

Quick Guide for setting up Lexia admin

LexiaUK®

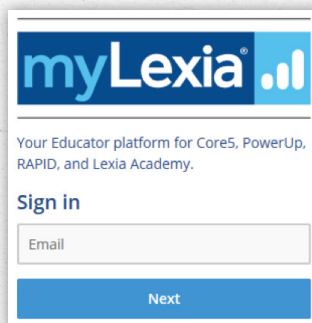
Follow these steps to manually set up Staff, Students and Classes.

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.
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 **+** Create 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**.

Note: For large numbers, you may wish to bulk import staff. Click **Import** and follow the Import Guidelines.

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 the **+** icon. Create and complete student details.
3. Click **Save** or **Save and Add Another Student**.

Note: For large numbers, you may wish to bulk import students. Click **Import** and follow the Import Guidelines.

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 **+**. Create and complete Class Name, School and Year details.
3. Click **Save**.
4. Click **Add Students**. Select the students you want to add to the class. ☒ Smith, Billy
5. Make sure you click **Add to Selected Students +** so that the students display in the Selected Students list. When you are finished, click **Done**.
6. 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.
7. Click **Save**.
8. 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.

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Step Five: Useful Checks Prior to Student Usage

1. Check where your technician has set up student program access (e.g. pc and/or tablet access).
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 by Core5 or PowerUp URLs or Apps. Unique URLs for your school are provided in your order confirmation email. Core5 is for use in primary education. PowerUp is appropriate for secondary-age students.


Further Administrative Functions

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

1. Log in at 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 and click  **Manage** tab.
2. Click **Students** at the top of the page.
3. Click the  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.