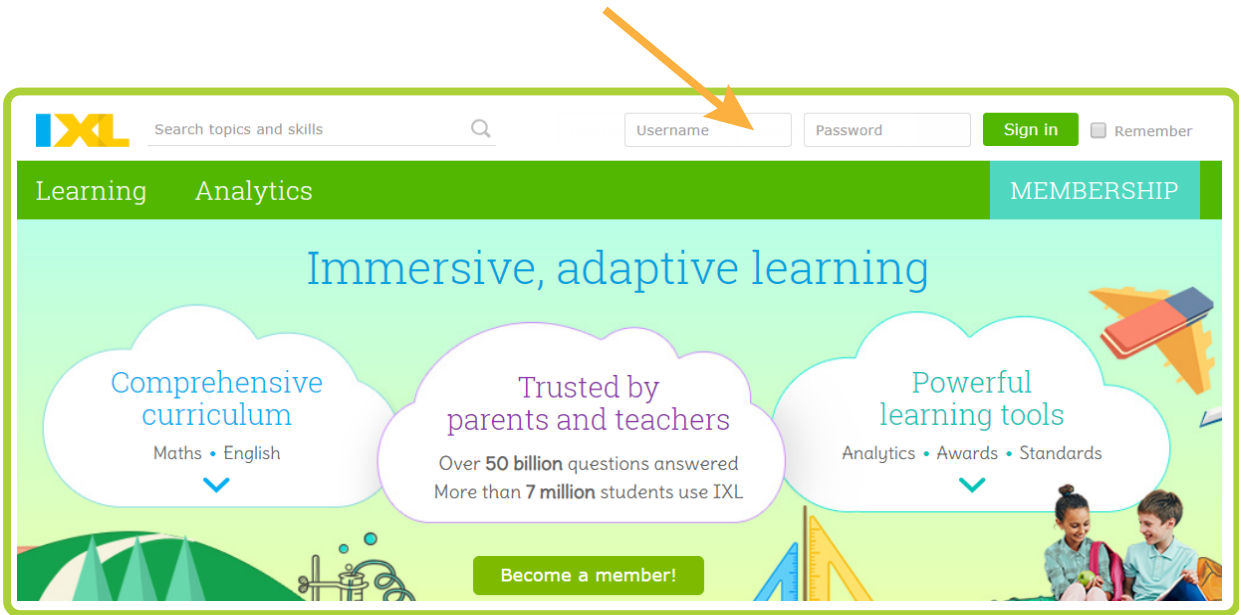


# Set up your roster

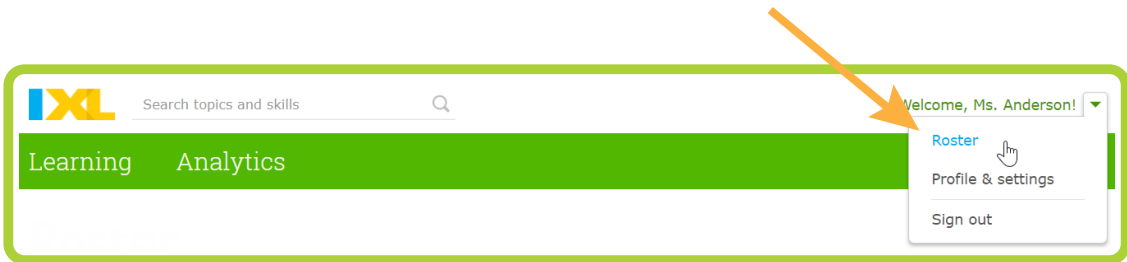
- It's quick and easy to get your students ready to explore all the fun on IXL.
- Your students have access to unlimited maths and English practice in thousands of topics!
- You can effortlessly track class and student progress with our interactive, real-time Analytics.

1 Sign in to your IXL trial or account at [www.ixl.com](http://www.ixl.com).



? If you don't know your username and password, contact us at [help@ixl.com](mailto:help@ixl.com).

2 Open your account menu in the upper-right corner, and select **Roster**.





## 3 Enter student information.

Enter a student's first and last name.

E-mail address is highly recommended. If you enter an e-mail address, IXL will send individualised 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"/> Save

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	<input type="text"/>	823 Save

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"/> Save

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 finished!

Follow the two steps below to introduce your students to IXL.

## 6 From your roster, you also can:

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.

Learning Analytics

### Roster

Import students ▾

Click in any row to edit student information. To add more students, click **Add students** in the footer of your roster.

Letter to parents: Using IXL at Home  
Print | E-mail | Download editable version

Print student username and password cards  
Print a list of students' usernames and passwords

Start using classes

#	Last name or initial*	First name*	Student ID number	Parent or student e-mail	Username	Password
1	Barker	Laura	23 93	barkerfamily@sample.com	laurabarker	823
2	Brown	Tallulah	23 94	tbrown@sample.com	tallulahbrown	321
			23 95	soccertime@sample.com	laikachapin	223

ROSTER + ADD STUDENTS

\*Required

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

Print a list of all your students' usernames and passwords for easy reference.

? If you teach multiple groups of students, click **Start using 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 window.

Welcome, Ms. Anderson!

### Profile and settings

#### Manage your profile

You are currently logged in as **anderson\_maths**.

#### Teacher profile

How do you want your name displayed?	Ms. Anderson
First name*	Kelly
Last name*	Anderson
Password	<a href="#">Change password</a>
E-mail address*	anderson@westdale.edu
School	Westdale School

This name will be displayed to your students.

#### Settings

Time zone	(GMT-12:00) GMT-12
First day of school	September 1
Receive weekly summary e-mails	<input checked="" type="checkbox"/>
Hide grade levels	<input type="checkbox"/> <small>Note: Instruct students to ensure complete</small>
Hide timer	<input type="checkbox"/>
Extend audio support for skill practice	<input type="checkbox"/>

To hide grade levels for all your students, select this check box. (Preschool will be displayed as Level A, kindergarten displayed as Level B, etc.)

Check this box to enable audio for maths skills up to the fifth-grade level. Audio is automatically available for preschool through second-grade maths levels and preschool through first-grade English levels.

\*Required

Click **Submit** to save your changes.

Submit Cancel

# Your roster is now all set!

Make sure you students know their new usernames and passwords.  
And encourage them to always sign!