

## **Lexia Reading Migration Checklist**

### **Phase I: Cleanup Prior to Running Lexia Migration Tool**

- ✓ Backup of Lexia V4 product database (via Lexia Data Monitor)  
Alternative: Manual backup of contents of LexiaServer\Databases folder. If cleanup will run multiple days, perform this daily until complete.
- ✓ Remove students from V4 database who will not be migrated to Lexia Reading.
- ✓ Remove students who have graduated, never used software, moved, etc.
- ✓ Print reports for any students who are to be deleted, prior to deletion.  
Deletion will prohibit further reporting on these students.
- ✓ Remove any duplicate accounts from V4 database.  
Migration will fail if any students have identical usernames.  
Keep the account with the most recent activity.
- ✓ Standardize student usernames and passwords.  
Usernames will be visible to students, and used by them to sign into Lexia Reading.  
Usernames must be unique within the Lexia Reading account.

### **Phase II: Using the Data Migration Tool (DMT)**

1. Install the DMT onto a single client workstation, connected to the database you're migrating.
2. Launch the DMT from the Lexia Learning Systems folder, and select students for migration.
3. Students who have not used V4 will be skipped during migration.
4. Transmit resulting XLS file to Lexia by e-mailing to support@lexialearning.com.

### **Phase III: Setup of Teachers and Classes**

1. Login to MyLexia™ (www.mylexia.com).
2. Add teachers to your account, assigning them "Class Access" security, and using their e-mail addresses as their usernames..  
Usernames (e-mail addresses) must be unique.  
Set all teacher passwords to be identical, to be changed by teachers later.
3. Set up classes after teacher accounts have been created.  
Standardize class naming conventions – since classes alphabetize, use the teacher's last name as the class name.