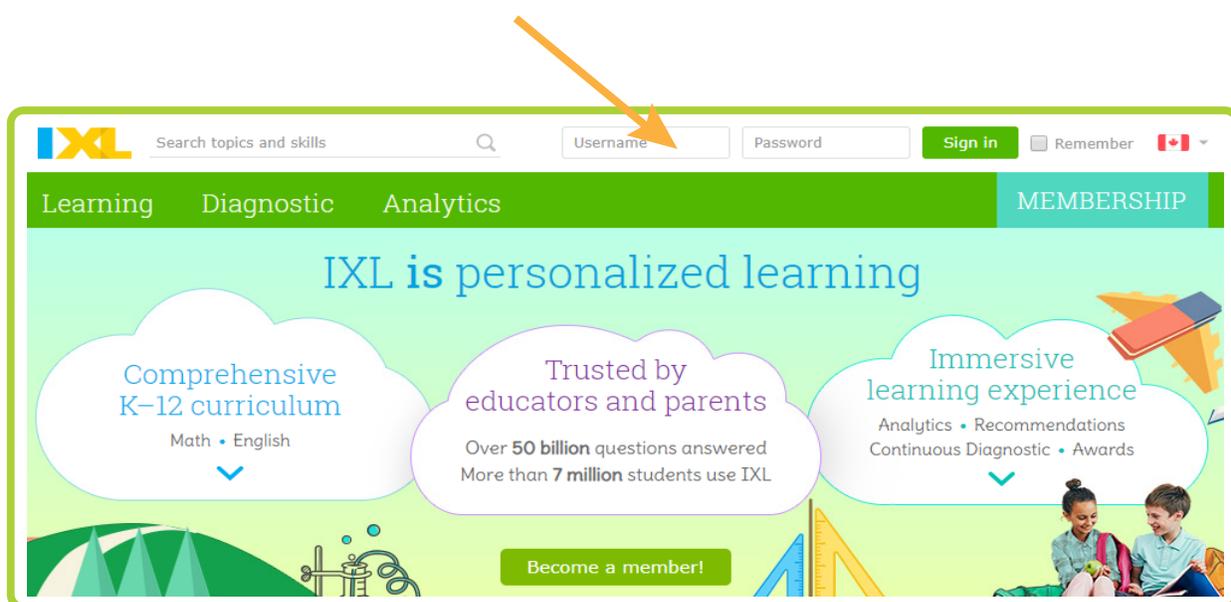


# Set up your roster

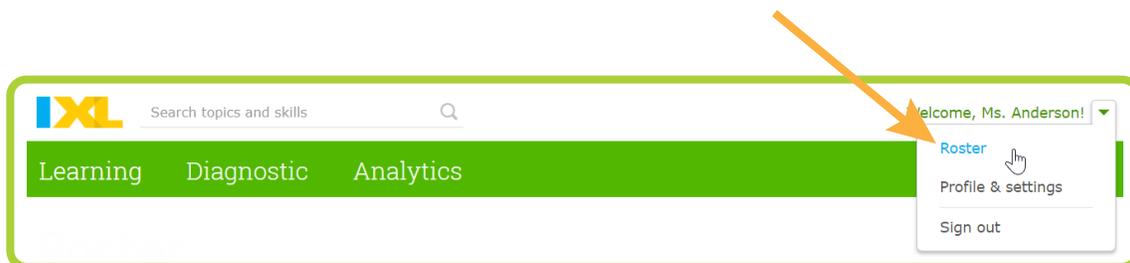
- It's quick and easy to get your students ready to explore all the fun on IXL.
- Your students have access to unlimited math and English language arts practice in thousands of topics!
- You can effortlessly track class and student progress with our interactive, real-time Analytics.

1 Sign in to your IXL trial or account at [ca.ixl.com](https://ca.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 individualized 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"/>

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	<input type="text" value="Barker"/>	<input type="text" value="Laura"/>	<input type="text" value="23293"/>	<input type="text" value="barkerfamily@sample"/>	<input type="text" value="823"/>	<input type="text"/>

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	<input checked="" type="checkbox"/> 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"/>

You're using 1 out of 25 student accounts. Save Cancel

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 customize the letter for your class, download the editable version.

### 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	23293	barkerfamily@sample.com	laurabarker	823
2	Brown	Tallulah	23294	tbrown@sample.com	tallulahbrown	321
3	Chapin	Laika	23295	soccertime@sample.com	laikachapin	223

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\_math**.

#### 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*	kanderson@westdale.k12.e
School	Westdale School
State/Province	Ontario

This name will be displayed to your students.

This setting is what determines the province for your provincial curriculum.

#### Settings

Time zone	(GMT-05:00) Car
First day of school	September
Receive weekly summary e-mails	<input checked="" type="checkbox"/>
Hide grade levels	<input type="checkbox"/>
Hide timer	<input type="checkbox"/>
Extend audio support	<input type="checkbox"/>

Note: Instr to ensure c

To hide grade levels from all your students, select the check box. (Jr. kindergarten will be displayed as Level A, kindergarten as Level B, etc.)

Check this box to extend audio up through the grade-five level for math skills and the Continuous Diagnostic. Audio is automatically available for junior-kindergarten through second-grade math levels and junior-kindergarten through first-grade English language arts levels.

\*Required

Submit Cancel

Click **Submit** to save your changes.

# Your roster is now all set!

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