myLexia ®

Lexia Customer Support

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Getting Lexia Ready for a New School Year

Overview

This document explains how to prepare Lexia programs (Lexia® Core5® Reading, Lexia® PowerUp Literacy™, Lexia Strategies™, Lexia® RAPID™ Assessment, and myLexia®) for use in a new school year.

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Why do I need to perform end-of-year maintenance?

Rostering

Lexia does not automatically advance student grades or clear class rosters in myLexia.com at the end of the school year. To advance students' grades and update class and school placements, you can perform end-of-year maintenance in myLexia.

Export data

Export data from this school year while it is still available in myLexia.com. Exports for the current school year only are available on myLexia.com.

> Note that the school/district exports for RAPID contain data for all years and all students, as long as those students have not been reset or deleted.

> If a classroom teacher wants to maintain their RAPID class-level data, they should export their Class Table before the end of the school year.

Review your school year start and end dates

Before the new school year starts, you should review your myLexia settings for school year start and end dates. If your school year start date doesn't match the start date setting in myLexia, it can affect reporting, Core5 Performance Predictors, and the availability of student achievement certificates (certificates are only available for the current school year).

Check for computer and device compatibility, updates, and whitelisting

It's important to make sure that your computers and devices are ready to use Lexia products, as system requirements may change when we release new versions of our products.

New this year: myLexia users can now chat online with Lexia Support. If you would like to use the online chat feature, please make sure that you whitelist salesforceliveagent.com.

Migrate to PowerUp

Summer is an ideal time to migrate from Strategies to our adolescent literacy program, PowerUp. Contact Lexia Customer Support to get started.

We use Clever or automated imports. Do I still have to perform end-of-year rostering maintenance in myLexia?

The amount of rostering maintenance you need to do in myLexia.com depends on what data you are syncing. With Clever and automated imports, you have the option of syncing the following:

- Students only
- Staff only
- Students and staff
- Students, staff, and classes

As long as you are syncing students, you do not need to update student accounts in myLexia.com; accounts should be automatically updated when your student information system rolls over. If you are not syncing staff and/or classes, you will need to manually update staff accounts and/or class rosters in myLexia.com.

- **Clever customers:** If you use Clever, you do not need to follow any of the steps in the myLexia rostering maintenance section of this document if you sync all of the following types of data with Clever: students, staff, and classes. Instead, you should follow Clever's recommendations for getting ready for the next school year. Please note that if your sharing rules involve term-based classes/sections, you should review your sharing rules to ensure they are up to date for the following year's first term.
- **Automated import customers:** If you use Lexia's Automated Import, you do not need to follow the steps in the myLexia maintenance section of this document if you sync all of the following types of data with your student information system: students, staff, and classes.
- **Customers who do not sync staff accounts and/or classes:** Not all Clever and automated districts choose to automate class rostering or staff accounts in myLexia.com. If you are not syncing staff accounts and/or classes, you will need to do some of all of the following in myLexia.com: delete unused classes, delete unused staff accounts, clear class rosters, and create new classes in myLexia.com. Please see Steps 2, 3, 6, 7, and 8 of the myLexia maintenance section below.

Do I have to do any additional end-of-year maintenance tasks if I am opting in or opting out of the new Expanded Core5 version?

End-of-year maintenance is not related to opting in or opting out of the Expanded (21-level) Core5 version that will be released in Summer 2019. All customers, regardless of which version of Core5 they will use, should follow Lexia's end-of-year maintenance recommendations. Please note that system requirements will be different for Classic (18-level) Core5 and Expanded (21-level) Core5 customers. If you have questions about the new version of Core5, please check here for more information.

What should I check before I start end-of-year maintenance tasks?

Does anyone still need to use Lexia this school year? Make sure students have completed using Lexia programs for the school year, and that staff have had a chance to print or save this school year's myLexia reports.

Have you exported data for the current school year? Lexia recommends downloading and securely storing a Monthly or Year-to-Date data export for future reference about student usage and progress for the current school year.

- **Core5, PowerUp, and Strategies school and district exports include data from the current school year only.** Exports that include data from previous school years will not be available through myLexia.com after the start of a new school year. Check your site settings for school year start and end dates, and make sure to download this year's export before the start of the next school year.
- **RAPID school and district exports include data from all academic years.** Exports include data from all previous school years, as long as student accounts have not been reset or deleted. This data will continue to be available in school and district exports accessed through the RAPID school and district reports in myLexia.com after the start of a new school year.
- **RAPID Individual student data for all academic years is available in the Student Longitudinal Report available through the Student Overview.** The individual Student Longitudinal report is available to next year's classroom teacher once a student has been assigned to the teacher's class. It is not available to all educators in the school.

Are you planning to reset student placement in Core5, PowerUp, or Strategies? Lexia does not automatically reset student placement in Core5, PowerUp, or Strategies at the end of the school year. You can choose to reset student placement so that your students will take auto placement when they return to school at the end of the summer. Please keep in mind that if you reset student placement, this permanently deletes the student's program history. If you plan to reset student placement for a large number of students, Lexia recommends exporting a snapshot of your data before resetting.

End-of-Year Maintenance for Student Programs

Step 1: Whitelisting

Check our whitelisting document to make sure that necessary Lexia URLs are whitelisted, especially if you added a new Lexia program such as RAPID or PowerUp, or if you would like to use the new chat support feature in myLexia.

Step 2: Compatibility

Check that your computers, browsers, and devices continue to be compatible with Lexia programs. Please see the technical resources page for system requirements for all Lexia products.

Step 3: Check for updates

The browser versions of Lexia programs (e.g., www.lexiacore5.com and www.lexiapowerup.com) automatically update. If your students only use the browser version of a Lexia product, you do not need to update that product.

If your students use the Core5 or Strategies installed software, the Core5, RAPID, or PowerUp iPad apps, or the Core5 Android app, you should make sure these are updated to the latest versions.

- To update the iPad app, open the App Store and tap Updates.
- To update the Android app, open the Play Store, find Core5 on your apps list, and tap Update.
- To update the installed software*, go to www.lexialearning.com and click Download at the top of the page.

The new Core5 Expanded (21-level) Program will be released in Summer 2019. The 21-level version of Core5 will be supported on browser (Chromebook, Mac, PC) and iPad (iOS 10+).

For the 2019-2020 school year, the Core5 iPad app on iOS 9, the Core5 Android app, and the Core5 desktop installed version will be supported for customers who elect to use the Core5 Classic (18-level) Program. For more information, click here.

*The desktop installed versions of Core5 and Strategies are no longer being updated, but will be supported through the 2019–2020 school year.

Step 4: Check School Year Start and End dates

Before the start of your school year, check to make sure that your school year start and end dates are correct in myLexia. Please note that if the existing start date in myLexia is in the future, you should try to avoid changing your start date to a date in the past. If you do, you will skip important start-of-year processing. If you need to change the start date to an earlier date, you should wait until after the existing start date in myLexia.

The best time to change the start date is if the current start date and the new start date are both in the future, or both in the past. Only highest-level admins in a site can change this setting. To see or change your start date:

- In myLexia, click on Settings in the lower left hand corner.
- In the General section, click on Site Settings.
- Use the drop-down menus to change the school year start and end dates.

End-of-Year Rostering maintenance in myLexia.com

If you use Clever or Lexia's automated import, please see the earlier section "We use Clever or automated imports. Do I still have to perform end-of-year rostering maintenance in myLexia?" for more information about which rostering tasks you may need to do manually in myLexia.

Choose your preferred method for end-of-year maintenance in myLexia.com:

Option One: Perform all end-of year maintenance tasks in myLexia.com, using the steps outlined below.

Option Two: Use the manual import method to perform several end-of-year tasks at once on a group of students and/or staff. This method will allow you to create new student and staff accounts, and modify grades, classes, and schools for existing accounts by uploading spreadsheets of student and staff data.

The manual import method will not archive student accounts, delete staff accounts, clear class rosters, or delete classes, so Lexia recommends that you follow steps 2, 3, 4, and 8 before doing a manual import. For information on how to run manual imports, see this document: http://www.lexialearningresources.com/tech/Lexia_ManualImport_Guidelines.pdf

Step #1: Advance Students to the Next Grade

- Log into www.myLexia.com as a user with District or School Admin access.
- On the Manage tab > Students list, select the students you want to advance to the next grade.
  - (Optional) Use the filter button to choose a group of students based on a category such the time period of Last Grade Change.
  - After choosing a filter or filters, click "Apply".
  - In the resulting list of students, click in the square to the left of the header "Student Name" so that all students in the list are highlighted.
- To select all students, click in the square to the left of the header "Student Name".
- Click the Change Grade button.
- Verify that the "Move forward one Grade" option is selected, and then click OK.
- You may also move students back a grade by selecting "Move backward one Grade".

Note: You can not advance more than 5000 students at a time. If you have more than 5000 students to advance, use the Filter button to select one grade at a time to advance.

IMPORTANT: Make sure you promote the highest grade first, and work your way down to the lowest grade. If you start with the lowest grade, you will end up promoting the same students multiple times.

Before advancing students, to make sure that someone else hasn't already promoted the same students, you can check to see when students were last promoted. You can view the date of the students' last grade change by navigating to the Students list through a school. Note that the Last Grade Change column doesn't show if you are looking at the students from the district view.

- Click the Manage tab and select a school name from the Schools list.
- Click the Students list. The Last Grade Change column displays the date of the student's last grade promotion or demotion.

Step #2: Delete Unused Classes

This step removes classes. This step is recommended, but cannot be undone. Note: Deleting a class only deletes the class. It does not delete the accounts of students or staff assigned to the class, or affect student progress.

See Step #3 if you would prefer to reuse a class's name, staff, and grade/year by clearing the class roster.

- On the Manage tab > Classes list, select the classes that you want to delete.
  - To find classes that have no students, click the Students column header to sort by the number of students. This will bring the classes with no students to the top of the list so that you can select them.
  - To find classes that have no staff assigned to them, click the Staff column to sort by the number of staff.
  - To select all classes, click in the square to the left of the header Class Name.
- Click the Delete button.

Step #3: Clear Class Rosters

This step removes all students from a class while keeping the class information and teacher assignments. **Note:** you cannot clear rosters for more than 2000 classes at a time. If you need to clear rosters for more than 2000 classes, use the filter button so you can select smaller groups of classes.

- On the Manage tab > Classes list, select the classes that you want to clear of all students.
  - (Optional) Use the Filter button to choose a group of classes. After choosing a filter or filters, click "Apply".
  - In the resulting list of classes, click in the square to the left of the header "Class Name" so that all classes in the list are highlighted.
- Or, to select all classes, click in the square to the left of the header Class Name.

- Click the Clear Class Rosters button.

Step #4: Archive and/or Delete Unused Student Accounts

If students are no longer using Lexia programs, admins can archive or permanently delete their accounts. It is important to understand the difference between archiving and deleting student accounts.

Archived student accounts: You can archive students who are not using Lexia programs, but whose Lexia history you want to keep. Archived students are removed from their classes, do not take up a license, and can not log in. However, their data remains intact, so if they need to return to using the program, you can restore them from the archive. Please note that when students are restored from the archive, they are not restored to the classes they were previously assigned to.

Deleted students: You can delete students when you are sure you no longer need access to their Lexia history. Deleting students from the archive will permanently delete all of their data and history, and cannot be undone. Students must be archived before they are deleted.

To archive students:

- On the Manage tab >Students list, select the students you wish to archive.
  - (Optional) Use the Filter button to choose a group of students based on a category such as last date used. After choosing a filter or filters, click "Apply".
  - In the resulting list of students, click in the square to the left of the header "Student Name" so that all students in the list are highlighted.
- Once you have selected students, click "Archive" at the bottom of the screen.

To delete students:

- On the Archive tab > Students list, select the students you wish to permanently delete.
  - (Optional) Use the Filter button to first select a group of students. After choosing a filter or filters, click "Apply".
  - In the resulting list of students, click in the square to the left of the header "Student Name" so that all students in the list are highlighted.
  - **Note:** You can not delete more than 500 students at a time.
- Once you have selected students, click the Delete button. This action deletes the students' Lexia history, and can not be undone.

Impact of archiving v. deleting students on Research Services

Because deleting students in myLexia permanently deletes all student usage and progress data from Lexia systems, the Lexia Research team is not able to pull data on deleted students, produce reports about deleted students, or do research that includes deleted students. For example, reports that Research creates for prior years may not accurately reflect overall customer trends or be possible at all due to deleted students.

If you archive students, they will no longer appear in the main myLexia interface, but their data will be preserved in the archive indefinitely. These students can then be used in future for research purposes. If you are interested in conducting research in the future, Lexia recommends archiving your students rather than deleting them.

Step #5: Assign Students to a New School Within your District

Users with district admin access can move students to other schools within the same district.

- On the Manage tab > Students list, select the students you want to move to a new school. All of the selected students should have the same destination school.
  - (Optional) Use the Filter button to select a group of students based on a category such as grade.

- In the resulting list of students, click in the square to the left of the header "Student Name" so that all students in the list are highlighted.
- Once you have selected students, click "Move" at the bottom of the screen.
- In the "Are you sure you want to move these students to a new school?" window, choose the new school.
- Click OK.

Step #6: Create New Student and Staff Accounts

You can create student and staff accounts one at a time in myLexia.com, or import new students and staff via a spreadsheet.

To create student accounts one at a time in myLexia.com:

- On the Manage tab > Students list, click the Create button (the blue square with the plus sign).
- Enter student information.
- Click "Save and Add More Students" to add more students, or "Save" if you are finished.

To create staff accounts one at a time in myLexia.com:

- On the Manage tab > Staff list, click the Create button (the blue square with the plus sign).
- Enter staff information.
- Click "Save and Add More Staff" to add more staff, or "Save" if you are finished.

To create multiple student and/or staff accounts:

To import multiple student and/or staff accounts via a spreadsheet, consult this document.

http://www.lexialearning.com/tr/tech/Lexia_ManualImport_Guidelines.pdf.

Step #7: Class Rostering

Users with admin access can create classes for any teacher, and add or remove students to all classes within their school or district. You can choose to have teachers set up their own classes; users with teacher-level access can create classes for themselves, and add students to classes they are assigned to.

Create a new class or edit an existing class:

To create a new class:

- On the Manage tab > Class list, click the Create Class button (the blue square with the plus sign).
- On the Create Class screen, define the class:
  - Enter the class name
- Select the grade (if the class contains students from different grades, choose the grade "Other".

Or, to edit an existing class:

- On the Manage tab > Class list, find the class and click the Edit button (the pencil icon).

Add students

- Click the "Add Students" button.
- If the class already has at least one student, the button will read "Modify Students".
- 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 on the right-hand side of the page.
- Click the Done button.

Add staff

- Click the "Add Staff" button. If the class already has at least one staff member, the button will read "Modify Staff".
- Select staff you want 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 on the right-hand side of the page.
- Click the Done button.

Save changes
- When you have completed editing class details and adding students and staff, click Save.

To create multiple classes:
The optional class column in the manual import spreadsheet will allow you to create and/or roster existing classes in myLexia. Please see the manual import document for more information: http://www.lexialearning.com/tr/tech/Lexia_Man-ualImport_Guidelines.pdf.

Step #8: Delete Unused Staff Accounts
This step removes unused staff accounts from myLexia. This step is highly recommended to ensure that only authorized people can access your data. Please note that staff deletion is permanent, but that deleting a staff account does not delete the classes they were assigned to, or the accounts of students assigned to their classes.

Delete Staff
- On the Manage tab > Staff list, review the list of staff accounts, paying particular attention to users with the roles of District and School Admin.
  - To find admin accounts, use the filter button in the upper right corner. Alternatively, you can sort the staff list by role by clicking the Role column header; this will bring the users with admin access to the top of the list.
- Select the staff accounts you wish to delete.

Using Filters

When performing maintenance in myLexia, it can be helpful to use the filter button so that you can perform actions on targeted groups of items, such as students, staff, or classes.
- Filter options for students include: School, Grade, Classes, Reading Status, Last Grade Change, Last Used, and Using License
- Filter options for staff are school and role.
- Filter options for classes are school, grade, and programs.

Examples:
If you are moving your graduating 5th graders to another school, you can first filter students by grade so that you see only the 5th grade students.
- Before changing student grade levels, you can filter by the time period of the last grade change to view all students whose last grade change was more than a year ago.
- When archiving students, you can filter to find students who haven't used Lexia in over a year, or all students whose reading status is "Finished".

To use filters:
- Click the filter button in the upper right hand corner.
- Choose one filter or multiple filters.
- After choosing a filter or filters, click "Apply".
- The filtered list is shown, with the number of items found displayed in the lower left.
- To select the entire filtered list, click in the square to the left of the header "Student Name", "Staff Name" or "Class Name".