

# Lexia Reading™ Getting Started for Administrators v8

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. Follow steps 1 to 5 to ensure your account is ready for other staff.

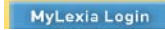
## Overview

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/support.html](http://www.lexialearning.co.nz/support.html)

## 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 Set School Year and Time Zone

- A. Click on the **Admin** tab.
- B. Click on the  button.
- C. Change the Time Zone to read NZ (GMT + 12.5)
- 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.

## 3 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.

## 4 Student Computers

**Check with your IT person to ensure that the Lexia Reading student software has been installed on each student's computer.**

Installation Instructions have been emailed separately. Email support if you have any installation queries [support@lexialearning.co.nz](mailto:support@lexialearning.co.nz) .

## 5 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/support.html>

**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.

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

### **AUTO PLACEMENT – v8.0+**

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

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

### **AUTO PLACEMENT TIPS**

Prior to students first login :

- ▶ **Assign all students with a Year** - Students with year 'other' will not be given the test for Auto placement
- ▶ **Check the Auto Placement default setting** - Students year 5+ will default to SOS placement – primary school students using Lexia in a remediation role should be set to Early Reading / Foundation Reading.
- ▶ **Set up a Test Student** – try the 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!

**Refer to the Quick Reference Card v8 for more detailed information about Auto Placement!**

# 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 Lexia 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 – 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**).
- 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 – *classes are required for report functions*

- 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 *(for existing Lexia students only)*

**DO NOT ASSIGN A PROGRAM FOR STUDENTS USING LEXIA FOR THE FIRST TIME – THEY SHOULD BE AUTOPLACED AND SAY 'NOT STARTED'.**

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** to change units within the selected program and level.
- D. Click the **Save** button to accept all these changes.

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

# 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 Tab-Delimited File (import from spreadsheet)

- Download the *UK/AU/NZ Lexia Reading Import Template* at: <http://www.lexialearning.com/support/lexiareading/index.html>, scroll to section 3 the under the "Setup Mylexia" section. Save.
- Unzip the file and open it (it is easiest to use Excel, but keep tab-delimited format).
- Enter student information in rows under the column headings; **do not change the column headings**. (Lexia ID, First Name, MI, Last Name, Suffix, Username, Password, Date of Birth, Sex, Year, Class, School).
  - Lexia ID** – number your students starting with 1 (this number is just for import purposes and will not be visible after the import).
  - First Name** – student first name (required).
  - MI** – middle name initial (optional).
  - Last Name** – student last name (required).
  - Suffix** – use this field to add things like Jr., Sr., III (Optional)
  - Username** – must be unique for each student. Some schools use the student ID. There can not be any spaces or ' in the username.
  - Password** – optional and can be the same for all students (this might be the most practical for younger years).
  - Date of Birth** – dd/mm/yyyy format (optional)
  - Sex** – M or F (optional)
  - Year** – Students actual school year – it is important a year is entered for each student or they will not be auto-placed in an appropriate program upon their first login.
  - Class** – It is a good idea for class names to begin with the surname of the teacher for easy identification and location.
  - School** – School name as written on your Lexia Reading order/evaluation confirmation email.
- Save the file (remember to keep the tab-delimited file format).
- 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.
- 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)

Your data can first be exported from the admin of the earlier Lexia versions (v4 or earlier) then adapted to match the same spreadsheet template format above ready for import.