

Administrator accounts

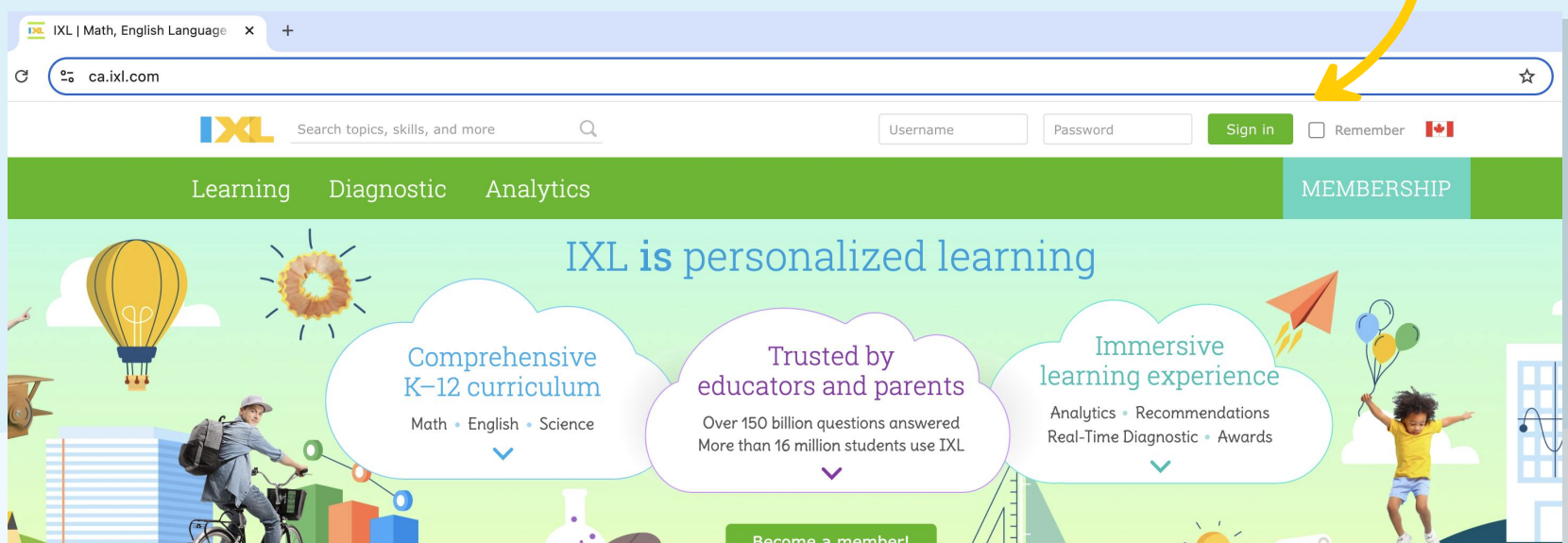


QUICK-START GUIDE

- Each IXL site licence includes a special administrator account.
- Use this account to manage student and teacher accounts and lead your school to success.
- Sign in often to make the most of your site licence!

1

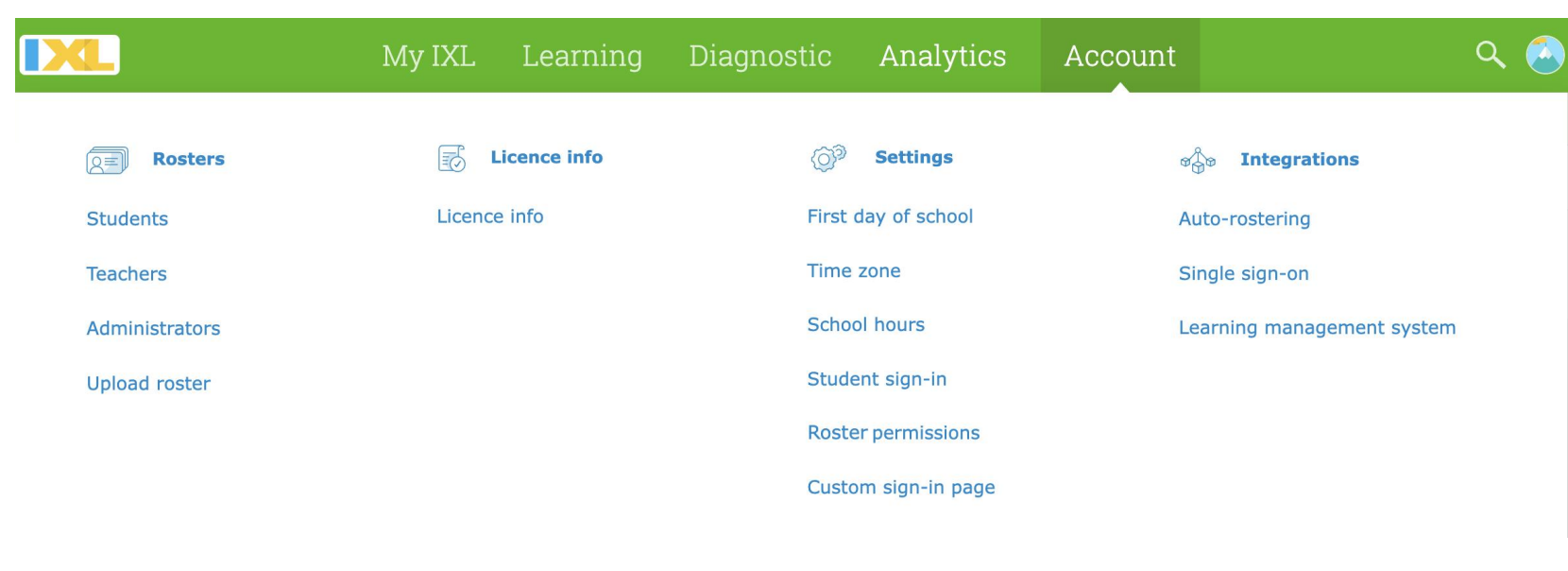
Sign in to your IXL administrator account at ca.ixl.com.



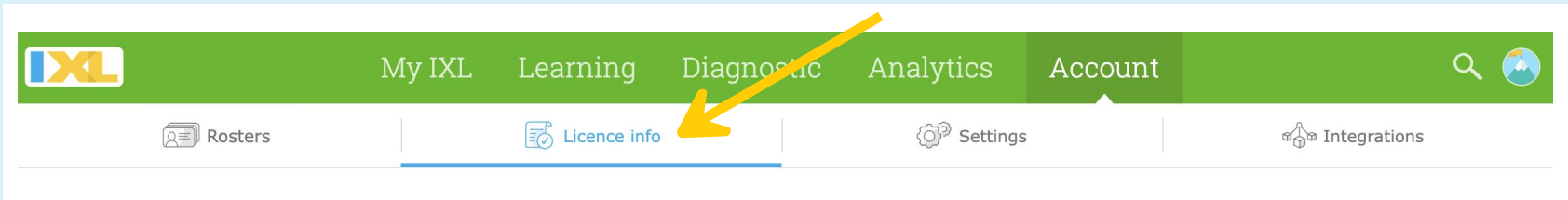
? If you don't know your username and password, contact us at help@ixl.com

2

Click **Account** to get started.



3 On Account management, click **Licence info**.



? Have a teacher account and an administrator account? The mountain icon is unique to administrator accounts and a quick way to check that you are signed in as an administrator.

4 Verify the contact information for your site licence.

My IXL
Learning
Diagnostic
Analytics
Account

Rosters
Licence info
Settings
Integrations

Licence information

Primary School

Account contacts

NAME	E-MAIL	PHONE	ROLE
Primary School	abrown@ixl.com		Account owner

Current subscription

- Primary School - April 13, 2022 to April 13, 2025

PURCHASED ACCESS	ALLOCATED TO	LICENCES USED
125 for Math & ELA	Grades 1-11	35

Licences used
35 of 300

5

On the **Rosters** tab, select **Students** to see a list of all the student accounts on the master roster of your site licence. Use this list to add, edit or remove student accounts.

Students

Enter a student's name

Filters

35 of 35

More

STUDENT NAME	STUDENT ID	YEAR	TEACHERS	LAST UPDATED
• Amanda Lopez	176890542	1	Robert James	08/10/2024
• Andrew Gimenes	176890514	1	Robert James	08/10/2024
• Angela Mitchell	176890539	1	Robert James	08/10/2024
• Anna Jones	176890539	1	Robert James	08/10/2024
• Ashley Price	176890530	1	Robert James	08/10/2024
• Brenda Nelson	176890523	1	Robert James	08/10/2024
• Brenda Rogers	176890520	1	Robert James	08/10/2024

6

After selecting a student, click on the pencil icon to edit.

Angela Mitchell

Active ☒ Inactive ☐ [Print sign-in card](#)

Personal info

Name: Angela Mitchell

Student ID: 176890538

Username: 5524624c9f0a5c8699804e35@schooltrust

Password: 1234

Email address: None

Teachers

Angela has not been added to any teachers

Subscription access

Subjects: Math & ELA

Access group: Grades 1-5

Account history

Account created: 07/02/2024

Last updated: 02/09/2024

Angela Mitchell

Personal info

First name*: Angela

Last name*: Mitchell

ID*: 176890538

Grade*: 1

School*: Robert James

Username*: 5524624c9f0a5c8699804e3

Password*: 1234

Email address:

Parent/Guardian email 1:

Parent/Guardian email 2:

* Required field

Cancel Submit

7

On the **Rosters** tab, select **Teachers** to see a list of all the teacher accounts on the master roster of your site licence. Use this list to add, edit or remove teacher accounts.



Create new accounts for your teachers — it's easy!

Teachers can also create their own accounts using your site licence activation key, available on the **Licence Info** tab of your administrator account.

Teachers

Invite teachers already using IXL Add new teacher Contact your account specialist

Enter a teacher's name, username or email address to search

Filters 1-3 of 3 Options

TEACHER NAME	EMAIL	SCHOOL	TOTAL STUDENTS
Adams, Richard	teacher_1@ixl.com	Robert James	55
Anderson, Jeffrey	teacher_2@ixl.com	Robert James	18
Brooks, Deborah	teacher_3@ixl.com	Robert James	0
Brooks, Jennifer	teacher_4@ixl.com	Robert James	0
Brooks, Ronald	teacher_5@ixl.com	Robert James	43
Cook, Linda	teacher_6@ixl.com	Robert James	38
Cooper, Michelle	teacher_7@ixl.com	Robert James	0

Click on any teacher to edit.

Congratulations!

Your school is ready to use IXL!

Encourage your students and teachers to sign in and explore their accounts.

- 8 Click **Analytics** to see your School Achievement, Teacher Engagement and Progress and Growth reports.

SCHOOL ACHIEVEMENT

THIS YEAR, WE'VE ANSWERED **11,415** QUESTIONS!

SKILL PROGRESS SUMMARY

- 330 SKILLS MASTERED
- 367 SKILLS PROFICIENT
- 572 SKILLS PRACTISED

THE IXL EFFECT

Questions answered per student

Goal: 30Q

Your 4-week average: **18 questions**

IXL's recommended goal: **30** [See strategies](#)

Schools around the world are experiencing the IXL Effect, and you can, too. Research shows that answering at least 30 questions per week has a measurable impact on student outcomes.

Already meeting that goal? Aiming for 60 or 90 questions per week has been shown to have an even bigger impact on student success.

? Administrator reports contain data for every student on your site licence and are not available through teacher accounts.

- 9 For easy reference, you can also view the content on any of the other tabs, just like in your students' and teachers' accounts.

The screenshot shows the IXL website interface. At the top, there is a green navigation bar with the IXL logo on the left and tabs for 'My IXL', 'Learning', 'Diagnostic', 'Analytics', and 'Account' on the right. Below this is a white bar with 'Maths', 'English', 'Recommendations', and 'Skill plans'. The main content area displays a math problem: 'Use the pictures to subtract.' followed by two 3x2 grids of squares. The first grid has 6 green squares, and the second has 5 green squares. Below the grids is the equation $\frac{6}{8} - \frac{5}{8} = \text{$

Sign in often!

Your administrator account will help you manage your IXL site licence and gain insights into all of your students!