

Get Started

Step One: Login 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. Login using your username (email address) and password.

You are now on your Home Page. After you complete these steps, you will be able to monitor your students' progress and usage on the Home Page.

Teacher & Staff Login

Username

Password

Write your MyLexia username and password above. These are different than the username and password used for the student software.

Step Two: Setup 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, click the **Add Students to Class** button and skip to step #5.
2. On the Add a Class screen, 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 that all students have a current grade assignment.

The screenshot shows the 'Add a Class' interface. It includes a 'Grade' dropdown menu, a 'Class Name' text field, and an 'Add' button. Below this is the 'Add Existing Students to this Class' section, which features a 'Students In' list on the left and a 'Students In This Class' list on the right. The 'Students In' list contains names like James, Richard, and Pruitt. The 'Students In This Class' list contains names like Cooper, LaTrisha, and Delia. There are 'Add' and 'Remove' buttons between the two lists. At the bottom, there are 'Cancel' and 'Save' buttons.

Step Three: Get Students Started

1. Allow each student to login to Lexia Reading by clicking the **Lexia Reading icon** on the student computer and entering the student's username and optional 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: If you have students who are an exception to Auto Placement guidelines, you can customize the student's Auto Placement level prior to their first login. You can also manually assign students to a program at any time. On the **Students** tab, click the student's name and scroll to the Student Assignments section. Follow the on-screen instructions to make any changes.



The screenshot shows the 'Student Login' interface. It has a blue header with the text 'Student Login'. Below the header are two text input fields: 'Username:' and 'Password:'. At the bottom right, there is a green circular button with a white right-pointing arrow.

Home Page

Welcome to Assessment Without Testing™

Lexia Reading's powerful progress monitoring tools allow you to quickly assess student performance without stopping instruction time for testing. You can easily view current data about time on task, skill development, and overall progress, and pinpoint the exact areas in which students are struggling. Learn how to interpret the four sections of your Home Page so that you can integrate this information into your instruction.

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

The screenshot displays the Lexia Reading Home Page for Hilltop Elementary School, accessed by Sarah Jessop. The page is divided into four main sections:

- Instruction Needed:** Lists various reading skills such as PR Level 2 (Beg 1st), Segmenting (CVC, CCVC, CVCC), and Initial/Final Consonants (CCVC, CVCC) with associated student names.
- Lexia Benchmarks:** A pie chart showing student performance: 50% At-Above, 23% Below, and 27% Well Below, based on 22 students.
- Usage Report:** A line graph showing average weekly student usage (minutes/week) from April 22, 2010, to June 14, 2010, with a recommended usage line.
- Student List:** A table listing 22 students with columns for Name, Grade, Lexia Benchmarks, Student Usage (Avg Min/Week), Current Assignment, Lessons, and Certificate Available.

Name	Grade	Lexia Benchmarks	Student Usage (Avg Min/Week)	Current Assignment	Lessons	Certificate Available
Bartlett, Reb...	1st Grade	At-Above	55	PR L4 (Beg 2nd)		
Collins, Mich...	1st Grade	Below	58	PR L3 (Mid 1st)		
Dockery, Mig...	1st Grade	Well Below	29	PR L2 (Beg 1st)		
Garcia, Edua...	1st Grade	At-Above	33	PR L5 (Beg 3rd)		
Gonzalez, Na...	1st Grade	At-Above	49	PR L4 (Beg 2nd)		
Jones, Ciale...	1st Grade	At-Above	35	PR L4 (Beg 2nd)		
Jordan, Star...	1st Grade	At-Above	34	SOS L1 (Beg 1st)		
Kraus, Lela	1st Grade	Well Below	38	PR L2 (Beg 1st)		
Lively, Marco	1st Grade	Below	46	PR L3 (Mid 1st)		
Lohan, Abige...	1st Grade	Well Below	4	PR L1 (Mid K)		
Lorelli, Dome...	1st Grade	At-Above	36	PR L4 (Beg 2nd)		
Mares, Richa...	1st Grade	Well Below	32	PR L2 (Beg 1st)		
Marquez, Atz...	1st Grade	At-Above	66	PR L5 (Beg 3rd)		
Martell, Devi...	1st Grade	Well Below	27	PR L2 (Beg 1st)		
Parks, Taylor...	1st Grade	Well Below	6	ER L2 (Beg K)		
Peller, Freddi...	1st Grade	At-Above	37	PR L4 (Beg 2nd)		
Perez, Salvat...	1st Grade	Below	37	PR L3 (Mid 1st)		
Renali, Yard...	1st Grade	At-Above	35	PR L5 (Beg 3rd)		
Scafetti, Jos...	1st Grade	Below	33	PR L3 (Mid 1st)		
Sewell, Ange...	1st Grade	At-Above	48	PR L5 (Beg 3rd)		
Thomas, Mim...	1st Grade	Below	25	PR L3 (Mid 1st)		
Wilson, Hale...	1st Grade	At-Above	52	PR L5 (Beg 3rd)		

Quick Guide


for Teachers with Class Access

1 Instruction Needed

“Who is struggling and needs instruction?”

The Instruction Needed 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 according to the program level and skill(s) in which they are struggling in order to facilitate small-group instruction.

- ▶ Click the **skill name** to view a Lexia Lesson PDF that you can use in teacher-led instruction with your students.
- ▶ Click the **student name** to view a Student Skills Report for a detailed look at the student’s current and past performance.

 **Detail** Click **Detail** to view the Class Skills Report, an overview of student performance in current and completed tasks.

2 Lexia Benchmarks or Lexia Skill Set

“How is my class doing right now?”


This pie chart displays either Lexia Benchmarks (for Grades K-3) or Lexia Skill Set (Grades 4 and above). The chart is a snapshot of today’s data and includes only students who have used Lexia Reading at least once in the past 8 weeks.

Lexia Benchmarks (K-3) measure a student’s ongoing progress in comparison to grade-level peers in the representative Lexia sample. The student’s current program level is compared to the Lexia Benchmark for that grade and month of the school year:

- At/Above:** Student is working at or above the level completed by less than 60% of the Lexia sample.
- Below:** Student is working below the level completed by 60-80%.
- Well Below:** Student is working below the level completed by more than 80%.

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


- Intermediate:** Skills approx. 4th-6th grade level (Strategies for Older Students Levels 4 & 5)
- Elementary:** Skills approx. 2nd-3rd grade level (SOS Levels 2 & 3)
- Basic:** Skills approx. K-1st grade level (SOS Level 1 or lower)

 **Detail** Click **Detail** to view the Class Progress Report, which allows you to gauge class and individual student progress over time.

3 Usage

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


The Usage Line Graph displays the average minutes per week of use for the entire class. The blue-shaded area indicates the recommended level of usage as determined by gains seen in research. This graph includes all students in your class who have used Lexia Reading at least once in the past 8 weeks.

 **Detail** Click **Detail** to view the Class Usage Report, which displays each student’s average weekly and total minutes.

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:

 If the student is struggling, the **Instruction Needed** icon will display.


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


Grade: The student’s current grade.

 The student’s current status for **Lexia Benchmark** or **Lexia Skill Set** will display. If the student hasn’t used Lexia Reading in the past 8 weeks, then NA displays.

Student Usage: The student’s average weekly program usage over the past 8 weeks.

Current Assignment: The student’s current program assignment. Each student should have only one assigned level at a time.

 If the student is struggling in one or more units, this icon will display in the **Lessons** column. Click this icon to view a Lexia Lesson PDF that you can use for teacher-led small group instruction.

 If the student has completed a program level in the past 2 weeks, this icon will display in the **Certificate Available** 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 into www.mylexia.com and reviewing your Home Page:

! Instruction Needed List

- Monitor this list for students who are struggling, especially in multiple skill areas.
- Use this list to group students for small-group instruction with the appropriate Lexia Lesson.

👤 Lexia Lessons

- Print Lexia Lessons by skill from the Instruction Needed list.
OR
- Print Lexia Lessons by student from the class table.
- Use Lexia Lessons in small-group instruction for struggling students.

📈 Usage

- Monitor the Usage Line Graph to verify that class usage is in the recommended blue zone.
- Sort the class table by the Student Usage column to evaluate individual student usage.

📄 Achievement Certificates

- Monitor the Certificate Available column in the Class Table for student certificates, which appear for 2 weeks after a student finishes a level.
- Print certificates to celebrate your students' accomplishments!

Monthly/Ongoing

On www.mylexia.com

- View the **Class Progress Report** (click **Detail** under the Home Page pie chart).
Use this report to monitor student progress over time, watching for students whose benchmark status/skill set decreases or remains unchanged.
- Print the **Class Progress Report** to use in monthly data/team meetings.
- Monitor students' **current assignments** in the Class Table to verify that students have *only one* program/level open at a time.
- Print the **Student Skills Report** for parent conferences (click the student's name in the Class Table).
- Print **Lexia Skill Builders** for independent practice, center activities, and homework.

In your classroom

- Schedule time to **observe your students** using Lexia Reading. Watch for the five yellow circles on the 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.
- Check that your **classroom computers and headphones** are in working order.