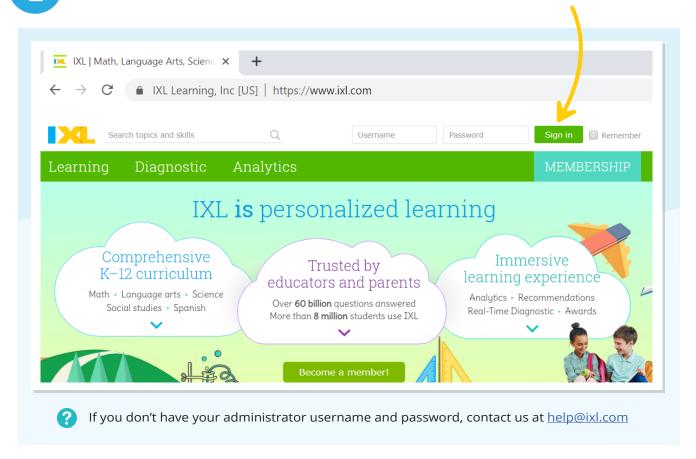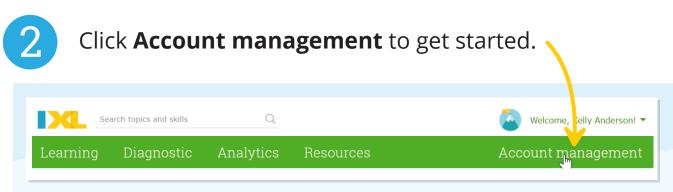# Administrator accounts **IXL**

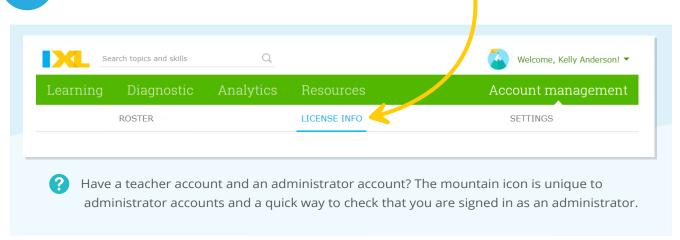- Each IXL site license includes a special administrator account.

- 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 license!

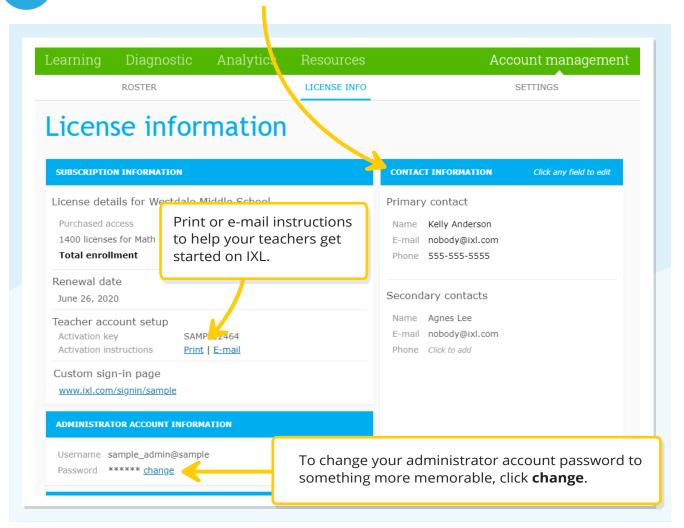**1** Sign in to your IXL administrator account at www.ixl.com.

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

2 Click **Account management** to get started.

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

IXL   Search topics and skills   Welcome, Kelly Anderson! ▾

Learning   Diagnostic   Analytics   Resources   Account management

ROSTER   LICENSE INFO   SETTINGS

? 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 license.

Learning   Diagnostic   Analytics   Resources   Account management

ROSTER   LICENSE INFO   SETTINGS

License information

SUBSCRIPTION INFORMATION

License details for Westdale Middle School

Purchased access
1400 licenses for Math
Total enrollment

Renewal date
June 26, 2020

> Print or e-mail instructions to help your teachers get started on IXL.

Teacher account setup
Activation key   SAMPLE22464
Activation instructions   Print | E-mail

Custom sign-in page
www.ixl.com/signin/sample

ADMINISTRATOR ACCOUNT INFORMATION

Username   sample_admin@sample
Password   ****** change

> To change your administrator account password to something more memorable, click **change**.

CONTACT INFORMATION   *Click any field to edit*

Primary contact

Name   Kelly Anderson
E-mail   nobody@ixl.com
Phone   555-555-5555

Secondary contacts

Name   Agnes Lee
E-mail   nobody@ixl.com
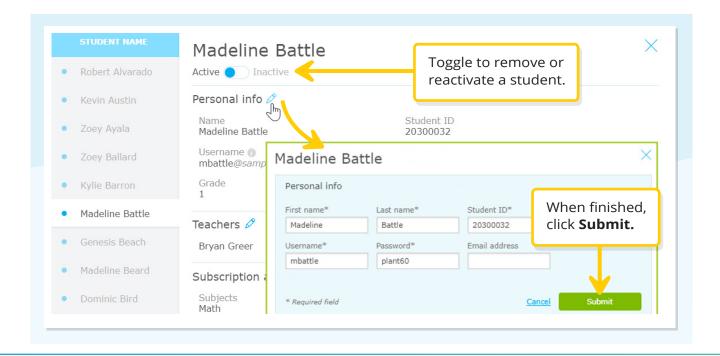Phone   *Click to add*

5 On the Roster tab, select **Students** to see a list of all the student accounts on the master roster of the site license. Use this list to add, edit, or remove student accounts.
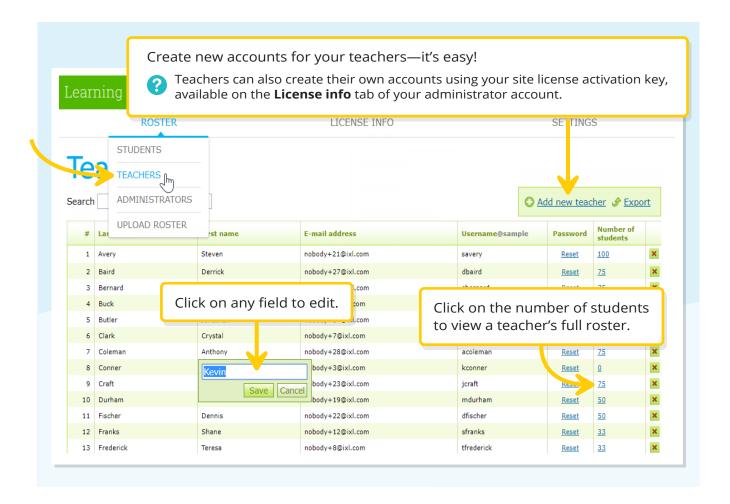
Learning	Diagnostic	Analytics	Resources		Account management

ROSTER	LICENSE INFO	SETTINGS

STUDENTS
TEACHERS
ADMINISTRATORS
UPLOAD ROSTER

🔍 Enter ... udent ID, username, or email address to search

👤⁺ Add a student   ⚲ Upload roster

▽ Filters ▼   1–15 of 200 ‹ › ⎙ Export ▼

Searching and filtering make it easy to find students.

STUDENT NAME	STUD...			LAST UPDATED
Robert Alvarado	20300088	1		/2019
	20300085	1		019
Zoey Ayala	20300034	1	zayala	6/26/2019
Madeli... Beard	20300075	1	mbeard	6/26/2019

Click to view or edit.

Click to add a student or upload a roster.

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

STUDENT NAME
Robert Alvarado
Kevin Austin
Zoey Ayala
Zoey Ballard
Kylie Barron
Madeline Battle
Genesis Beach
Madeline Beard
Dominic Bird

Madeline Battle

Active ⬤ Inactive

Toggle to remove or reactivate a student.

Personal info ✎

Name
Madeline Battle

Student ID
20300032

Username ⓘ
mbattle@samp...

Grade
1

Teachers ✎

Bryan Greer

Subscription a...

Subjects
Math

Madeline Battle

Personal info

First name*
Madeline

Last name*
Battle

Student ID*
20300032

Username*
mbattle

Password*
plant60

Email address

* Required field   Cancel   Submit

When finished, click **Submit.**

7 On the Roster tab, select **Teachers** to see a list of all the teacher accounts associated with your license. Use this list to add, edit, or delete teacher accounts.

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

? Teachers can also create their own accounts using your site license activation key, available on the **License info** tab of your administrator account.

Learning

ROSTER   LICENSE INFO   SETTINGS

STUDENTS

Tea   TEACHERS

ADMINISTRATORS

Search   UPLOAD ROSTER

⊕ Add new teacher   🖉 Export

Click on any field to edit.

Click on the number of students to view a teacher's full roster.

#	Last name	First name	E-mail address	Username@sample	Password	Number of students	
1	Avery	Steven	nobody+21@ixl.com	savery	Reset	100	✖
2	Baird	Derrick	nobody+27@ixl.com	dbaird	Reset	75	✖
3	Bernard		.com		Reset	75	✖
4	Buck		.com				
5	Butler		nobody+ @ixl.com				
6	Clark	Crystal	nobody+7@ixl.com				
7	Coleman	Anthony	nobody+28@ixl.com	acoleman	Reset	75	✖
8	Conner	Kevin	body+3@ixl.com	kconner	Reset	0	✖
		Save Cancel					
9	Craft		body+23@ixl.com	jcraft	Reset	75	✖
10	Durham		body+19@ixl.com	mdurham	Reset	50	✖
11	Fischer	Dennis	nobody+22@ixl.com	dfischer	Reset	50	✖
12	Franks	Shane	nobody+12@ixl.com	sfranks	Reset	33	✖
13	Frederick	Teresa	nobody+8@ixl.com	tfrederick	Reset	33	✖

Congratulations!

Your school is ready to use IXL!
Encourage your students and teachers to sign in and explore their accounts.

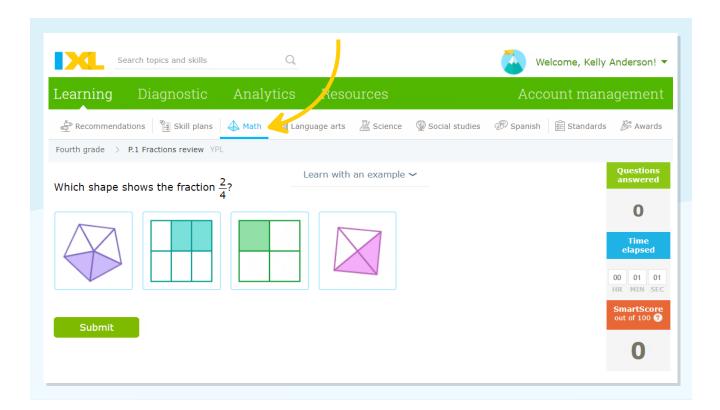**8** Click **Analytics** to see your School Achievement, Teacher Engagement, and Progress and Growth reports.

Administrator reports contain data for every student on your site license 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.

Sign in often!

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