



## Lexia Reading Migration Checklist

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

- 1. 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.*
- 2. Remove students from V4 database who will not be migrated to Lexia Reading.  
Remove students who have graduated, never used software, moved, etc.
- 3. Print reports for any students who are to be deleted, prior to deletion.  
Deletion will prohibit further reporting on these students.
- 4. Remove any duplicate accounts from V4 database.  
Migration will fail if any students have identical usernames.  
*Keep the account with the most recent activity.*
- 5. 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.

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### Phase II: Using the Data Migration Tool

- 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.  
Students who have not used V4 will be skipped during migration.
- 3. Transmit resulting XLS file to Lexia by e-mailing to support@lexialearning.com.

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### Phase III: Setup of Teachers and Classes on MyLexia.com Website

- 1. Add teachers to the site, assigning them "Class Access" security, and using their e-mail addresses as their usernames.  
If a teacher will need higher security access, create duplicate accounts.  
Usernames (e-mail addresses) must be unique.  
Set all teacher passwords to be identical, to be changed by teachers later.
- 2. Set up classes after teacher accounts have been created.  
Standardize class naming conventions.  
A class must have at least one teacher, and that teacher must have "Class Access".
- 3. Assign students to classes and programs.  
Students must be assigned to a class before they can sign into the client.  
Students must be assigned to one of the three Lexia Reading programs.