

**Follow these steps to manually set up Staff, Students and Classes.** For bulk data import guide, visit Support at: [www.lexialearning.com](http://www.lexialearning.com).

## Step One: Log in to myLexia

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

1. Launch a web browser and go to: [www.mylexia.com](http://www.mylexia.com).
2. Log in using your email address and password.



**Note:** You can also use this information to log in to the student application and explore Lexia in demonstration mode.

## Step Two: Add Staff

1. Click the  **Manage** tab.
2. Click the **Staff** tab at the top of the page.
3. At the bottom of the page, click  and complete staff details.
4. Select a **Role**.

**Note:** For initial training purposes, we advise all staff members are set at **School Admin** level. This can be changed at a later date if required.

5. Click **Save** or **Save and Add More Staff**.

## Step Three: Add Students

1. At the  **Manage** page, click **Students** tab at the top of the page.
2. At the bottom of the page, click  and complete student details.
3. Click **Save** or **Save and Add Another Student**.

## Step Four: Create Classes

1. At the  **Manage** page, click **Classes** tab at the top of the page.
2. At the bottom of the page, click  and complete Class Name, School and Year details.
3. Click **Add Students**. Select the students you want to add to the class.  Kay, Henry
4. Make sure you click  so that the students display in the Selected Students list. When you are finished, click **Done**.
5. Back at the **Create Class** page, if you wish to add extra staff to this class, click **Add Staff** and follow a similar procedure to that of Step Four point 4 above, but this time for Staff.
6. Click **Save**.
7. Create as many classes as you need. Students can be placed into multiple classes if required.

**Note:** At the Class page, pupil login cards and class rosters can be printed by selecting the class and using the buttons at the bottom of the page.

## Step Five:

### Useful Checks Prior to Student Usage

1. Check how your technician has set up student program access (e.g. browser or local install).
2. You can test each device by logging in to the student application using your myLexia login (e.g. to check for UK version/voice or unforeseen filtering issues).

## Step Six:

### Introducing to Students

1. Prior to their arrival, check headphones and mice are working.
2. For first time users: tell students the computer will give them an exercise to decide which activities are best for them so they must listen VERY carefully to instructions.
3. Ask students to put their headphones on.
4. Lastly, provide student usernames and passwords to allow Auto Placement to begin.



**Please Note: Students do not log in via myLexia. They access the student element of the program via the Lexia Strategies or Lexia Reading Core5 icons/URLs.**

### Further Administrative Functions

**To edit a class:** (including adding/removing students and staff)

1. Log in at [www.mylexia.com](http://www.mylexia.com) and click  **Manage** tab.
2. Click **Classes** at the top of the page.
3. Find the class you want to edit and click the pencil  icon in the class's row.
4. Click **Modify Students** to add or remove students.
5. Click **Modify Staff** to add or remove staff.
6. When you are finished editing the class, click the **Save** button.

**To add a new student:**

1. Log in at [www.mylexia.com](http://www.mylexia.com) and click  **Manage** tab.
2. Click **Students** at the top of the page.
3. Click this icon .
3. On the Create Student screen, add student information.
4. To create the student, click the **Save** button.

*Note:* To add the student to a class, go to the Classes list and create or edit a class to add the student. To edit a Student, click the pencil  icon.

**Year Advancement:**

At the start of the school year, to advance students (up to 500 at a time), click on **Manage**, then click the **Students** tab. Select your students, then choose **Change Year** at the bottom of the page.

**Admin Tip!**

Try the **Search**  and **Filter**  functions when using myLexia.