

Getting Started for School and District Admins

Audience: Users with District Administrative Access and School Administrative Access

Summary: Learn how to create user accounts for Lexia Reading. Student accounts allow students to use the Lexia Reading student software, and teacher/staff accounts allow teachers to login to MyLexia (www.mylexia.com) for reporting and administrative purposes.

Prerequisites: Lexia Reading student software should be installed and configured on each student machine. For complete instructions, see the document Lexia Reading *Installation and Configuration*.

Overview

District Administrative Access users will receive a username and password to login to MyLexia and perform (or oversee) **steps 1-6** so teachers, staff, and students can begin using Lexia Reading.

School Administrative Access users will receive a username and password to login to MyLexia and perform (or oversee) **steps 2-6** so teachers, staff, and students can begin using Lexia Reading.

Outline of steps explained in this document:

1. Create Schools
2. Create Teacher and Staff Accounts
3. Create Student Accounts
4. Create Classes (and add students and teachers to them)
5. Verify student grade assignments so they will encounter the Lexia Reading Auto Placement during first use of the student software.
6. Distribute User Information to teachers and students

Important! When entering information in MyLexia, remember to click the **Save** button at the bottom of each screen to save your changes.

Login to MyLexia

- A.** Launch a web browser and type in the following URL: <http://www.mylexia.com>. (Make this a favorite, bookmark the page, or create a shortcut on the desktop.)
- B.** To login, type in your username (email address) and password, and then click the Login button.
- C.** Check your login access by clicking **My Profile** in the upper-right corner of the screen.

Step 1. Create Schools

- A. Click the Schools tab and then click the **Add a School** button.
- B. Type in the name of the first school and click the **Save** button.
- C. Repeat steps A & B for each school you would like to create.

Step 2. Create Teacher and Staff Accounts

You can either import a large number of teachers and staff into Lexia Reading using a tab-delimited file **or** create the teachers and staff accounts one-by-one.

Importing Teachers/Staff from a Tab-Delimited File

If you have not used Lexia Reading before and wish to create a large number of teacher/staff accounts, you may create an import file using a template supplied by Lexia and then email the file to Lexia to import the staff into Lexia Reading.

- A. Download the import template file by clicking the following link or by typing the entire URL into a web browser:

<http://www.lexialearning.com/downloads/StaffImport.xlsx>

- B. **Save** the file on your computer. Open the file in MS Excel or another spreadsheet program.
- C. For instructions on using the staff import template, click the following link or type the entire URL into a web browser:

http://www.lexialearning.com/files/support/Lexia_Reading_Importing_Staff_Info.pdf

Creating Teachers/Staff One By One

- A. On the Staff tab, click the **Add Staff** button.
- B. Create New Teachers/Staff Screen: Add information for each user you wish to create..
 - a. Username should be the person's **email address** and must be unique.
 - b. Password should be 4-20 characters with letters, numbers and underscores only.
 - c. Access Level should be Class Access for teachers. Other users - please see Help for a description of access levels available.
 - d. School (District Admin Access only)- if the user is associated with more than one school, just select one of the schools from the drop-down list.
 - e. If you wish to submit the current page of users and start a new page without going back to the Teachers & Staff tab, click the **Submit and Add More Teachers** button.
- C. Click the **Save and Done** button when finished.
- D. Users and their access levels will begin populating the Staff list on the Staff tab.

Step 3. Create Student Accounts

Student accounts can be created either by importing a large group of students using a tab-delimited file or by adding student accounts one by one.

Import from Tab-Delimited File

If you have not used Lexia Reading before and wish to create a large number of student accounts, you may create an import file using a template supplied by Lexia and then email the file to Lexia to import the staff into Lexia Reading.

- A. Download the import template file by clicking one of the following links or by typing the entire underlined URL into a web browser.



http://www.lexialearning.com/downloads/StudentImport_US.xlsx (US)



http://www.lexialearning.com/downloads/StudentImport_UK.xlsx (UK)

- B. **Save** the file on your computer. Open the file in MS Excel or another spreadsheet program.
- C. For instructions on using the staff import template, click the following link or type the entire URL into a web browser:
http://www.lexialearning.com/files/support/Lexia_Reading_Importing_Student_Info.pdf

Create Students One By One

- A. In MyLexia, on the Students tab, click the **Add Students** button.
- B. Create New Students Screen: Add information for each student you wish to add. Click the **Save and Done** button when finished.
 - a. Username for students must be unique.
 - b. Password is optional for students.
 - c. Assign a grade – if unknown, select “Other”.
 - d. Assign a school for the student (District Admin Access only).
 - e. If you wish to submit the current page of users and start a new page without going back to the Students tab, click the **Save and Add More Students button**.

Step 4. Create Classes (and add students and teachers to classes)

- A. Click the **Classes** tab.
- B. Click the **Add a Class** button.

C. Class Information Screen:

- a. Select a school for this class from the drop-down menu (District Admin Access only).
- b. Select a grade for this class from the drop-down menu.
- c. Type a name for the class.
- d. Notes are not required.
- e. Select a teacher by clicking on that teacher. Select more than one teacher by holding down the CTRL key and clicking on each teacher.
- f. Select a student by clicking on their name in the “All Students in School” box on the left side of the screen. Click the **Add>>** button to add that student to the class. You will see their name in the “Students in This Class” box on the right side of the screen.
- g. Click the Submit button to create the class.

Step 5. Verify Student Grade Assignments

Make sure all students have accurate grade assignments so they will encounter the Auto Placement during first use of the student software.

Step 6. Distribute User Information to Teachers and Students

After you have created all teacher/staff and student accounts, the login information needs to be distributed to these users.

For teachers and staff, the following information is useful (either via email or hard copy):

1. Launch a Web browser and type in the following URL:

<http://www.mylexia.com>

(Make this a favorite or bookmark the page)

2. Login

Username (email address): _____

Password: _____

3. Refer to the *Getting Started for Teachers and Students* guide from the Lexia website:

<http://www.lexialearning.com/files/support/LexiaReadingGettingStarted.pdf>

Distributing login information to students:

A. Make sure the Lexia Reading student software is installed and configured on each student machine. For complete instructions, see the **Installation Instructions** in the Lexia Reading Support section of the Lexia website.

B. Create login cards for students to help them remember how to login.

In MyLexia, on the Classes tab, you can print out student login cards for a class. The login cards display the student's name, username, password, and class name, and can be cut up and distributed to students. You can also print on two popular Avery® labels 5395 and 8395.

Additionally, a template for several types of login cards is available at:

http://www.lexialearning.com/support/files/welcome_kit/lexiaheadsetpackstickers.pdf

C. Teachers can see a list of student names, usernames, and passwords on the **Students** tab when they log in to their MyLexia account and select their class.

Note: Users with Class Access (i.e., most classroom teacher and staff) can access login cards on the Students tab.