

Four simple steps to use *Lexia Reading* successfully with your class.

## Step One

### Log In

1. Launch an Internet browser and go to:

[www.mylexia.com](http://www.mylexia.com)

(bookmark this page)

2. Log in using your username and password.

### Teacher & Staff Login

Username

Password

[Forgot Password?](#)

### Student Login

Username:

Password:

*Students have a different login screen that is accessed when they run a program on their computer.*

3. You are now on your MyLexia Home where you can see a snapshot of your class progress.

*You will not see any report data on your Home tab until your students begin using Lexia Reading.*

## Step Two

### Create Your Class

1. Click on **Home** tab. If you see your class listed or in the Class dropdown, skip to step 5. If you do not see your class, select **Add a Class**.

2. Select a grade.

3. Enter a class name.

*Tip: Create class names that begin with the teacher last name.*

4. Assign any additional teachers.

5. Add students to your class:

Add existing students by selecting them from the school list and clicking the **Add** button to add them to your class.

Optional Feature (if enabled): Add new students by clicking the **Add New Students** button, entering their information, and clicking **Save** and **Done**.

6. Click **Save**.

In the next step, students will get program assignments and begin program usage.

## Step Three

**New in  
Lexia Reading  
v6.0**

### Get Students Started

Allow new students to use the **Lexia Reading Auto Placement** feature to determine the best program and level.

1. Make sure that all students have a **grade assignment**.  
*Note: Students with a grade of "Other" will not be offered the Auto Placement and must be given a program assignment manually.*

2. Allow students to log in to *Lexia Reading* student software where they will complete **Auto Placement** in less than 10 minutes.



Student software icon

3. **Schedule and monitor student usage** to meet frequency and duration guidelines to get maximum benefit from *Lexia Reading*.

### Meeting Recommended Use Patterns

Instructional Tier	Frequency of Use	Duration of Session
Tier 1 – Core Instruction	2 x / week	20 - 30 minutes
Tier 2 – Supplemental Instruction	3-4 x / week	20 - 30 minutes
Tier 3 – Intensive Intervention	5 x / week	20 - 30 minutes

### Manually Assigning Programs

For students that are an exception to Auto Placement guidelines or for students using *Lexia Reading* version 5.x software.

- ▶ Click on **Home** tab. Scroll to Students and Assignments.
- ▶ Click **Assignments**. Use checkboxes to assign a program.
- ▶ Click **Save**. Students will start at Level 1 of the assigned program unless you modify their Level/Activity settings.

## Lexia Reading® Quick Reading Test

**NEW!** in Teacher Resources

- ▶ Teacher-attended diagnostic and screening tool
- ▶ Provides insight into skill proficiency

## Step Four

### Monitor Student Progress

Log in to *Lexia Reading* on a regular basis to view **Use, Progress, and Skill Assessment Reports**.

1. Click on **Home** tab. View the Class Combined Report to track usage, progress and skill mastery. Scroll down to see your class roster.
2. Use the **Class Skills Assessment Report** to identify students who are struggling with activities in *Lexia Reading* and need instruction.

Instruction Needed - 12 Students !

3. Click on the **Teacher Resources** tab to access print materials for use with your students.

### Teacher Resources

#### Instructional Materials

Lexia Lessons™ are scripted lesson plans for teachers to print and use with students who are struggling ! with activities in *Lexia Reading*.

#### Practice Materials

Lexia Skill Builders™ are paper and pencil activities for students to practice skills they've worked on in *Lexia Reading*.

4. Click on the **Reports** tab to easily access even more information about your students.

### Need more help?

Click on the **Teacher Resources** tab to access Training Materials that will show you how to get the most out of *Lexia Reading*.

Training Materials