

myLexia: Quick Set Up Guide

The myLexia® platform is an administrative and reporting system for educators using Lexia software. The following steps must be completed by a myLexia user with Administrative access.

To get started, log into your myLexia account (Administrative Access required) via www.mylexia.com.



Step One: Add Staff

1. Click into the **MANAGE** tab and select the **Staff** tab from the top.
2. To create a new team member, select the **+** icon at the top and enter their details.
3. Select a role for the staff account to give the the correct permissions. (Read-only access can be given to anyone not required to make admin adjustments.)
4. Click **Save**.

Note: If you'd like to set up several staff members in one go, use the **Import** button.


Step Two: Add Students

1. In the **MANAGE** tab, select **Students** from the top.
2. Select **+** to create new student entries.
3. When complete, click **Save**.

Note: As with Staff, you can bulk upoad pupil information via **Import**.

Step Three: Create Classes

1. Under the **MANAGE** tab, select 'Classes' and click **+** to get started. Add class details including the Class Name and Year.
2. Select the **Add Students** button and select which students to allocate to the new class with the check boxes .
3. Click **Add to Selected Students →** and the students names will display in the class list on the right. Hit **Done** to activate the changes.
4. Back on the Create Class screen, you can add Staff members in the same way with the **Add Staff** button.
5. Once complete, **Save** the class.

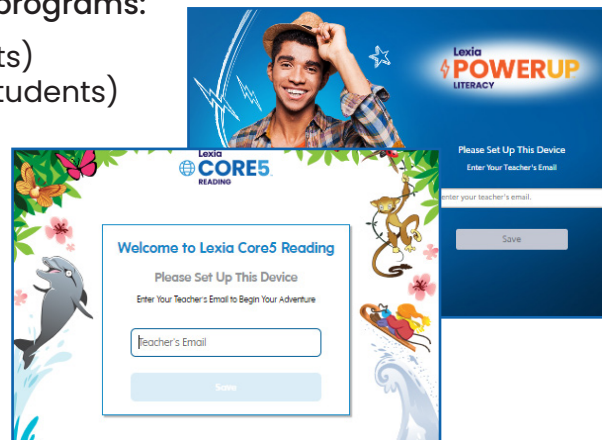
Note: Once complete, you can print student login information by selecting the class and clicking **Print Login Cards** or **Print Rosters** along the top of the page. To edit a class, select the pencil  icon to the right of the class, select **Modify Students** or **Modify Staff** to add or remove entries.

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Step Four: Prepare for your first Lexia session

1. Perform technical checks prior to your first Lexia session:
 - Check where your technician has set up student access (e.g. PC and/or iPad)
 - Test each device by logging into the student application using your usual myLexia login details.
 - Check that mice and headphones are working.
2. Review and prepare resources to introduce students to the program.
 - Student guides and best practice videos are available via the Resources Hub in [myLexia](#).
 - Visit myLexia's Manage Tab to print and prepare student Log In Cards.
3. Ensure you can direct students to the correct program.
 - Students will log into one of the following programs:
 - [Core5® Student Log In](#) (for Primary students)
 - [PowerUp® Student Log In](#) (for Secondary students)

Note: You may also need a 'Teacher Email' to register the device for the first time. This can be any email registered as a 'Staff' member in myLexia



Step Five: Introduce students to Lexia

1. Make sure each student has everything they need at the beginning of the session:
 - Lexia-ready device (computer or iPad)
 - Headphones
 - Printed Log-in Card
 - Teacher email (for device registration if applicable)
2. Introduce Lexia's purpose and explain Auto Placement, emphasising that they should do their best work.
3. Remind students not to rush and to use the re-hear and directions buttons if they are ever unsure.
4. Once you are sure that all students are prepared, provide logins and instruct them to log in and begin their Lexia journey!

Auto Placement Tips

Allow up to 40 minutes for students to complete the full autoplacement test.

Encourage students to do their best work so that they will be placed at just the right level.