


When entering information remember to click the  button at the bottom of the screen to save your changes.

1. Create Schools

- A. From the My Homepage tab, scroll down to the **Schools and Assignments** section. Click on the **Add a School** button.
- B. Type in the name of the first school and click the **Submit** button when done.
- C. Repeat steps A & B for each school you would like to create.

2. Create Teachers and Staff

- A. Click on the Teachers & Staff tab.
- B. Click on the **Add Teachers/Staff** button.
- C. Create New Teachers/Staff Screen: Add information for each user you wish to create. Click the **Submit and Done** button when finished.
 - 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 - if the user is associated with more than one school, just select one of the schools from the dropdown 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.
- D. Users and their access levels will begin populating the Teachers & Staff list on the Teachers & Staff tab.

District Admin
Access Only




3. Create Students

Import from Previous Lexia Programs

Lexia Early Reading v 3.01
Lexia Primary Reading v 1.02
Lexia Strategies for Older Student v 4.0

If you are currently a Lexia customer and have entered your students into previous Lexia products, you can import your students using our Lexia Data Migration tool. It is strongly suggested that the student information in your current Lexia program be reviewed prior to migration to make your migration process cleaner.

- A. Download the Lexia Data Migration Tool from <http://www.lexialearning.com/mylexia>.
- B. Unzip the downloaded file into the Lexia Learning Systems directory on a machine that has the Lexia products installed (a student workstation for example).
- C. Go to the Lexia Learning Systems directory and click on the icon for Data Migration Tool. Select Run. 
- D. After you launch the Lexia Data Migration tool follow the instructions on the screen to select the students you wish to migrate.
- E. You will be asked to save the migration file to your local machine. The file will be called: MigrateLLS_09112007.xls (where the numbers are the date when the file is created – you may rename this file, just keep the .xls extension).

NOTE: Please create a separate migration file for each school you are migrating data for. Make sure you indicate which file goes with which school.

- F. Email your file to support@lexialearning.com. Please include your name, phone number, Customer ID, the name of the school. We process migrations 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.
- G. Please log into Lexia Reading after the migration is complete and verify the migration.

Import from Tab-Delimited File

If you are currently a Lexia customer and have entered your students into previous Lexia products, you can import your students using our Lexia Data Migration tool. It is strongly

suggested that the student information in your current Lexia program be reviewed prior to migration to make your migration process cleaner.

- A. Download the [Student Account Input Template](http://www.lexialearning.com/mylexia) from <http://www.lexialearning.com/mylexia>.
- 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.
 - 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
 - e. **Sex** – M or F
 - f. **Grade** – PRE-K, K, 1,2,3,4,5,6,7,8,9,10,11,12, OTHER (do not leave blank)
- 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. Please log into Lexia Reading after the data import is complete and verify the data.

Create Students One By One

- A. Click on the Students tab in Lexia Reading.
- B. Click on the **Add Students** button.

- C. Create New Students Screen:** Add information for each student you wish to add. Click the **Submit and Done** button when finished.
- Username for students must be unique.
 - Password is optional for students.
 - Assign a grade – if unknown, select “Other”.
 - Assign a school for the student.
 - If you wish to submit the current page of users and start a new page without going back to the Students tab, click the **Submit and Add More Students** button.

District Admin
Access Only



4. Create Classes

- A.** Click on the Classes tab (School Administrative Access users click on the My Homepage tab).
- B.** Click on the **Add a Class** button.
- C. Class Information Screen:**

District Admin
Access Only



- Select a school for this class from the dropdown menu.
- Select a grade for this class from the dropdown menu.
- Type a name for the class
- Notes are not required
- Select a teacher by clicking on that teacher. Select more than one teacher by holding down the CTRL key and clicking on each teacher.
- 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.
- Click the Submit button to create the class.

5. Make Program Assignments

- A.** Click on the My Homepage tab, scroll down to the **Schools and Assignments** section (School Administrative Access users will have a **Classes and Assignments** section). Click on the **Assignments** button.

District Admin
Access Only



- B.** Select a School from the left dropdown menu.
- C.** Select a Class for the right dropdown menu.
- D. Give Program Access** - A list of students in the class will appear along with checkboxes for access to the Lexia programs. By default students do not have access to any Lexia program. Give the student listed on the left, access to one or more programs by clicking on the checkbox below that program name. It is suggested that students only have access to one Lexia program at a time.

E. Click the **Submit** button to accept all these changes.

NOTE:

Change Default Program Start -Students will begin a Lexia program at Level 1 and at the first unit of each activity unless the **Level/Activity Settings** are changed. This can be done by clicking on the [View/Modify](#) link to the right of the student name. It is suggested that students start at the beginning of their Lexia program unless familiarity with a student's skills and abilities dictates otherwise.

6. Distribute User Information

Now that all teachers, staff and students have been created, 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 an Internet browser and type in the following URL:

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

(Make this a favorite or bookmark the page)

2. Logon

Username: _____

Password: _____

3. Printout Getting Started for Teachers and Students from the Lexia website.

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

For students:

1. Make sure the Lexia Reading v5 workstation software is installed.

See [Installation Instructions](#) on MyLexia tab of the Lexia website for details on this step.

2. Create login ids for students to help them remember how to login.

Templates for several types of login ids are at <http://www.lexialearning.com/mylexia>. Teachers can see a list of student names, usernames and password when they login to their Lexia account and select their class.