

# Set up your roster

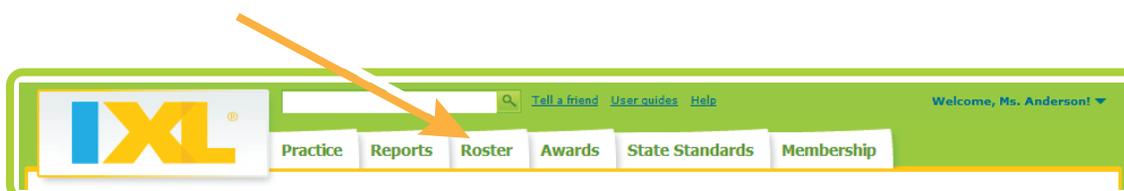
- It's easy to get your students started with fun math practice!
- Your students get unlimited practice in thousands of math topics.
- You can easily track class and student progress with interactive, real-time reporting.

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 Click the **Roster** tab.





## 3 Enter student information.

Enter student's last name or initial, then first 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*	Parent or student e-mail ?	Username	Password	Save
1	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="button" value="Save"/>

You're using 0 out of 30 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.

## 4 Click **Save** to add the first student.

#	Last name or initial*	First name*	Parent or student e-mail ?	Username	Password	Save
1	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="button" value="Save"/>

You're using 0 out of 30 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 Confirm the new account, and continue adding students.

Student account successfully added.

#	Last name or initial*	First name*	Parent or student e-mail ?	Username	Password	Save
1	<input checked="" type="checkbox"/> Barker	Laura	barkerfamily567@gmail.com	laurabarker880	arm16	<input checked="" type="button" value="Save"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="button" value="Save"/>

You're using 1 out of 30 student accounts. Hint: Click Save or press Enter to save and start a new row.

Continue entering student information in the next row.

## Congratulations!

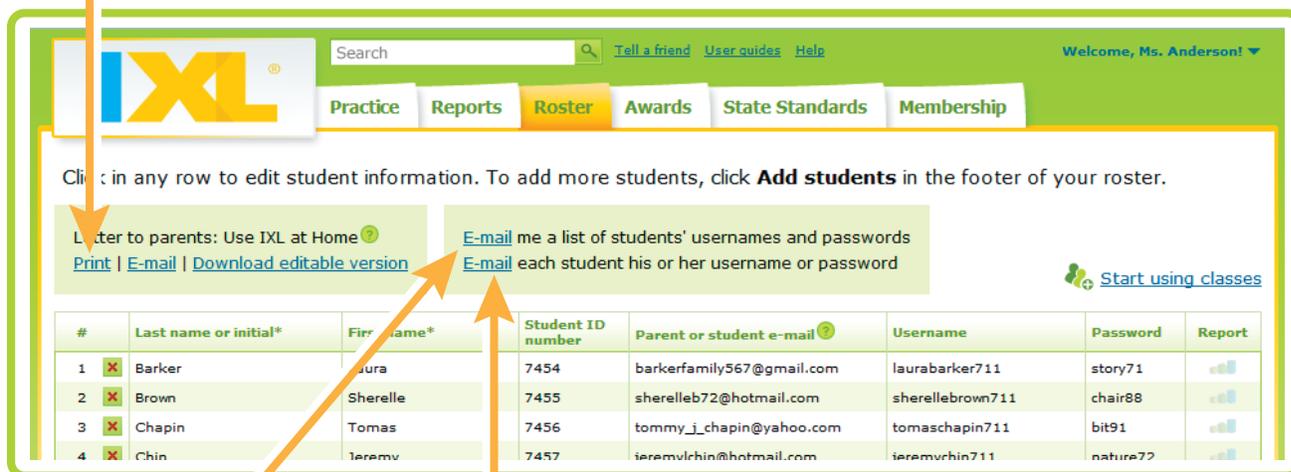
Your IXL roster is complete. Students can sign in with the usernames and passwords displayed on your roster.

Follow two more steps below to prepare to introduce your class to IXL!

### 6 Use the links provided to:

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.



The screenshot shows the IXL Roster page for Ms. Anderson. The 'Roster' tab is selected. Below the navigation bar, there are instructions and two callout boxes. The first callout points to the 'Letter to parents: Use IXL at Home' link, which has sub-links for 'Print', 'E-mail', and 'Download editable version'. The second callout points to the 'E-mail me a list of students' usernames and passwords' link. Below these links is a table of student information.

#	Last name or initial*	First name*	Student ID number	Parent or student e-mail ?	Username	Password	Report
1	Barker	Laura	7454	barkerfamily567@gmail.com	laurabarker711	story71	
2	Brown	Sherelle	7455	sherelleb72@hotmail.com	sherellebrown711	chair88	
3	Chapin	Tomas	7456	tommy_j_chapin@yahoo.com	tomaschapin711	bit91	
4	Chin	Jeremy	7457	jeremvchln@hotmail.com	jeremvchln711	nature72	

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.

## 7 Before your students start practicing, edit your profile settings:

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

How do you want IXL to display your name to students?

U.S. users: Choose your state here so that IXL can display the correct state standards.

Select this check box if you want to hide grade level titles in IXL, for all your students. (Pre-K will be displayed as Level A, and first grade will be displayed as Level C.)

Click **Submit** to save your changes.

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.k12.c
School	Westdale School
State/Province	California
Country	United States

Settings	
Time zone	US/Pacific
First day of school	August 1
Receive report e-mails	<input checked="" type="checkbox"/>
Hide grade levels	<input type="checkbox"/>
Hide timer	<input type="checkbox"/>

\* Required

Note: Instruct students to sign in at [www.ixl.com/signin](http://www.ixl.com/signin) to ensure complete masking of grade levels.