

Lexia Reading™ Getting Started

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. Teachers will be able to assign students to the correct Lexia program for their skill level, based on an assessment of their needs.

GETTING STARTED FOR TEACHERS

The person responsible for installing the Lexia software should have already created class rosters as well as student and teacher logins. Teachers will be given a unique username and a password to use to logon to MyLexia, where they can manage and monitor student use of *Lexia Reading*:

A. Launch an Internet browser and type in the following URL:

<http://www.lexialearning.com/mylexia>

(Make this a favorite or bookmark the page).

B. Login.

1. Type in your username (email address) and password.

2. Click the Login button.

There will be three tabs on the screen: My Homepage, Reports, and Help.

On the My Homepage will be information about your class. This is an overview page designed to provide important student information at a glance including:

- Instruction Needed
- Currently Working On
- Successfully Completed
- Last Completed Unit

If you scroll down, a list of students, their usernames and passwords, and their assignments (programs and levels) can be seen at the bottom of the screen. Clicking on the Reports tab will allow you to view three types of reports: Progress, Usage and Skills in more detail. You may also select date ranges or specific students.

3. Click on the Help tab to get more information on how to use *Lexia Reading*.

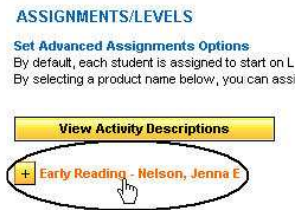
C. Make Assignments.

Note: You must assign students to a *Lexia Reading* program to begin use.

1. Click the My Homepage tab.

2. If you have more than one class, select one from the Class drop-down menu.

3. Scroll down to the Students and Assignments list.
4. Click Assignments. The students from the class are listed and the checked boxes indicate which programs are assigned to them.
5. To add or remove a program, click the box to add or remove the check.
6. To assign levels (the default is set to begin all activities in Level One), select View/Modify under the Level/Activity Settings list.
7. Select the program name.



Level 1 <input type="radio"/> On <input type="radio"/> Off <input checked="" type="checkbox"/> Branching on	Level 2 <input type="radio"/> On <input type="radio"/> Off <input checked="" type="checkbox"/> Branching on
Rhyme Time <input type="radio"/> On <input type="radio"/> Off <input type="text" value="Unit 1"/>	Consonant Tree 1 <input type="radio"/> On <input type="radio"/> Off <input type="text" value="Unit 1"/>
Sound Match <input type="radio"/> On <input type="radio"/> Off <input type="text" value="Unit 1"/>	Consonant Tree 2 <input type="radio"/> On <input type="radio"/> Off <input type="text" value="Unit 1"/>
Word Snip <input type="radio"/> On <input type="radio"/> Off <input type="text" value="Unit 1"/>	Consonant Tree 3 <input type="radio"/> On <input type="radio"/> Off <input type="text" value="Unit 1"/>
Sound Slide <input type="radio"/> On <input type="radio"/> Off <input type="text" value="Unit 1"/>	Short Vowel Crate <input type="radio"/> On <input type="radio"/> Off <input type="text" value="Unit 1"/>
	Consonant Pair Pond <input type="radio"/> On <input type="radio"/> Off <input type="text" value="Unit 1"/>

[Assign Activities Based on a Skill](#) ←

8. The program's levels and units display. Click the applicable radio buttons. Note that you can assign activities that support development of a specific skill by clicking on the Assign Activities Based on a Skill link at the bottom of the activity box (see arrow).
9. Click Submit to accept your changes.

GETTING STARTED FOR STUDENTS

There will be one icon on the student machine desktop that will launch *Lexia Reading*. Double-clicking on this icon will launch the product and bring up the logon screen.

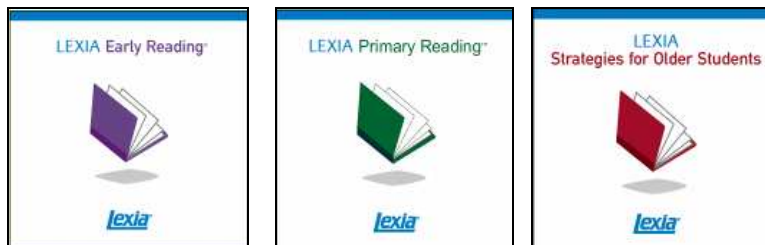


Students will need to logon to the *Lexia Reading* product by typing in their unique username and optional password.



A login window titled "Login" with a lock icon. It contains two input fields: "Username:" and "Password:". Below the fields is a green circular button with a right-pointing arrow.

Once the student logs on, they will be given a choice of which *Lexia Reading* program to use (if they were given access to more than one program) or will go directly to the *Lexia Reading* program they have been assigned to.



Teachers must complete the “Make Assignments” step in Section C of “Getting Started for Teachers” in order for a student to have access to any *Lexia Reading* programs.