

Set up your roster

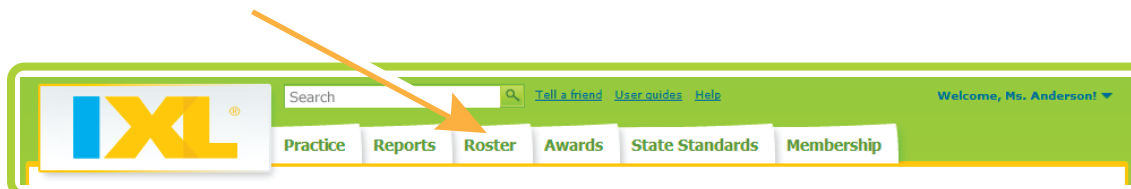
- It's easy to get your students started with fun math practice!
- Your students get unlimited practice in thousands of math topics.
- You can easily track class and student progress with interactive, real-time reporting.

1 Sign in to your IXL site license account at www.ixl.com.



? If you don't know your username and password, contact us at help@ixl.com.

2 Click the **Roster** tab.





3 Enter student information.

Start typing 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 Confirm 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	Barker	Laura	09382	barkerfamily567@gmail.com	6	laurabarker609	94west	Save ✓
2	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.

Congratulations!

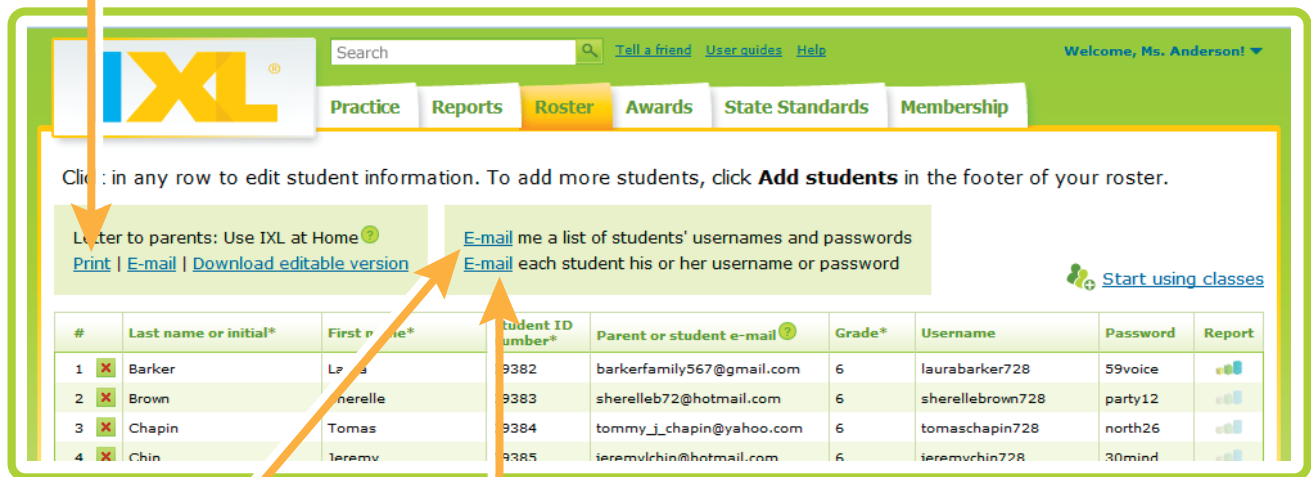
Your IXL roster is complete. Students can sign in with the usernames and passwords displayed on your roster.

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

5 Use the links provided to:

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.



The screenshot shows the IXL Roster page. At the top, there is a search bar and navigation tabs for Practice, Reports, Roster, Awards, State Standards, and Membership. Below the tabs, there is a message: "Click in any row to edit student information. To add more students, click **Add students** in the footer of your roster." Below this message, there are two links: "Letter to parents: Use IXL at Home" and "E-mail me a list of students' usernames and passwords". Below these links is a table with the following columns: #, Last name or initial*, First name*, Student ID number*, Parent or student e-mail, Grade*, Username, Password, and Report. The table contains four rows of student information.

#	Last name or initial*	First name*	Student ID number*	Parent or student e-mail	Grade*	Username	Password	Report
1	Barker	Laura	9382	barkerfamily567@gmail.com	6	laurabarker728	59voice	
2	Brown	Sherelle	9383	sherelleb72@hotmail.com	6	sherellebrown728	party12	
3	Chapin	Tomas	9384	tommy_j_chapin@yahoo.com	6	tomaschapin728	north26	
4	Chin	Jeremy	9385	jeremulchin@hotmail.com	6	jeremvchin728	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.

6 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?

US 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.

Profile and settings [Help](#) | [Close](#)

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	Change password
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

[Submit](#) [Cancel](#)

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