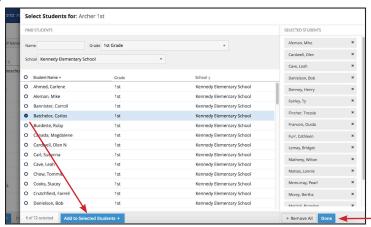# Managing Students and Classes on myLexia.com

This document is for teachers. It provides instructions for managing student accounts and class rosters on myLexia.com for the use of all Lexia's student products (Lexia® Core5® Reading, Lexia® PowerUp Literacy™, and Lexia® RAPID Assessment™).

Notes:

- Teachers may be assigned "Read Only" permissions that prohibit adding, editing, or deleting any students or classes in myLexia. To see your permissions, log in to myLexia, hover your mouse over your name in the upper-right hand corner, and click **My Profile** to view your assigned role.
- Some schools and districts use automated tools in order to sync the classes and students in myLexia with their Student Information System (SIS). Teachers in these schools and districts cannot create new students, but can create new classes in order to group students.

To create a new class

1. Log in to myLexia.com:

   - If you are a teacher who is not assigned to any class, you will see an image of two rectangles above the message "No Classes Assigned". Click the **Create Class** button.
   - If you already have a class and want to create a new class, click the Manage tab on the left side of the screen. Make sure you are on the Classes list, and click the ➕ button.

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

   - Enter the Class Name and select the Grade (required).
   - Click the Add Students button. Select the students you want to add to the class. Make sure you click the **Add to Selected Students** button so that the students display in the Selected Students list. When you are finished, click the **Done** button.

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

Notes:

- If you don't see all of your students, return to the overview of the new class in order to create them. See the instructions in this document for more information.
- Teachers who create their class from the initial Reading screen will automatically be assigned to their class. Otherwise, click the **Add Staff** button to assign teachers to the class.

To print a class roster or student login cards (with student usernames and passwords):

1. Log in to myLexia.com. As a default, you will be directed to the Class Overview for one of the classes to which you are assigned. If you need to switch your view to another class, use the drop-down menu at the top of the screen called "My Other Classes" to select the desired class.

2. On the bottom of the screen, hover over the gray **Print** button.

3. Click either Print Rosters or Print Login Cards. The roster or login cards display, and you can print.

To edit a class (including adding/removing students and staff):

1. Log in to myLexia.com. As a default, you will begin on a class overview for one of the classes to which you are assigned. If you need to switch your view to another class, use the drop-down menu at the top of the screen called "My Other Classes" to select the desired class.

2. On the bottom of the screen, hover over the gray Manage button.

3. To Add Students:

   - Click **Add Students**.
   - Select the circles next to the students you wish to add (use the Name or Grade fields to expand or narrow your search). *If the student does not display in the list, see instructions below on how to create a new student.*
   - Click **Add to Class**.

4. To Remove Students:

   - Click **Remove Students**.
   - Click the icon of the red circle with the white line next to the student's name you wish to remove.
   - Click **OK** in the pop-up window to confirm that you want to remove the student from the class.
   - Click **Done**.

5. To Add or Remove Staff:

   - Click **Edit Class**.
   - Click the **Modify Staff** button to add or remove staff.
   - To Add: select the staff members you wish to add to the class. Make sure you click the **Add to Selected Staff** button so that the staff members display in the Selected Staff list. When you are finished, click the **Done** button.
   - To Remove: click the **x** icon next to the staff member's name on the right-hand side of the screen, under the Selected Staff column. When you are finished, click the **Done** button.

6. When you are finished editing the class, click the **Save** button.

To create a new student

Please note: Some schools and districts do not allow Teachers to create new students. In that case, the Create Student button will not display.

1. Log in to myLexia.com. As a default, you will be directed to the Class Overview for one of the classes to which you are assigned. If you need to switch your view to another class, use the drop-down menu at the top of the screen called "My Other Classes" to select the desired class.

2. On the bottom of the screen, hover over the gray Manage button.

3. Select **Add Students**.

4. Click **Create Student** at the bottom of the page.

5. On the Create Student screen, add the 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. Passwords are case-sensitive, so you may want to avoid mixed-case passwords for young students.

   • You may click the Demographic Data tab to add more information about the student, or the Program tab to specify a reading program assignment or direction language.

6. To create the student, click the **Save** button.

To change student information (passwords, assignments, and L1 Support Language)

1. Log in to myLexia.com and click the Manage tab on the left hand side of the screen (the icon is a flow chart).

2. Select the Students view from the top of the page.

3. Find the student you wish to edit and click the pencil icon to the far right of their name.

4. Make any modifications to the student:

   • To edit a reading program assignment, click the Program tab. You can change a student's level, turn on/off activities, and change units within an activity. Note that changing a student assignment can result in deleted data and should be done on an exception-basis only.

   • To enable L1 language support for a student (which allows the student to choose to click a button to hear directions in their native language after hearing the directions in English), click the Program tab. All students have L1 support turned off by default. Core5 has support for Spanish, Arabic, Mandarin, Haitian-Creole, Vietnamese, and Portuguese. PowerUp and Strategies have support for Spanish

5. When you are finished, click the **Save** button.

If you need any assistance with these processes, you are welcome to reach out to Lexia Customer Support by emailing support@lexialearning.com or calling 800-507-2772.