

For Teachers: How do I Edit a Class Name in myLexia?

Overview



As a tutor member with Teacher-level access to myLexia, you can update information about your assigned classes via the **Reading** page. This article explains how to edit the class name in myLexia

Applies to: Educators who have Teacher-level access in myLexia®.

Does not apply to: Educators and administrators who have Read-Only access in myLexia®, and some educators in myLexia sites that use an [automated rostering method](#).

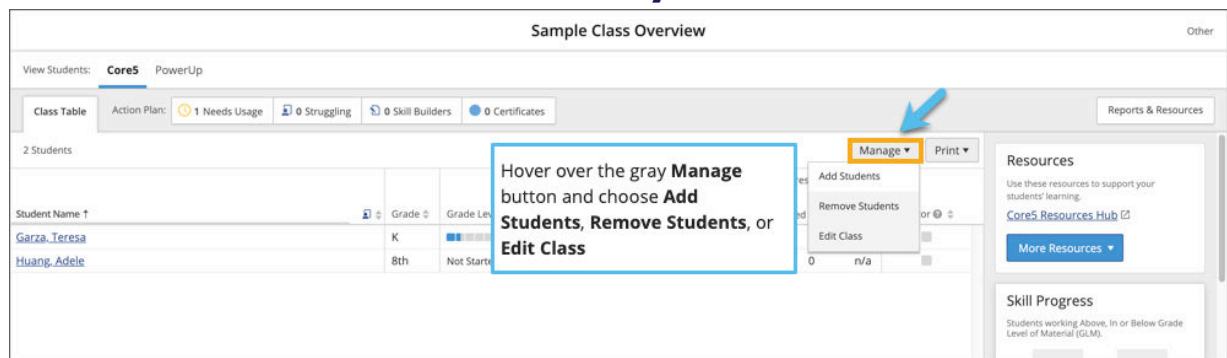


AUTOMATED ROSTERING

If your school or district uses [automated rostering](#) to roster classes in myLexia, you should not need to update information in myLexia for classes that sync with your SIS.

Not sure if your school or district uses automated tools for rostering? Check with your school or district myLexia administrator.

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Sample Class Overview

View Students: Core5 PowerUp

Class Table Action Plan: 1 Needs Usage 0 Struggling 0 Skill Builders 0 Certificates Reports & Resources

2 Students

| Student Name ↑ | Grade ↓ | Grade Level |
|----------------|---------|-------------|
| Garza, Teresa | K | Not Started |
| Huang, Adele | 8th | Not Started |

Hover over the gray **Manage** button and choose **Add Students, Remove Students, or Edit Class**

Resources

Use these resources to support your students' learning.

[Core5 Resources Hub](#)

[More Resources](#)

Skill Progress

Students working Above, In or Below Grade Level of Material (GLM).

1. Log in to myLexia. If you have Teacher access to myLexia, when you log in, you will see the class overview for one of your assigned classes. If you need to switch your view to another class, use the **"My Other Classes"** drop-down menu at the top of the screen to select the desired class.
2. Hover over the **Manage** button to choose **Edit Class**.

How do I change the class name or grade level?



CLASS NAMES

Classes must include the code "VATUTOR24" in the class name.

1. From the **Manage** drop-down menu, select **Edit Class**.

Edit Class: Second Grade Reading

* Class Name

* School Anytown Elem School

* Grade

Students
Eaton, Darryl Garza, Teresa Santiago, Lia

Staff
Teacher, Read-only Teacher, Sample

Note

2. In the **Edit Class** window, enter a new name and/or grade level.

Create Class: VATUTOR24 Adams Tutoring Class 2023-24

★ Class Name ✓

★ School ▼

★ Grade ▼

Tags *Apply the tag if Lexia English will be used in this class.*
 Lexia English

Students

Staff

Note

3. When you are finished editing the class, select **Save**.



WE'RE HERE TO HELP!

Email VA tutoring@lexialearning.com.



MONITORING CLASSES

Want to learn how to monitor progress for specific groups of students, such as the ALL In Tutoring students? Email VA tutoring@lexialearning.com.