

## Get Started

### Step One: Login to MyLexia®

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

1. Launch a web browser and go to: [www.mylexia.com](http://www.mylexia.com).
2. Login using your email address and password.

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



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

#### Teacher & Staff Login

Email

Password

Write your MyLexia login information above.

This information cannot be used to login to the student software.

### Step Two: Set Up Your Class

1. Click the **Students** tab.
  - If you do not see your class, click the **Add a Class** button.
  - If your class displays or is listed in the drop-down, click the **Add Students to Class** button and skip to step #5.
2. On the Add a Class screen, select a grade.
3. Enter a class name.  
*Tip: Class names usually begin with the teacher's last name.*
4. Assign any additional staff.
5. Add students to your class:
  - Add existing students by selecting them from the school list and clicking the **Add** button to add them to your class.
  - Optional Feature (if enabled): Add new students by clicking the **Add New Students Here** button, entering their information, and clicking the **Save and Done** button.
6. Click the **Save** button.
7. Check your student list to make sure that all students have a current grade assignment.

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

Grade\*:

Class Name\*:

Notes (optional):

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

Staff: Laura Green

Staff in This Class:

Add >> << Remove

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

Students In:

Students In This Class:  
Cooper, Latrisha  
Dale, Omar  
Ling, Yao  
Luttrell, Yolanda  
Stanfield, Liam

Add >> << Remove

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

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

Cancel Save

### Step Three: Get Students Started

1. Allow each student to login to Lexia Reading by clicking the **Lexia Reading icon** on the student computer and entering the student's username and optional password.
2. Upon the first login, students will complete Auto Placement activities in less than 10 minutes and be automatically assigned to a program and level. For information about student assignments, see the Help Tools in MyLexia.

*Note:* To print login cards for your students, click on the **Print Login Cards** button on the **Students** Tab of MyLexia.



**Student Login**

Username:

Password:

Are you a Teacher/Staff? [Click Here](#)

### Home Page

### Welcome to Assessment Without Testing™

Lexia's Assessment Without Testing technology is an embedded assessment system that provides educators with actionable, norm-referenced performance data without interrupting the flow of instruction to administer a test. 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. Using the powerful data on your Home Page, you can help close the reading gap for your students and improve their performance on grade-level assessments.

Login to [www.mylexia.com](http://www.mylexia.com) to monitor your students' progress on your Home Page.

The screenshot displays the Lexia Reading Home Page for Alvarez 1st Grade as of March 1, 2011. The page is divided into several sections:

- Instruction Needed (1):** A section titled "Instruction Needed" with a yellow warning icon. It lists "Irregular Words" for Thomas Hatfield (3 attempts) and provides a link to view the Skills Report.
- Performance Predictors (2):** A pie chart showing the distribution of 16 students: 44% On Target (80-100%), 38% Some Risk (31-79%), and 18% High Risk (1-30%).
- Lexia Usage (3):** A line graph titled "Lexia Usage" from January 4, 2011, to March 1, 2011. The y-axis represents "Student Usage (Avg Mins/Week)" from 0 to 100. A horizontal line indicates "Recommended Usage" at approximately 50 minutes per week. The graph shows usage fluctuating around this recommendation.
- Class Table (4):** A table titled "Class Table" with columns for Name, Grade, Performance Predictor, Prescription of Intensity (Teacher Directed Lexia Lessons, Recommended Software Usage), Actual Software Usage, Current Assignment (Level of Material), and Certificate Available. The table lists 16 students with their respective data points.

Additional features include a sidebar with "Teacher Resources" (Lexia Lessons, Skill Builders, Training Materials, Quick Reading Test), "Help Tools" (Quick Guide, Student Software, Progress Monitoring, Reports FAQs, Year End Tools), and "Customer Code" (1234-1234-1234-1234) for the school year Sep 1 - Jun 1.

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

# Quick Guide

for Teachers with Class Access


## 1 Instruction Needed “Who is struggling and needs instruction?”

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

**Irregular Words** ← Click to access instructional materials.  
**Thomas Hatfield (3)** ← Number of attempts at current unit.  
Click to view Skills Report.

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

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

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

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

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

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

**Intermediate:** Skills approx. 4<sup>th</sup>–6<sup>th</sup> grade level (Strategies for Older Students Levels 4 & 5)

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

**Elementary:** Skills approx. 2<sup>nd</sup>–3<sup>rd</sup> grade level (SOS Levels 2 & 3)

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


**Basic:** Skills approx. K–1<sup>st</sup> grade level (SOS Level 1 or lower)

*Note: Lexia Skill Sets are available for students who have used Lexia Reading at least once in the past 8 weeks.*

*Note: Performance Predictors are available for students who have used Lexia Reading at least once in the previous calendar month.*


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

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

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

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

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

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

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


**Grade:** The student’s current grade.


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

**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 last 8 weeks.

**Current Assignment:** The student’s current program assignment and the skill’s level of material.

 If the student is struggling in one or more units, 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 teacher-led small group instruction.

 If the student has completed a program level in the past 2 weeks, this icon will display in the **Certificate Available** column. Click this icon to view the Achievement Certificate PDF, which is pre-populated with the student’s name and ready to print.

## ✓ How to integrate Lexia Reading into your Classroom

### Weekly/Regularly

These tasks can be done in as little as 5 minutes by logging into [www.mylexia.com](http://www.mylexia.com) and reviewing your Home Page:

#### ! Instruction Needed List

- Monitor this list of struggling students. Pay particular attention to students who appear in multiple skill areas and with a high number of attempts in a unit.
- Use this list to group students for small-group instruction with the appropriate Lexia Lesson.

#### 👤 Lexia Lessons

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

#### 📈 Usage

- Monitor the Usage Line Graph to verify that class usage is in the recommended blue zone.
- Use the Class Table to help prioritize computer time for students who need higher intensity with more software usage.

#### 📄 Achievement Certificates

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

### Monthly/Ongoing

#### On [www.mylexia.com](http://www.mylexia.com)

- View the **Class Progress Report** (click **Detail** under the Home Page pie chart). Use this report to monitor student progress over time, watching for changes in Performance Predictor and Skill Set status.
- Print the **Class Progress Report** to use in monthly data/team meetings.
- Monitor students' **current assignments** in the Class Table to see what level of material they are working on compared to their grade level.
- Print the **Student Skills Report** or the **Student Progress Report** for parent conferences.
- View the **Student Skills Report** to monitor skill gains and student's history of Lexia Reading use (click the student's name in the Class Table, and then under Skills click **Detail**). This report is also suitable for parent conferences.
- Print **Lexia Skill Builders** for independent practice, center activities, and homework, and for building automaticity of skills.

#### In your classroom

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