

Lexia Administrators Setting up Lexia Reading™ School Accounts v10

These directions are to assist Lexia Administrators in initial setup of your Schools Lexia Reading Account. This function is usually allocated to one teacher who assumes overall responsibility to set up other teachers and classes.

These instructions are for the Administrator login only:

Lexia Orders Department will email a **School Administrative Access** username and password for access to your school account. Follow steps 1 to 5 to ensure your account is ready for other staff.


The screens will differ for staff with 'class access' usernames. Refer them to the Teacher section or follow Quick Reference Card directions – downloadable at <http://www.itecnz.co.nz/files/Quick-Reference-Card-NZ-v10.0.pdf>

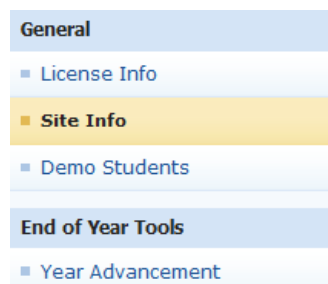
1 Login

- A. From any computer with internet access type in www.mylexia.com into the url.
- B. Using Login and password emailed by Lexia:
 1. Type in your username (email address) and password.
 2. Click the Login button.

2 Set School Year and Time Zone

It is important to set the school year and time zone for reports accuracy:

- A. Click on the **Admin** tab.
- B. Click on Site Info on the left hand menu.
- C. Select the Time Zone Pacific/Auckland (GMT + 12.5) from the drop down list
- D. Select actual school year start and end dates for NZ e.g. 1 Feb to 15 Dec
- E. Click the  button at the bottom of the screen to save changes.



3 Create Teachers

Create a 'Class Access' Level username for yourself and other staff. 'Class Access' users can add new classes for themselves, perform tasks for their assigned class(es) only, and easily monitor student progress. For some staff e.g. teacher aides, you may like to allocate a 'read only' access level:

- A. Click on the **Staff** tab.
- B. Click on the **Add Staff** button.
- C. Add information for each user you wish to create:
 - a. Username (Usernames must be an email address format and must be unique. Lexia recommend you use the teachers real school email address so that it is guaranteed to be unique and easy to remember.)
 - b. Password (should be 4-20 characters with letters, numbers and underscores only).
 - c. Access Level – Teachers require **Class Access** level.
 - d. Click the **Save and Done** button when finished to save your changes.

You should now see the teachers created on the list on Staff tab.

The Administrator should now have two logins: 1) the original 'administration' Login to use for setting up teachers 2) a 'class access' login for quickest use with your class or for demonstrating use to other teachers.

4 Student Computers

Lexia Reading student software must be installed on each student's workstation per Lexia installation instructions.

Email support if you have any installation queries support@lexialearning.co.nz.

5 Administrators setting up classes and students

Now that you have set up teachers they can login to My Lexia themselves to set up their own classes and students. (SKIP TO STEP 6).

If you prefer a Lexia administrator to set up all students and classes for your school then follow the steps below.

Remember to click **Save and Done** at the bottom of every screen to save any changes.

Create Students *Lexia Administrator Login users (Class Access Users see Quick Card)*

You may choose for the administrator to add the students for the teachers. Import options are available for users of earlier Lexia versions or for schools requiring a bulk data import option. See Technical information on 'Importing Student Data'.

- A. Click on the **Students** tab in Lexia Reading.
- B. Click on the **Add Students** button.
- C. Add information for each student you wish to add.
 - a. Username for students must be unique. (e.g. full name)
 - b. Password is optional for students.
 - c. Select actual school year from the drop down menu. (Important – students with year 'other' will not be given the auto placement test and will have to be placed manually.)
 - d. Click the **Save and Done** button when finished. (If you wish to add more students than fit on the page click the **Save and Add More Students** button).

Create Classes *Lexia Administrator Login users (Class Access Users see Quick Card)*

- A. Click on the **Classes** tab.
- B. Click on the **Add a Class** button.
- C. Add information for each class
 - a. Select a year for this class from the dropdown menu (Class years are for reference use only and do not affect program usage; so for mixed classes choose either year)
 - b. Type a class name (Lexia recommend class names start with staff surnames)
 - c. Select staff for the class - click their name in the staff list to highlight then click the **Add>>** button. (More than one teacher can be assigned to each class – each teacher assigned will be able to access the information for students in that class)
 - d. Add Students to the class - click their names to highlight then click the **Add>>** button to add that student to the class. (Select more than one student by holding down the CTRL key while clicking on each one.)
N.B. *Students can also be added later by teachers.*
 - e. Click the **Save** button to create the class.

- Tips** – You must assign students to a class to include their data on teacher login home page and in class/school reports
- to add students who are not yet on the student list click '**Add New Students**'
 - student's can be assigned to more than one class to enable alternate grouped data retrieval e.g. by reading group

Make Program Assignments *(Lexia Administrator Login only)*

DO NOT ASSIGN A PROGRAM FOR STUDENTS USING LEXIA FOR THE FIRST TIME – THEY SHOULD SAY 'NOT STARTED' UNTIL THEY LOGIN THE FIRST TIME FOR AUTO-PLACEMENT.

Lexia's Auto Placement feature will automatically test and place New Students according to their skill level on their first login. However Manual Program Assignments are sometimes required where you are enrolling students from an earlier version of the Lexia programs or other school licences. In those cases a manual placement will allow students to continue without repeating work as follows:

- A. Click on the **Classes** tab. Click on the **Assignments** button.
- B. Select a Class from the dropdown menu.
- C. Click Student Name then select **manual assignment**.
If required click **Advanced Settings** to change units within the selected program level.
- D. Click the **Save** button to accept your changes – or **Cancel** to exit without changing.

DEFAULT AUTOPLACEMENT SETTINGS MAY NEED TO BE CHANGED FOR STUDENTS USING LEXIA FOR REMEDIATION – SEE 'QUICK REFERENCE CARD' FOR DETAILS.

6 Distribute Teacher Information

Now that teachers have been created, they will need their login information to set up students and check student progress.

Supply staff with a copy of the Quick Reference card and the following information:

LEXIA READING LOGIN INFORMATION FOR TEACHERS

1. Login to My Lexia: Go to www.mylexia.com

Bookmark or save the webpage as a favourite for quick future access.

2. Teachers Login using your email address and password below:

Username: _____

Password: _____

**LOGIN REGULARLY
TO MONITOR CLASS
USAGE, PROGRESS
AND RECOMMENDED
ACTION PLANS!**

3. Class Name: _____

(Lexia recommends class names begin with the teacher surname)

4. Lexia Reading usage information:

Teachers can use the Lexia Quick Reference Card as a handy reminder of how to: Login to My Lexia, setup classes, students and assign programs.

Teacher training is important to maximize the benefits for students using Lexia Reading. We recommend:

- Refer to your Lexia folder and Teacher Training guide
- Visit support page on our website www.itecnz.co.nz/lexia-reading-support.html to view training guides, tutorial videos, or to **print a Quick Reference Card**.
- Arrange onsite PD with a Lexia representative (by request for specific regions)
- Attend one of our free 'Getting Started' webinars.
- Use the teacher resources and 'help' button within your My Lexia account.

5. Student Login

Student Computers must have student software installed on them and have internet access. See your schools Lexia administrator if you need any assistance.



Students access the program by clicking on the icon on the desktop and using their user name and password.

From your Lexia Administrator _____ (insert name)

SETTING UP STUDENTS – IMPORTANT TIPS

PRIOR TO STUDENTS FIRST LOGIN :

- ▶ **Assign all students with a Year** – Students with year 'other' will not be given the Auto placement test
- ▶ **Add all students to your Class** – Students must be assigned to your class to appear on your home page and in class/school reports data
- ▶ **Check the Auto Placement setting**
 - Students year 5+ will default to SOS program placement however primary students using Lexia in a remediation role should be changed to Early Reading / Foundation Reading Auto Placement test.
 - Only students tagged as Year R (reception) will be given Early Reading Level 1 questions at the start of their Auto Placement test, so if you have a young struggling student start them as year R and update their year to their actual year after their Auto Placement test (done on first login).
- ▶ **Set up a Test Student** – try the Auto Placement test yourself so you can advise your students what the test requires, and check the students understand what they need to do – they only get one chance!
- ▶ **Repeat Button** – tell students to click the repeat button if needed to avoid unnecessary mistakes.
- ▶ **Sound** – check students headsets to make sure they can hear the questions clearly.