

Set up your roster

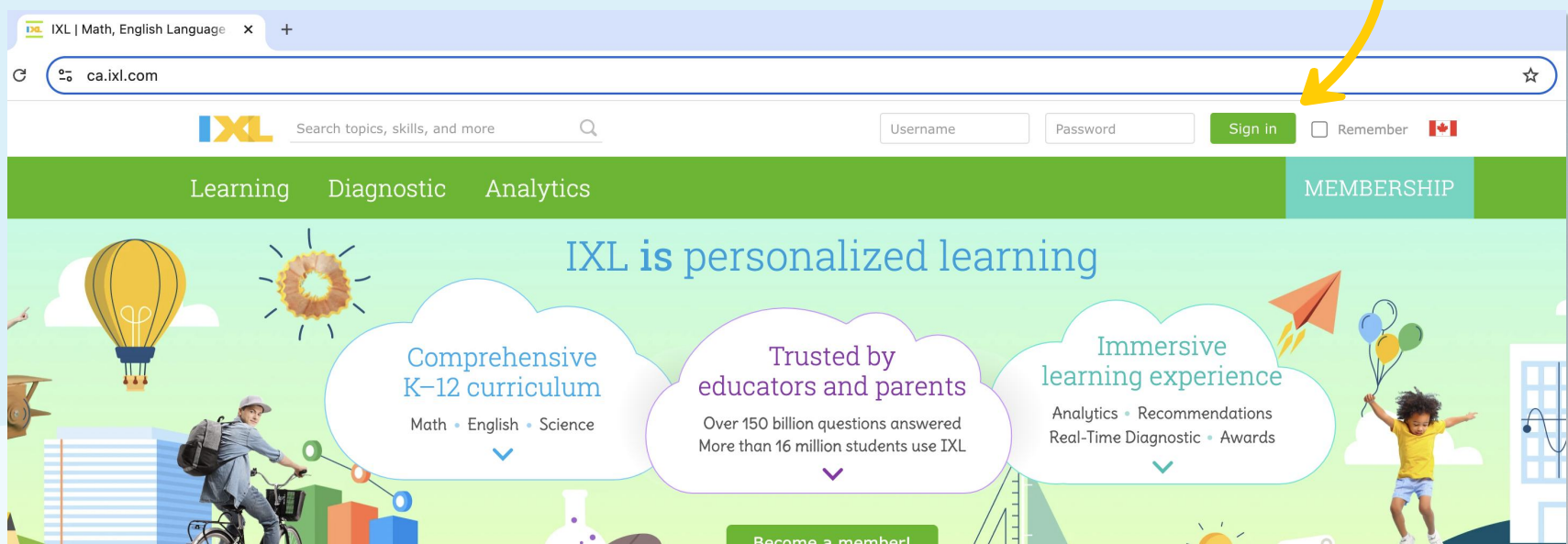


QUICK-START GUIDE

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

1

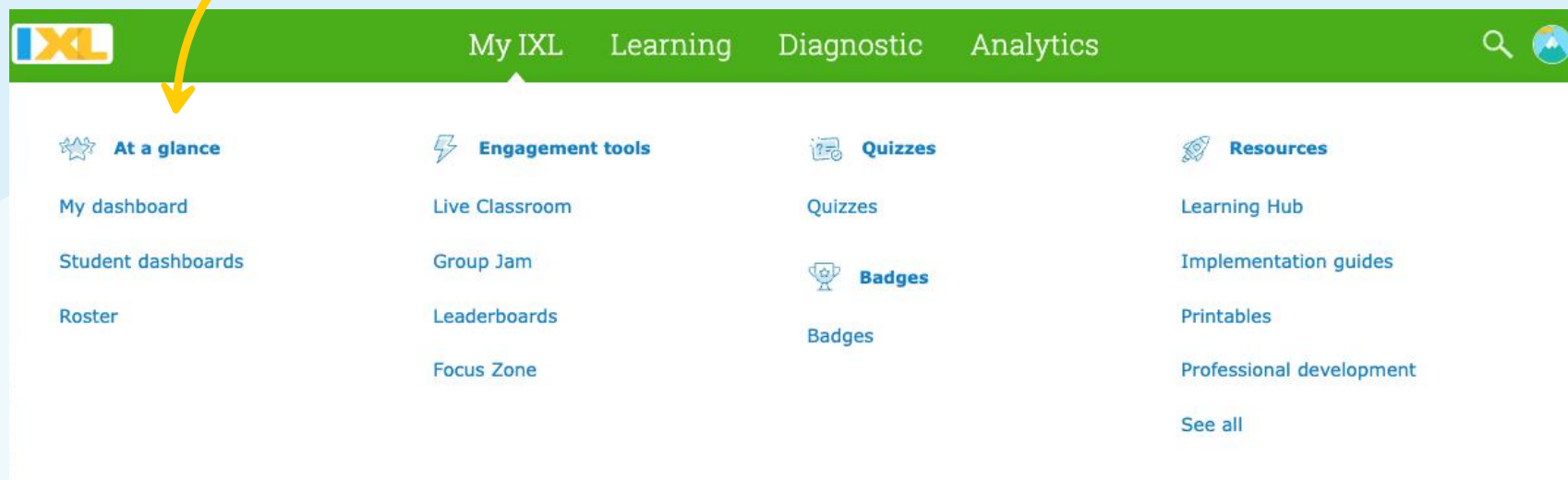
Sign in to your IXL site licence account at ca.ixl.com.



? 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.

#	Last name	First name	Student ID	Grade	Subject	Username	Password
1	ca			R			

Hint: Enter a student's last name. Have questions?

- Campbell Gary 173344046 5
- Campbell Michelle 163186998 10
- Campbell Richard 156811899 6
- Clark Scott 164936607 6
- Collins Katherine 179820307 4

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 or district'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.

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

Hint: Enter a student's last name. Have questions?

- Lee David 141362567 8
- Lewis Sharon 174989450 4

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 customize 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*	Grade*	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:

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

The screenshot shows the 'Profile and settings' page. The left sidebar has two tabs: 'Your profile' and 'Teaching settings'. The 'Your profile' tab is active, showing fields for First name* (Stephanie), Last name* (Cooper), How do you want your name displayed? (Matthew Morgan), Password (masked), Email address* (schoolexample@ixl.com), School (KMB), and Country (Canada). The 'Teaching settings' tab is also visible, showing 'Subjects you teach' (Math, English language arts), email preferences, and various feature toggles like 'Hide year levels', 'Hide timer', 'Extend audio support', 'Hide scratchpad', and 'Hide games'. Annotations with yellow boxes and arrows point to specific elements: one points to the account menu icon in the top right; another points to the 'First name' field; a third points to the 'Teaching settings' tab; and a fourth points to the 'Teaching settings' section.

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
Canada

Teaching settings

Subjects you teach
Math ☒ English language arts

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

Hidden year level map

Hide timer
Not enabled

Extend audio support
Not enabled

Hide scratchpad [?](#)
Not enabled

Hide games [?](#)
Not enabled

*Required

Your roster is now set.

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