

# Lexia Reading™ Getting Started for Administrators

These directions are intended to get you started using *Lexia Reading* as quickly as possible after installation. These functions are usually allocated to one teacher who assumes overall responsibility to set up other teachers and classes.

## Overview

Lexia will email the **School Administrative Access** user a username and password to login to the school account. Perform steps below to get teachers, staff and students using Lexia Reading.

**NB.** These instructions are for the Administrator login only.

Teacher login screens will differ. Teachers should follow the Quick Reference Card downloadable from [www.lexialearning.co.nz/downloads](http://www.lexialearning.co.nz/downloads)

## 1 Login

**A.** From any computer with internet access go to Lexia Learning Systems NZ website [www.lexialearning.co.nz](http://www.lexialearning.co.nz). Click on  button.

**B.** Using Login and password emailed by Lexia:

1. Type in your username (email address) and password.
2. Click the Login button.

**C.** Check your login access next to your name on the home screen. Only users with 'School Administrative Access' can set up teachers and classes.

## 2 Create Teachers

Set up yourself and other staff as teachers with Class Access:

**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 - use **Class Access** for all teachers.
- d. Click the **Save and Done button when finished**.

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 teacher login for using with your class or for demonstrating use to other teachers.

## 3 Student Computers

**Check with your IT person that the Lexia Reading student software download has been installed on each students computer.**

Installation Instructions have been emailed separately. Please contact your installer to ensure this has been done. Contact Lexia NZ support if you have any installation queries [support@lexialearning.co.nz](mailto:support@lexialearning.co.nz).

## 4 Distribute Teacher Information

Now that teachers have been created, they will need their login information. Please notify teachers if you will set up classes and students for them.

Supply teachers and staff with the following information:

### LEXIA READING LOGIN INFORMATION FOR TEACHERS

1. **Go to the Lexia Website** [www.lexialearning.co.nz](http://www.lexialearning.co.nz) .  
Bookmark or save the webpage as a favourite for quick future access.

2. **Teachers Login by clicking on**  **button.**

Username: \_\_\_\_\_

Password: \_\_\_\_\_

3. **Class Name** \_\_\_\_\_  
(Lexia recommends class names begin with the teacher surname)

4. **Copy of Quick Reference Card for Teachers.**  
Teachers login and follow the instructions on the Lexia Quick Reference Card to setup classes, students and assign programs. (Or login to check if your Lexia Administrator has done this for you.)

Keep your login and Quick Reference Card handy for monitoring student progress or adding new students.

The Quick Reference Card is downloadable from <http://www.lexialearning.co.nz/downloads/>

5. **Student Login**  
Student Machines 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.  
(Student login information can be exported to an excel spreadsheet by clicking on 'export' in the Students tab, then making the appropriate selections before clicking on 'export' at the bottom of the screen.)

From your **Lexia Administrator** \_\_\_\_\_ (insert name)

#### **AUTO PLACEMENT - NEW FEATURE V6.0+**

*Students are automatically given the Lexia Autoplacement test upon their first login and placed in the correct starting program and activity according to their skill level.*

*You don't need to make program assignments!*

#### **AUTO PLACEMENT TIPS**

- ▶ **Assign all students with a Year**  
(‘undefined’ students will not be given the test for Auto placement)
- ▶ **Set all primary students as Year 1** (this avoids age based assignments being made by the program. Student Years can be amended after autoplacement for tidy record keeping).
- ▶ **Set up a test student** – try the test yourself so you can advise your students what the test requires – they only get one chance!

# Administrators setting up classes and students

In most cases it will be efficient to allow teachers to set up their own classes and students. If you decide the administrator will set up all classes and students follow steps below.

NB. These instructions are for the Administrator login only. Teacher login screens will differ. Teacher's with 'class access' should follow the instructions provided on the Quick Reference Card.

**Remember to click  at the bottom of every screen to save changes**

## 1 Create Students

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 'Importing Student Data' section at end.

- 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 a year from the drop down menu. Important note - Primary students should all be set as Year 1 until after they have logged in the first time and completed the Auto Placement test.
  - 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**).
- D. List the student login names and passwords (if issued) for each class for teachers to distribute to students.

(This information can be exported to an excel spreadsheet by clicking on 'export' in the Students tab, then making the appropriate selections before clicking on 'export' at the bottom of the screen.)

## 2 Create Classes

- 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.
  - b. Type a name for the class (Lexia recommend class names beginning with teachers surnames)
  - c. Select a teacher by clicking on that teacher. 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. Select students by clicking on their names. 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.)  
*Students can be added later by teachers.*
  - e. Click the **Submit** button to create the class.

## 3 Make Program Assignments (not required for students new to Lexia)

**Do not assign a program to students using Lexia for the first time.** Lexia's Auto Placement feature will automatically test and place New Students according to their skill level on their first login. Program assignments are sometimes required where you are enrolling students from an earlier version of the Lexia programs. In those cases follow instructions.

- A. Click on the **Classes** tab. Click on the **Assignments** button.
- B. Select a Class from the dropdown menu.
- C. Click in the check box for the program you wish the student to have access to. Students should only be assigned to have access to one Lexia program at a time.

NOTE: Click **View/Modify** for the student if you wish to change levels.
- D. Click the **Save** button to accept all these changes.

# Importing Student Data into Lexia Reading

Lexia Reading users can import bulk student information. Lexia imports a data file which you supply.

## Student data input options:

- ▶ **Add students one by one** (see 'Create Students' in Administrators setting up classes and students)
- ▶ **Import from Tab De-limited file** (for users preferring a bulk import from spreadsheet)
- ▶ **Import from Previous Lexia Programs** (for existing users of earlier Lexia versions)

## Import from Tab-Delimited File (import from spreadsheet)

- A. Download the Lexia Reading Import Template from <http://www.lexialearning.com/support/lexiareading/index.html>, scroll to section 3 the under the "Setup Mylexia" section.
- 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. **Year/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).
- E. Email your file to [support@lexialearning.com](mailto: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.

## Import from Previous Lexia Programs (for earlier version Lexia Users only)

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 you check student data in current Lexia program prior to migration to make your migration process cleaner.

- A. Download the Lexia Data Migration Tool from <http://www.lexialearning.com/support/lexiareading/index.html>, scroll to section 3 under the "Setup Mylexia" section.
- 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, but keep the .xls extension).
- F. Email your file to [support@lexialearning.com](mailto: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.
- G. Please log into Lexia Reading after the migration is complete and verify the data migrated.