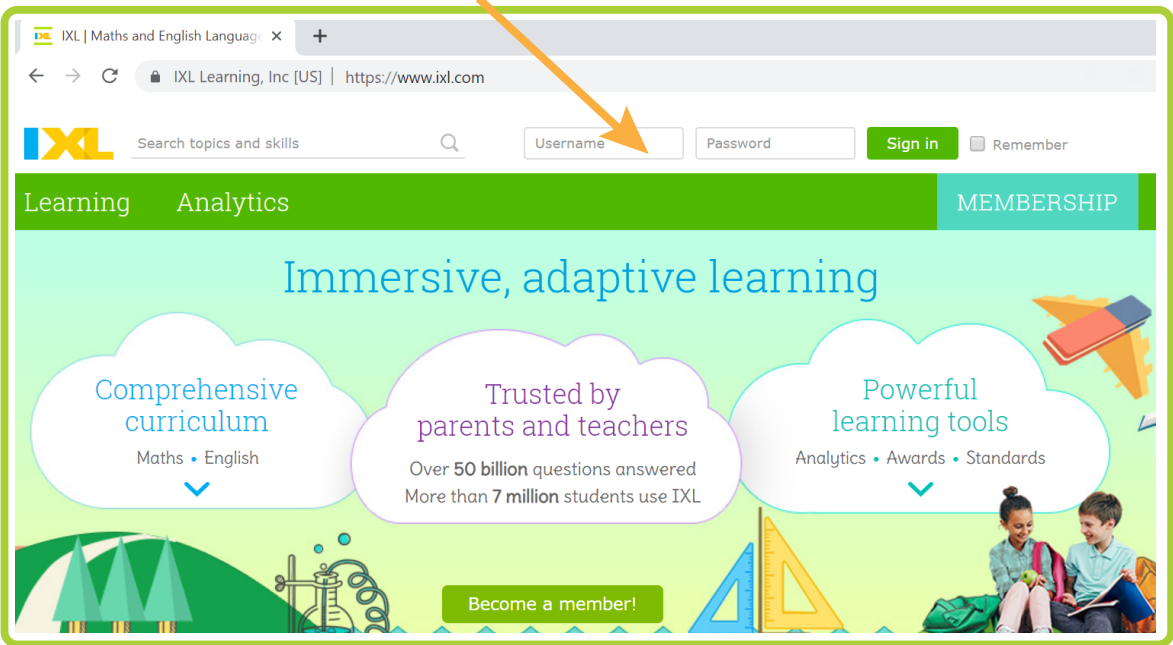


# Set up your roster

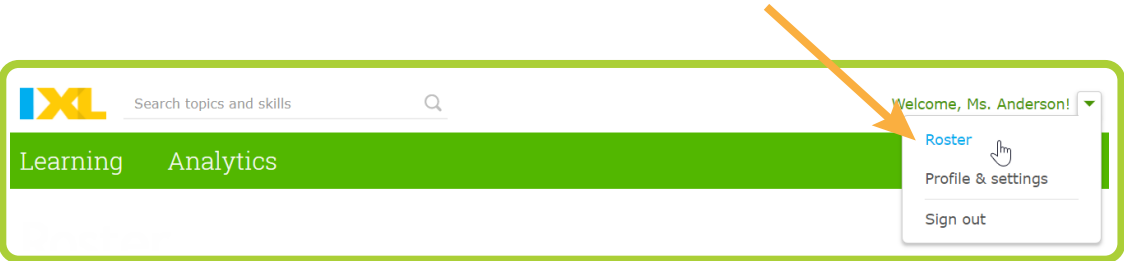
- It's quick and easy to get your students ready to explore all the fun on IXL.
- Your students have access to unlimited maths and English practice in thousands of topics!
- You can effortlessly track class and student progress with our interactive, real-time Analytics.

1 Sign in to your IXL site licence account at [www.ixl.com](https://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.

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 number*	Parent or student e-mail	Grade*	Subject	Username	Password
1	d				4			<input type="password"/> Save
You have								
	Carter	Mary	26		4			and start a new row.
Have you								
	Chen	Jackie	25		4			*Required
	Clark	Emily	24	eclark_25@sample.edu	4			
	Cruz	George	23	gdcruz_26@school.edu	4			

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

? If you cannot locate a match, manually enter the student's last name, first name, a unique ID number and grade. Then, click **Save** to add the student.

## 4 Verify the new account, and continue adding students.

Student account successfully added.

#	Last name*	First name*	Student ID number*	Parent or student e-mail	Grade*	Subject	Username	Password
1	Chen	Jackie	25	jchen_25@school.edu	4	M E	jackiechen	90town <input checked="" type="checkbox"/>
2	d				4			<input type="password"/> Save
You have								
	Carter	Mary	26		4			and start a new row.
Have you								
	Chen	Jackie	25		4			*Required
	Clark	Emily	24	eclark_25@sample.edu	4			
	Cruz	George	23	gdcruz_26@school.edu	4			

Continue entering student information in the next row.

# Almost finished!

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

## 5 From your roster, you also can:

Print 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

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*	First name*	Student ID number*	Parent or student e-mail	Grade*	Subject	Username	Password
1	Barker	Laura	320	barkerfamily@sample.com	4	M, E	laurabarker70	22baby
2	Chen	Jackie	25	jchen_25@sample.edu	4	M, E	jackiechen	90town
			99	talruest@sample.com	4	M, E	tallalahruest	every89
			22	slk@sample.com	4	M, E	simonelewis	89run

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 organise your roster by class.

- 6 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 mas</small>
Hide timer	<input type="checkbox"/>
Extend audio support for skill practice	<input type="checkbox"/>

To hide grade levels from all your students, select the check box. (Preschool will be displayed as Level A, kindergarten 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 your students know their new usernames and passwords.  
And encourage them to always sign in!