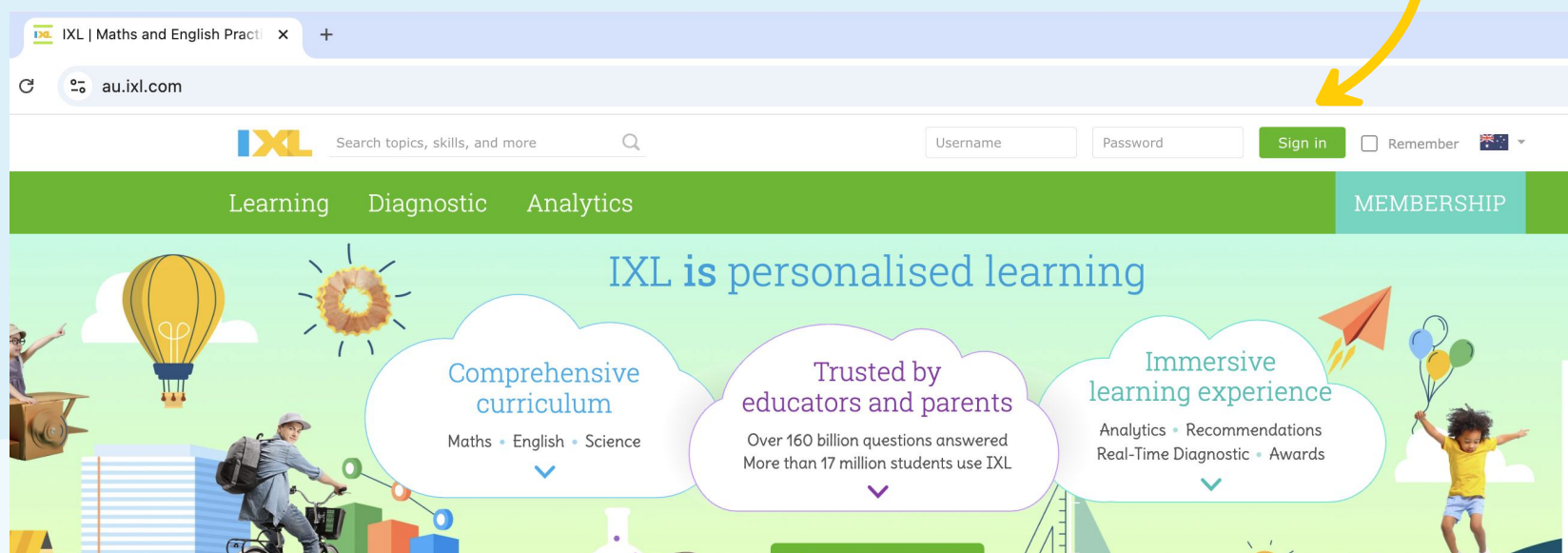


QUICK-START GUIDE

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

1

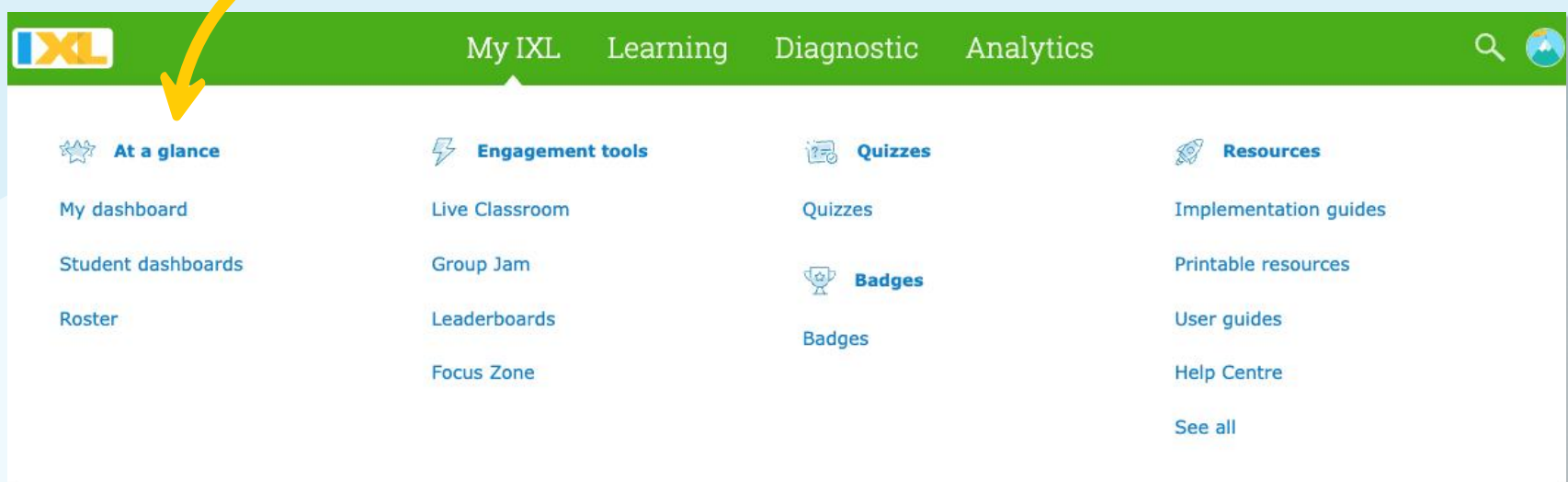
Sign in to your IXL site licence account at au.ixl.com.



? 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.

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.

The screenshot shows the 'STUDENT DETAILS' tab of the IXL interface. A table with columns: #, Last name, First name, Student ID, Year, Subject, Username, and Password. Row 1 has 'ca' in the Last name field, which has opened a dropdown menu. The dropdown lists five suggestions: Campbell (Gary), Campbell (Michelle), Campbell (Richard), Clark (Scott), and Collins (Katherine). A yellow arrow points from the dropdown to the 'Username' field, which is currently empty.

#	Last name	First name	Student ID	Year	Subject	Username	Password
1	ca			5			

Hint: Enter a last name to search for a student.
Have questions? Contact your administrator.

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'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.

The screenshot shows the 'STUDENT DETAILS' tab of the IXL interface. The table now has two rows. Row 1 is complete: Campbell (Gary), Student ID 173344046, Year 5, Subject M, Username 728915ae6535115f01596b53, Password 1234. Row 2 has 'le' in the Last name field, which has opened a dropdown menu. The dropdown lists two suggestions: Lee (David) and Lewis (Sharon). A yellow arrow points from the dropdown to the 'Username' field, which is currently empty.

#	Last name	First name	Student ID	Year	Subject	Username	Password
1	Campbell	Gary	173344046	5	M	728915ae6535115f01596b53	1234
2	le			5			

Hint: Enter a last name to search for a student.
Have questions? Contact your administrator.

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 Diagnostic Analytics

At a glance Engagement tools Quizzes Badges Resources

Roster

All students

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](#)

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

#	Last name*	First name*	Student ID*	Year*	Subject	LaunchCard	Username ?	Password
1	Allen	Matthew	178148347	7	M E		934092e4e7da6501018c95f5@school	1234
2	Baker	Debra	179127045	10	M E		33194fc1c8ad479499c3333@school	1234
3	Berenice	Raymond	178953910	11	M E		722472d5aae510362f8d89b4@school	1234

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.

6

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'.

Annotations:

- A yellow box at the top right says: "Select Profile & settings from your account menu to view this page." with an arrow pointing to the account menu icon in the top right corner.
- A yellow box on the left says: "This name will be displayed to your students." with an arrow pointing to the 'First name*' field containing 'Stephanie'.
- A yellow box on the right says: "These settings control which features are enabled for your students" with an arrow pointing to the 'Teaching settings' section.

Page Content:

Profile and settings
You are currently signed in as **9138632645c4153c5b865ea3**.

Your profile

- First name*: Stephanie
- Last name*: Cooper
- How do you want your name displayed?: Matthew Morgan
- Password: xxxxxxxxxx [Change](#)
- Email address*: schoolexample@ixl.com
- School: KMB
- Country: Australia

Teaching settings

- Subjects you teach: Maths ☐ English ☒
- Receive weekly summary emails: No ☐ Yes ☒
- Receive certificate emails: No ☐ Yes ☒
- Receive product and marketing emails: No ☐ Yes ☒
- Hide year levels: Hidden for all students
- Hide timer: Not enabled
- Extend audio support: Not enabled
- Hide scratchpad: Not enabled
- Hide games: Not enabled

Your roster is now set.

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