

Get Started

Step One: Log in to myLexia®

myLexia is Lexia Reading's administrative and reporting system for educators.

1. Launch a web browser and go to: www.mylexia.com.
2. Log in using your email address and password.

You are now on your Home Page, where you can monitor your students' progress after you complete these steps.



Access student data on-the-go with our free iPhone®, iPad® or iPod touch® app! For details, see www.lexialearning.com/products/mobile

Teacher & Staff Login

Email

Password

Write your myLexia login information above.

You can also use this information to log in to the student software and explore Lexia Reading in demonstration mode.

Step Two: Set Up Your Class

1. Click the **Students** tab.
 - If you do not see your class, click the **Add a Class** button.
 - If your class displays or is listed in the drop-down menu, click the **Add Students to Class** button and skip to step #5.
2. On the Add a Class screen (shown right), select a grade.
3. Enter a class name.

Tip: Class names usually begin with the teacher's last name.
4. Assign any additional staff.
5. Add students to your class:
 - Add existing students by selecting them from the school list and clicking the **Add** button to add them to your class.
 - Optional Feature (if enabled): Add new students by clicking the **Add New Students Here** button, entering their information, and clicking the **Save and Done** button.
6. Click the **Save** button.
7. Check your student list to make sure student information is correct, including the grade assignment.

Add a Class
Enter the class information below
Fields marked with an asterisk (*) are required.

Grade*:

Class Name*:

Notes (optional):

Select Additional Staff for this Class
Select one or more teachers on the left and click the "Add" button to assign the teacher(s) to the class.
Tip: To SELECT/DESELECT multiple teachers, hold down the Control key while selecting names.

Staff	Staff In This Class
Laura Green	

Add Existing Students to this Class
Select one or more students on the left and click the "Add" button to enroll the student(s) in this class.
Tip: To SELECT/DESELECT multiple students, hold down the Control key while selecting names.

Students In: 1st Grade	Students In This Class
Jones, Richard Pruitt, Mathew	Cooper, Latrika Dale, Omar Ling, Tao Little, Yolanda Stanfield, Liam

Don't see your students? [Add New Students Here](#)

The newly added students will automatically be added to the class list for .
Click the "Save" button when you are finished.

Step Three: Allow Students to Log in

1. Allow each student to log in to Lexia Reading by clicking the **Lexia Reading icon** on the student computer and entering the student's username and password.
 2. Upon the first login, students will complete Auto Placement activities in less than 10 minutes and be automatically assigned to a program and level.
- Note:* To print login cards for your students, click on the **Print Login Cards** button on the **Students** Tab of myLexia.



Login

Username:

Password:

Home Page

Welcome to Assessment Without Testing®

Lexia's Assessment Without Testing technology is an embedded assessment system that provides educators with actionable, norm-referenced performance data without interrupting the flow of instruction to administer a test. Based on student's skill level and rate of progress, Lexia Reading predicts each student's chance of reaching a grade-level benchmark or target at the end of the school year. Using the powerful data on your Home Page, you can help close the reading gap for your students and improve their performance on grade-level assessments.

Log in to www.mylexia.com to monitor your students' progress on your Home Page.

The screenshot displays the Lexia Reading Home Page for Rogers Kindergarten. The interface includes a navigation bar with 'Home', 'Students', 'Reports', and 'Teacher Resources'. The main content area is divided into several sections:


- Plan Instruction (1):** Lists 9 students needing instruction in 6 skills, categorized by lesson levels (ER Level 2 (K), PR Level 1 (K), PR Level 2 (1st)) and specific skills like Sound/Symbol and Segmenting.
- Performance Predictors (2):** A pie chart showing 21 students' status: 62% On Target (80-100%), 19% Some Risk (81-79%), and 19% High Risk (1-30%).
- Lexia Usage (3):** A line graph showing student usage in minutes per week from February 1 to March 1, 2012.
- Table (4):** A detailed table of student performance data.




Name	Grade	Performance Predictor	Prescription of Intensity			Skills (Completed)	Certificates
			Lexia Usage m/wk	Lesson	Skills		
			Actual Target	Add	K 1 2 3		
Barbee, Eutrevian	K	29%	54 60	6	■ ■ ■ ■ ■ ■		
Benavidez, Mckinze	K	96%	58 30		■ ■ ■ ■ ■ ■		
Bostic, Drew	K	98%	44 30		■ ■ ■ ■ ■ ■		
Breaux, Alisa	K	32%	54 50		■ ■ ■ ■ ■ ■		
Burney, Anthony	K	100%	52 n/a		■ ■ ■ ■ ■ ■		
Churchill, Christopher	K	85%	41 30		■ ■ ■ ■ ■ ■		
Creighton, Esperanza	K	3%	6 60	54	■ ■ ■ ■ ■ ■		
Duggan, Dezirae	K	39%	52 50		■ ■ ■ ■ ■ ■		
Forte, Antwaun	K	100%	53 n/a		■ ■ ■ ■ ■ ■	Last Week	
Hannon, Julian	K	98%	42 30		■ ■ ■ ■ ■ ■	3 Weeks Ago	
Hiatt, Conner	K	99%	78 30		■ ■ ■ ■ ■ ■		
Krebs, Tanisha	K	100%	54 n/a		■ ■ ■ ■ ■ ■	2 Weeks Ago	
Lachance, Miranda	K	100%	57 n/a		■ ■ ■ ■ ■ ■	Yesterday	

Quick Guide

for Teachers with Class Access

1 Plan Instruction “Who is struggling and needs instruction?”

The Plan Instruction list displays all students in your class who are struggling with an activity and may require explicit teacher-directed instruction in order to progress. Students are grouped by the program level and skill in which they are struggling to facilitate small-group instruction with Lexia Lessons .

   The color-coded icons allow you to prioritize instruction for struggling students based on a student’s overall risk level as well as accuracy in their current activity. Students with a red icon are at high risk for not reaching grade-level benchmarks and should be prioritized for instruction.

2 Performance Predictors or Lexia Skill Set “How is my class doing right now?”

This pie chart displays either Performance Predictors (for Grades K–3) or Lexia Skill Set (for Grades 4 and above).

Performance Predictors (Grades K–3) indicate each student’s percent chance of reaching the end-of-year benchmark for his or her grade level. The student’s skill level and performance is compared to a normed sample to calculate this critical measure of risk of potential reading failure.


On Target: Student has a 80-100% chance of reaching the end-of-year benchmark for his or her grade level. (100% are students who have already reached benchmark.)

Some Risk: Student has a 31-79% chance of reaching end-of-year benchmark.

High Risk: Student has a 1-30% chance of reaching end-of-year benchmark.

Note: Performance Predictors are updated monthly at the beginning of the calendar month and are available for students who have used Lexia Reading at least once in the previous month.

Pay attention to the + or - that displays under the On Target and Intermediate sections, which indicates change in percentage points of students identified as On Target or Intermediate from the previous month.

Click  [View Progress Report](#) to gauge class and individual student progress over time.

Lexia Skill Set (Grades 4+) provides an estimate of the skill level that the student is working on in Lexia Reading, based strictly on the student’s current program level.


Skill Set	Grade Level of Material	Program Level in Strategies for Older Students
Intermediate	3rd–6th	Levels 4 & 5
Elementary	2nd+	Levels 2 & 3
Basic	K–1st+	Level 1 or lower

The + sign indicates these levels review basic skills while using more advanced content and vocabulary.

Note: Lexia Skill Set is updated nightly and is available for students who have used Lexia Reading at least once in the past 4 weeks.

3 Usage “Are students using Lexia Reading at the recommended levels?”

The usage graph displays average usage for all students in your class who have used Lexia Reading at least once in the past 4 weeks. The blue-shaded area indicates 40 minutes or more of average weekly usage, which is the minimum recommended usage for Some Risk, High Risk, and Lexia Skill Set students.

Click  [View Usage Report](#) to see each student’s average weekly and total minutes as well as the student’s current program assignment.

4 Class Table “How is each student in my class doing right now?”

The Class Table provides a concise overview of your class by reporting each student’s current status with the following information:

 An **Instructional Priority** icon displays for students who need instruction.


Name: Click the student’s name to view a Student Combined Report for a detailed look at the student’s current and past performance.

Grade: The student’s current grade.


The student’s current **Performance Predictor (%)** or **Lexia Skill Set** status    will display.

Lexia Usage: The student’s actual weekly usage (averaged over the past 4 weeks) is compared to the target usage. The target usage is the prescribed intensity needed to increase the student’s grade level of material. The target number of minutes is recommended as a minimum, not a stopping point.

The **Add** column displays the difference between the actual usage and the target usage. This column is sortable so you can easily see who needs more usage—and how much.

 If the student needs instruction in one or more activities, a **Lexia Lesson** icon displays. Click this icon to view a PDF with a scripted lesson plan for teacher-led small group instruction.

Skills (Completed): This graph displays the grade-level of skills that the student has completed in Lexia Reading.


 If the student has completed a program level in the past 3 weeks, this icon will display in the **Certificates** column. Click this icon to view the Achievement Certificate PDF, which is pre-populated with the student’s name and ready to print.

How to integrate Lexia Reading into your Classroom




Weekly/Regularly

These tasks can be done in as little as 5 minutes by logging in to www.mylexia.com and reviewing your Home Page:

Plan Instruction List

- Monitor this list of struggling students. Pay particular attention to students with a , because they are at high risk for not reaching grade-level benchmarks or targets.
- Use this list to group students for small-group instruction with the appropriate Lexia Lesson.

Lexia Lessons

- Print Lexia Lessons by skill from the Plan Instruction list for use in small-group instruction.
OR
- Print Lexia Lessons by student from the Class Table at the bottom of the Home Page. Use the    icons to prioritize which students need additional help with these teacher-led lessons.

Usage


- Use the Add column in the Class Table to help prioritize computer time for students who need higher intensity with more software usage. Click the column heading to sort students by this column and see who needs more minutes and who has minutes they can share.
- Monitor the Usage Line Graph to verify that class usage is in the blue zone.

Achievement Certificates

- Monitor the Certificates column in the Class Table for student certificates, which appear for up to 3 weeks after a student finishes a level.
- Print certificates to celebrate your students' accomplishments!

Monthly/Ongoing

On www.mylexia.com

- View the pie chart on your Home Page. Pay attention to the + or - change that displays under the On Target and/or Intermediate sections. This percentage is the monthly change of students who are on track.
- Click **View Progress Report** under the Home Page pie chart. This report allows you to monitor student progress over time. Watch for changes in Performance Predictor and Skill Set status.
- Print the **Class Skills Report** and/or the **Class Progress Report** for use in monthly data/team meetings.
- While viewing the **Student Skills Report**, click the  **Parent Report** to print a report designed for parent conferences.
- View the **Student Combined Report** to monitor skill gains and progress (click the student's name in the Class Table). This report is designed for student data meetings and includes a trend line and an action plan based on performance. This report is also suitable for parent conferences.
- Print **Lexia Skill Builders** for independent practice, center activities, and homework to build automaticity.

In your classroom

- Schedule time to **observe your students** using Lexia Reading. Watch for the five yellow circles on the student software screen that indicate the student is struggling.
- Meet with your grade-level teams to discuss **Lexia Lessons and Lexia Skill Builders** and share your favorites.