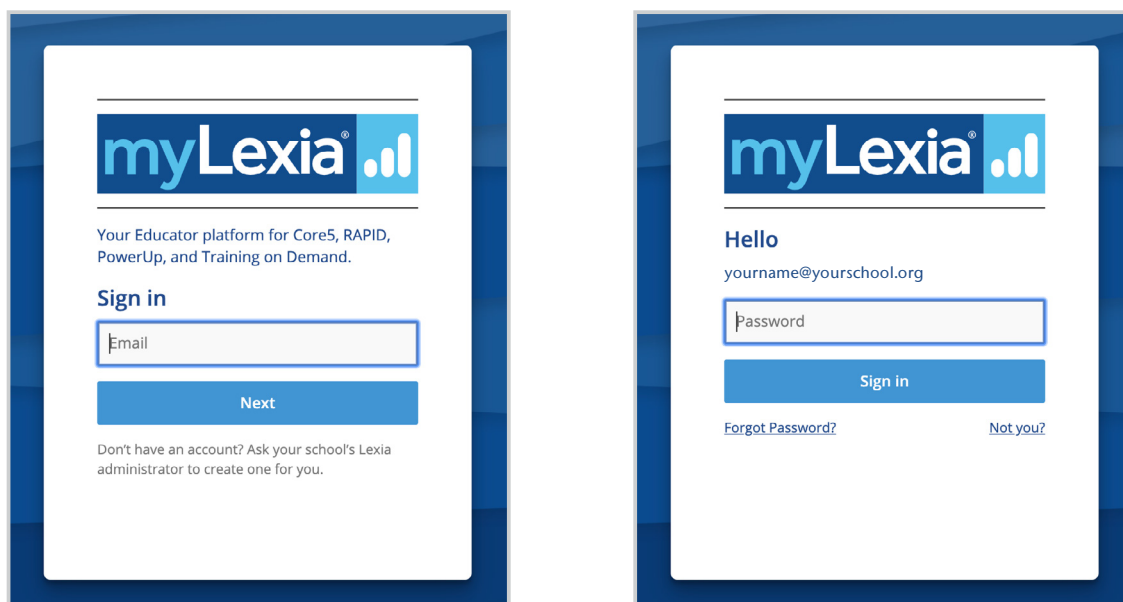# Overview of myLexia

myLexia is Lexia's reporting and administrative website for educators. Teachers should log in to myLexia regularly to monitor student progress and access instructional support materials.

This section explains how to complete common setup tasks in myLexia. For more information about myLexia's reports and resources, see the *Lexia Reading Reports Guide*.

Logging into myLexia

1. Launch a web browser (Chrome, Firefox, Safari, or Internet Explorer).

2. Go to www.myLexia.com (bookmark this page for easy access in the future).

3. Enter your email address. On the next screen, enter your password.

    • Your school or district Lexia Administrator should have created your account.
    • Select **Forgot Password?** to reset your password via a secure link that will be emailed to you.

4. Select the **Sign in** button.

myLexia Educator Login

Changing your myLexia Account Settings

Account settings include your username, password, and email notification settings.

1. After logging in to myLexia, hover your mouse over your name in the upper-right hand corner and select **My Profile**.

2. Make desired changes:

    • Under Email Notifications, you may opt in or out of Orientation emails, which are sent infrequently after students begin program use.
    • You may also change the frequency of Student Progress emails, which alert you to new student achievements or students who are struggling in your assigned classes.

3. To save your changes, select the **Save** button.

Creating New Classes

You may create as many classes as you need to group students together for easier management and reporting. A student can be in more than one class.

Note: Some schools and districts use automated tools to create and manage classes, students, and staff in myLexia. See your Lexia Administrator for more information.

1. Log in to myLexia:

   - If you are a teacher who is not assigned to a class, you will see a **Create Class** button.
   - If you already have a class and want to create a new class, select the **Manage** tab. Select the **Classes** list at the top of the screen, and select the plus button.

2. On the Create Class screen, define the class:

   a. Enter the Class Name and select the Grade (required).

   b. Select the **Add Students** button. Select the students you want to add to the class. Make sure you select the **Add to Selected Students** button so that the students display in the Selected Students list. When you are finished, select the **Done** button.

   c. If you don't see all of your students, go to the **Manage** tab > **Students** list in order to create them.

   d. Teachers are automatically added as staff to the class. To add more staff, select the **Modify Staff** button.

3. To create the class, select the **Save** button.

Printing Class Rosters and Login Cards

The class roster displays a list of students in a class with the students' usernames and passwords.

Login cards display each student's username and password; they can be cut up and distributed to students individually. Login cards are compatible with Avery® 5395 and 8395.

1. Log in to myLexia and select the **Manage** tab. Make sure you are on the **Classes** list.

2. Select the classes:

   - To print rosters, select the **Print Rosters** button.
   - To print login cards, select the **Print Login Cards** button.

3. The roster or login cards display and you can print them.

Adding New Students

You can add new students at any time. *Note: The ability to add new students may be turned off for your school or district.*

1. Log in to myLexia and select the **Manage** tab. Select the **Students** list at the top of the screen.

2. Select the **Create** button.

3. On the **Create Student** screen, add information about the student:

   - Usernames are not case-sensitive and may only contain letters, numbers, underscores, periods, apostrophes, and dashes. Usernames must be unique across your school district.
   - Passwords must be at least four characters and should be easy for students to remember.
   - You may select the **Demographic Data** tab to add more information about the student, or the **Program** tab to specify a reading program assignment or direction language.

4. To create the student, select the **Save** button.

Note: To add the student to a class, go to the Classes list and create or edit a class to add the student.

Changing Student Information

You can change a student's information, including username, password, grade, and other demographic information.

1. Log in to myLexia and select the **Manage** tab. Select the **Students** list at the top of the screen.

2. Find the student you want to edit and select the pencil icon in the student's row.

3. Make any modifications to the student. To edit a reading program assignment or direction language, select the **Program** tab.

4. When you are finished, select the **Save** button.

Managing Student Assignments

This section describes how to manage student program and level assignments.

Important Note! It is not necessary for teachers to actively manage student assignments. Students are automatically placed in Core5 the first time they log in after completing the Auto Placement activities. Students should be allowed to progress at their own pace. These instructions for managing student assignments are provided for exceptions only.

Warning! Changing a student's assignment can result in deleted data. Additionally, performance measures will be temporarily unavailable for a student after an assignment change.

Making Manual Assignments

You can make manual assignment changes for a student before or after the student uses Auto Placement, including changing a student's level, turning on/off activities, and changing units within an activity.

1. Log in to myLexia and select the **Manage** tab. Select the **Students** list at the top of the screen.

2. Find the student you want to edit and select the pencil icon in the student's row.

3. Select the **Program** tab:

   • To change a student's level, select a level from the drop-down menu.

   • To turn off activities in the current level, select the level from the drop-down menu and then select the **Advanced Settings** icon. Use the checkboxes to turn an activity off or on.

   • To change units in the student's current level, select the level from the drop-down menu and then select the **Advanced Settings** icon. Use the unit drop-down menus to change the student's unit.

4. Select the **Save** button at the bottom of the screen.

Resetting Auto Placement and Switching Programs

You may reset a student's placement to make the student go through Auto Placement again. This will delete all of the student's data and progress. If the student has begun working in a program, you must reset a student's assignment in order to change the assigned program (e.g., assigning a student in Core5 to Lexia® PowerUp Literacy,™ and vice versa).

1. Log in to myLexia and select the **Manage** tab. Select the **Students** list at the top of the screen.

2. Find the student you want to edit and select the pencil icon in the student's row.

3. Select the **Program** tab, and then select the **Reset Placement** option. Then, select the **Save** button at the bottom of the screen. If you are switching the student's program, select the other program to place the student in, and then select the **Save** button at the bottom of the screen.