

Getting Started for Teachers & Students

These directions are intended to get you started using *Lexia Reading*[®] as quickly as possible after installation. They do not provide complete instructions for MyLexia™, the administrative area of the program, but should give teachers an introduction.

GETTING STARTED FOR TEACHERS

The person responsible for installing the Lexia software should have already created class rosters as well as student and teacher logins. Teachers will be given a unique username and a password to use to logon to MyLexia, where they can manage and monitor student use of *Lexia Reading*:

A. Launch an Internet browser and type in the following URL:

<http://www.mylexia.com>

(Make this a favorite or bookmark the page).

B. Login.

1. Type in your username (email address) and password.

2. Click the Login button.

There will be three tabs on the screen: Home, Reports, and Teacher Resources.

On the Home tab will be information about your class. This is an overview page designed to provide important student information at a glance including:

- Instruction Needed
- Student Usage
- Student Progress

If you scroll down, you will see a list of students, their usernames, passwords, and current assignments (programs and levels) at the bottom of the screen. If your students have not started using Lexia Reading yet, you will see “Not Started” in the Current Assignment column next to their name.

Clicking on the Reports tab will allow you to view three types of reports: Progress, Usage and Skills in more detail. You may also select date ranges or specific students.

3. Click on the Help link to get more information on how to use *Lexia Reading*.

C. Program Assignments

Students that are new to Lexia Reading and are not being migrated from previous versions of Lexia products will encounter the Auto Placement feature the first time

that they use the student software. **Auto Placement will determine the correct program and level for these students in as little as ten minutes of use.** Students must have a grade or year assigned so that Auto Placement can use its internal guidelines to select placement activities.

Manual Program Assignment for Exceptions to Auto Placement Guidelines

Teachers that wish to manually place their students in a Lexia Reading program and level may do so either before or after Auto Placement is used by their students. **Students should be assigned to only one program and one level at a time to maximize the effectiveness of the program.** Please refer to the chart below and the following directions for making a manual program assignment.

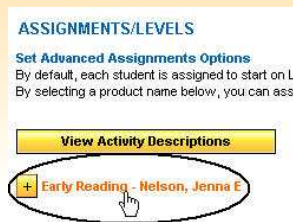
LEXIA READING LEVEL	CONTENT GRADE LEVEL	INTEREST LEVEL (Ages)	READING SKILLS
ER Level 1	PreK – K	4 – 6	Phonemic awareness
ER Level 2	K	4 – 6	Alphabetic Knowledge
PR Level 1	K – 1st	5 – 8	Transition to Decoding, Pre-Primer Sight Words
PR Level 2	1st	5 – 8	Short Vowels, Blends, Digraphs, Primer Sight Words
PR Level 3	1st – 2nd	5 – 8	Long Vowels (silent-e), 1st grade Sight Words
PR Level 4	2nd	5 – 8	Vowel Combinations, Vowel-r, 2nd grade Sight Words
PR Level 5	2nd – 3rd	5 – 8	Two-Syllable Words, Suffixes, 3rd grade Sight Words
SOS Level 1	K – 1st	9 – Adult	Short Vowels, Blends, Digraphs, One-Syllable Words
SOS Level 2	1st – 5th +	9 – Adult	Long-Vowels (silent-e), Two-Syllable Words
SOS Level 3	2nd – 5th +	9 – Adult	Vowel Combinations, Vowel-r
SOS Level 4	3rd – 5th +	9 – Adult	2 sounds of ‘c’ and ‘g’, Multi-Syllable Words
SOS Level 5	4th – 6th +	9 – Adult	Structural Analysis: Prefixes, Roots, Suffixes

1. Click the Home tab.
2. If you have more than one class, select one from the Class drop-down menu.
3. Scroll down to the Students and Assignments list.
4. Click Assignments. The students from the class are listed and the checked boxes indicate which programs are assigned to them.
5. To add or remove a program, click the box to add or remove the check.
6. To assign levels (the default is set to begin all activities in Level One), select View/Modify under the Level/Activity Settings list.

7. Select the program name.

8. The program's levels and units display. Click the applicable radio buttons.

9. Click Submit to accept your changes.



Level 1 <input type="radio"/> On <input type="radio"/> Off <input checked="" type="checkbox"/> Branching on	Level 2 <input type="radio"/> On <input type="radio"/> Off <input checked="" type="checkbox"/> Branching on
Rhyme Time <input type="radio"/> On <input type="radio"/> Off Unit 1	Consonant Tree 1 <input type="radio"/> On <input type="radio"/> Off Unit 1
Sound Match <input type="radio"/> On <input type="radio"/> Off Unit 1	Consonant Tree 2 <input type="radio"/> On <input type="radio"/> Off Unit 1
Word Snip <input type="radio"/> On <input type="radio"/> Off Unit 1	Consonant Tree 3 <input type="radio"/> On <input type="radio"/> Off Unit 1
Sound Slide <input type="radio"/> On <input type="radio"/> Off Unit 1	Short Vowel Crate <input type="radio"/> On <input type="radio"/> Off Unit 1
	Consonant Pair Pond <input type="radio"/> On <input type="radio"/> Off Unit 1

Assign Activities Based on a Skill

GETTING STARTED FOR STUDENTS

There will be one icon on the student machine desktop that will launch *Lexia Reading*. Double-clicking on this icon will launch the product and bring up the logon screen.



Students will need to logon to the *Lexia Reading* product by typing in their unique username and optional password.

Once the student logs on, they will begin using *Lexia Reading*.