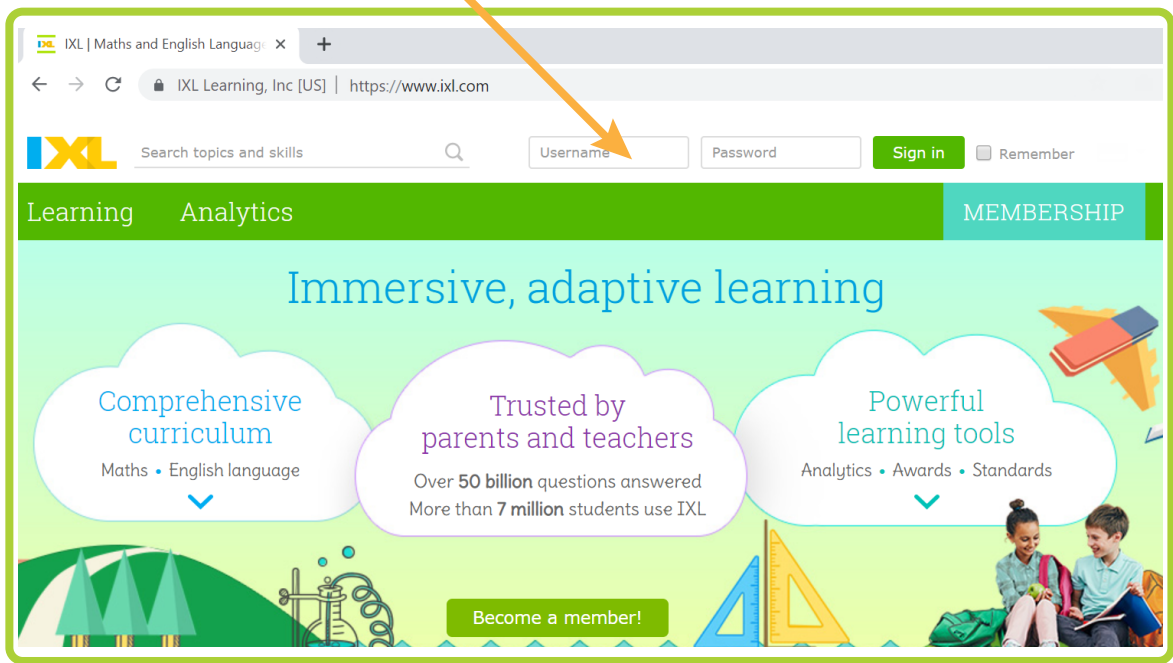


Administrator accounts

- Each IXL site licence includes a special administrator account.
- Use this account to manage student and teacher accounts and lead your school to success.
- Sign in often to make the most of your site licence!

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



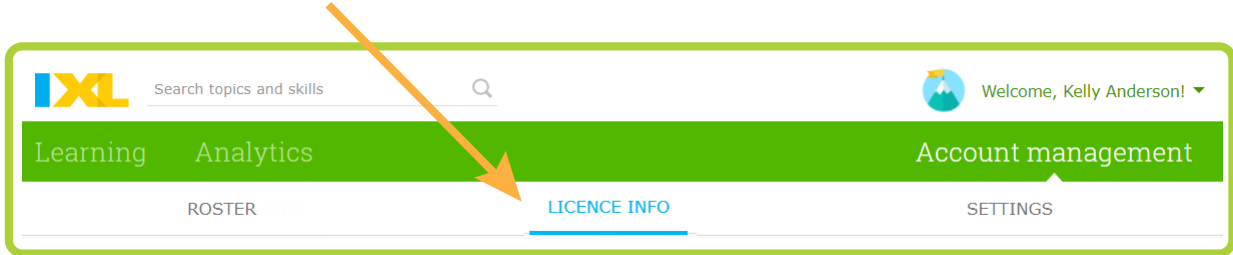
? If you don't know your administrator username and password, contact us at help@ixl.com.

2 Click **Account management** to get started.





3 On Account management, click **Licence info**.



? Have a teacher account and an administrator account? The mountain icon is unique to administrator accounts and a quick way to check that you are signed in as an administrator.

4 Verify the contact information for your site licence.

Licence information

SUBSCRIPTION INFORMATION

Licence details for Westdale Middle School

Purchased access	Allocated
1400 licences for Maths	Grade 5
Total enrollment	

Renewal date
June 26, 2020

Teacher account setup

Activation key	SAMPLE2464
Activation instructions	Print E-mail

Custom sign-in page
www.ixl.com/signin/sample

ADMINISTRATOR ACCOUNT INFORMATION

Username	sample_admin@sample
Password	***** change

CONTACT INFORMATION *Click any field to edit*

Primary contact

Name	Kelly Anderson
E-mail	nobody@ixl.com
Phone	555-555-5555

Secondary contacts

Name	Agnes Lee
E-mail	nobody@ixl.com
Phone	<i>Click to add</i>

CONTACT US

For questions about student and teacher rosters

Evan Stone	e1983blackhole@ixl.com
Account Specialist	(555) 555-5555



- 5 On the Roster tab, select **Students** to see a list of all the student accounts on the master roster of your site licence. Use this list to add, edit or remove student accounts.

Searching and filtering make it easy to find students.

Click to view or edit.

Click to add a student or upload a roster.

STUDENT NAME	STUDENT ID	GRADE	USERNAME	LAST UPDATED
Robert Alvarado	20300088	1	ralvarado	7/18/2019
	20300085	1	kaus	
	20300034	1	zaya	
Zoey Ballard	20300018	1	zballard	6/26/2019
Kylie Barron	20300095	1	kbarron	6/26/2019
Madeline Beard	20300075	1	mbeard	6/26/2019

- 6 After selecting a student, click on the pencil icon to edit.

Toggle to remove or reactivate a student.

When finished, click **Submit**.

Madeline Battle

Active Inactive

Personal info

Name: Madeline Battle Student ID: 20300032

Username: mbattle@samp

Grade: 1

Teachers: Bryan Greer

Subscription: Subjects: Maths

Personal info form fields:

- First name*: Madeline
- Last name*: Battle
- Student ID*: 20300032
- Grade*: 1
- Username*: mbattle
- Password*: plant60
- Email address: [empty]

* Required field

Buttons: Cancel, Submit



- 7 On the Roster tab, select **Teachers** to see a list of all the teacher accounts associated with your licence. Use this list to add, edit or delete teacher accounts.

Create new accounts for your teachers—it's easy!

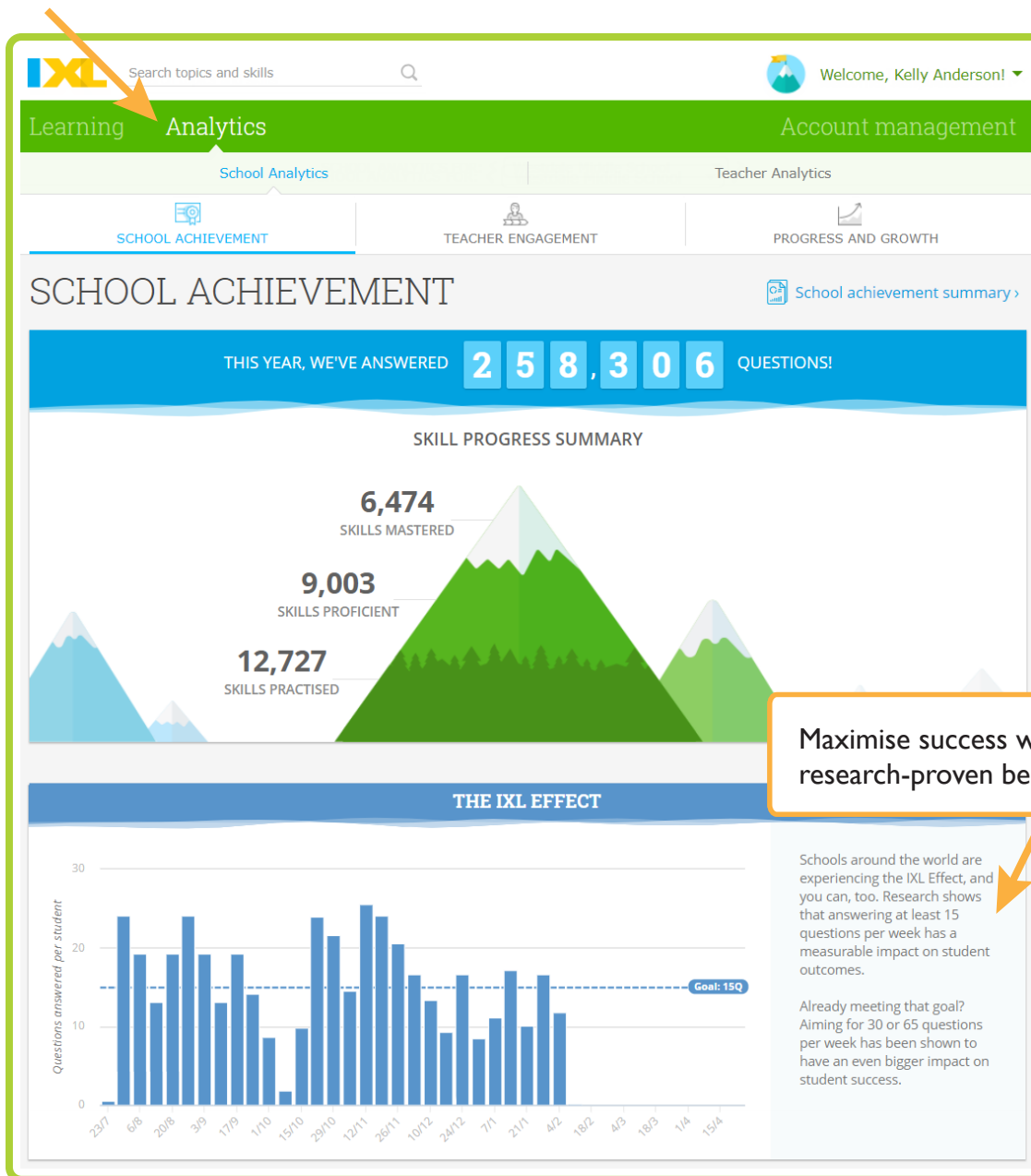
? Teachers can also create their own accounts using your site licence activation key, available on the **Licence info** tab of your administrator account.

The screenshot shows the 'Roster' tab in the IXL administrator interface. At the top, there are tabs for 'Learning', 'Analytics', 'Account management', 'ROSTER', 'LICENCE INFO', and 'SETTINGS'. A dropdown menu is open under 'ROSTER', showing options: 'STUDENTS', 'TEACHERS' (highlighted), 'ADMINISTRATORS', and 'UPLOAD ROSTER'. Below the menu is a search bar and a table of teacher accounts. The table has columns: '#', 'Last name', 'First name', 'E-mail address', 'Username@sample', 'Password', and 'Number of students'. A callout box points to the 'TEACHERS' option with the text 'Click any field to edit information.' Another callout box points to the 'Add new teacher' button with the text 'Click on the number of students to view a teacher's full roster.' A third callout box points to the 'Number of students' column with the text 'Click on the number of students to view a teacher's full roster.'

#	Last name	First name	E-mail address	Username@sample	Password	Number of students
1	Avery	Steven	nobody+21@ixl.com	savery	Reset	100
2	Baird			dbaird	Reset	75
3	Bernard			sbernard	Reset	75
4	Buck			dbuck	Reset	0
5	Butler	Jonathan	nobody+34@ixl.com	jbutler	Reset	75
6	Clark	Crystal	nobody+7@ixl.com	cclark	Reset	34
7	Coleman	Anthony	nobody+28@ixl.com	acoleman	Reset	75
8	Conner	Kevin	body+3@ixl.com	kconner	Reset	75
9	Craft		body+23@ixl.com	jcrafft		
10	Durham		body+19@ixl.com	mdurham		
11	Fischer	Dennis	nobody+22@ixl.com	dfischer		
12	Franks	Shane	nobody+12@ixl.com	sfranks		
13	Frederick	Teresa	nobody+8@ixl.com	tfrederick	Reset	75

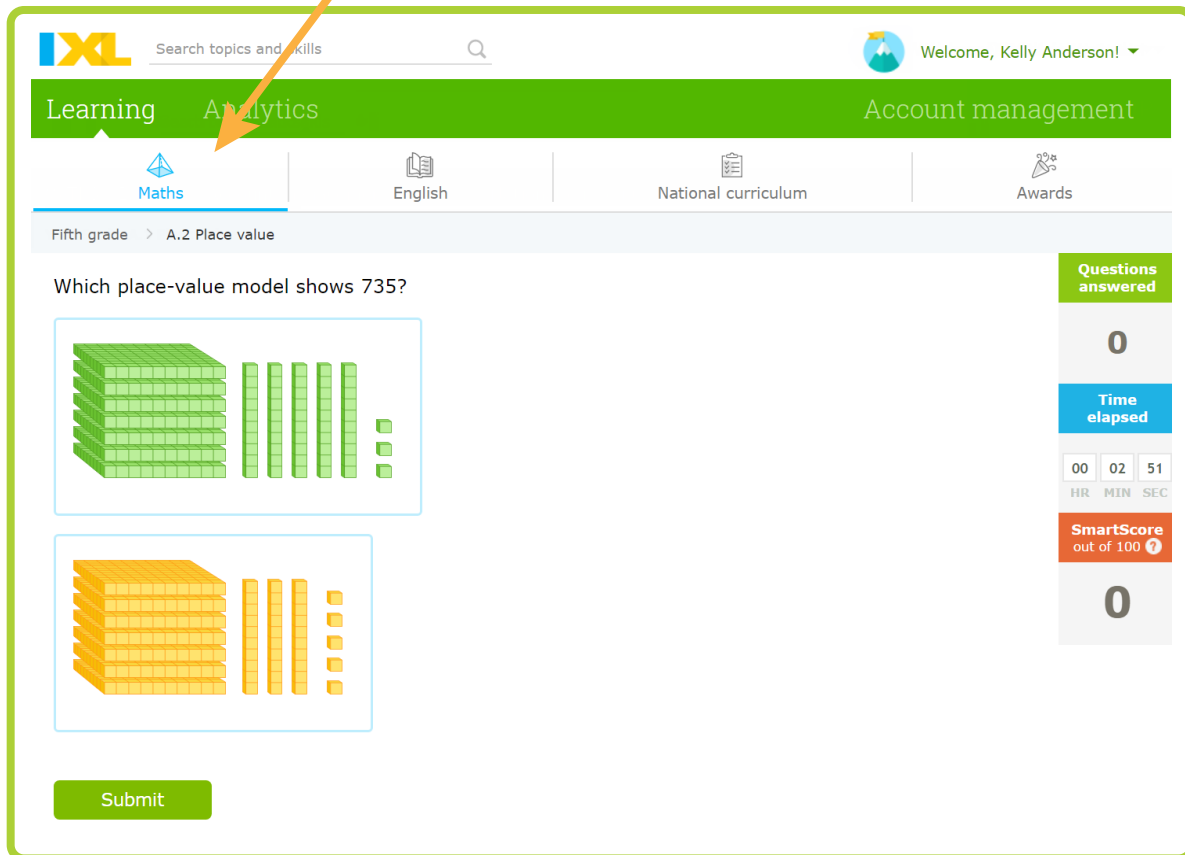
Congratulations!
Your school is ready to use IXL!
Encourage your students and teacher to sign in and explore their accounts.

8 Click **Analytics** to see your School Achievement, Teacher Engagement and Progress and Growth reports.



? Administrator reports contain data for every student on your site licence and are not available through teacher accounts.

- 9 For easy reference, you can also view the content on any of the other tabs, just like in your students' and teachers' accounts.



Sign in often!

Your administrator account will help you manage your IXL site licence and gain insights into all of your students!