



Teacher's User Guide

360°

$$3x + 1 = 7$$

2π

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Chapter 1: Introduction

Welcome to IXL!

Widely recognized as the Web's most comprehensive math and language arts site, IXL offers a dynamic and fun environment for skill practice. Packed with engaging features for students and informative reports for parents and teachers, IXL is the tool of choice for math and language arts achievement.

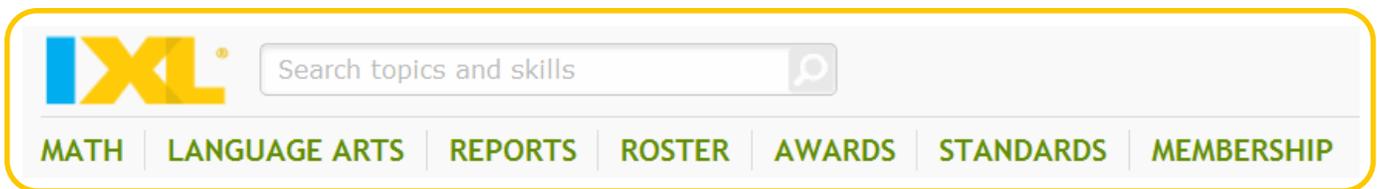
Getting started

All you need is a computer with a current web browser and an Internet connection! Some features, such as reports, require Adobe Flash and Adobe Reader, which you probably already have. For more details about IXL technical requirements, see [Appendix A](#).

If you have math students practicing at the pre-K through fifth-grade levels, an audio option is available. If your students could benefit from hearing questions read aloud, make sure they have headphones or speakers with the volume at an audible level.

Navigating in IXL

Navigating in IXL is simple. This is what you will see at the top of every IXL page:



Just click on the section you would like to access!

? **Hint:** The roster is a teacher-only account feature; students do not have access to it.



Be sure to emphasize to your students the importance of signing in! If students practice while not signed in, there is a daily 20-question limit for each subject *and* their progress isn't saved.

International versions

IXL has various international versions available. Contact orders@ixl.com if you are interested in learning more.

Helpful resources

Are you familiar with IXL and ready to jump right into a specific task? Check out our [Quick-start Guides!](#)

Have a question about a specific feature or task? Head over to [IXL's Help center](#). You can use the search bar or browse by category to find the answer. There's also a [list of frequently asked questions](#) in Appendix B of this User Guide.

Still have an unanswered question? Please don't hesitate to contact us at help@ixl.com.

Spread the word!

Find a great skill that you think everyone should know about? Share it through social media or e-mail! To share a skill, click on the Facebook, Twitter, Google+, or e-mail icon found on the right side of the practice screen. (Students do not have access to this feature when signed in to their IXL accounts.)

Chapter 2: Membership

MATH | LANGUAGE ARTS | REPORTS | ROSTER | AWARDS | STANDARDS | MEMBERSHIP

IXL is a fun, vibrant math and language arts practice environment where students enjoy learning and working to master skills. The flexibility of IXL provides many different ways to integrate IXL into your students' math and language arts development—whether it is challenging students through independent practice or using IXL as an instructional tool in class. At the same time, parents and teachers are able to stay actively involved through informative, detailed reports that point out successes and trouble spots.

The Membership tab is where you can learn more about family memberships and teacher subscriptions. Below are the options available for teachers looking to get their students started with IXL.

Educator subscriptions

There are two types of educator subscriptions:

1. **Classroom license:** A classroom license is for an individual teacher. It includes one teacher account and 30 (or more) student accounts.
2. **Site license:** A site license includes one administrator account, multiple teacher accounts, and any number of student accounts.

If you are not ready to sign up for a subscription, IXL offers a [free 30-day trial](#).

If you have more specific questions about educator subscriptions, contact orders@ixl.com.

Classroom license sign up

Signing up for a classroom license is quick and easy! You'll have access to your account as soon as IXL receives payment by check or school purchase order. Or, you can pay with credit card for immediate access.



To start, click on the teachers' section of the Membership tab. Then, click **Purchase a license**, and enter your information.

Want access to math and language arts? Select **Both subjects** to sign up for math and language arts.

More than 30 students? Select the number from drop-down menu. IXL adjusts the price accordingly.

Paying by check or school purchase order? Follow the instructions on the screen for submitting your payment.

Already have an account or trial account? Sign in when prompted.

Site license sign up

If you are interested in a site license, click **Get a Quote** on the teachers' section of the Membership tab, and enter your information. A member of our sales team will be in touch with detailed pricing for your requirements.

Account management

When you are signed in, you can review your subscription details—such as when your account will expire—by clicking **Manage your account** on the Membership tab. Trial accounts don't have this feature.

Account renewal

After a year flies by and you are ready to renew, click on the Renewal prompt, if present at the top of the screen, or contact your site license administrator.

Expired account

Forgot to renew in time and your account expired? Once IXL receives your renewal payment, your account is back in action, complete with stored student data.

Activating a new account

Have you received an activation key from IXL or a colleague? If the key was sent to you in an e-mail, click the link provided, and enter your information. Select **Create account** when done.



Just have the activation key? From the teachers' page on the Membership tab, select [Activate an account](#), found under Quick links.

Huzzah! Your students are about to embark on an educational *and* fun adventure. Next steps: start [managing your roster](#) or [customize your account](#)!



Chapter 3: Customizing IXL

Teacher profiles and settings

Is it time to change your password from “Because7ate9” to your new favorite math joke punch line, “GeelmaTree?”* Or perhaps you've realized the timer is more of a distraction for your suddenly time-obsessed fifth-period class?

To update your contact information and customize your students' IXL experience, sign in, click on the welcome drop-down menu in the upper right corner, and select **Profile & settings**. Then, fill in the fields for your teacher profile and settings.

Some features to note

How do you want your name displayed? Your students will see this, so don't put your secret nickname there!

State: Select the state you want used for your state standards alignments.

First day of school: Verify the first day of school for your current school year. IXL uses this information to ensure the accuracy of your student reports. If you are subscribed as part of a site license, the first day of school is set by your administrator.

Receive report e-mails: Check this box to receive weekly updates on your students' progress, as well as news flashes with certificates for your class!

Hide grade levels: This feature is useful for students working at different ability levels. If you'd rather they focus on their individual skill levels instead of their current grade, check this box to hide the grade level indicators from all of your students.

The text is replaced as follows:

- Pre-Kindergarten is displayed as Level A.
- Kindergarten is displayed as Level B.



- First grade is displayed as Level C.
- Second grade is displayed as Level D.
- Third grade is displayed as Level E.
- Fourth grade is displayed as Level F.
- Fifth grade is displayed as Level G.
- Sixth grade is displayed as Level H.
- Seventh grade is displayed as Level I.
- Eighth grade is displayed as Level J.
- Algebra 1 is displayed as Level K.
- Geometry is displayed as Level L.
- Algebra 2 is displayed as Level M.
- Precalculus is displayed as Level N.

To make sure your students don't see the grade levels before signing in, instruct them to always sign in from www.ixl.com/signin. You may find it helpful to bookmark this page for them.

Hide timer: As you might guess, clicking this box will prevent the timer from showing while students are practicing. Time is still tracked by IXL, and you can access that information when you run reports.

Enable audio for upper grade levels: Check this box to enable audio for all of your students practicing skills at the second- through fifth-grade levels. Pre-K, kindergarten, and first-grade skills automatically have audio available.

Remember to click **Submit** to save any changes!

Student profile and settings

Student accounts are created when you fill out your [roster](#). Each student on your roster will have a username and password for his or her own account.

Like the teacher profile, the student's **Profile & settings** link is found in the welcome drop-down menu, when signed in to the account. The student profile offers a limited set of options.

Some features to note

Change password: Students have the ability to change their passwords. You will be able to see the password in the teacher roster.



Update/add e-mail address: The e-mail address can be for the student or a parent. You also have access to this in the teacher roster as well.

Students can also edit their time zone and opt in to receive news flash e-mails from IXL, if they have provided a valid e-mail address.

Student profile icon

A cool feature—which only students have—is the ability to use a prize icon as a profile icon. Students can click on any earned award on the game board, and drag and drop it on the square next to their username in the top right corner. This can be a great incentive to get them to jump in and practice to earn their very first award. And second! And third!

* Why was six afraid of seven? | What did the acorn say when he grew up?

Chapter 4: Roster

MATH | LANGUAGE ARTS | REPORTS | **ROSTER** | AWARDS | STANDARDS | MEMBERSHIP

Through your roster, you can create IXL accounts for your students, look up student usernames and passwords, and communicate with parents—all with just a few clicks.

Classroom license

This section provides details for classroom and trial licenses. If you have a site license, please skip to that section.

Adding students

Blank roster? Enter a student's information in the blank row.

Adding to existing roster? To create another row, click **Add students** at the bottom of your roster.

? **Hint:** There is a status bar at the bottom of your roster to let you know how many student accounts are in use. When you have reached your maximum, you can't add more students. Contact orders@ixl.com to add more students to your subscription, if necessary.

The only information you are required to supply is the student's first and last name, but it is okay to use initials instead of full names. When you click **Save** or hit enter, IXL immediately generates a username and password for the student and updates your roster with the new information. You can enter up to 30 students, unless you have subscribed for more.

Having valid student or parent e-mail addresses in your roster can really be helpful. Parents are able to retrieve a student's username or password from IXL directly, instead of going through the teacher, and students can receive news flash e-mails with their achievement certificates.



Deleting students

If a student has left your class or you need to make room on your roster by clearing out unused accounts, all you need to do is click the red X to remove the student. If you make a mistake, click **Restore** to return the student to the roster. Once you navigate away from the roster or sign out, the student's information is deleted from the roster.

When a student is deleted from the roster, the account becomes inactive and can no longer be used to practice skills. Students with inactive accounts can still sign in to view previous reports and earned awards, but that's it.

Managing classes

If you would like to add class information for your students, you can do so by clicking **Start using classes** at the top of your roster. Enter your class names, and click **Submit**.

Once you have created classes, there will be a **Class** column to the left of **Last name** on your roster. When you click on the **Class** column field for a student, you can assign a class to the student by selecting one from the list, add a class to your class list by clicking the **Add a class** link, or edit classes by clicking **Manage your classes**.

Time to start a new school year? When it is time to clear your roster for a new school year, a blue banner will appear on your roster. Click the link in the banner to clear your roster, and then enter students for the new year.

Site license

Adding students

For site licenses, there is a list of preloaded names to choose from for your roster. Search for the student's name by typing the first few letters, and select the match from the list. IXL will add the student to your roster and generate a unique username and password.

If the student's name isn't on the list, you can manually add him or her to your roster. The student's first and last name, ID number, and grade level are required. When you are finished entering the information, click **Save** or hit enter to submit and create a username and password.

Adding to existing roster? If you are returning to your roster to add students, click **Add students** at the bottom of your roster to get started with a new row.



Deleting students

If a student has left your class, removing the student from your roster is a simple process as well. All you need to do is click the red X next to the student's name. If you make a mistake, click **Restore** to return the student to the roster. Once you navigate away from the roster or sign out, the student's information is deleted from your roster, but the student is still active on the master list.

The administrator of the site license is the only one who can make a student account completely inactive.

Time to start a new school year? Before the new school year begins, your site license administrator will promote all students to the next grade level, and then clear your roster.

Student information

Editing student information

You can edit everything in your roster, except for the student username and subject. To edit, click on the information you want to change. The text will then appear in an editable box. When you are finished, select **Save** or **Cancel**.

Student password control

As a teacher, you can set or change student passwords, if you'd like. Students are also able to enter or change their e-mail addresses and passwords in their profiles. If they do, it is automatically updated in your roster.

Student report card

The roster also has a link to each student's report card. Just click on the graph under the **Report** column for the report card you want to view.

Communicating through e-mail

From the Roster tab, you can keep your students and their parents in the loop about their IXL access and accomplishments.

E-mail usernames and passwords

Students can practice on IXL from any computer with an Internet connection as long as they know their usernames and passwords. If your students' (or parents') e-mail addresses are stored in your



roster, you can send their account information to them. Be sure and tell your students to look for e-mail from IXL@ixl.com with IXL Account Information as the subject. You can also e-mail a list of your students' usernames and passwords to yourself.

An added bonus of having student or parent e-mail addresses on your roster is that IXL will send e-mail at practice milestones with links to print out award certificates.

Share with parents!

Through your roster, you can send a letter introducing IXL to the parents of your students. Click the links to print, e-mail, or download an editable version in English or Spanish.

Chapter 5: Practice

MATH | LANGUAGE ARTS | REPORTS | ROSTER | AWARDS | STANDARDS | MEMBERSHIP

Practice, practice, practice is what IXL is all about. With unlimited math and language arts problems in over 3,000 skills, all levels of students will benefit from IXL. You can be sure your students truly understand the skills they have mastered, because they'll never get a medal just by guessing or memorizing answers. As a student practices a skill, the difficulty level adapts to his or her grasp of the concept to ensure the student is being challenged at the appropriate level. Once your students start practicing with IXL, they are on the fast track to future success!

Find new skills to tackle!

There are four ways to access practice skills when signed in:

1. **Math or Language Arts tab:** From the Math or Language Arts tab, students can select a skill by topic or grade (or level—if you've hidden the grade display).
2. **Awards tab:** Students can select a math challenge from a square on the game board, which will take them to the Math tab.
3. **Standards tab:** Students can access the educational achievement standards for their state through the Standards tab. There they can select a subject and grade, and then click on a standards-aligned skill to start practicing.
4. **Search bar:** Students can find specific skills or topics using the search bar, found at the top of every page.



Practicing skills

This looks fun! What are all those cool graphics on the right side of the screen? While the student is practicing, IXL displays helpful information about the student's progress. The number of problems attempted, time elapsed, SmartScore, and medals earned are all shown on the right side of the screen. As a teacher, if you practice a skill, you can see the same side bar, but your scores are not recorded, and you can't win awards. Although, you get an A for effort!

Ready to switch to a different skill? Go to  at the top of the practice screen. To switch to a different skill within the same grade, click the grade link. To return to the main practice screen and change the grade level, click the subject. If you want to see a sample problem, hold your mouse over the skill. To change from math to ELA or vice versa, click the subject tab.

Are all the problems the same type? Nope! Students are kept on their toes with various types of problems such as word problems, visual representations, and interactive activities, which call for different types of answers, like multiple choice, fill-in-the-blank, and even innovative draw-your-own graphing.

Students in pre-K through fifth grade? There is a math audio feature available to help those still learning to read. For pre-K through first-grade skills, the audio feature is automatically available. Audio can also be enabled for students practicing skills at the second- through fifth-grade levels. When signed in to your account, click on the welcome drop-down in the upper-right corner. Select **Profile & settings**. Under Settings, check the box for **Enable audio for upper grade levels**, and click **Submit**. When the box is checked, all students on your roster will have access to audio for skills at the fifth-grade level and below.

What happens when students enter incorrect answers? Students click **Submit** when they are ready with their answer. If the answer is wrong, IXL provides the right answer with a question-specific step-by-step explanation, so students receive immediate feedback and learn from their mistakes.

If students exit a skill before it is mastered, is all their work lost? Perhaps there is a fire drill or a tricky question about triangles and the student exits a skill—IXL remembers. The next time the student signs in and returns to that skill, the last problem encountered will be ready and waiting. The student's practice results and current score are also automatically saved.



If a student leaves the computer to take a break, will the timer keep going? The timer records actual time spent practicing. After detecting inactivity for a certain amount of time, the timer pauses. It resumes when the student starts practicing again. Depending on your student's grade level, it will take two, four, or six minutes of inactivity for the timer to pause.

Score ratings

What exactly is the SmartScore? SmartScore uses IXL's proprietary scoring algorithm to give the best possible information on a student's performance, based on such factors as the number of problems completed, number of problems correct and incorrect, problem difficulty, and consistency. When students begin working on a skill, their initial SmartScore for that skill is zero. When a problem is answered correctly, the score increases. When students enter a wrong answer, the score decreases. SmartScores cannot be lower than zero or higher than 100.

As the student works through a skill and the score rises, the problems become more difficult and the score increases in smaller jumps. Likewise, the score may decrease only slightly if a student enters a wrong answer when he or she begins working on a skill, but as the student progresses towards mastery, wrong answers cause the score to decrease in larger and larger dips. If a blank answer is submitted, IXL treats it like a wrong answer.

IXL also rates scores as **Needs Improvement** (<70), **Satisfactory** (70-79), **Good** (80-89), **Excellent** (90-99), **Mastered** (100), and **Provisional**. A Provisional rating indicates that IXL cannot accurately rate the score because the student has answered fewer than four problems in that skill. If the student has mastered a skill, the rating for that skill remains "Mastered" even if the student continues to practice it later and scores lower.

A skill is mastered when the SmartScore reaches 100.

Skill summary

When can you see the skill summary? The skill summary appears when the student has mastered the skill.

What information does the skill summary provide? The skill summary provides detailed information about the student's skill practice and accomplishments. It includes links to the skill mastered and the Problems received report. You can also see how much time was spent practicing, how many problems were answered incorrectly, the SmartScore, and total points meter. The total points meter shows the sum of the student's SmartScores for all skills practiced in a certain grade.

Chapter 6: Standards

[MATH](#)[LANGUAGE ARTS](#)[REPORTS](#)[ROSTER](#)[AWARDS](#)[STANDARDS](#)[MEMBERSHIP](#)

Making sure all your students are appropriately challenged while also ensuring you are focusing on state standards is a complicated juggling act. IXL takes the stress out of the equation by providing skill practice for *each* individual state (as well as the District of Columbia), Common Core, and U.S. Department of Defense Education Activity educational standard. You can be confident your students are on the right track and prepared to face future challenges.

Accessing standards-aligned skills

To access the standards-aligned skills, click on the Standards tab. Next, click on the map or select your state from the list. Then, select the desired subject and grade level, standards document, and a standards-aligned skill to practice.

Hint: When you click on the Standards tab while signed in, it will default to the standards of the last grade practiced.

More than one standards document to choose from? Many states have multiple sets of standards available because IXL offers complete coverage of all standards adopted by a state. For example, if your state is transitioning to a new set of standards, both the existing standards and the newly adopted ones will be available. The standards document you are currently viewing will be in white and have a check mark next to it.

What are the problems like for this skill? If you'd like to see a sample problem, hold your mouse over the skill.

What's the difference between the black and dark green text? The standards page consists of a straightforward list of standards and corresponding skills. Your state standards are shown in black text. Below each individual standard, you'll find IXL's recommended skills in dark green text. To ensure there is something appropriate for every student, IXL offers relevant skills at a variety of difficulty levels.



Keeping track of student progress

Standards-aligned practice is an area where IXL's powerful reporting tools really come in handy. With the ability to track student practice and generate reports, you have the invaluable advantage of not only knowing what your students need to know, but also how they are progressing towards these goals. The answers to questions such as "Is my class ready for state tests?" or "How can I improve my class's score on a particular state standard?" are all readily available to you.

To access reports from the Standards tab when signed in, simply click **View Report**. Although you can still view standards-aligned skills without signing in, the reports feature is only offered with a subscription or trial.

Direct parent involvement!

Parents and students have direct access to the student's progress as well, and can be actively involved in their IXL growth. On the Standards tab, the student's real-time SmartScore is displayed next to each standards-aligned skill. Parents can also review their students' reports at any time, so there are no surprises when parent-teacher conference time rolls around. Parents, teachers, and students can work together every step of the way to achieve goals and meet the students' needs.

Chapter 7: Awards

MATH | LANGUAGE ARTS | REPORTS | ROSTER | **AWARDS** | STANDARDS | MEMBERSHIP

Once your students begin practicing on IXL, it's hard to tear them away. Students are engaged and challenged right from the start. While they don't need much encouragement to practice on IXL, who doesn't like to celebrate their achievements with special prizes?

Game board

Each grade has its own themed game board, filled with prizes to uncover, so practicing math is like one big treasure hunt. First-grade students will find themselves in the jungle, eager to reveal exciting creatures, while fourth-grade students explore an icy wonderland. Your students will look forward to solving math problems, and the prize icons are a fun and encouraging reward for their hard work.

Some of the various math challenges involve mastering a specific number of skills, practicing for a certain amount of time, and completing a set number of problems. IXL also displays a summary of student accomplishments alongside the game board.

Viewing the game board

Teachers and students can go to the Awards tab to access the math game boards. Students will also receive an alert at the top of their practice page when they have won a prize and can click that link to get to the game board.

As a teacher, you can view your students' individual game boards to see the awards they have received and their current challenges. If you select all grades for a student, you will see a summary of accomplishments instead of a game board.



Game board squares

View available challenges! A **question mark square** indicates that a challenge is ready for the student. Hold the mouse over the square. IXL will display the challenge in a pop-up, along with a link to math practice.

Reveal a new prize! When a student has completed a challenge and has a prize to uncover, there will be a **glowing star square** on the board. Only students can reveal the new prize by clicking on it.

Blank square? The square is locked. Locked squares transform into unlocked challenge squares as students progress.

Challenge types

IXL's challenges are based on several factors, including the following:

- Mastery of a specific number of skills
- Time spent practicing math
- Completion of certain quantities of problems
- Completion of rows and columns on the game board
- Mastery of multiple skills in a specific category
- Mastery of several specific skills

🔍 Hint: IXL labels skills with an identifying number scheme, such as J.4, which makes it easy to locate the skills to master.

Special prize icon feature for students!

A neat feature your students will love is that they can use a prize icon as their profile icon. It will appear beside their username at the top-right of the screen, and it's really easy to set up. The hardest part is picking which one to use! The student just needs to choose a prize icon from the game board, then click and drag it to the square in the upper-right corner. When the mouse button is released, IXL sets the selected prize icon as the new profile icon.

Certificates for home or the classroom

In addition to cool virtual prizes, IXL provides certificates that can be printed out and hung up in your classroom wall of fame, or displayed proudly on the fridge at home. Links to these certificates—for individual and classroom math and ELA achievements—are available when you run the [News flashes](#)



[report](#). On the Reports tab, the News flashes report is found in the Status update section. Click the printable certificate link in the column on the right for the certificate you'd like to award.

Certificates can also be received via e-mail. Students who have provided their e-mail addresses will be sent their individual certificates, and teachers will receive all classroom achievement certificates. Teachers and students who prefer not to get these news flash e-mails can opt out in **Profile & settings**.

Chapter 8: Reports

MATH

LANGUAGE ARTS

REPORTS

ROSTER

AWARDS

STANDARDS

MEMBERSHIP

IXL's reports feature is a powerful tracking tool, whether you want to check in on an individual student or see how an entire class is progressing. With over thirty-five reports in six different categories, there's a report for all your needs!

In order to maximize the benefits of IXL reports, encourage your students to always sign in, so IXL can save their progress. Also, make sure you have Adobe Flash and Adobe Reader on your computer.

One-click access to reports

IXL reports are never more than a click away. Whenever you see , you can click on it to view reports. If there aren't any practice results yet, the graph icon will look like .

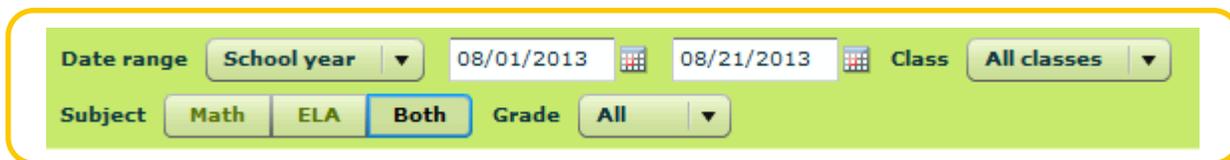
Not sure which report to use? On the Reports tab, you can hold the mouse over any report name for a description. You can also search for a report [by a specific question](#) such as "Have my students improved over time?" or "How often do my students practice?"

Reports features

These features are present on the top right of every report:



Common options for reports



For most reports, you can select a date range, class, grade, and category to narrow down your results. For date ranges, you can use suggested ranges, such as “This week” or “School year,” or use the calendars to enter a custom date range. To select a category, first select a grade from the **Grade** menu.

Hint: “School year” is based on your first day of school setting, which you can view in **Profile & settings**.

Some reports have options specific to that report, such as “View all practiced skills” or a check box to include certain data.



If your subscription includes math and language arts, you will also have to select the subject—either “Math” or “ELA”—for the report you are running. In some cases, there will be the option to view information for both subjects at once. Then you can select from “Math,” “ELA,” and “Both.”

When you run a report that you have run in the past, the options settings default to your previous selections, which you can change to suit your current needs.

? **Hint:** If you are viewing reports filtered by individual student, you can click **Next student** to regenerate the report for the next student in the class or on your roster.

If you want to change the option settings before moving on to the next student, make your changes and click **Update report** before you click **Next student**.

Remember to click **Update report** for your changes to take effect.

Table features

Every reports table has a few features that might come in handy for you. You can change the width of a column by dragging the dividing line in the header area. Clicking the header of a column will sort the table by data in that column. Also, if you hold your mouse over the magnifying glass icon for a skill, you can see a sample problem for that skill.



What are some popular reports?

Reports are categorized in six ways:

Status update | Usage | Performance | Trouble spots | Progress | State standards

Some popular reports are:

1. Class overview

Category: Status update

This report will give you a general idea of how your class is doing overall, as well as recent usage data. It is helpful for driving instruction and across-the-board monitoring.

Options: Select *Date range*, *Subject*, *Class*, *Grade*, and *Category*.

Stats:

- **Class usage statistics**—class totals for the options selected. Statistics include the number of problems attempted, number of skills practiced, the amount of time spent practicing (actual time spent working on problems), the number of medals earned (students earn a medal each time they master a skill), and percentage of students who have practiced.
- **Top five students with the highest usage.**

Graphs:

- **Time spent graph**—shows the total time students spent practicing with IXL for the date range you selected.
- **Class usage - time spent by category graph**—each pie chart graph slice represents a category. The largest slices represent the categories your students have spent the most time practicing. If you have both subjects and selected “Both,” there will be two pie chart graphs, one for each subject.

 **Hint:** Hold your mouse over a slice to see data for that category.

Table:

- **Skills practiced table**—provides information on the skills your students practiced for the variables you selected.



Hints:

- ❓ The **Rank** column ranks skills based on the amount of time your students spent practicing them (from most time to least time).
- ❓ Students with provisional scores are not included in the **Time spent**, **Problems attempted**, or **Number of students** columns. For the purposes of calculating the **Class average SmartScore**, IXL counts provisional scores, as well as scores of students who did not practice the skill, as zero.
- ❓ Hold your mouse over a value in the **Number of students** column to view student names and scores.
- ❓ Click a skill name to view the [Skill proficiency](#) report for that skill.

2. Student overview

Category: Status update

This report shows you how each individual student is doing overall. It provides information on a student's recent activity and performance.

Options: Select *Date range*, *Subject*, *Grade*, *Category*, and *Student name*.

Stats:

- **Student totals for the options selected**—statistics include the total number of problems the student attempted, the number of skills practiced, the amount of actual time spent on problems, and the number of medals earned, which are awarded when a student masters a skill.

Graphs:

- **Time spent graph**—shows how much time the selected student spent practicing with IXL, broken down within the date range you selected.
- **Student usage - time spent by category graph**—each slice of the pie chart graph represents a category. If you have both subjects and selected “Both,” there will be two pie chart graphs, one for each subject.

❓ **Hint:** Hold your mouse over a slice to see the name of the category, along with the time spent.



Table:

- **Skills practiced table**—includes rank, skill, time spent, problems attempted, and SmartScore.

Hints:

- ❓ Data in the table does not include provisional scores or provisional practice time.
- ❓ The **Rank** column is based on the amount of time the selected student spent practicing each skill (from most time to least time).
- ❓ Click a skill name to view the [Problems received](#) report for the student's practice with that skill. This report will show the exact problems the student practiced. You can view correct, missed, or all problems received.

3. Skill proficiency

Category: Performance

This report allows you to view detailed performance information for a single skill. You'll see how each student is doing, how much time was spent practicing the skill, and even class averages.

Options: Select *Date range*, *Subject*, *Class*, *Grade*, and *Category/skill*.

Stats:

- **The total number of problems practiced.**
- **The class average SmartScore.**

Graph:

- **Class performance graph**—each slice of the pie graph represents one student, color-coded according to his or her performance rating for the skill. This helps you see where your students fall on the range of performance ratings.

Table:

- **Student performance table**—includes name, current SmartScore, time spent practicing, number of problems answered correctly, number of problems missed, total number of problems practiced, and, if applicable, start and end date SmartScores.



Hints:

- ❓ If your report date range has an end date in the past, like “Last week” or “Last month,” the table will show SmartScores for the beginning and end dates of the range selected, labeled as Start and End, respectively.
- ❓ IXL does not include provisional practice in the data for this report.
- ❓ Click a value in the **Correct**, **Missed**, or **Total** column to view the [Problems received](#) report for that student.
- ❓ If you have generated the report for all classes, click the **Name** column to sort by class.

4. Student trouble spots

Category: Trouble spots

This report gives you an in-depth look at an individual student’s trouble spots, including a list of the skills the student needs to review.

Options:

- Select *Student*, *Subject*, *Grade*, and *Category*.
- **View skills**
Select *all* or *trouble spots only*.
 - ❓ **Hint:** When you select *all*, IXL displays skills that are trouble spots in bold text, so you can identify them easily.
- **Include unpracticed skills as trouble spots**
Select this check box if you want IXL to treat unpracticed skills as trouble spots and include them in the report.

Graph:

- **Performance on all skills graph**—each slice of the pie chart graph is color-coded to identify the selected student’s skill performance rating. The red slice represents the student’s trouble spots. The graph provides a quick way to evaluate the number of trouble spots the student has compared to skills with a satisfactory performance and unpracticed skills.
 - ❓ **Hint:** If you hold the mouse over a slice, you can see how many skills fall into that performance rating.



Table:

- **Trouble spots table**—includes skill, SmartScore and performance level, time spent practicing, and number of problems correct/missed/total.

Hints:

- ❓ If there are no results for any of the skills in an entire grade, IXL does not list the skills for that grade in the table.
- ❓ When you generate this report for all grades or all categories, IXL groups results by category. Click the triangle icon for a category to expand it and view results. Once expanded, click the triangle again to collapse the list.
- ❓ Click a value in the **Correct**, **Missed**, or **Total** column to view the [Problems received](#) report for that student and skill.

5. Standards performance by student

Category: State standards

This report shows you detailed information about your students' performance for any standard selected. It can answer various standards-related questions, such as "Which students are ready for state tests?" and "How can I improve my class's score on a particular state standard?"

Options:

- Select *Subject*, if you have a subscription to math and ELA.
- Select *Class*.
- Select *Grade*.
- Select *Document*, if your state has more than one set of standards for the grade you selected. This will not be an option if there is only one set of standards available for that grade.
- Select one standard from a list of standards.
 - ❓ **Hint:** You may find that standards are nested, and you'll need to drill down multiple levels to find the standard you want. Click the triangle icon for an item to expand it and view its contents. Once expanded, click the triangle again to collapse an item.

Table:

- **Student performance table**—includes student names, the score for the selected standard, and scores for each skill aligned to that standard. IXL calculates the standard score using the cumulative score for all skills aligned to the standard. The **Standard score** column includes a graph of the score.



Hints:

- ❓ Click the score for a skill to view the [Problems received](#) report for that skill/student combination, displaying problems missed.
- ❓ If you have generated the report for all classes, click the **Name** column to sort by class.

6. News flashes

Category: Status update

This report celebrates the various milestones that your students have achieved on IXL. Here you will find links to print certificates to commemorate and reward these accomplishments. Hang them on the wall in your classroom!

Options:

- Select *Subject*, if you have a subscription to math and language arts.
 - **Class overview**—IXL lists all news flashes with the most recent first. These news flashes are for accomplishments your class has achieved as a whole, such as answering 10,000 problems or practicing for 200 hours.
 - **All students**—IXL lists each student, along with his or her most recent news flash.
 - **A student's name from the menu**—IXL lists all news flashes with the most recent first. These are news flashes for accomplishments the selected student has achieved individually, such as answering 500 problems or practicing for 10 hours.
- ❓ **Hint:** To print out a certificate, click the green printer icon in the right column of the news flash table.

7. Problems received

Category: Usage

In this report, IXL displays the content from the specific problems answered by your students. You can see the actual problems your students missed and their answers.

If a problem on the report has audio available, you can click the speaker icon to hear the text of the question or its answers. Be sure to turn up the volume on your computer.

Options:

- Select *Date range*, *Subject*, *Class* (All classes, class name, or other students), *Student* (All students or by name), *Grade*, and *Category/skill*.



- **View problems**

Choose the version of the report you want to view:

- *Correct* to view only problems that the student answered correctly.
- *Missed* to view only problems the student answered incorrectly.
- *All* to view all problems the student answered.

- **Hide correct answers**

This option is only available if you chose just to view *Missed* problems. Select this check box if you want to review the problems with the student without revealing the correct answers.

- **Problems per page**

Select from *5, 10, 25, 50, or 100*.

8. Class improvement

Category: Progress

This report tracks overall performance improvement for any date range that you set. You can find out who hasn't improved recently or how much your students have improved since the start of the school year.

Options: Select *Date range, Subject, Class, Grade, and Category*.

Graph:

- **Average performance summary graph**—view by Cumulative score tab or Skills mastered tab. On the **Cumulative score** tab, you can view improvement in the average cumulative score during the date range you selected. On the **Skills mastered** tab, you can view increase in number of skills mastered during the date range you selected.

Table:

- **Student improvement table**—includes student performance stats, cumulative score, skills mastered, and skills practiced.

Hints:

- **Performance stats** are scores that provide a broad view of performance, and are color-coded. They consist of four numbers, separated by hyphens. The green number represents the number of skills with a SmartScore of 90 or above (excellent and mastered ratings). The blue number represents the number of skills with a SmartScore of 80-89 (good rating). The orange number represents



the number of skills with a SmartScore of 70-79 (satisfactory rating). The red number represents the number of skills with a SmartScore of 69 or lower (needs improvement rating), not including provisional scores.

- ❓ The **cumulative score** is the sum of a student's SmartScores on specific skills. It does not include any skills that the student has not practiced or any provisional scores. IXL displays it as a comparison to the total number of points possible, which varies based on the grade or category selected.
- ❓ Each item includes data for the starting point and ending point of the date range you selected.
- ❓ If you have generated the report for all classes, click the **Name** column to sort by class.



Appendix

A. Technical requirements

Operating systems and browsers

IXL supports the operating systems listed in the table below, with the latest available versions of the indicated browsers.

Operating System	Browsers
Windows	Internet Explorer 9, 10, 11 Mozilla Firefox Google Chrome
Macintosh OS X	Safari 5.1 Mozilla Firefox Google Chrome
Google Chrome OS	Google Chrome

Hint: You should always make sure your computer has the latest available operating system and browser patches. Running without the latest patches may prevent IXL features from working properly.

Hardware

We recommend you have at least 256MB of installed RAM, and you should set your display to a resolution of 1024x768 with 32-bit color depth.



To use the audio feature that allows you to hear the text of math problems and their answers for pre-K through fifth-grade skills, you need to have a sound card installed in your computer and either speakers or a headphone jack and headphones.

Internet connection

To use IXL, your computer must be connected to the Internet. You can connect via a proxy device, however the proxy device must obey the HTTP/1.1 protocol, including all caching and anti-caching directives. We recommend a connection speed of at least 128Kbps.

Additional software

For some features, such as reports, you'll need additional software, which is probably already installed on your computer. If not, you can download these products free of charge.

You'll need the following:

- Adobe Flash Player. You can download this at <http://get.adobe.com/flashplayer>.
- Adobe Reader or another PDF viewer. You can download Adobe Reader at <http://get.adobe.com/reader>.



B. Common questions

Is there a way to hide the grade levels? I have some students working below grade level.

Absolutely! Sign in to your teacher account, click on the welcome drop-down menu in the upper right corner, and select **Profile & settings**. Under Settings, check the box for **Hide grade levels**. Click **Submit**.

When the box is checked, students will see Level A, Level B, etc. instead of pre-K, kindergarten, etc. In order to make sure students don't accidentally see the grade labels, instruct them to sign in at <http://www.ixl.com/signin>. You may find it helpful to bookmark this link for your students.

Can students practice in other grade levels?

Yes, students have access to all IXL grade levels for the subject(s) in your subscription!

I already have a classroom license for math. How do I add language arts?

Contact orders@ixl.com to learn more!

Do questions repeat?

No, your students won't see repeated questions! Each skill on IXL has an unlimited number of unique problems. Students will always receive fresh, new content.

How do I change the state for my standards?

Make sure you are signed in to your account, click on the welcome drop-down menu in the upper right corner, and select **Profile & settings**. Select the state you'd like to use for your standards. Click **Submit** to save.

Is IXL aligned to Common Core Standards?

Yes! If your state is adopting the Common Core, go to the Standards tab, and select Common Core from the list of standards documents. Otherwise, go directly to the [Common Core page](#).

In addition to the Common Core, IXL is also aligned to specific state standards for all 50 states and the District of Columbia, as well as the U.S. Department of Defense Education Activity standards.

For more information on state standards, see the [State Standards](#) section.



I have a new transfer student in my class.

How do I create an IXL student account for her?

All you have to do is add the student to your roster!

From the Roster tab, click **Add students** at the bottom of your roster. Enter the student's information in the new line, and click **Save** or press enter.

For more information about your classroom or site license roster, see the [Roster](#) section.

Why should I add an e-mail address to my students' accounts?

E-mail is a great way to keep parents up-to-date about their student's IXL progress.

If there is a valid e-mail account associated with the student account, IXL can send e-mail updates with links to his individual award certificates.

Students can also recover forgotten usernames or passwords on their own, if they have an e-mail address in their account. You can also send usernames and passwords to all students with a valid e-mail address in your roster.

Where can I find the certificates to print for my class?

You can find the links to print out student awards certificates in the News flash report and news flash e-mails. To receive these e-mails, you need to check the **Receive report e-mails** box in **Profile & settings**.

Oops, I forgot my teacher account password! What do I do now?

Click the arrow next to the password field. Select **Forgot password?** to request sign-in information, and enter your username and e-mail address. IXL will e-mail instructions on how to reset your password. If you don't see the e-mail in your inbox, be sure to check your spam folder.

How do I change my password?

Click on the welcome drop-down menu, and select **Profile & settings**. Then, click **Change password**. Enter your current password and the new password. Click **Submit** when finished.



Oh no! A student forgot his password!

How do I look up a student's username and password?

Students' usernames and passwords are stored in your roster. To look up a password, go to the Roster tab.

You can send yourself a list of all usernames and passwords by clicking **E-mail me a list of students' usernames and passwords**. You can also e-mail individual usernames and passwords to all the students who have valid e-mail addresses associated with their accounts.

How do I change a student's password?

Find the student in your roster. Click on the student's current password. It will then become editable. Type in the new password, and click **Save**. The change will be reflected in the student's profile as well.

Can all students have the same password?

Sure, the passwords can be whatever you want!

Will we have access over the summer?

Yes, IXL licenses are for a calendar year, and students and teachers have full access.

Why can't I see my students' practice in my reports?

It is important to make sure your students are signing in to their accounts when they practice. If they don't sign in, IXL can't track their progress with reports.

When running reports, take note of the different filters you can use to manage information, like grade level and student name, and select the filters that best fit your needs. Remember to click **Update report** for your changes to take effect.



Can students use IXL on an iPad?

Yes, IXL offers an iPad app for students to practice math and earn awards! [Download the app](#) to get started.

If your students have existing IXL accounts, all they need to do is sign in to their accounts from the app and begin practicing on the iPad.

Without an account, they can practice 20 problems a day for free on the app. If you'd like them to have unlimited access to math practice, purchase a subscription at www.ixl.com/membership. Then, they use their IXL usernames and passwords to sign in to the app from an iPad and start tackling math challenges.

Students can also visit IXL.com in an iPad's browser to practice math and language arts. Except for reports, you'll find that IXL works just as it does on your computer.

It's a new school year! How do I clear my roster?

Welcome back!

For a classroom license:

To clear your roster for the new school year, click the link in the banner at the top of screen.

For a site license:

Your site administrator will promote all students to the next grade, and clear your roster.

For more information on setting up or modifying your roster, see the [Roster](#) section.

Where can I find the IXL letter to parents?

I'd like to let them know we are using IXL this year.

The parent letter for IXL is found on the Roster tab. At the top left of your roster, there are links to print, download, or e-mail a letter about IXL to your students' families. It is available in English or Spanish.

So.... how does the SmartScore work?

The SmartScore is a number that can be anywhere from 0 to 100. When a student starts practicing a skill, the SmartScore starts at 0. As he or she answers questions correctly, the SmartScore increases. If a question is answered incorrectly, the score decreases. But the SmartScore is not just based on the



percentage of problems correct. It is calculated using many factors, including the number of problems completed, problem difficulty, and consistency.

A skill is mastered when the SmartScore reaches 100, but the number of problems it takes to master a skill varies with every student.

The amount of time a student spends on each problem doesn't affect the SmartScore.

See the [Practice](#) section for more information.