

Quick Reference Card

For NZ Teachers assigned 'Class Access' rights

Lexia Reading version 8.0+

4 simple steps to use Lexia Reading successfully with your class

Step 1 — Teacher Login to MyLexia

1. Launch an Internet browser and go to: www.lexialearning.co.nz

Click on **MyLexia Login** to access your teacher view of Lexia Reading.

2. Log in using your username and password.
Teacher usernames are in email address formats.

Teacher & Staff Login

Email

Password

Remember Me

[Forgot Password?](#)

3. You are now on your Home page. After you complete these steps, you will be able to monitor your students progress and usage from the Home page.
You will not see any report data on your Home tab until your students begin using Lexia Reading.

Student Login

Username:

Password:

Note — Students have a different login screen which is accessed when they run the Lexia Reading program installed on their computer.

Step 2 — Setup Your Class

1. Click on the **Students** tab:
 - If you see your class name, or can find it in the drop down box following 'Students In', then you already have a class. Skip to Step # 5.
 - If you do not see your class, click the **Add a Class** button.
2. On the Add a Class screen, select a year (*if unsure use Other*).
3. Enter a class name.
Tip: Create class names which begin with the teacher last name for easy management.
4. To add additional staff to your class, select their name(s) from the staff list then click the **Add** button.
5. To add students to your class:
 - Select existing students from the school list in the left hand box and click the **Add** button to add them to your class.
 - Create new students not on the list by clicking the **Add New Students Here** button, enter their details, click the 'Save and Done' button.
Note: Set New Entrants to Year R.
6. Click **Save** at the bottom of the screen.

Class Info

Class Info: Class Name

Identify the class info system below:

Fields marked with an asterisk (*) are required.

School:

Year:

Class Name:

Notes (optional):

Select Staff for Class Name

Select one or more teachers on the left and click the 'Add' button to assign the teacher(s) to the class.

Tip: To SELECT/DESELECT multiple teachers, hold down the Control key while selecting names.

Staff in:

Staff in Class Name:

Add Existing Students to Class Name

Select one or more students on the left and click the 'Add' button to enroll the student(s) into the class.

Tip: To SELECT/DESELECT multiple students, hold down the Control key while selecting names.

Students in:

Students in Class Name:

Do I have your student(s)?

The newly added student will automatically be added to the class list for Class Name.

Click the 'Save' button when you are finished.

In the next step, students will get program assignments and begin the program.

Assignment Tip — Primary students using Lexia in a remediation role should be started on Early Reading/Foundation Reading. See Step 3 overpage.

Step 3 — Student Auto Placement and Usage

Auto Placement (AP) assigns students with a starting program and level. AP will give the students either Early Reading/Foundation Reading or Strategies for Older Students placement activities based on their school year. AP is only given once, so ensure correct settings as follows:

1. Prior to students first login you can change the default placement test settings if needed (see Auto Placement Defaults below).
— **Primary students using Lexia for Remediation should be set to Early Reading/Foundation Reading.**

Go to the **Students** tab — click on the student name and scroll down to **Assignments**. Select desired **Auto Placement** option from the drop down, then click **Save** at the bottom of the screen.



— **If you can not view the Auto Placement Setting option this student has either already completed Auto Placement or has been manually placed.**

2. Students login via the Lexia Reading icon on their desktop. The first time students login you will see an **AP** at the top left of their screen.

Auto Placement Defaults —

Only students listed as Year R (New Entrants) can be AutoPlaced in Early Reading Level 1.

Students in Years 1-4 will be AutoPlaced between Early Reading Level 2 and Foundation Reading Level 5.

Students in Years 5+ default to Strategies for Older Students (this can be changed to Early Reading/Foundation Reading prior to their first login)

Students with year 'Other' will not be offered the AutoPlacement activities — either set their year first or manually assign them.

3. At the end of Auto Placement the students activity choice bars will appear to allow students to continue at their Auto Placed start level.
4. **Schedule student usage** to meet frequency and duration guidelines for maximum benefit from *Lexia Reading*.

Instructional Tier	Frequency of Use	Duration of Session
Enhancement Core Instruction	2 x / week	20 - 30 minutes
Practice Supplemental Instruction	3 - 4 x / week	20 - 30 minutes
Remediation Intensive Intervention	5 x / week	20 - 30 minutes

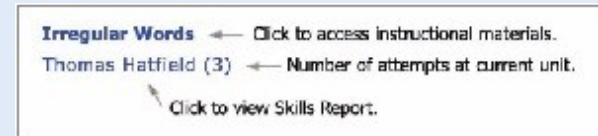
To manually assign or modify students assignments:

- Select the **Students** tab and click on the student's name.
- Scroll down to **Assignments** and click on **Manual Assignment**.
- Choose program and level. To modify unit options within the chosen level click on 'Advanced Settings'.
- Do not allocate more than one level per student.

Step 4 — Monitor Class Progress

Lexia's Assessment Without Testing allows you to quickly assess student performance — log in to Lexia Reading on a regular basis to view student data on your class Home page.

1. **Instruction Needed:** displays all students in your class who are struggling with an activity and may require teacher directed instruction to progress.



Students are grouped by program level and skill(s) to facilitate small group instruction.

2. **Performance Predictors or Lexia Skill Set:**

Performance Predictors (Years R-3) indicate students' percent chance of reaching the end-of-year benchmark for their year. Skill level and performance is compared to a sample norm. *(Includes only students who used Lexia in the previous calendar month)*. Allow for NZ school years differing to those in other Lexia countries when using. NZ Y2 = Lexia Y1

Lexia Skill Set (Years 4+) provides an estimate of the skill level a student is working at based strictly on their current program level:

Intermediate: working at approx school year 4-6 level (SOS levels 4 & 5)

Elementary: working at approx school year 2-3 (SOS levels 2 & 3)

Basic: working at approx school year R-1 (SOS level 1 or lower)

(Includes only students who used Lexia in the previous 8 weeks).

3. **Usage:** The Line Graph displays the average minutes of use per week for the entire class for students who have used Lexia at least once during the past 8 weeks. Students should be working in the blue shaded area which indicates recommended usage levels. Click Detail to view Class Usage Report by student.
4. **Class Table:** An overview of your class lists each student's current status:
 - If the student is struggling the **Instruction Needed** icon 🚨 displays.
 - Click on the **Lessons** icon 📄 to view a PDF for teacher led instruction.
 - Click any Students Name to view a **Student Combined Report** showing current and past performance.
 - **Achievement Certificates** will be available for 2 weeks after a program level has been completed. Click the Certificate icon 📜 to print.