



Lexia Reading™ Importing Student Information

These directions are intended to get you started using *Lexia Reading* as quickly as possible after installation. They do not provide complete instructions for the administrative area of the program but focus on the steps needed to get student information into the program quickly.

Target User Access Level: **District Administrative Access**
 School Administrative Access

Import from Tab-Delimited File

If you have not used Lexia before and wish to import a large listing of students into the program, you may create an import file using a template supplied by Lexia to do this.

- A. Download the appropriate Student Account Input Template at:
 -  <http://www.lexialearning.com/mylexia/Downloads.html> (US)
 -  <http://www.lexialearning.com/mylexia/DownloadsUK.html> (UK)
- B. Unzip the file and open it (it is easiest to use Excel, but keep tab-delimited format).
- C. Enter student information in rows under the column headings; **do not change the column headings**. (Student ID, First Name, MI, Last Name, Username, Password, Date of Birth, Sex, Grade).
 - a. **Student ID** – number your students starting with 1 (this number is just for import purposes and will not be visible after the import)
 - b. **Username** – must be unique to your school or district. Many schools use the school's or SASI student id. **There cannot be any spaces or ' in the username.**
 - c. **Password** – optional and can be the same for all students (this might be the most practical for younger grades).
 - d. **Date of Birth** – mm/dd/yyyy format (optional)
 - e. **Sex** – M or F (optional)
 - f. **Grade (US Customers)** – PRE-K, K, 1,2,3,4,5,6,7,8,9,10,11,12, OTHER (do not leave blank)
Or
Year (UK Customers) – R, 1,2,3,4,5,6, OTHER
- D. Save the file (remember to keep the tab-delimited file format).

NOTE: Please create a separate tab-delimited file for each school you are creating data for. Make sure you indicate which file goes with which school.

- E.** Email your file to support@lexialearning.com. Please include your name, phone number, Customer ID, the name of the school. We process imports in the order that they are received. You will receive an email notification when this process is complete. Normal turnaround is 2 business days or less.
- F.** You will receive an email from Lexia when your import has been completed.
- G.** Please log into Lexia Reading after the data import is complete and verify the data.