

Lexia Reading[®]

MyLexia Users and Reports Guide

www.mylexia.com



The Future of Reading Education™ *lexia*[®]

Lexia Reading®

MyLexia Users and Reports Guide

www.mylexia.com

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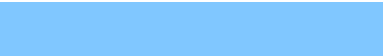
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WELCOME TO THE FUTURE OF READING EDUCATION™

Welcome to Lexia Reading! Your students are about to join over a million other students who have successfully learned to read using Lexia software since the company's founding in 1984.

WHAT IS LEXIA READING®?

Lexia Reading is a technology-based system of differentiated practice, embedded assessment, and targeted instruction, designed as an essential component of every reading curriculum. Students begin working with skills that are appropriate for their specific needs and then progress at their own pace as their skills develop.

■ **Practice:** Lexia Reading student software provides explicit, systematic, and structured practice on the essential reading skills of phonemic awareness, phonics, fluency, vocabulary, and comprehension. Students work independently within three age-appropriate programs:

- **Lexia Early Reading®** (ages 4-6) allows students to practice critical pre-reading skills.
- **Lexia Primary Reading®** (ages 5-8) helps students acquire and improve their basic reading skills.
- **Lexia Strategies for Older Students®** (ages 9-adult) provides extensive practice in basic and advanced reading skills and is specifically designed for older students.

For complete information about the content and usage of the Lexia Reading student software, refer to the *Teacher's Guide to the Student Software*. Login to www.mylexia.com and look for the help tools.

Also available are Lexia Skill Builders®, paper-and-pencil practice sheets that help students consolidate acquired skills. For information about accessing and using Lexia Skill Builders, see page 1-6.

■ **Assessment:** Lexia's proprietary Assessment Without Testing™ process allows educators to monitor student performance, usage, and progress in Lexia Reading without interrupting the flow of instruction. Using **MyLexia®**, the administrative and reporting website for Lexia Reading, educators can access a wide range of reports featuring real-time data benchmarked against norm-referenced Lexia Reading students.

For information about the MyLexia website, see page 1-3. For complete information about reporting, progress monitoring, and Assessment Without Testing, see page 2-1.

Also available is the **Lexia Quick Reading Test™** (QRT), a teacher-attended diagnostic and screening tool that gauges the phonics and decoding skills of students in as little as five to seven minutes. The QRT is an excellent complement to the integrated assessment capabilities of Lexia Reading. For information, see page 1-7.

■ **Instruction:** Lexia Lessons® are multi-sensory instructional scripts designed for teachers to use with students who are struggling with specific reading skills. Teachers can access paper-based Lexia Lessons and interactive whiteboard-compatible Lexia Lessons on the MyLexia website to provide targeted instruction based on individual student progress within Lexia Reading. For more information about accessing and using the Lexia Lessons, see page 1-6.

ABOUT THIS GUIDE

Chapter 1 “Using MyLexia” on page 1-1 provides basic information on the necessary steps that your district, schools, and/or classrooms must take in order to get started using Lexia Reading, including using the MyLexia website to add teacher and student accounts, create classes, and manage student program assignments.

Chapter 2 “Reports & Progress Monitoring” on page 2-1 provides detailed information on the reports and progress monitoring tools that you can use to monitor student usage of Lexia Reading. Progress monitoring is a critical component of successful implementations of Lexia Reading.

FOR MORE INFORMATION

Lexia provides extensive support, training, and documentation for all users. Whether you are a classroom teacher who needs to add a new student to Lexia Reading, a school technology coordinator who is installing the student software, or a school administrator who wants to monitor usage and progress, Lexia is here to help you!

For technical issues, including deployment, installation, and troubleshooting, go to www.lexialearning.com/support.

For other issues, login to www.mylexia.com and look for the help tools.

For materials to supplement Lexia Reading, including training videos, school-to-home materials, achievement certificates and classroom charts, best practices, guides, correlations to core reading programs, and more, login to www.mylexia.com and click the **Teacher Resources** tab. Look for the **Training Materials** link.

CONTACT LEXIA CUSTOMER SUPPORT

To contact Lexia’s customer support team, email support@lexialearning.com or call the appropriate support line:

<p>US support: Toll-free support line: (800) 507-2772 Monday to Friday, 8am-6pm EST (except holidays)</p>	<p>UK support: Freephone: 0800 883 0770</p>
<p>Australia support: Phone: (02) 4353 4026</p>	<p>New Zealand support: Phone: (03) 528 0094</p>

USING MYLEXIA

MyLexia is Lexia Reading’s administrative and reporting website for educators. At www.mylexia.com, you can manage Lexia Reading at the district, school, classroom, and student level.

This chapter contains the following sections:

- “Logging into MyLexia” on page 1-1
- “MyLexia Home Page and Profile” on page 1-2
- “Setting up Lexia Reading in MyLexia” on page 1-3
- “Managing Student Assignments” on page 1-4
- “Printable Classroom Materials” on page 1-6
- “Quick Reading Test (QRT)” on page 1-7
- “Yearly Maintenance Tools for Admins” on page 1-8

LOGGING INTO MYLEXIA

1. Launch a web browser (Internet Explorer, Firefox, and Safari are supported).
2. Go to www.mylexia.com. You should bookmark this page for easy access in the future.
3. Enter your email address and password:
 - Your school or district’s Lexia Administrator should have created your account.
 - Click the **Remember Me** checkbox to “save” your email address in the login screen.
 - If you do not know your password, click **Forgot Password?** to have it sent to you via email.
4. Click the **Login** button.




For mobile access to student data, you can download the free MyLexia app from Apple’s App Store on your iPhone® or iPod touch®. You must ask your Lexia Administrator to enable mobile access in MyLexia.

Note: Your MyLexia username does **not** allow you to login to the Lexia Reading student software. Teachers who wish to experience the student software should create a “test” student account for this purpose (see page 1-3).

Changing Your MyLexia Password

You may want to change your MyLexia password the first time that you login or anytime thereafter.

1. Click **My Profile** at the top-right hand corner of the screen.
2. Under Change Password, enter the password in the New Password and Confirm New Passwords text fields. Passwords are case-sensitive. See the on-screen Password Tips  for guidance.
3. To save your changes, click the **Save** button.

MYLEXIA HOME PAGE AND PROFILE

Your Home Page displays after you login to MyLexia. To return to your Home Page at any time, click the **Home** tab. Your Home Page features a wealth of progress monitoring information as well as other resources to help you use Lexia Reading in your district, school, or classroom. The exact information that you see depends on your **access level**.

About Access Levels

Each teacher and staff member is assigned an access level that controls what they can view and edit on the MyLexia website. Your access level was set by your school's Lexia Administrator when your account was created.

Available Access Levels

Access Level*	Description	What does my Home Page look like?
District Admin Access**	Full access to the information across the district.	See page 2-8
School Admin Access	Full access to the information in their school only.	See page 2-12
Class Access	Full access to the information in their assigned classes only.	See page 2-18 If you are not assigned a class, you will see an Add a Class button. For information on adding a class, see page 1-4.

*Users at any level can be assigned **read-only access**, which allows them view reports and information but not add or change any data.

Only available with **Lexia District Advantage™ purchases. District Advantage allows administrators to see all schools across a district, centralizing information and facilitating the aggregation of student performance data to enable comparison among schools. For more information about this flexible and affordable solution, contact your Lexia sales representative.

Viewing Your Access Level

- Click **My Profile** at the top-right hand corner of the screen. Your access level displays under your username:

The screenshot shows the 'Edit My Profile' page in MyLexia. At the top right, the user is identified as 'Welcome, Lauren Green' and the 'My Profile' link is circled in red. Below the navigation bar, the page title is 'Home > My Profile' and the section is 'Edit My Profile'. A note states: 'Modify the user information below. Fields marked with an asterisk (*) are required.' The profile information is as follows:

- First Name*: Lauren
- Last Name*: Green
- Email/Username*: lgreen@school.edu
- Access: Class Access (circled in red)

Below the profile information, there is a 'Change Password' section with 'New Password' and 'Confirm New Password' input fields. A 'Password Tips' link is visible at the bottom right of the form.

SETTING UP LEXIA READING IN MYLEXIA

This section explains common administrative tasks in MyLexia. A school or district will complete a majority of these tasks before students begin to use the Lexia Reading student software, although these tasks can be done whenever necessary.

Adding Schools (District Admin Access Only)

Users with District Admin Access can add schools to represent each school within their district.

1. In MyLexia, on the **Schools** tab, click the **Add a School** button.
2. Enter the School Name, and then click the **Save** button.

Adding Teacher Accounts (District and School Admin Access Only)

Users with District and School Admin Access can add accounts for teachers and staff who need to login to MyLexia.

1. In MyLexia, on the **Staff** tab, click the **Add Staff** button.
2. Enter user information for one or more teachers:
 - **Usernames** must be the user's email address.
 - **Passwords** are case-sensitive and must be 4-20 characters long with no spaces.
 - Select an **access level**. See [“About Access Levels” on page 1-2](#).
3. Click one of the **Save** buttons.

Note: Entering large numbers of staff? Lexia's Customer Support will import them for you. Go to www.lexialearning.com/support/lexiareading/index.html

Adding Students

You can add students to Lexia Reading at any time. You can also add students while creating a class (see page 1-4).

1. In MyLexia, on the **Students** tab, click the **Add Students** button.
2. Enter student information for one or more students:
 - **Usernames** must be unique, between 4-20 characters, cannot contain spaces, and are not case-sensitive. Many schools use the student's school ID or a combination of the first initial and last name, adding a middle initial or numbers if needed. Check with your Lexia Administrator to ask about your school's standard.
 - **Passwords** are optional for students. Passwords cannot contain spaces.
 - Verify the correct **grade/year** is selected for each student. Assigning the correct grade for each student is critical for Lexia Reading's advanced reporting. "Other" is typically not recommended. If you do select a grade/year of "Other," you must manually set the student's program assignment (see page 1-5).
3. Click one of the **Save** buttons.

Note: The ability to add students may not be available to all users depending on a website setting controlled by District Admin Access users on the **Admin** tab.

Note: Schools that have purchased Lexia Reading's SIF Service (Schools Interoperability Framework) cannot add students in MyLexia, as this is done automatically via the Zone Integration Server.

Note: Entering large numbers of students? Lexia's Customer Support will import them for you. Go to www.lexialearning.com/support/lexiareading/index.html

Adding Classes

In MyLexia, students are grouped in classes so that the assigned teacher can effectively monitor the students.

1. In MyLexia, click the **Classes** tab.
Or, users with Class Access who are not assigned to a class will see an **Add a Class** button on the Home Page.
2. Click the **Add a Class** button.
3. Enter the class information. Typically, the Class name is the teacher's last name.
4. Select the students to add to the class. If you need to create new students, click the **Add New Students Here** button.
5. To add the class, click the **Save** button.

Note: At the end of the school year, District and School Access Admins can easily remove students from classes and advance students to the next grade. For more information, see [“Yearly Maintenance Tools for Admins”](#) on page 1-8.

MANAGING STUDENT ASSIGNMENTS

This section explains how students are assigned to Lexia Reading activities. The recommended method is Lexia Reading's Auto Placement tool, which automatically places students in the program after the student's initial use.

About Student Assignments

Assignments collectively refers to the programs, levels, activities, and units that a student can access in Lexia Reading.

Programs Lexia Reading has three programs: Early Reading, Primary Reading (Foundation Reading in the UK), and Strategies for Older Students. Depending on the licenses that your school purchased, you may not have access to all three programs. Students have access to only one program at a time. When a student completes a program, he or she is automatically promoted to the next program (unless the student has access to multiple programs—not recommended).

Levels Each program has different levels. Early Reading has two levels and the other programs have five levels each. Students have access to only one level at a time. When a student completes a level, the student is automatically promoted to the next level (unless the student has access to multiple levels—not recommended).

Activities Each level contains multiple activities. An activity focuses on a set of skills expressed in its name (“Sound Change,” “Rhyme Time,” etc). By default, students have access to all of the activities in a level until it is completed.

Units Each activity contains a variable number of units. By default, students begin in Unit 1.

Allowing Auto Placement to Set Student Assignments (Recommended)

Auto Placement is the **recommended** method of leveling new students in Lexia Reading. This one-time tool will automatically display age-appropriate activities the first time a student logs in, only if:

- The student was **not** given a manual program assignment.
- The student has a grade/year (other than “Other”) in MyLexia.

Auto Placement activities generally take less than 10 minutes to complete. The student is automatically enrolled in Unit 1 of the appropriate program and level based on his or her performance.

Note: Auto Placement is designed to be used **only by students who are new to Lexia Reading**. Current students should continue using the program in their current assignment.

Customizing Auto Placement Settings

Auto Placement activities are presented to students based on the student's assigned grade/year, as shown in this table:

Version	US Grades	UK Years
Auto Placement I (student placed in Early Reading, Primary Reading, or Foundation Reading)	Pre-K to Grade 3	Reception to Year 4
Auto Placement II (student placed in Strategies for Older Students)	Grade 4 and above (including Adult)	Year 5 and above (including Adult)
Note: Students with a grade/year assignment of "Other" will not be presented with any Auto Placement activities; these students must be manually assigned.		

Before a student's initial use of Lexia Reading, teachers can manually change a student's Auto Placement setting. The setting should only be changed if the student is in a higher grade and would automatically be placed in Strategies for Older Students despite not having the developmental maturity for this interface.

1. In MyLexia, on the **Students** tab, click the student's name.
2. Under Student Assignments, select the Auto Placement Setting to specify in which program the student should be assigned. Note that this setting cannot be changed after a student has already completed Auto Placement.
3. Click the **Save** button.

Setting Student Program Assignments Manually (Not Recommended)

You can manually set a student's program assignment (not recommended).

1. In MyLexia, access the assignments that you want to modify:
 - To view assignments for an entire class, on the **Students** tab, click the **Assignments** button. Select the student whose assignments you wish to modify.
Note: School Admins and District Admins will see the **Assignments** button on the **Classes** tab.
 - To view assignments for a single student, on the **Students** tab, click the student's name and scroll to the **Assignments** section.
2. Select the **Manual Assignment** radio button, and then select the program/level.
Note: If the student has multiple program assignments, you must select one program/level for the student before making a manual assignment.
3. By default, students begin levels in Unit 1. Click **Advanced Settings** to customize the activities and units that are available to the student:
 - Use the checkboxes to turn off/on activities.
 - Select a unit from the drop-down menu to specify where in the activity the student should begin.
 - Under Unit Progression, **Branching on** allows students to progress automatically to the next unit after they successfully complete a unit. If you want to restrict the student to a single unit within an activity, select **Branching off**. The student will not advance in the program until you select **Branching on**.

Click **OK** or **Cancel** to close the Advanced Settings dialog.

4. When you have finished, click the **Save** button.

PRINTABLE CLASSROOM MATERIALS


Lexia Reading offers two libraries of print materials for teachers to use with their students:

- **Lexia Lessons** are explicit, scripted lesson plans that provide individual or small-group instruction for students who are struggling with specific skills. Lexia Lessons were developed by a leading reading expert and use mnemonic strategies and multisensory associations that engage the student while providing maximum learning support. Teachers can download paper-based Lexia Lessons and interactive whiteboard-compatible Lexia Lessons on the MyLexia website.
- **Lexia Skill Builders** are printable paper and pencil practice sheets that offer students an opportunity to reinforce reading skills. Lexia Skill Builders are recommended **only** for students who are successfully working on or have finished the corresponding activity within Lexia Reading.

Students are automatically matched to the appropriate Lexia Lessons and/or Lexia Skill Builders based on their work in Lexia Reading. You can also view the complete library of materials and print individual files as needed. These materials are available in PDF format (requires Adobe Acrobat Reader or another PDF viewer) on www.mylexia.com.

Viewing Lexia Lessons

When a student is struggling in Lexia Reading and has attempted a unit three or more times without success, it is important that the student receive timely instructional intervention to prevent frustration and to progress in the program. In some cases, the student may be working above their grade level on skills that have not been introduced in the classroom.


In MyLexia, struggling students are shown with the **Instruction Needed** icon  in numerous class and student reports. You can view the appropriate Lexia Lessons for that student in several places.

Viewing Lexia Lessons on the Class Home Page / Combined Report

The **Class Home Page / Combined Report** (see page 2-18) is designed to specifically call attention to students who are struggling and allow teachers to easily access the appropriate Lexia Lessons for these students:

- Under the Instruction Needed List , click the **skill name** to access a Lexia Lesson PDF that provides scripted instruction in the specified skill.
- In the class table at the bottom of the screen, click the  icon to view the Lexia Lesson(s) for that student.

Viewing Lexia Lessons under Teacher Resources


1. In MyLexia, click the **Teacher Resources** tab.
2. Under Instructional Materials, select how you want to view Lexia Lessons. Note that if you have access to more than one class, you may have to select a class to view:
 - **View Lexia Lessons needed by skill (PDFs)** displays a list of skills that one or more students in a class is struggling with along with any available paper-based Lexia Lessons.
 - **View Lexia Lessons needed by student (PDFs)** displays a list of students along with all of the paper-based Lexia Lessons that are appropriate for the student.
 - **View all Lexia Lesson (PDFs)** displays the entire library of paper-based Lexia Lessons.
 - **View all Lexia Lessons for the interactive whiteboard** displays the entire library of interactive whiteboard-compatible Lexia Lessons.
3. You can hover your mouse over the  icon to view the name(s) of the Lexia Lessons. To open the PDF, click the icon. The PDF opens in a new window. You can browse and print the file.

Watching Videos of Lexia Lessons

You can watch video demonstrations of Lexia Lessons being taught to real students by Sharon Weiss-Kapp, the author of Lexia Lessons.

1. In MyLexia, click the **Teacher Resources** tab.
2. Click **Training Materials**, and then click **Lexia Lessons Training Videos**.

Viewing Lexia Skill Builders

1. In MyLexia, click the **Teacher Resources** tab.
2. Under Practice Materials, select how you want to view Lexia Skill Builders. Note that if you have access to more than one class, you may have to select a class to view:
 - **View Lexia Skill Builders available by skill (PDFs)** displays a list of skills that a class is working on in Lexia Reading along with any available Skill Builders. This list includes students who are currently working on a skill or have successfully completed work on that skill.
 - **View Lexia Skill Builders available by student (PDFs)** displays a list of students with all Skill Builders that are appropriate for each student (i.e., the student is working on or has successfully completed the skill).
 - **View all Lexia Skill Builders (PDFs)** displays the entire library of Lexia Skill Builders.
3. You can hover your mouse over the  icon to view the name(s) of the Lexia Skill Builder. To open the PDF, click this icon. The PDF opens in a new window. You can browse and print the file.

QUICK READING TEST (QRT)

Quick Reading Test (QRT) is a teacher-attended diagnostic and screening tool that gauges the phonics and decoding skills of students in as little as five to seven minutes. Teachers can administer the QRT to students in order to gauge reading skills development by gaining insight into the student's ability to decode unfamiliar words (i.e., word attack skills) and pinpoint areas in which students need additional instruction or practice. The QRT is an excellent complement to the integrated assessment capabilities of Lexia Reading.

Starting the QRT

1. Login to www.mylexia.com (see page 1-1).
2. Click the **Teacher Resources** tab, and then click the **Go to Quick Reading Test** link. The Quick Reading Test screen displays a list of the students in your class. If you have access to more than one class, you will need to select a class first.
3. For complete information on using QRT, click the **QRT User's Guide and Word Lists** link on the right-hand side of this screen. **It is highly recommended** that teachers consult this guide before administering QRT to a student.
4. To start QRT, locate the student you want to assess and click the **Start QRT** button to the right of the student's name.

Note: QRT requires Adobe Shockwave Player v11.5 or higher. If your computer does not have Shockwave Player, you will be asked to download and install this free add-in. This may have to be done by someone with admin access.

Viewing QRT Results

You can view the results of a QRT by viewing the **Student QRT Radial Report** (see page 2-30). The QRT report is designed to give teachers detailed insight into a student's word attack skills and allow teachers to compare results to testing at a later date to measure a student's progress.

YEARLY MAINTENANCE TOOLS FOR ADMINS

District Admin Access users (and, when Lexia Reading is used in a single school, School Admin Access users) can access the **Admin** tab to set the school year dates and use the End of Year tools

Setting School Year Dates

On the **Admin** tab, under Customer & License Info, you should set your **School Year Start** and **End** dates.

The school year dates (month and day only) display on every user's Home Page. It is **essential** for reporting and progress monitoring that these dates accurately reflect the dates when a school is in session. The start date should be the first day when students receive instruction; it should **not** be the first day when students begin using Lexia Reading.

If you change the start date, users will see a message on the Home Page and the **Reports** tab that benchmarks will be recalculated based on the changes. This process may take up to 24 hours.

Using the End of Year Tools

This section explains how to easily configure Lexia Reading at the end of a school year in preparation for the next school year by using the End of Year tools to bulk-change student grades, class enrollments, and school assignments.

Important: Before you start, all student and teacher usage (including reporting) should be complete for the school year.

- 1. Advance students** to the next grade:
 - a. On the **Admin** tab, click the **Grade Advancement** button.
 - b. Select the checkboxes next to the students you want to advance to the next grade.
 - c. Click the **Advance Students** button.
 - d. You may also move students back to the previous grade by selecting the students and clicking the **Move Students Back** button. The Last Grade Change column displays a time-stamp of the student's most recent grade change, either forward or back.
- 2. Clear class rosters** to remove all students from a class while keeping the class and its teacher assignments intact:
 - a. On the **Classes** tab, select the checkboxes next to the classes that you want to clear of all students.
 - b. At the bottom of the list, click the **Clear Class Roster** button.
- 3. Delete former students** who have moved out of the school or district:
 - a. On the **Students** tab, select the students and click the **Delete** button. These students are "soft-deleted" until you delete them permanently at the bottom of the screen.
- 4. Assign students to a new school**, if applicable. Students must be removed from classes (see Step #2) before they can be moved to a new school. **Note:** This functionality is only available to District Administrators.
 - a. On the **Admin** tab, click the **Student School Assignment** button.
 - b. Use the **Move students to** drop-down menu to select the destination school.
 - c. Select the checkboxes next to the students to move to the destination school.
 - d. Click the **Change Assignment** button to move the selected students to the destination school.
- 5. Assign students to a new class** (complete this at the beginning of the next school year):
 - a. On the **Class** tab, click the Class Name to add students to the class.
 - b. Scroll to the bottom of the screen to add existing or new students, and then click the **Save** button.

REPORTS & PROGRESS MONITORING

This chapter contains complete information about Lexia Reading's reports and progress monitoring tools for all users.

- For instructions on generating reports, see [“Viewing and Running Reports” on page 2-2](#).
- For a list of all available Lexia Reading reports and links to detailed report descriptions, see [“List of Lexia Reading Reports” on page 2-3](#).
- For an overview of the key concepts of the reports, see [“Report Key Concepts” on page 2-4](#).

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. The system analyzes student performance in Lexia Reading to provide a Prescription of Instructional Intensity that improves the student's chances of reaching the end-of-year benchmark. Educators can easily access detailed, real-time reports on students' specific skill deficits and recommended instructional materials to accelerate skill development.

Learning About Lexia Reading Reports

This chapter provides detailed descriptions of each Lexia Reading report, beginning at the district level and moving all the way down to the student level. You will learn the *who*, *what*, *where*, *when*, and *why* of each report:

- **Who** has access to this report?
- **What** does this report display?
- **Where** can I access this report?
- **When** should I access this report?
- **Why** should I access this report?

These five questions will help you use Lexia Reading's reports and progress monitoring tools to enhance instruction, allocate resources, decrease the need for traditional testing, and make important educational decisions for the students in your district, school, or class.

The Value of Ongoing Progress Monitoring

In an era of accountability and progress monitoring, Lexia Reading's **Assessment Without Testing** is a valuable tool. With the reauthorization of Individual with Disabilities Education Act (IDEA; 2004), Response to Intervention (RTI) became an option for schools to identify students with disabilities as well as an option for an educational model that is applicable to all students. RTI models primarily use a three-tier instructional model and require frequent progress monitoring of all students. If a student moves up in the tiers (e.g., Tier II or III), then the student requires more intense instruction coupled with more frequent progress monitoring to determine if the student is responding to instruction. Lexia Reading provides you with the data you need to monitor the progress of your students and for problem-solving in an RTI model, all without taking instructional time and teacher resources to administer time-consuming tests.

VIEWING AND RUNNING REPORTS

After you login to MyLexia (see page 1-1), you can view reports on both the Home Page and on the **Reports** tab.

Viewing Reports on the Home Page

Immediately after you login to MyLexia, your Home Page displays a combined report depending on your access level (see page 1-2 for access level information):


- District Admin Access users will see a **District Home Page/Combined Report** (see page 2-8).
- School Admin Access users will see a **School Home Page/Combined Report** (see page 2-12).
- Class Access users will see a **Class Home Page/Combined Report** (see page 2-18).

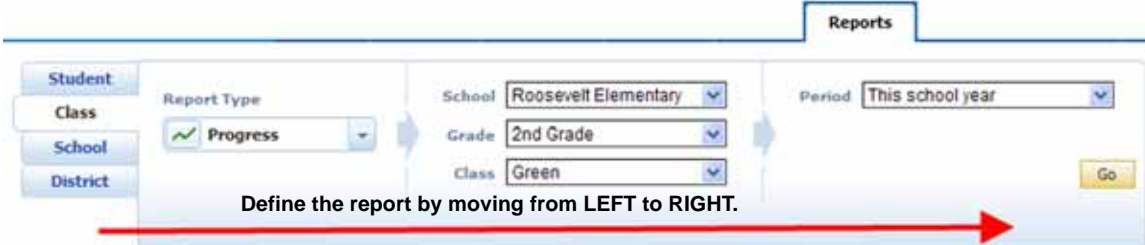
To return to your Home Page at any time, click the **Home** tab at the top of the screen.

Clicking a **Detail** button  or a blue-colored hyperlink will open a more detailed report in a new window. For example, under the Usage section, clicking the **Detail** button opens a Usage Report.

Running a Report on the Reports Tab

On the **Reports** tab, you can generate any report that is available for your level of access. For a complete list of Lexia Reading reports along with the required access levels, see “[List of Lexia Reading Reports](#)” on page 2-3.

1. In MyLexia, click the **Reports** tab.
2. Define the report. Each report has different options. It is easiest to define a report by moving from LEFT to RIGHT:
 - Click the **Student**, **Class**, **School**, or **District** tab. This selection determines the highest level of information in the report. Not all users will see all tabs.
 - Under Report Type, click **Select...** or the blue drop-down arrow to choose the type of report.
 - Use the drop-down menus to select the scope of information (school, grade, class, etc.).
 - Select the date range of the report (if applicable). Some reports have preset time periods in a drop-down menu, while others allow you to select a specific date or date range from a calendar by clicking .




The screenshot shows the 'Reports' tab interface. On the left, there are four tabs: 'Student', 'Class', 'School', and 'District'. The 'Student' tab is selected. In the center, there is a 'Report Type' section with a 'Progress' report selected. To the right, there are three dropdown menus: 'School' (Roosevelt Elementary), 'Grade' (2nd Grade), and 'Class' (Green). Further right, there is a 'Period' dropdown menu set to 'This school year'. A yellow 'Go' button is located at the bottom right. A red arrow points from left to right across the form, with the text 'Define the report by moving from LEFT to RIGHT.' below it.

Not all reports are available for all users.

3. To view the report, click the **Go** button. This button is grayed out until the report is completely defined.
4. The report displays in the lower part of the screen.

On combined reports, click a **Detail** button  to view a more detailed report in a new window.

To print the report, click the **Print** button  in the upper right-hand corner and select the printer.

Some reports allow you to export the data to a spreadsheet file. Click the **Export** button  and save the file.

LIST OF LEXIA READING REPORTS

This table displays all Lexia Reading reports and Home Pages along with the access level that is required for a user to view each one. For more information about access levels, see [“About Access Levels” on page 1-2](#).

For detailed information about a specific report, refer to the page number in the second column.

Report Name	See Page #	District Admin Access*	School Admin Access	Class Access
District Combined Report/ Home Page	2-8	<input checked="" type="checkbox"/>		
District Progress Report	2-10	<input checked="" type="checkbox"/>		
District Usage Report	2-11	<input checked="" type="checkbox"/>		
School Combined Report/ Home Page	2-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
School Progress Report	2-14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
School Usage Report	2-15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Grade Report	2-16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Class Combined Report/ Home Page	2-18	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Class Progress Report	2-20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Class Usage Report	2-21	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Class Skills Report	2-22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Class Auto Placement Report	2-23	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student Combined Report	2-24	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student Progress Report	2-26	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student Usage Report	2-27	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student Skills Report	2-28	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student Detailed Skills Report	2-29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student QRT Report	2-30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff Usage Report	2-31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

*Only available with **Lexia District Advantage™** purchases. District Advantage allows administrators to see all schools across a district, centralizing information and facilitating the aggregation of student performance data to enable comparison among schools. For more information about this affordable solution, contact your Lexia sales representative.

REPORT KEY CONCEPTS

This section describes the following concepts of the Lexia Reading reports that are key to understanding and interpreting student performance:

- “About Performance Predictors” on page 2-4
- “About Lexia Skill Sets” on page 2-6
- “About Lexia Usage” on page 2-7

About Performance Predictors

Note: Performance Predictors are available for students in **Kindergarten–Grade 3 only**. Pre-K students are not assigned a Performance Predictor. For reports relevant to Grades 4 and above, see “About Lexia Skill Sets” on page 2-6.

A Performance Predictor will **not** be available for a student if the student did not use Lexia Reading in the previous month or if the student is assigned to multiple programs and/or levels of Lexia Reading.

What are Performance Predictors?

Performance Predictors indicate each student’s percent chance of reaching the end-of-year benchmark for his or her grade level. The student’s current level and performance in Lexia Reading is compared to a norm group of Lexia Reading students in order to calculate this critical measure of risk of potential reading failure. Students receive a Performance Predictor percentage that is correlated with one of three (3) possible Performance Predictor categories:

- **On Target:** Student has a 80–100% chance of reaching the end-of-year benchmark for his or her grade level.
- **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.

The Performance Predictor percentage is calculated on a monthly basis, at the start of each month. After students start using Lexia Reading, Performance Predictors are available on the first day of the second month of use.

How were Performance Predictors established?

Performance Predictors were established by calculating each student’s percent chance of reaching the end-of-year benchmarks based on the highest level in Lexia Reading completed by approximately 60% or more students in the Lexia norm sample for that grade level. End-of-year benchmarks were validated by checking that the levels are consistent with the national standards and skills expected to be mastered by the end of each grade; reaching the end-of-year benchmark correlates to average performance on grade level assessments. For more information about the validity of Performance Predictors, see the “Appendix: Validity of Lexia Reading End-of-Year Benchmarks and Performance Predictors”.

How are Performance Predictors displayed in reports?

Performance Predictor Percentage

The **Performance Predictor percentage** shows an individual student’s current chance of reaching the end-of-year benchmark for his or her grade level. The percentage is associated with a Performance Predictor category. For example, a student with 100% has already reached the benchmark; a student with 80% is **On Target** to reach the benchmark; a student with 50% has **Some Risk** of not reaching the benchmark; a student with 10% has a **High Risk** of not reaching the end-of-year benchmark.



Performance Predictor Boxes

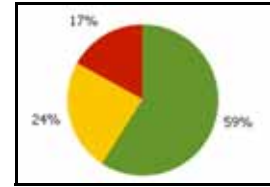
The **Performance Predictor boxes** are successive boxes that represent an individual student’s monthly predictor categories over time (as determined at the start of each month). Boxes are blank for future months or if Performance Predictors are not available.



Performance Predictor Pie Chart

The **Performance Predictor pie chart** displays the percentages of students who fall within each predictor category. The pie chart displays a snapshot of this month's data.

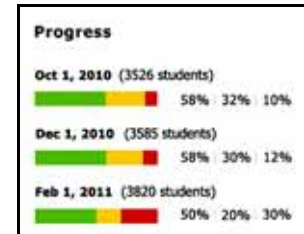
The pie chart includes only K–3 students who have used Lexia Reading at least once in the previous calendar month. The number of students included in the pie chart is displayed under the chart.



Performance Predictor Progress Bars

The **Performance Predictor progress bars** display the percentages of K-3 students who fall within each category (On Target, Some Risk, High Risk) in monthly intervals over the course of the year. You can quickly gauge overall student progress by monitoring how the percentages of Performance Predictor categories are increasing or decreasing.

Each bar represents a 1-month interval and displays the students in each category at the start of that month. Each bar only includes students who have used Lexia Reading at least once during the month. The number of students included in the bar displays to the right of the date.



How can Performance Predictors be used in the classroom?

Based on each student's Performance Predictor (Grades K-3) or Skill Set (Grades 4+), Lexia Reading provides a **Prescription of Intensity** needed to increase the probability of the student reaching the end-of-year benchmark for his or her grade level. This monthly recommendation includes:

- The recommended number of minutes that the student should use the software,
- Targeted instruction to be delivered by the teacher with Lexia Lessons (when available), and
- The suggested need for the teacher to monitor student data in MyLexia regularly.

The Prescription of Intensity displays in the Class Table on the **Class Home Page/Combined Report** (page 2-18). The following table summarizes software usage recommendations:

Performance Predictor (%) or Skill Set		Prescription of Intensity Recommended Software Usage
Kindergarten	80–100%	20–30 mins/wk
	51–79%	30–40 mins/wk
	31–50%	40–50 mins/wk
	1–30%	50–70 mins/wk
Grades 1-3	80–100%	20–40 mins/wk
	51–79%	40–60 mins/wk
	31–50%	60–80 mins/wk
	1–30%	80–100 mins/wk
Grades 4-6	Intermediate	40–60 mins/wk
	Elementary	60–90 mins/wk
	Basic	90–120 mins/wk
Grades 7-12	Intermediate	50–70 mins/wk
	Elementary	70–100 mins/wk
	Basic	100–150 mins/wk

About Lexia Skill Sets

What are Lexia Skill Sets?

Lexia Skill Sets (Grades 4 and above) provide an estimate of the skill level that the student is working in based on the student's current level in Lexia Reading. There are three Lexia Skill Set categories:

- **Basic:** Skills approximately K–1st grade level (student is working in Strategies for Older Students Level 1 or lower, including Early Reading and Primary Reading).
- **Elementary:** Skills approx. 2nd–3rd grade level (student is working in SOS Level 2 or 3).
- **Intermediate:** Skills approx. 4th–6th grade level (student is working in SOS Level 4 or 5).

All students in Grade 4 or above (including Graduate and Other) will receive a Lexia Skill Set, which is based strictly on the student's current level in Lexia Reading. This is different from Grades K–3, which use Performance Predictors (page 2-4) to assess students based on a comparison to a norm-referenced sample of their grade-level peers. Grades 4 and above are not compared to a standard because these students typically use Lexia Reading for remediation and therefore would be high risk for not attaining the end-of-year benchmark.

How are Lexia Skill Sets displayed in reports?

Lexia Skill Set Boxes

The **Lexia Skill Set boxes** display an individual student's Lexia Skill Set category as either:

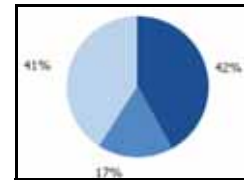
- An individual box to show the student's current skill set category.
- Successive boxes that represent the student's monthly skill set category over time (as determined at the start of each month).



Lexia Skill Set Pie Chart

The **Lexia Skill Set pie chart** displays the percentages of Grade 4 and above students who fall within each skill set category. The pie chart displays a snapshot of today's data (or, if the school year is over, the status is as of the last day of the school year).

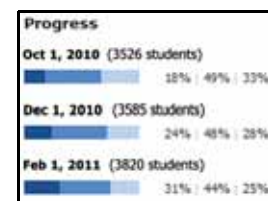
The pie chart includes only students who have used Lexia Reading at least once in the past 8 weeks. The number of students included in the pie chart is displayed under the chart.



Lexia Skill Set Progress Bars

The **Lexia Skill Set progress bars** display the percentages of Grade 4 and above students who fall within each category (Intermediate, Elementary, Basic) in monthly intervals over the course of the year. You can quickly gauge overall student progress by monitoring how the percentages of Lexia Skill Set categories are increasing or decreasing.

Each bar represents a 1-month interval and displays the students in each category at the end of that month. Each bar only includes students who have used Lexia Reading at least once during the month. The number of students included in the bar displays to the right of the date.



How can Skill Sets be used in the classroom?

Based on each student's Skill Set, Lexia Reading provides a **Prescription of Intensity** needed to increase the probability of the student reaching the end-of-year benchmark for his or her grade level. This monthly recommendation includes:

- The recommended number of minutes that the student should use the software,
- Targeted instruction to be delivered by the teacher with Lexia Lessons (when available), and
- The suggested need for the teacher to monitor student data in MyLexia regularly.

The Prescription of Intensity displays in the Class Table on the **Class Home Page/Combined Report** (page 2-18). For more information about how the recommended software usage was calculated, see the table on page 2-5.

About Lexia Usage

What is usage and how is it determined?

Usage refers to the time that a student spends using Lexia Reading, and includes the time from student login to logout. For individual students, the average minutes per week is determined by summing the daily minutes that the student has used Lexia Reading over a period of 8 weeks (56 days prior to the current day) and then dividing by eight. A student must use Lexia Reading at least once over the 8-week period in order to have usage calculated.

When students are aggregated into the combined reports for grades, schools, and the district, then the average minutes per week is determined based only on students who have Performance Predictors or Skill Sets. On Usage reports, the bar graphs represent students' average minutes per week of student usage during the specified time period.

How is usage evaluated?

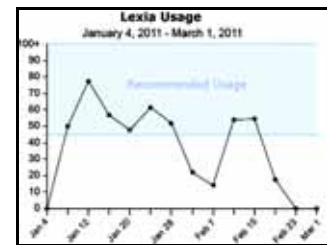
Based on published research that determined the recommended levels of use based on the greatest reading gains, in general usage is assessed as **Strong** (45+ minutes/week), **Fair** (16–44 mins/wk), or **Weak** (0–15 mins/wk).

For individual students, Lexia Reading provides a Prescription of Intensity that includes the recommended number of minutes that the student should use the software in order to increase the probability of the student reaching the end-of-year benchmark for his or her grade level. Struggling students require targeted, teacher-led instruction in order to progress. For more information, see the table on page 2-5.

How is usage displayed in reports?

Usage Line Graph

The **Usage line graph** displays the average minutes per week of use for a class or an individual student. The blue-shaded area indicates the recommended level of usage as determined by reading gains seen in published research.



Usage Bar Graph

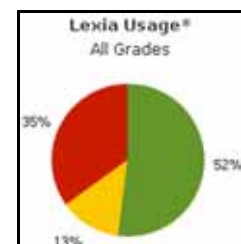
The **Usage bar graph** displays the average minutes per week of use for a class or school.



Usage Pie Chart

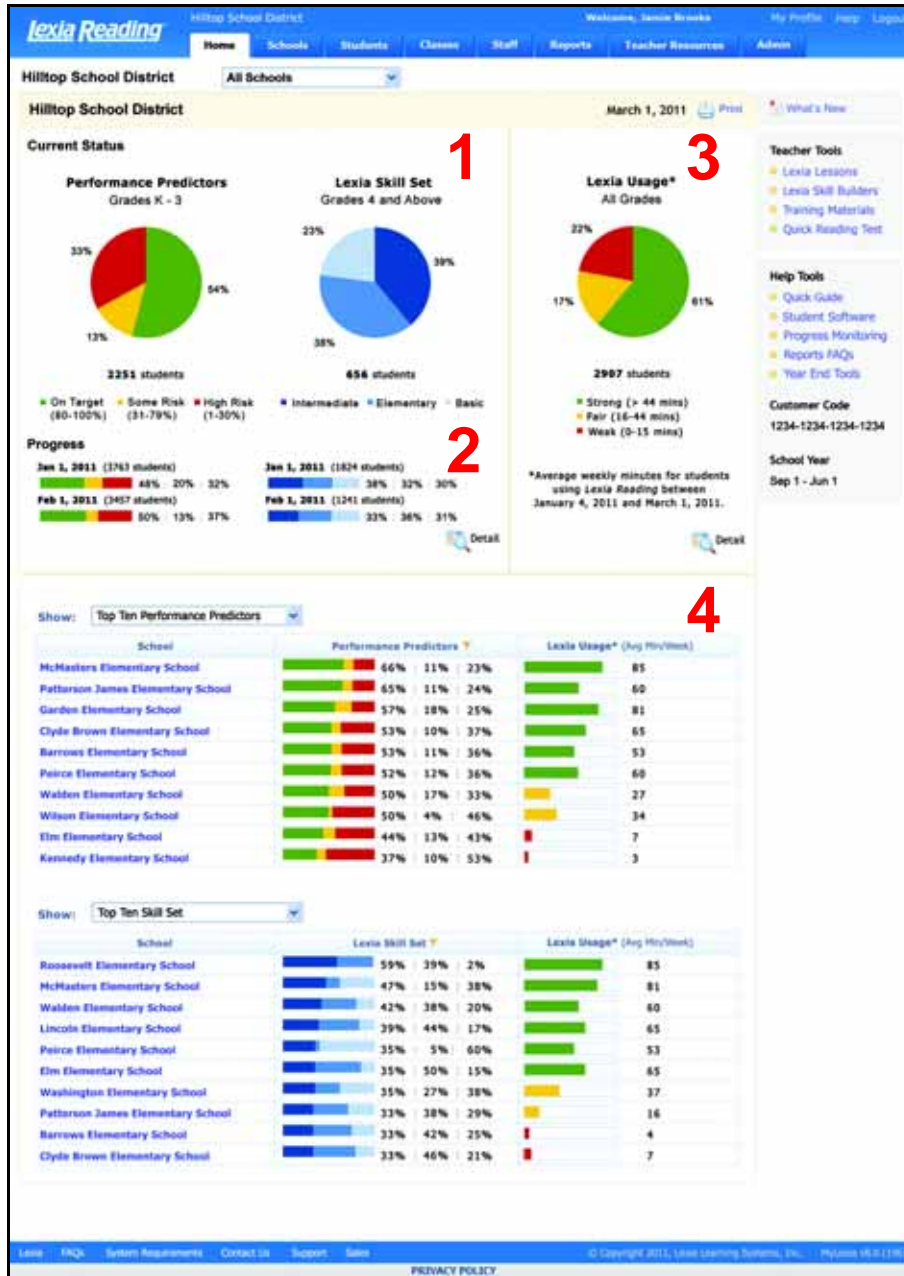
The **Usage pie chart** displays the percentages of students who fall within each usage category for a district or a school. The pie chart displays the average weekly minutes for students who have Performance Predictors or Skill Sets.

The number of students included in the pie chart is displayed under the chart. The Usage pie chart includes students in all grades (including Graduate and Other) except for Pre-K.



DISTRICT HOME PAGE/COMBINED REPORT

The **District Home Page/Combined Report** contains progress and usage information at the district level.



Who has access to this report? MyLexia users with District Admin Access

What does this report display? This report combines data from each school within a district. From this report, you may drill-down to school, class, and student-level views. This report contains the following sections:

1 Current Status pie charts:

- Performance Predictor pie chart (page 2-5) for students in K–3.
- Lexia Skill Set pie chart (page 2-6) for students in Grades 4+ (including Graduate and Other).

2 Progress bars:

- Performance Predictor progress bars (page 2-5) for students in K–3.
- Lexia Skill Set progress bars (page 2-6) for students in Grades 4+ (including Graduate and Other).

Click the **Detail** button to view a **District Progress Report** (page 2-10).

3 Lexia Usage pie chart (page 2-7) for all students with a current Performance Predictor or Skill Set. Click the **Detail** button to view a **District Usage Report** (page 2-11).

4 The school **tables** feature the most recent snapshot of Performance Predictor, Lexia Skill Set, and Usage data. Click any school name to view a **School Combined Report** (page 2-12). You can sort the table by clicking any column header or by using the drop-down menus to view the top/bottom 10 schools.

Where can I access this report?

- On the **Reports** tab (page 2-2).
- District Admin Access users will see this Home Page immediately upon logging into MyLexia.

When should I access this report? Monthly/ongoing

Why should I access this report? The **District Home Page/Combined Report** is designed to be an integrated snapshot of all important data related to Lexia Reading in your district.

The **Current Status** section allows you to easily gauge how the students in your district are doing right now.

Performance Predictors show if your K–3 students are on target to reach end-of-year benchmarks, which are correlated with outside reading measures and therefore can be a good indicator of where students should be throughout the year.

The **Lexia Skill Set** identifies what level of skills your older students (Grade 4 and above) are working on in Lexia Reading based solely on the skill level of the students' current program level.

The **Progress** section allows you to see status over time in monthly intervals. By comparing Performance Predictors and Lexia Skill Set over time, you can monitor the percentages in each of the categories. When using Lexia Reading at the recommended levels and providing targeted instruction based on the progress monitoring data, you will typically see the percentages in the On Target and Intermediate categories increase while the percentages in the other categories decrease. You should note the number of students represented in each progress bar and make sure that the numbers are similar so you know the populations are comparable.

The **Lexia Usage** pie chart displays usage data for all students with a current Performance Predictor or Skill Set. The recommended levels of usage were determined by published research. The greatest reading gains were seen when students used Lexia Reading at these recommended levels.

Finally, the **tables** provide a concise overview of a district's current status broken down by school. This view of the schools and the ability to sort the schools is helpful when monitoring progress at the school level or looking for schools that can serve as models of strong implementation. You may see a third table of schools that have not used Lexia Reading in the past 8 weeks with NA in the columns.

DISTRICT PROGRESS REPORT

The **District Progress Report** allows you to monitor student progress over time at the district level.

Who has access to this report?

MyLexia users with District Admin Access

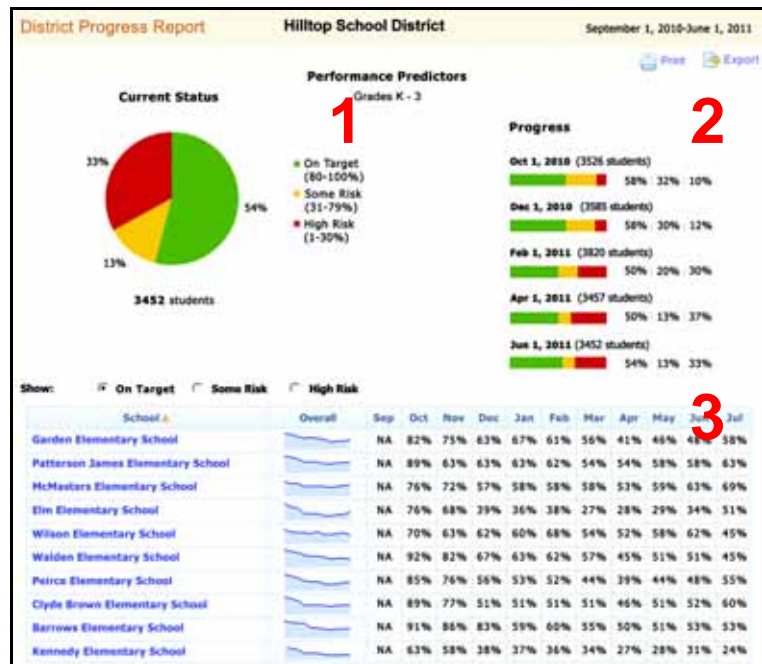
What does this report display?

This report displays a section for **Performance Predictors** (page 2-4) for students in grades K–3 and a section for **Lexia Skill Set** (page 2-6) for students in grades 4+. In each section, the following elements display:

1 **Current Status** as of today's date (or, if viewing after the school year has ended, the previous current status).

2 **Progress** bars that show monthly status.

3 A **table** of data broken down at the school level with radio buttons that allow you to select a specific category (e.g., On Target, Some Risk, High Risk, Intermediate, Elementary, or Basic). To view the number of students in each percentage, roll your mouse over that number.



From this report, you may drill-down to school, class, and student-level views of progress. Click any school name to open a **School Progress Report** (page 2-14).

Where can I access it?

- On the **Reports** tab (page 2-2).
- On the **District Home Page/Combined Report** (page 2-8), under Progress, click the **Detail** button.

When should I access this report?

Monthly/ongoing

Why should I access this report? The **District Progress Report** is designed so you can easily see when changes in student progress occur during the school year. The Progress bars allow you to monitor monthly progress at the district level, while the tables at the bottom allow you to monitor progress on a monthly basis at the school level. If a change is a downward change, then some investigation is necessary to determine what might have caused the downward change and, more importantly, what can be done about it. Similarly, if student performance markedly improves, it is important to monitor what variables were in place when the upward change occurred.

The school tables at the bottom are also helpful when tracking one particular group of students, perhaps where additional funding has been used. The **Overall** line plots these monthly percentages to allow you to easily see the trend for each school over time. One benefit of having the monthly data is that there should not be any surprises at the end of a quarter/semester or end of year; changes and modifications can be made whenever necessary, before it is too late.

DISTRICT USAGE REPORT

The **District Usage Report** allows you to view student usage of Lexia Reading for each school within a district.

Who has access to this report?

MyLexia users with District Admin Access

What does this report display?

The Usage bar graph (page 2-7) shows each school within the district alongside a colored bar that represents that school's average minutes per week of student usage during the specified time period.

While viewing this report on the screen, you may drill-down to school, class, and student-level views. Click any school name to open a **School Usage Report** (page 2-15).

Use the **Sort By** drop-down menu to sort the table by **School** or **Avg Mins/Week**.



Where can I access it?

- On the **Reports** tab (page 2-2). This option allows you to customize the report's time period.
- On the **District Home Page/Combined Report** (page 2-8), click the **Detail** button under Usage. This option will display average minutes per week for the past 8 weeks.

When should I access this report? Monthly/regularly

Why should I look at it? The **District Usage Report** allows you to quickly determine which schools are meeting the minimum recommended levels of usage and which schools are falling short—and by how much.

The recommended levels of usage were determined by published research studies. These levels of usage are correlated with reading gains on standardized measures of reading skill development. Additionally, the Performance Predictors incorporate student usage, so increased usage (Prescription of Intensity) in combination with teacher-directed instruction and progress monitoring will increase the probability of students reaching end-of-year benchmarks. For both these reasons, it is important that student usage is monitored and supported to meet recommended levels.

This report is designed to allow you to quickly view and sort the average weekly usage at the school level. You can use the report to compare use patterns between schools and verify that all schools are adhering to any usage guidelines that were set during the initial implementation of Lexia Reading. Schools in the red (15 minutes or less weekly usage) may need assistance determining whether their low usage is a resource or scheduling problem. Schools in the yellow (16–44 minutes weekly usage) should be monitored for future decreases. Schools in the green (45 minutes or more weekly usage) may serve as mentors or models in this process.

To increase student usage of Lexia Reading, at the district level, you can consider reallocating resources and software licenses to ensure student access to the program.

SCHOOL HOME PAGE/COMBINED REPORT

The **School Home Page/Combined Report** contains progress and usage information at the school level.



Who has access to this report? MyLexia users with District Admin Access or School Admin Access

What does this report display? This report combines data from each class within a school. From this report, you may also drill-down to class and student-level views.

This report contains the following sections:

1 Current Status pie charts:

- Performance Predictor pie chart (page 2-5) for students in K–3.
- Lexia Skill Set pie chart (page 2-6) for students in Grades 4+ (including Graduate and Other).

2 Progress bars:

- Performance Predictor progress bars (page 2-5) for students K–3.
- Lexia Skill Set progress bars (page 2-6) for students in Grades 4+ (including Graduate and Other).

Click the **Detail** button to view a **School Progress Report** (page 2-14).

3 Lexia Usage pie chart (page 2-7) for all students with a current Performance Predictor or Skill Set. Click the **Detail** button to view a **School Usage Report** (page 2-15).

4 The grade tables provide a concise overview of a school's current status. These tables feature a recent snapshot of Performance Predictor, Lexia Skill Set, and Lexia Usage data. You can sort the list by clicking any column header. Click any grade to view a **Grade Report** (page 2-16).

Where can I access it?

- On the **Reports** tab (page 2-2).
- School Admin Access users: This Home Page displays immediately upon logging in.
- District Admin Access users: On the **District Home Page/Combined Report** (page 2-8), click a school name.

When should I access this report? Monthly/ongoing

Why should I access this report? The **School Home Page/Combined Report** is designed to be an integrated snapshot of all important data related to Lexia Reading in your school.

The **Current Status** section allows you to easily gauge how the students in your school are doing right now.

Performance Predictors show if your K–3 students are on target to reach end-of-year benchmarks, which are correlated with outside reading measures and therefore can be a good indicator of where students should be throughout the year.

The **Lexia Skill Set** identifies what level of skills your older students (Grade 4 and above) are working on in Lexia Reading based solely on the skill level of that student's current program level.

The **Progress** section allows you to see status over time in monthly intervals. By comparing Performance Predictors and Lexia Skill Set over time, you can monitor the percentages in each of the categories. When using Lexia Reading at the recommended levels and providing targeted instruction based on the progress monitoring data, you will typically see the percentages in the On Target and Intermediate categories increase while the percentages in the other categories decrease. You should note the number of students represented in each progress bar and make sure that the numbers are similar so you know the populations are comparable.

The **Lexia Usage** pie chart displays usage data for all students with a current Performance Predictor or Skill Set. The recommended levels of usage were determined by published research. The greatest reading gains were seen when students used Lexia Reading at the recommended level (45+ mins/wk). Additionally, the Performance Predictors incorporate student usage, so increased usage (Prescription of Intensity) in combination with teacher-directed instruction and progress monitoring will increase the probability of students reaching end-of-year benchmarks.

Finally, the **tables** provide a concise overview of a school's current status broken down by grade. This view of the grades and the ability to sort the grades is helpful when monitoring progress at the school level or looking for grades that can serve as models of strong implementation.

SCHOOL PROGRESS REPORT

The **School Progress Report** allows you to monitor student progress over time at the school level.

Who has access to this report? MyLexia users with District Admin Access or School Admin Access

What does this report display? This report displays a section for **Performance Predictors** (page 2-4) with students in grades K-3 and a section for **Lexia Skill Set** (page 2-6) with students in grades 4+. In each section, the following elements display:

- 1 Pie chart** for school-wide Performance Predictors or Lexia Skill Set.
- 2 Progress bars** that show status over time in 2-month intervals.
- 3 A table** of data broken down at the grade level with radio buttons that allow you to select a specific category of students (e.g., On Target, Some Risk, High Risk, Intermediate, Elementary, or Basic). To view the number of students in each percentage, roll your mouse over that number.

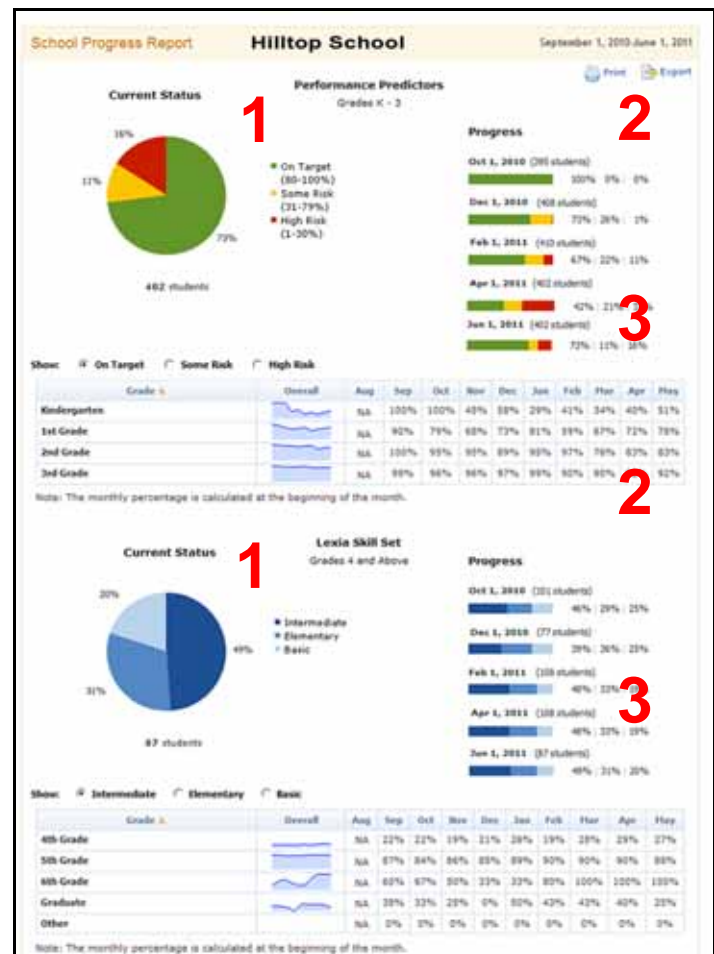
Where can I access this report?

- On the **Reports** tab (page 2-2).
- While viewing a **School Home Page/Combined Report** (page 2-12), click the **Detail** button under Progress.

When should I access this report? Monthly/ongoing

Why should I access this report? The **School Progress Report** is designed so you can easily see when changes occur during the school year. The Progress bars allow you to monitor progress on a 2-month basis for the whole school, while the tables at the bottom allow you to monitor progress on a monthly basis at the grade level. If a change is a downward change, then some investigation is necessary to determine what might have caused the downward change and, more importantly, what can be done about it. Similarly, if student performance markedly improves, it is important to monitor what variables were in place when the upward change occurred.

The grade tables at the bottom are also helpful when tracking one particular group of students, perhaps where additional funding has been used. The monthly percentages are calculated at the start of the month and include all students who have that Performance Predictor or Lexia Skill Set on that day. The **Overall** line plots these monthly percentages to allow you to easily see the trend for each grade over time. One benefit of having the monthly data is that there should not be any surprises at the end of a quarter/semester or end of year and changes and modifications can be made when necessary and not when it is too late.



SCHOOL USAGE REPORT

The **School Usage Report** allows you to view student usage of Lexia Reading at the school level.

Who has access to this report?

MyLexia users with District Admin Access or School Admin Access

What does this report display?

The Usage bar graph (page 2-7) displays each class within the school alongside a bar that summarizes that class' average minutes per week of student usage during the specified time period or date range.

From this report, you may also drill down to class and student-level views. Click any class name to open a **Class Usage Report** (page 2-21.)

Use the **Sort By** drop-down menu to sort the table by **Grade** or **Avg Mins/Week**.



Where can I access it?

- On the **Reports** tab (page 2-2).
- While viewing a **School Home Page/Combined Report** (page 2-12), click the **Detail** button under Usage.

When should I access this report? Monthly/regularly

Why should I access this report? The **School Usage Report** allows you to quickly determine which classes within a school are meeting the minimum recommended levels of usage and which classes are falling short – and by how much.

The recommended levels of usage were determined by published research studies. These levels of usage are correlated with reading gains on standardized measures of reading skill development. Additionally, the Performance Predictors incorporate student usage, so increased usage (Prescription of Intensity) in combination with teacher-directed instruction and progress monitoring will increase the probability of students reaching end-of-year benchmarks. For both these reasons, it is important that student usage is monitored and supported to meet recommended levels.

This report is designed to allow you to quickly view and sort the average weekly usage for each class within a school. The report allows you to compare use patterns between classes and verify that all classes are adhering to any use guidelines that were set during the initial implementation of Lexia Reading. Classes in the red (15 minutes or less weekly usage) may need assistance determining whether their low usage is a resource or scheduling problem. Classes in the yellow (16-44 minutes weekly usage) should be monitored for future decreases. Classes in the green (45 minutes or more weekly usage) may serve as mentors or models in this process.

To increase usage and support students to meet the required Prescription of Intensity, at the school level, you can consider using Lexia Reading in before/after school programs and allowing usage at home.

GRADE REPORT

The **Grade Report** displays student performance data at the grade level and allows you to manipulate the summary view of the data by “hiding” and “showing” classes.

Hoover Elementary - 3rd Grade
March 1, 2011

Current Status

Performance Predictors
3rd Grade

65 students

■ On Target (80-100%)
 ■ Some Risk (31-79%)
 ■ High Risk (1-30%)

Lexia Usage*
3rd Grade

65 students

■ Strong (> 44 mins)
■ Fair (16-44 mins)
■ Weak (0-15 mins)

*Average weekly minutes for students using Lexia Reading between January 4, 2011 and March 1, 2011.

Progress

Jan 1, 2011 (63 students)

Feb 1, 2011 (66 students)

Class	Students	Performance Predictors	Lexia Usage* (Avg Mins/Week)
All 3rd Grade Students	65	62% 14% 24%	37
Andersen	Hide 21	90% 0% 10%	43
Arroyo	Hide 2	50% 0% 50%	45
Gilbert 3rd Grade	Hide 2	0% 100% 0%	56
Lucero	Hide 14	29% 43% 28%	44
Summary of Visible Classes (4)	39	62% 21% 17%	44

Note: If students are enrolled in more than one class, they will be counted more than once in the "Summary" row (bottom row). In the top row, each student is counted only once.

2 Classes have been hidden. [Display hidden classes](#)
[Remember Class Grouping](#)

Who has access to this report? MyLexia users with District Admin Access or School Admin Access

What does this report display? This report combines data from each class within a particular grade in a school. From this report, you may also drill-down to class and student-level views.

This report contains the following sections:

- 1 **Current Status** pie charts:
 - Performance Predictor pie chart (page 2-5) for students in Kindergarten or Grades 1, 2, or 3.
 - Lexia Skill Set pie chart (page 2-6) for students in Grades 4 or above (including Graduate and Other).
- 2 **Progress** bars:
 - Performance Predictor progress bars (page 2-5) for students in Kindergarten or Grades 1, 2, or 3.
 - Lexia Skill Set progress bars (page 2-6) for students in Grades 4 or above (including Graduate and Other).
- 3 **Usage** pie chart (page 2-7) for all students with a current Performance Predictor or Skill Set.
- 4 The **grade-level table** displays a summary of performance data for the grade, broken down by class.

The first row of the table displays a summary of all of unique students in that grade.

The last row of the table summarizes the classes that are currently visible in the table. This summary row can be manipulated by “hiding” and “showing” classes:

- To hide a class from the grade-level table and summary row, click the gray-colored **Hide** link next to the class.



- To show a hidden class, click Display Hidden Classes, and then click the gray-colored **Show** link.



- To keep classes hidden when you view the report in the future, click the **Remember Class Grouping** button.

Click any class name to view a **Class Combined Report** (page 2-18).

Where can I access it?

- On the **Reports** tab (page 2-2), generate a School Combined Report and select a grade from the drop-down.
- While viewing a **School Home Page/Combined Report** (page 2-12), in the grade table, select a grade.
- While viewing a **District Home Page/Combined Report** (page 2-8), in the school table, select a school and then a grade.

When should I access this report? Monthly/ongoing

Why should I access this report? The **Grade Report** is designed to allow district and school administrators to monitor student performance and usage at the grade level for a particular school. After viewing the information on the **District Home Page/Combined Report** (page 2-8) or **School Home Page/Combined Report** (page 2-12), you can drill into the Grade Report to gauge how groups of students in the grade are doing right now and over time, as well as the usage data for students in the grade. You can use the classes with strong performance and usage as models of implementation.

The grade-level table allows you to compare Lexia Reading performance and usage among the classes within a grade. You can hide classes to focus on a smaller group of students. You can also use this functionality to experiment with different groupings of classes. From the grade-level table, you may drill into a **Class Combined Report** (page 2-18) for detailed data about a particular class.

CLASS HOME PAGE/COMBINED REPORT

The **Class Home Page/Combined Report** contains progress, usage, and skills information at the class level.

1 Instruction Needed

2 Performance Predictors

3 Lexia Usage


4 Class Table

Name	Grade	Prescription of Intervents			Actual Software Usage (Avg Min/Week)	Current Assignment (Level of Material)	Certificate Available
		Performance Predictor	Teacher Directed Lexia Lessons	Recommended Software Usage (Avg Min/Week)			
Aviles, Oscar	1st	98%		20-40	37	PR L4 (Beg 2nd)	
Dahl, Thoraya	1st	98%		20-40	41	PR L4 (Beg 2nd)	
Donald, Adrian	1st	60%		40-60	10	PR L4 (Beg 2nd)	
Durant, Jacob	1st	65%		40-60	23	PR L3 (Mid 1st)	
Fugate, Kyle	1st	61%		40-60	12	PR L3 (Mid 1st)	
Gauthier, Anthony	1st	62%		40-60	14	PR L3 (Mid 1st)	
Kowalski, Vincent	1st	75%		40-60	22	PR L3 (Mid 1st)	
Mize, Ebony	1st	1%		80-100	10	ER L2 (Beg K)	
Newson, Alexa	1st	29%		80-100	16	PR L3 (Mid 1st)	
Paquette, Kaileigh	1st	21%		80-100	34	PR L2 (Beg 1st)	
Portillo, Jacoti	1st	40%		60-80	5	PR L3 (Mid 1st)	
Prado, Jessica	1st	95%		20-40	47	PR L5 (Beg 3rd)	
Rockwell, Juan	1st	98%		20-40	40	PR L4 (Beg 2nd)	
Shuler, Priscilla	1st	100%		20-40	46	SOS L2 (End 1st)	
Wetzel, Luis	1st	100%		20-40	55	PR L5 (Beg 3rd)	
Yast, Karla	1st	47%		60-80	38	PR L3 (Mid 1st)	

Who has access to this report? All MyLexia users


What does this report display? This report contains the following sections:


- 1 The **Instruction Needed List** displays all students in the selected class who are struggling with an activity and may require explicit teacher-directed instruction in order to progress. Student are grouped according to the program level and skill(s) in which they are struggling in order to facilitate teacher-led, small-group instruction. Click the **skill name** to access a Lexia Lesson PDF that provides scripted instruction in the specified skill. Click the **student's name** to view a **Student Skills Report** (page 2-28).
- 2 **Performance Predictor pie chart** (page 2-5) or the **Lexia Skill Set pie chart** (page 2-6), depending on the class's grade. If the class has a mixture of grades, then both pie charts will display.
- 3 **Usage line graph** (page 2-7)
- 4 The class **table** provides an overview of a class' current status. You can sort the table by clicking any column header.

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

Name: Click the student's name to view a **Student Combined Report** (page 2-24) for a detailed look at the student's current and past performance.

Grade: The student's current grade in school (not to be confused with their reading level/grade).


Performance Predictors/Lexia Skill Set: The student's current status for Performance Predictors (%) or Lexia Skill Set . NA will display if the current status cannot be determined due to student inactivity.

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

Recommended Software Usage: The prescribed level of intensity needed to increase the likelihood that the student reaches the end-of-year benchmark for his or her grade.

Actual Software Usage: The student's average weekly program usage over the past 8 weeks. If the student hasn't used Lexia Reading in the past 8 weeks, then NA will display.

Current Assignment: The program assignment along with the equivalent grade for that level's beginning skill range.


 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.

Where can I access it?

- On the **Reports** tab (page 2-2).
- Class Access users: This Home Page displays immediately upon logging in.

When should I access this report? Weekly/regularly

Why should I access this report? The **Class Home Page/Combined Report** aggregates student data for a class and provides an integrated view of that class' instructional needs, performance in Lexia Reading, and average weekly use over time. You can click the **Detail** buttons to view each of the top sections in more detail.

The **Instruction Needed List**  identifies students who are currently struggling with a particular skill and need instruction to advance. Students are grouped by skill area, allowing you to quickly select students for small-group differentiated instruction and create mini-lessons based on the identified skills. You can prioritize students based the number of attempts in parentheses. This list also gives you direct access to the appropriate Lexia Lessons (see page 1-6).

The class **table** provides a concise overview of each student's current status and should be monitored regularly. The Prescription of Intensity column helps you to prioritize instruction and computer time for the students who need it most. You can also access achievement certificates to celebrate your student's successes.

CLASS PROGRESS REPORT

The **Class Progress Report** allows teachers to monitor their class' progress over the course of the year.

Who has access to this report?

All MyLexia users

What does this report display? This report displays either Performance Predictors (page 2-4) or Lexia Skill Set (page 2-6), depending on the grade of your class and of your students.

The following elements display:

- 1 Pie chart** displays the percentages of students in each Performance Predictor or Lexia Skill Set category.
- 2 Progress bars** display progress in 2-month intervals.
- 3 The class table** displays each student along with monthly Performance Predictor (page 2-6) or Lexia Skill Set (page 2-6) and the student's program assignments across the year. Click any student name to open a **Student Progress Report** (page 2-26).

Because the **Class Progress Report** measures progress through Lexia Reading, this report is not available until the beginning of the second month of your school year.

Where can I access this report?

- On the **Reports** tab (page 2-2).
- While viewing a **Class Home Page/Combined Report** (page 2-18), click the **Detail** button under Progress.

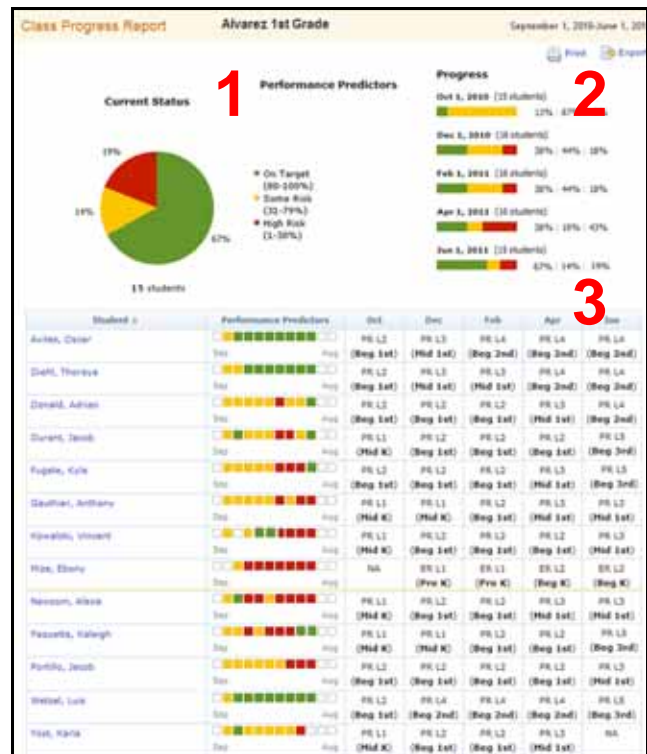
When should I access this report? Monthly/ongoing

Why should I access this report? The **Class Progress Report** allows you to monitor student progress over time at the class level. This report is designed to help you conceptualize how your class is progressing through the levels of Lexia Reading, and allows you to immediately see which students are making progress, which students are stagnating, and which students are at-risk.

You can see how your whole class is doing right now by looking at the pie chart, which is a snapshot of current data. If you are analyzing Performance Predictors, you want to see that the majority of your students are "green," meaning they are working On Target to meet their end-of-year benchmark. If you are using Lexia Skill Set, you want to see students achieving Intermediate skills.

The progress bars allow you to gauge your class' progress by monitoring how the percentages of Performance Predictor and Lexia Skill Set categories are increasing or decreasing.

The class table displays monthly Performance Predictors or Lexia Skill Sets for each student, allowing you to track individual student progress. This table is particularly helpful in calling out those students who have made significant progress and those who may be working continuously at one level of the program. By monitoring this table on a monthly basis, you can make changes as needed and gauge the effectiveness of the intervention implementation, and not wait until the end of the year when it may be too late.



CLASS USAGE REPORT

The **Class Usage Report** allows teachers to track their class' usage of Lexia Reading over the course of the year.

Who has access to this report?

All MyLexia users

What does this report display? The Usage line graph (page 2-7) displays the class' average minutes per week of student use during the specified time period or date range.

The class table at the bottom of the report displays each student along with the program levels that the student worked in, the student's average minutes per week of use, and total minutes of use during the report's time period.

Click any student name to open a **Student Usage Report** (page 2-27).

Where can I access this report?

- On the **Reports** tab (page 2-2).
- While viewing a **Class Home Page/Combined Report** (page 2-18), click the **Detail** button under Usage.

When should I access this report?

Weekly/regularly

Why should I access this report? The **Class Usage Report** allows you to view a class' average weekly use of Lexia Reading over time.

Based on research, Lexia's general use recommendations are for a weekly minimum of three 15-minute sessions (at least 45 minutes per week for Grade 1 and above, 30 minutes per week for Pre-K and K students). As part of the Prescription of Intensity, each individual student's recommended software usage (derived from his or her performance in Lexia Reading) displays on the **Class Home Page/Combined Report** (page 2-18) in the Class Table.

The top half of this report is helpful when scheduling Lexia Reading time for a class in general; if usage dips below a classroom's target level, you may need to rearrange how student computer use is scheduled. To increase student usage, at the class level, you can consider using Lexia Reading during center rotation, using Lexia Reading in before/after school programs, and allowing usage at home.

The bottom half of this report provides a student-by-student report of average weekly minutes of use, which should be evaluated in combination with the student's Prescription of Intensity. You can access more detailed graphs of individual student use patterns by clicking a student's name to open a **Student Usage Report** (page 2-27).



CLASS SKILLS REPORT


The **Class Skills Report** provides a summary view of class progress through reading skills acquisition. The report also identifies students in a class who need additional instruction.


Who has access to this report?

All MyLexia users

What does this report display?

This report features a class table that tracks each student's completion of Lexia Reading levels. The top of the table displays the grade levels that correspond to when the skills are typically introduced. The grade levels for SOS are marked with "review" and a + sign because these levels review basic skills while using more advanced content and vocabulary.

A percentage in the student's row is the percent of the level that the student has completed. A green check mark  indicates that the student has completed the level with proficiency. The percentage of the class who has completed each level displays at the bottom of the table.

The **Instruction Needed**  icon indicates the student is struggling with one or more skills at the current level.

This report displays skill completion and time on program in both the current school year and previous school years. Use the date selection on the **Reports** tab to view only previous years' percentages.


Click any student's name to open a **Student Skills Report** (page 2-28).


Where can I access this report?

- On the **Reports** tab (page 2-2).
- While viewing a **Class Home Page/Combined Report** (page 2-18), click the **Detail** button above the **Instruction Needed List**.

When should I access this report? Weekly/regularly

Why should I access this report? The **Class Skills Report** allows you to assess the general development of your class's reading skills by showing the percentage of your class who have completed a particular level. Along with the grade levels at the top, you can use these percentages to determine if your students are working on skills that are ahead of, consistent with, or behind the students' grade levels.

You should pay attention to students who are struggling with a particular level, as indicated by the **Instruction Needed**  icon. Lexia Lessons, Lexia Reading's scripted instructional materials, can be used to teach or re-teach skills to students so that they can progress in Lexia Reading without difficulty (see page 1-6 for complete information).

Students who have completed  or are working successfully in a level have demonstrated the ability to work independently on the specific skill(s) targeted in that activity. You can provide additional practice to these students with Lexia Skill Builders (see page 1-6 for complete information).



Students (19)	Previous School Years Auto/Manual Placement					This School Year As of January 11, 2011					Skills Completed	Total Time (Hours)		
	ER1	ER2	PR1	PR2	PR3	PR4	PR5	SOS1	SOS2	SOS3			SOS4	SOS5
Anderson, Marc	100%	100%	100%	100%	100%	5%							5	3:33
Collins, Michael	100%	100%	100%	100%	100%						2%		5	3:08
Erickson, Levi	100%	100%	62%										1	2:30
Gil, Stacy	100%	100%	100%	100%	100%					62%			6	4:07
Garcia, Marvin	100%	100%	100%	100%	100%	87%							8	3:03
Gannon, Rosanne	100%	100%	100%	100%	100%	77%							1	1:07
Gonzalez, Mirna	100%	100%	100%	100%	100%						10%		4	3:40
Guerra, Natasha	100%	100%	100%	100%	100%	39%							1	2:19
Jackson, Tina	100%	100%	100%	100%	100%	60%							8	2:04
Kelly, Leticia	100%	100%	100%	100%	100%	75%							6	3:31
Martinez, Kevin	100%	100%	100%	100%	100%								3	2:54
Morgan, Cynthia	100%	100%	82%										3	2:14
Perez, Hernan	100%	100%	100%	100%	100%						58%		1	3:28
Parks, Jordan	100%	100%	100%	100%	100%						10%		2	4:09
Reynolds, Carlos	100%	100%	100%	100%	100%							4%	5	2:38
Rendon, Jeremy	100%	100%	100%	100%	100%							36%	2	4:04
Rodriguez, Angela	100%	100%	100%	100%	100%							79%	3	4:04
Rutledge, Eric	100%	100%	100%	100%	100%	68%							2	2:15
Santib, Carl	100%	100%	100%	100%	100%								5	3:21
% of Class Completed	100%	100%	89%	79%	88%	63%	42%	37%	37%	5%	6%	0%		

CLASS AUTO PLACEMENT REPORT

The **Class Auto Placement Report** shows the Lexia Reading program and level where students were placed after completing Auto Placement activities upon initial program use.

For more information about Auto Placement, see “[Managing Student Assignments](#)” on page 1-4.

Who has access to this report? All MyLexia users

What does this report

display? This report lists the students in the class who have completed Auto Placement along with the Auto Placement test used, the date it was completed, and the resulting placement program, level, and content level.

Click any column heading in order to sort the report.

Where can I access this report? On the **Reports** tab (page 2-2).

When should I access this report? After students use Lexia Reading for the first time and complete Auto Placement activities.

Why should I access this report? The **Class Auto Placement Report** allows you to quickly view the results of Auto Placement. You can verify that students have completed Auto Placement and view which level they have been placed in Lexia Reading.

Note: Lexia does not recommend using this report in order to manually adjust a student’s program assignment. Lexia believes that a student’s own work is the best indicator of where they should be placed.

Student	Test	Placement (Content Level)	Placement Date
Miguel Avila	Auto Placement II	SOS Level 1 (Beg 1st)	December 11, 2009
Sebastian Adams	Auto Placement I	ER Level 1 (Pre K)	June 15, 2010
Beverly Agaulic	Auto Placement II	SOS Level 4 (3rd +)	January 30, 2010
Emma Agundez	Auto Placement I	ER Level 1 (Pre K)	December 10, 2009
Amya Carrell	Auto Placement I	PR Level 1 (Mid K)	June 23, 2010
Michael Carrigan	Auto Placement I	PR Level 4 (Beg 2nd)	August 11, 2009
Chris Abbondanza	Auto Placement I	PR Level 5 (Beg 3rd)	August 30, 2009
Eric Ault	Auto Placement I	ER Level 1 (Pre K)	August 11, 2009
Helen Alessi	Auto Placement I	ER Level 1 (Pre K)	October 8, 2009

Note:
The Lexia Reading auto placement feature determines the most appropriate program and level for each student based on individual performance. If the placement appears inaccurate, assignments can be manually overridden on the Student Assignments page.

STUDENT COMBINED REPORT

The **Student Combined Report** contains progress, usage, and skills information at the student level.

Student Skills Report

Connor W Alecks
Early Reading Level 2

Print

Skills Report
Early Reading Level 2

1

Successfully Completed
 Currently Working On
 Instruction Needed

[Detail](#)

Instruction Needed

Connor W Alecks needs instruction on the following Skills. The specific Unit he/she had difficulty on is indicated.

ER Level 2 - Skills general letter knowledge

Skill	Unit
Sound/Symbol (l,h,m,n,s,k,f)	Unit 7: Review of letters presented in units 1-6
Sound/Symbol (c,h),v,w,y and brother pairs)	Unit 7: Review of letters presented in units 1-6

Currently Working On

Connor W Alecks is working on the following Skills. The specific Unit he/she is working on is indicated.

ER Level 2 - Skills general letter knowledge

Skill	Unit
Sound/Symbol (p,g,r,n,d,t,z)	Unit 7: Introduce a letter (p,g,r,n,d,t,z). Identify as beg. sound
Sound/Symbol (sh,th,wh,ch)	Unit 5: Review of digraphs presented in units 1-4

Successfully Completed

Connor W Alecks has completed the following Skills.

ER Level 2 - Skills general letter knowledge

Skill
Sound/Symbol (short vowels)

Not Started

Connor W Alecks has started all Skills in ER Level 2.

Progress Report
Early Reading Level 2

2

[Detail](#)

Usage Report
January 1, 2010 - May 28, 2010

3

[Detail](#)


This document may contain sensitive information about students. Please dispose of securely.

2-24 Lexia Reading ♦ MyLexia Users and Reports Guide

Who has access to this report? All MyLexia users

What does this report display? This report displays the following sections:

- 1 The **Skills** section displays a radial graph for the student's current program and level. For more information, click the **Detail** button to view a **Student Skills Report** (page 2-28).


Under **Instruction Needed**, any units in which the student is struggling (i.e., attempted 3 or more times without successful completion) is displayed. Click a blue arrow  to view skills that the student is currently working on, has completed, or has not started.

- 2 The **Progress** section displays a line graph that shows the student's rate of progress through Lexia Reading. For more information, click the **Detail** button to view a **Student Progress Report** (page 2-26).
- 3 The **Usage** section displays a line graph of the student's average weekly usage. For more information, click the **Detail** button to view a **Student Usage Report** (page 2-27).

Where can I access this report?

- On the **Reports** tab (page 2-2).
- While viewing a **Class Home Page/Combined Report** (page 2-18), click the student's name.

When should I access this report? When necessary (i.e., to plan instruction with the student, to prepare for a parent conference, etc).

Why should I access this report? The **Student Combined Report** is an ideal place to start when evaluating an individual student because it provides a holistic view of that student's performance in Lexia Reading. This comprehensive snapshot includes the student's instructional needs, progress through program activities, and weekly minutes of use. You can quickly scan each section of the report, looking for any **Instruction Needed**  icons or other indications that the student is struggling in a unit. You can also quickly evaluate the student's usage to verify that the student is meeting recommended levels of use. The report is designed so that you can easily drill-down into any section and open a more detailed report by clicking the **Detail** button.

STUDENT PROGRESS REPORT

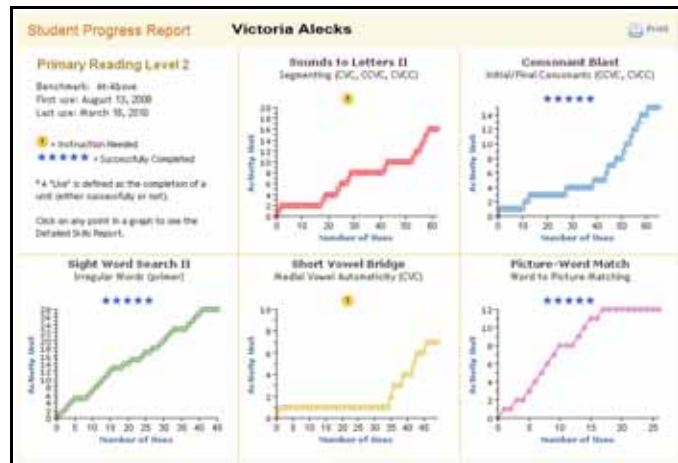
The **Student Progress Report** provides a concise history of an individual student's progress through the activities/skills in the Lexia Reading programs over time.

Who has access to this report?

All MyLexia users

What does this report display? Each graph represents an activity (skill) within a level of Lexia Reading. Each point on the graph represents a student use (defined as completion of a unit, whether successful or not).

Click any point to open a **Student Detailed Skills Report** (page 2-29).




Where can I access this report?



- On the **Reports** tab (page 2-2).
- While viewing a **Student Combined Report** (page 2-24), click the **Detail** button under Usage.

When should I access this report? When necessary (i.e., to prepare for parent-teacher conferences or data meetings).

Why should I access this report? The **Student Progress Report** is an excellent way to gauge an individual student's rate of progress through Lexia Reading and view the skills that have been acquired. As the student progresses through the activity, the line of points goes "up" to show the units completed. Flawless progress is represented by a straight line at a 45-degree angle, showing a one-to-one correspondence between attempts and successful completion of a unit. However, it is typical to see a step-wise progression where a student attempts each unit a few times before moving to the next unit sequentially. This pattern is normal given the rate of acquisition for many of the skills in Lexia Reading.

The pattern to be looking for here is any area of flat-lining, which indicates the student is unsuccessfully repeating a unit. The report clearly indicates when a student is having difficulty in an activity with an **Instruction Needed** icon , which indicates that a student has attempted a unit three or more times without successfully completing the unit. To view the name of the unit, you can roll your mouse over the point. You can also click the point to view a **Student Detailed Skills Report** (page 2-29). Note that in some cases, the student may be working above their grade level on skills that have not been introduced in the classroom. This report should be checked regularly so that areas of concern can be addressed in a timely manner and a student isn't allowed to continue struggling.

In order to progress, the student may need individual instruction. Lexia Reading provides **Lexia Lessons** (page 1-6), which are scripted, multi-sensory lesson plans that are targeted to the skill areas in which the student is struggling. You can access these instructional materials on the **Class Home Page/Combined Report** (page 2-18) in the Class Table.

Activities that the student has successfully completed are indicated with six blue stars . This student has demonstrated that they are capable of working independently on the specific skill(s) targeted in that activity. Lexia Reading provides **Lexia Skill Builders**, which are pencil and paper practice sheets that reinforce the skills that the student is currently working on or has successfully completed in Lexia Reading. To access these practice materials, click the **Teacher Resources** tab and select **View Skill Builders needed by student**. Click the **Lexia Skill Builders** icon  to view and print the Lexia Skill Builder (see page 1-6 for complete information).

STUDENT USAGE REPORT

The **Student Usage Report** provides a comprehensive look at a student's use patterns of Lexia Reading.

Who has access to this report?

All MyLexia users

What does this report display?

The Usage line graph (page 2-7) displays an individual student's weekly minutes of use over any selected period of time. The table displays the student's weekly minutes as well as the product level(s) that the student worked in.

Where can I access this report?

- On the **Reports** tab (page 2-2).
- While viewing a **Class Usage Report** (page 2-21), click a student's name.
- While viewing a **Student Combined Report** (page 2-24), click the **Detail** button under Usage.

When should I access this report?

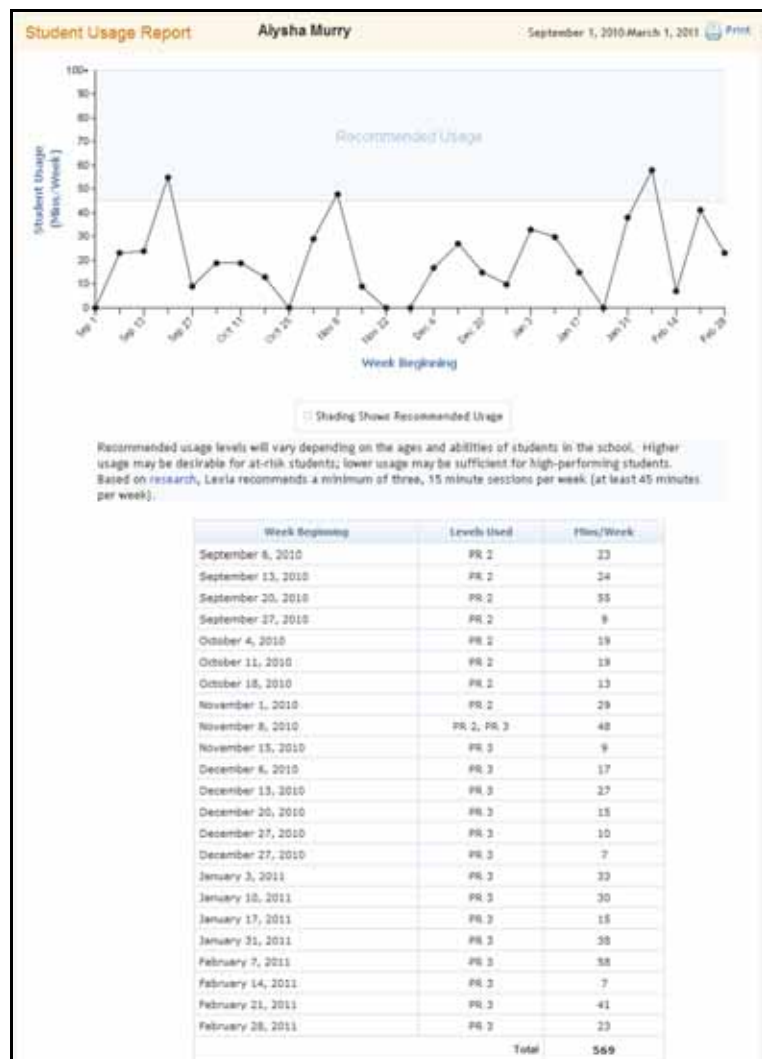
When necessary.

Why should I access this report?

The **Student Usage Report** report allows you to view the actual minutes of use per week for an individual student. Based on research, Lexia's general use recommendations are for a weekly minimum of three 15-minute sessions (at least 45 minutes per week for Grade 1 and above, 30 minutes per week for Pre-K and K students). As part of the Prescription of Intensity, each individual student's recommended software usage (derived from his or her performance in Lexia Reading) displays on the **Class Home Page/Combined Report** (page 2-18) in the Class Table.

The shaded area on the graph highlights Lexia's general use recommendations, allowing you to easily see if the student is meeting Lexia Reading's minimum recommended usage guidelines. Dips and peaks in use may often be related to attendance; a student's usage should be evaluated in combination with progress and skill mastery.

Students should be using only one Lexia Reading program at a time; any anomalies can be seen here and presented to the person in charge of keeping students properly leveled.



STUDENT SKILLS REPORT

The **Student Skills Report** provides a concise view of a student's skill acquisition in Lexia Reading activities.

Who has access to this report?

All MyLexia users

What does this report display? The top of this report features a color-coded timeline marked with the student's completion date for each Lexia Reading level. The timeline includes the grade levels that correspond to when the skills are typically introduced. The grade levels for SOS are marked with "review" and a + sign because these levels review basic skills while using more advanced content and vocabulary.

This report also displays tables for the student's current level and all prior levels the student has done work in or has been advanced over. Each skill activity in the level is listed with the student's current progress in the activity.

Total Repeats displays the total number of times the student has repeated a unit; **Accuracy** is based on total repeats. **Total Unit Time** is the total number of minutes based on time on task for all uses of this activity; **Rate** is based on total unit time. The **Accuracy** and **Rate** categories are determined by comparing the student's performance to a norm sample of Lexia Reading peers in the grade level appropriate for the skill/material:


- High/Fast = number of repeats/time in the 76th percentile or above
- Medium/Average = between the 25th to 75th percentiles
- Low/Slow = number of repeats/time below the 25th percentile

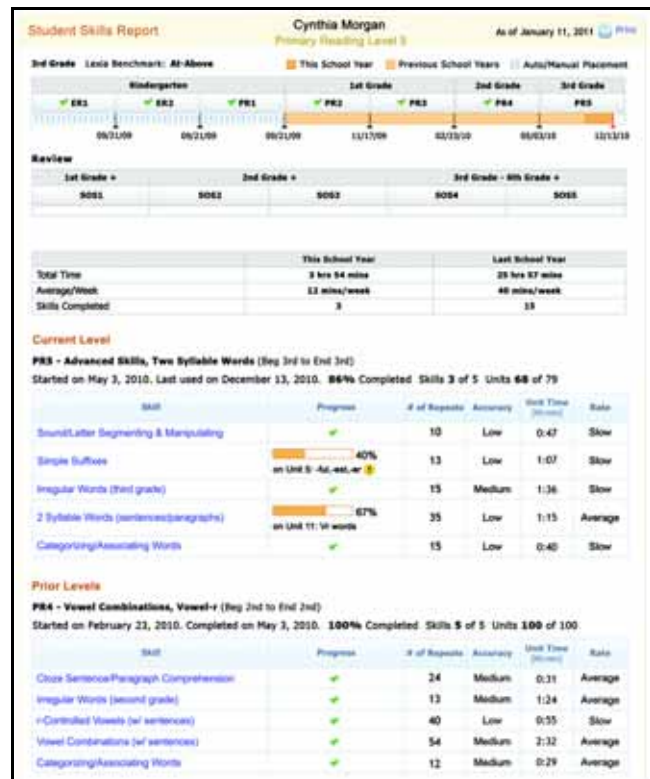
Where can I access this report?

- While viewing the Class Home Page (page 2-18), click a student's name in the Instruction Needed list.
- On the **Reports** tab (page 2-2).
- While viewing a **Class Skills Report** (page 2-22), click a student's name.
- While viewing a **Student Combined Report** (page 2-24), click the **Detail** button under Skills.

When should I access this report? When necessary (i.e., to prepare for individual student instruction).

Why should I access this report? The **Student Skills Report** allows you to assess the student's development of reading skills. The skill timeline includes the corresponding grade-levels to show if the student is working on skills that are ahead of, consistent with, or behind the student's grade-level. The report also highlights the student's performance on skills covered in the current level and prior Lexia Reading levels. The accuracy and rate indicators can be used to determine whether the student is working through the activity in a manner similar to typical readers or whether the student is struggling in terms of accuracy and/or rate.

Additionally, the report includes an Instruction Needed icon  for the current unit if the student has three or more attempts without successfully completing the unit. To obtain more information about the student's work in this skill, click the blue-colored skill name to view the **Student Detailed Skills Report** (page 2-29).



STUDENT DETAILED SKILLS REPORT

The **Student Detailed Skills Report** displays a highly detailed view of a student's work in each activity in a selected level.

Who has access to this report?

All MyLexia users


What does this report display? For each activity in the selected level, this report displays a complete synopsis of the student's work, broken down by use, skill, and time on task.

Click a blue arrow  to expand each section of the report.

Where can I access this report?

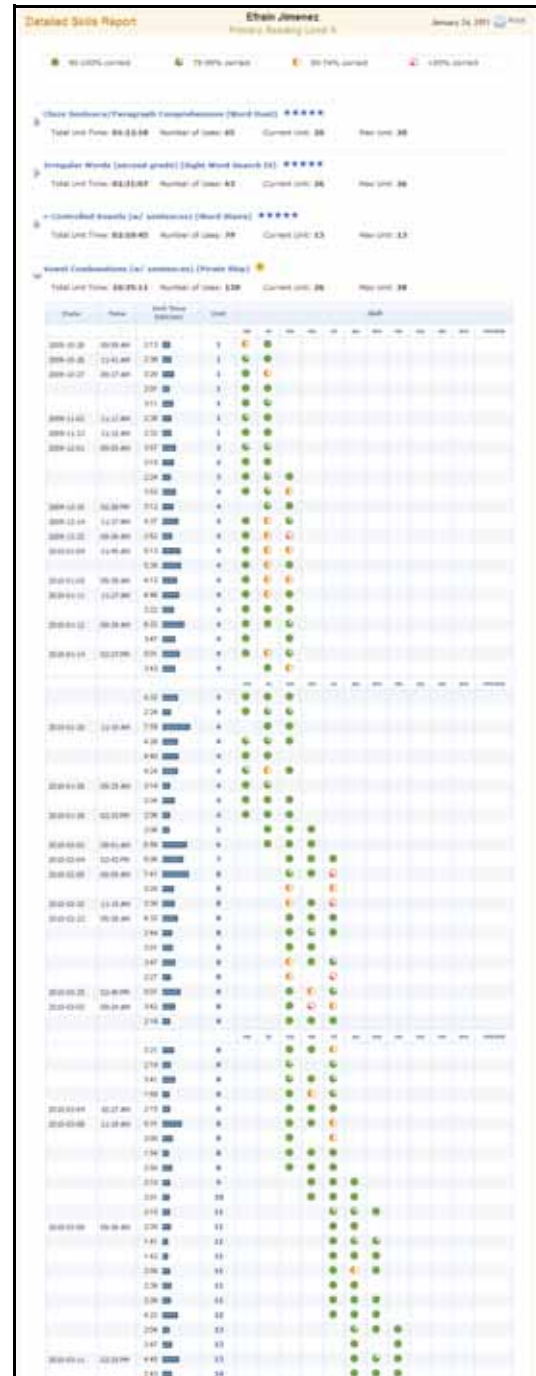
- On the **Reports** tab (page 2-2).
- While viewing a **Student Progress Report** (page 2-14), click any point on the graph.
- While viewing a **Student Skills Report** (page 2-28), click any unit name in which the student is marked as needing instruction.

When should I access this report? When necessary (i.e., to prepare for individual student instruction).

Why should I access this report? The **Student Detailed Skills Report** provides you with comprehensive insight into a student's work in any level of Lexia Reading. If a student has been identified in other reports as needing instruction , this report allows you to glean additional information about which specific skills within a unit are particularly challenging to that student so that you can effectively focus instruction where it is needed.

The report shows how a student moved through the skills within each activity, indicating when units were repeated for practice and the accuracy of student responses for each skill. The student's accuracy in each of the skills within a unit is graphically depicted. The green circles represent response rates of 75%-89% and 90% to 100% correct. The orange circle represents 50% to 74% correct and red indicates that less than 50% of the responses for that skill were correct.

This report also shows the time of day of use to assist educators in monitoring school-to-home use, as well as session length totals to ensure the student is receiving regular, consistent usage.



STUDENT QRT RADIAL REPORT


The **Student QRT Radial Report** shows the results of a teacher-administered Quick Reading Test. The Quick Reading Test allows teachers to individually screen students and assess decoding skills and speed in key areas. For more information, see “Quick Reading Test (QRT)” on page 1-7.

Who has access to this report?

All MyLexia users

What does this report display? This report contains two parts for each test completed by a student:

- 1 Radial graph** to show an overview of the results by each tested skill.
- The **detailed skills section** shows Instruction Needed, Practice Needed, and Successfully Completed. In each section, a table displays the name of the skill, the test name, the speed of the response (as recorded by the teacher), the percentage correct, and any errors

Click a blue arrow  to expand each section of the report.

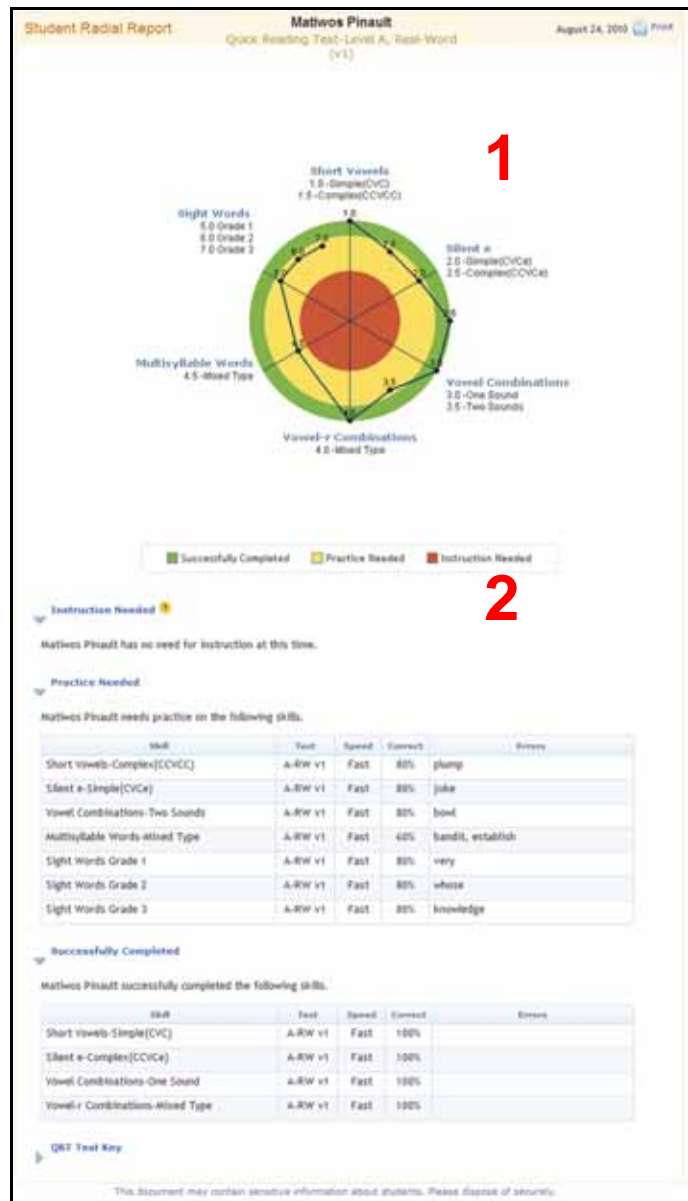
The title of the report includes the test's name (e.g., Level B, Real Word) and version (e.g., v1).

Where can I access this report? On the **Reports** tab (page 2-2).

When should I access this report? After administering a Quick Reading Test to a student.

Why should I access this report? The **Student QRT Radial Report** provides a quick, visual snapshot of the results of a Quick Reading Test. In the radial graph, the dots in the outer green circle represent skills that were successfully completed. The dots in the middle yellow circle represent skill areas where practice is needed. The dots in the center red circle indicate skill areas where a student needs direct teacher instruction. The label for each skill area is found outside the concentric circles on the ends of the spokes where the dots are placed. The shape of the web produced by the graph has no special meaning. However, the goal of instruction and practice are to push the web to the outer, green rim of the circles in future test sessions.

Recommendations for practice and instruction are based on the evaluated skills and do not take into consideration a student's age or grade in school. Therefore, when testing younger students who are good readers, results indicating “Practice Needed” in areas that are generally taught in the later school years do not imply weakness, but rather provide helpful information in planning enrichment activities for that student.



STAFF USAGE REPORT

The **Staff Usage Report** shows recent MyLexia login activity for teachers and staff.

Who has access to this report?

MyLexia users with District Admin Access or School Admin Access

What does this report display?

This report displays each teacher and staff member along with their assigned school, the date of their last login, and the number of logins to MyLexia in the past 30 days.

Name	School	Last login	# of logins in the last 30 days
Boggs, Georgetta	Chester Elementary	12/22/2010	3
Breton, Eustache	Chester Elementary	01/05/2011	5
Esqueda, Maria	Chester Elementary	06/09/2010	0
Geller, Linda	Chester Elementary	12/17/2010	3
Jarvis, Brittany	Chester Elementary	12/15/2010	1
Lewis, Jody	Chester Elementary	09/25/2010	0
Martin, Amie	Chester Elementary	11/17/2010	0
Mathis, Jamey	Chester Elementary	01/03/2011	7
Radford, Michael	Chester Elementary	12/20/2010	2
Torres, Analia	Chester Elementary	01/05/2011	4

Where can I access this report? On the **Reports** tab (page 2-2) on the School tab and the District tab (if available).

When should I access this report? Monthly/ongoing

Why should I access this report? The **Staff Usage Report** allows administrators to ensure that their teachers and staff members have sufficient access to MyLexia. In as little as 5 minutes per week, classroom teachers can login to MyLexia to use student data to drive their instruction. Teachers should be trained and encouraged to regularly login to MyLexia in order to view data that tracks student usage and progress in Lexia Reading, and to make sure that struggling students are getting the targeted instruction that they need in order to progress.

APPENDIX: VALIDITY OF LEXIA READING END-OF-YEAR BENCHMARKS AND PERFORMANCE PREDICTORS

To determine the strength of the relationship between progress through Lexia Reading and reading ability, correlations were obtained between end-of-year benchmarks, mid-year Performance Predictors, and three outside reading assessments. **Lexia Reading benchmarks and Performance Predictors showed statistically significant correlations with each assessment.**

Lexia Reading measures:

- **Benchmark status:** whether the student reached the end-of-year benchmark or not.
- **Performance Predictors:** whether the student was classified as On Target or not (Some Risk or High Risk) on February 1st (mid-year).

Outside measures:

- **Group Reading Assessment and Diagnostic Evaluation (GRADE):** This standardized measure, which can be used as a diagnostic or outcome measure, was administered in the second half of the school year. It assesses early literacy skills and listening comprehension in kindergarteners and reading vocabulary and reading comprehension in grades 1-3.
- **Dynamic Indicators of Basic Early Literacy Skills (DIBELS):** End-of-year scores from this progress monitoring tool are based on students' performance on the DIBELS subtests. Students are categorized in terms of Instructional Level: Benchmark or not (Strategic or Intensive).
- **New Mexico Standards Based Assessment (SBA):** End-of-year scores were based on students' performance on the reading component of the New Mexico SBA, the state's test for measuring student academic outcomes in third grade. Students are categorized as Proficient (Proficient or Advanced) or not (Nearing Proficiency or Beginning Step).

Correlation Table for Lexia Reading Benchmark Status

Grade	GRADE Total Test Scores	DIBELS Instructional Level	New Mexico SBA
K	Medium	Medium	
1	Medium	Medium	
2	Medium	Medium	
3	Medium		Medium

Correlation Table for Performance Predictors (February 1st)

Grade	GRADE Total Test Scores	DIBELS Instructional Level	New Mexico SBA
K	Low	Medium	
1	Medium	Medium	
2	Medium	Medium	
3	Medium		Medium

Correlation Ranges: Low= .1-.3 Medium= .4-.6 High= .7-.9



APPENDIX: VALIDITY OF LEXIA READING END-OF-YEAR BENCHMARKS AND PERFORMANCE PREDICTORS

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