

Importing Student Information into Lexia Reading

This document explains how to bulk-import student information into Lexia Reading. This process is for new Lexia Reading customers who have large numbers of students and/or who do not want to manually create student accounts on the MyLexia website (www.mylexia.com).

1. Download the import file by clicking one of the following links or by typing the entire underlined URL into a web browser. **Save** the file on your computer.

 http://www.lexialearning.com/downloads/StudentImport_US.xlsx (US)

 http://www.lexialearning.com/downloads/StudentImport_UK.xlsx (UK)

2. Open the file in MS Excel or another spreadsheet program.
3. Under the column headings, enter each student's information in a single row.

Do not change the column headings or delete any columns.

Column Heading	Column Description	Character Limit
Lexia ID	You must give each student a number, starting with the number 1. The Lexia ID is solely for import purposes and is not visible to anyone after the import (required) .	None
First Name	Student's first name (required) .	50
MI	Student's middle initial (optional).	1
Last Name	Student's last name (required) .	50
Suffix	Use this field to add things like Jr., Sr., III (optional).	10
Username	Each student's username must be unique to your school or district. Many schools use the school's or SASI student ID. The username can have letters, numbers, underscores, and periods. The username cannot contain any spaces or ' (required) .	255
Password	The password is optional and is mostly used to safeguard against accidental logins in larger districts and schools. Using simple words or the student's first name is the most practical password for younger grades (optional).	50
Date of Birth	mm/dd/yyyy format (US); dd/mm/yyyy format (UK) (optional)	na
Sex	M or F (optional)	na
Grade (US only)	PRE-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9,10,11,12, Graduate, OTHER (required)	na
Year (UK only)	R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, Post 16/Adult, OTHER (required)	na

Column Heading	Column Description	Character Limit
Class	Assign the student to a class by entering the class name. If you want to place the student into a class that already exists in MyLexia (www.mylexia.com), make sure that the class name is identical to how it appears on the Classes tab. If you enter a name that does not exist, then after the import a new class will be created in the same school as the student and the student will be assigned to the new class. Class names are not case-sensitive. A student may be placed in more than one class; each class name should be separated by a comma and with no space after the comma (optional).	40
School	Assign the student to a school by entering the school name. If you want to place the student into a school that already exists in MyLexia (www.mylexia.com), make sure the school name is exactly as it appears on the Schools tab. If you enter a name that does not exist, then after the import a new school will be created and the student will be assigned to the new school (required).	50

4. Save the file. If you are a District Administrator who is running the import yourself, save the spreadsheet as a tab-delimited file and follow the instructions in the note below. Otherwise, proceed to step 5.
5. Email the file to support@lexialearning.com. Please include your name, phone number, Customer Code/ID, and the school or district name. Imports are processed in the order they are received.
6. You will receive an email notification when the import is complete. Normal turnaround is 2 business days or less.
7. Please login to MyLexia (www.mylexia.com) after the data import is complete and verify that the student accounts have been created and that the data is correct.

Note: Users with District Administrative Access can run the import themselves rather than send the file to Lexia customer support. After saving the spreadsheet as a tab-delimited file (see Step 4), login to MyLexia (www.mylexia.com) and follow these steps:

- a. Click the Students tab.
- b. Click the Import button.
- c. Click Browse and locate your import file.
- d. Click Import.
- e. Review the import report.
- f. To import the students, click Finish.
- g. Review the student accounts on the Students tab to verify the staff accounts have been created and the data is correct. Contact Lexia customer support with any questions.