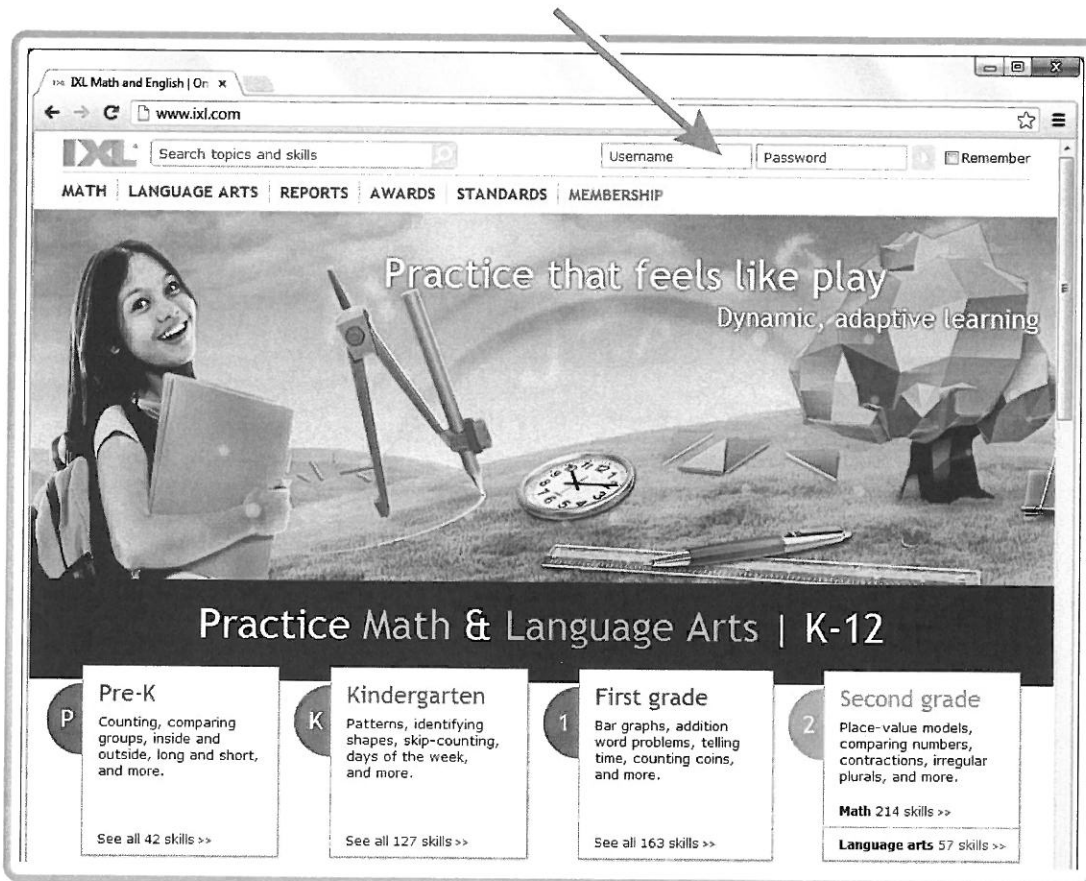


# Set up your roster

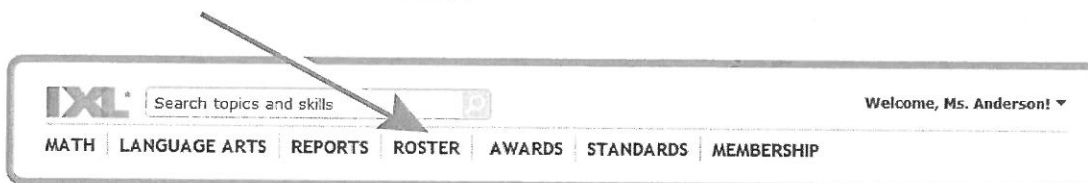
- It's easy to get your students started with fun math and language arts practice!
- Your students get unlimited practice in thousands of topics.
- You can easily track class and student progress with interactive, real-time reporting.

## 1 Sign in to your IXL site license 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 Click the **Roster** tab.



# Set up your 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 or initial*	First name	Student ID number*	Parent or student e-mail ?	Grade*	Username	Password	Save
1	B							Save
	Barker	Laura	09382	barkerfamily567@gmail.com	6			
	Barnett	Amanda	09483	amandab_2006@yahoo.com	4			
	Bentley	Shawn	09278	bentley_shawn@hotmail.com	6			
	Brown	Sherelle	09786	sherelleb72@hotmail.com	6			

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

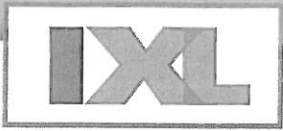
? If you cannot locate a match, manually enter the student's last name, first name, and a unique ID number. Then, click **Save** to add the student.

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

Student account successfully added.

#	Last name or initial*	First name*	Student ID number*	Parent or student e-mail ?	Grade*	Username	Password	Save
1	X Barker	Laura	09382	barkerfamily567@gmail.com	6	laurabarker609	94west	✓
2	X B				6			Save
	Barnett	Amanda	09483	amandab_2006@yahoo.com	4			
	Bentley	Shawn	09278	bentley_shawn@hotmail.com	6			
	Brown	Sherelle	09786	sherelleb72@hotmail.com	6			

Continue entering student information in the next row.



## Almost finished!

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

### 5 From your roster, you also can:

Print a letter encouraging parents to use IXL at home.

? If you'd like to customize the letter for your class, download the editable version.

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

Letter to parents: Use IXL at Home ?  
[Print](#) | [E-mail](#) | [Download editable version](#)

[E-mail me a list of students' usernames and passwords](#)  
[E-mail each student his or her username or password](#)

[Start using classes](#)

#	Last name or initial*	First name*	Student ID number*	Parent or student e-mail ?	Grade*	Username	Password	Report
1	X Barker	Laura	9382	barkerfamily567@gmail.com	6	laurabarker728	59voice	
2	X Brown	Sherelle	9383	sherelleb72@hotmail.com	6	sherellebrown728	party12	
3	X Chapin	Tommas	9384	tommy_j_chapin@yahoo.com	6	tomaschapin728	north26	
4	X Chin	Jeremy	9385	jeremychin@hotmail.com	6	jeremychin728	30mind	

E-mail a list of all student usernames and passwords to yourself for easy reference.

E-mail each student's username and password to the e-mail address you entered for that student on your roster.

? If you teach multiple groups of students, click **Start using classes** to organize your roster by class.

# Set up your roster



- 6 Before your students start practicing, edit your profile settings:

Select **Profile & settings** from the welcome drop-down menu to view this window.

Welcome, Ms. Anderson!

### Profile and settings

**Manage your profile**  
You are currently logged in as **anderson\_math**.

**Teacher profile**

How do you want your name displayed?	Ms. Anderson	This name will be displayed to your students.
First name*	Kelly	
Last name*	Anderson	
Password	Change password	
E-mail address*	anderson@westdale.k12	
School	Westdale School	
State/Province	California	This setting is what determines the state for your state standards.
Country	United States	

**Settings**

Time zone	US/Pacific	
First day of school	August	
Receive report e-mails	<input checked="" type="checkbox"/>	
Hide grade levels	<input type="checkbox"/>	To hide grade levels from all your students, select the check box. (Pre-K will be displayed as Level A, and first grade will be displayed as Level C.)
Hide timer	<input type="checkbox"/>	
Enable audio for upper grade levels	<input type="checkbox"/>	Check this box to enable audio for skills up to the fifth-grade level. Audio is automatically available for pre-K through first-grade levels.

Note: Instruct students to... complete masking of gr...

Click **Submit** to save your changes.

Submit Cancel

## Your roster is now all set!

Share your students' new usernames and passwords with them.  
Encourage them to always sign in when practicing!