



REPORTS AND USERS GUIDE

© Lexia Learning Systems LLC 2014.

All rights reserved.

Lexia Reading® is a registered trademark of Lexia Learning Systems LLC

Lexia Reading® Core5® is a registered trademark of Lexia Learning Systems LLC

myLexia® is a registered trademark of Lexia Learning Systems LLC

Lexia Lessons® is a registered trademark of Lexia Learning Systems LLC

Lexia Skill Builders® is a registered trademark of Lexia Learning Systems LLC

Acrobat® is a registered trademark of Adobe Systems, Inc.

Apple® and Macintosh® are registered trademarks of Apple, Inc.

Windows® is a registered trademark of Microsoft, Inc.

Information in this document is subject to change without notice and does not represent a commitment on the part of Lexia Learning Systems LLC. The software described in this document is furnished under a license agreement or non-disclosure agreement. The software may be used only in accordance with the terms of the agreement. It is against the law to copy the software on any medium except as specifically allowed in the license or non-disclosure agreement. No part of this manual may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, for any purpose without the express written permission of Lexia Learning Systems LLC.

myLexia v10.2 Dec 12, 2014

Lexia Learning Systems LLC • 200 Baker Avenue Extension • Concord, MA 01742 • USA

TEL: 978-405-6200 • INSIDE US: 800-435-3942 • FAX: 978-287-0062

www.lexialearning.com • info@lexialearning.com

Customer Support: 800-507-2772 • support@lexialearning.com

CONTENTS

Overview of myLexia.com	4
Logging into myLexia.com	4
Logging into the myLexia App	4
Changing Your myLexia.com Account Settings	4
myLexia.com Access Levels	5
Adding New Classes	5
Printing Class Rosters and Login Cards.....	5
Adding New Students	6
Changing Student Information	6
Managing Student Assignments.....	6
Viewing and Running Reports.....	8
Viewing Reports on your Home Page	8
Running a Report on the Reports Tab	8
District/School Progress Export	9
Report Key Concepts	10
About Performance Predictors	10
About Lexia Skill Sets.....	11
Older Students using Core5.....	11
About Prescription of Intensity and Lexia Usage	12
When is the Student Data in myLexia.com updated?	13
District Home Page/Combined Report	14
District Progress Report.....	16
District Usage Report.....	17
District Grade Report.....	18
Staff Usage Report	19
School Home Page/Combined Report.....	20
School Progress Report	22
School Usage Report	23
School Grade Report	24
Class Home Page/Combined Report	26
Class Progress Report	28
Class Usage Report	29
Class Skills Report	30
Class Auto Placement Report	31
Student Combined Report.....	32
Student Progress Report	34
Student Usage Report	35
Student Skills Report.....	36
Detailed Skills Report (Lexia Reading Core5).....	38
Detailed Skills Report (ER/PR/SOS).....	39

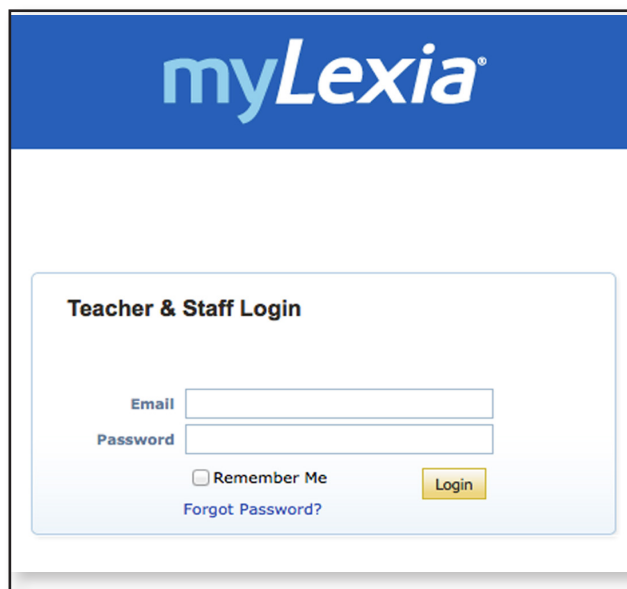
Overview of myLexia.com

myLexia.com is Lexia's administrative and reporting website for educators to use with all of Lexia's student programs, including:

- Lexia Reading Core5
- Lexia Strategies
- Lexia Early Reading, Primary Reading (Foundation Reading in UK, AUS, and NZ), and Strategies for Older Students (SOS)

Logging into myLexia.com

1. Launch a web browser (Internet Explorer, Firefox, Safari, or Chrome).
2. Go to **www.mylexia.com** (bookmark this page for easy access in the future).
3. Enter your email address and password:
 - Your school or district's Lexia Administrator should have created your account.
 - Click the **Remember Me** checkbox to "save" your email address for future logins.
 - Click **Forgot Password?** to have a new password emailed to you.
4. Click the **Login** button.



www.mylexia.com Teacher and Staff Login

Logging into the myLexia App



Access student data on-the-go with the free myLexia App for iPhone®, iPad®, or iPad Touch®. Download the myLexia App in the iTunes or App store so you can have secure, instant access to your students' Lexia performance and usage!

Note: An administrative setting on the myLexia.com **Admin** tab may restrict teachers and educators from accessing student data on mobile devices. If this setting is turned on for your school or district, you will not be able to login to the myLexia App. Contact your school or district's Lexia Administrator for more information.

Changing your myLexia.com Account Settings

Account settings include your username, password, and notification settings.

1. After logging into myLexia.com, click **My Profile** at the top right-hand corner of the screen.
2. Make desired changes:
 - Under Email Notifications, you may opt-in or opt-out of Orientation emails (which are sent infrequently after students begin program use) and also change the frequency of Student Progress emails (which alert you about new student achievements or students who are struggling in your assigned classes).
3. To save your changes, click the **Save** button.

myLexia.com Access Levels

Each teacher and staff member is assigned an access level that controls what they can view and edit on myLexia.com. Your access level was set by your school's Lexia Administrator when your account was created. After logging into myLexia, click **My Profile** to view your access level.

Access Level	Description
District Admin Access	Full access to the information across the district.
School Admin Access	Full access to the information in their assigned school.
Class Access	Full access to the information in their assign class(es).

Users at any level can be assigned "read-only" access. Read-only users can view reports and information but not add or edit any student, class, or staff information.

Adding New Classes

You may create as many classes as you need to group students together for easier management and reporting. A student can be in more than one class.

Note: Some schools and district use automated import tools to create and manage classes, students, and staff on myLexia.com. See your Lexia Administrator for more information.

1. Login to myLexia.com:
 - If you are not assigned to any class, on the **Home** tab, click the Add a Class button.
 - If you are assigned to a class and would like to create another class, on the **Students** tab, click the Add a Class button.
 - Users with District or School Admin Access should go to the **Classes** tab and click the Add a Class button.
2. On the Add a Class screen, define the class:
 - Enter the Grade level (required), Class name (required), and any optional notes.
 - Under Select Additional Teachers for this Class, you may add teachers who can access the class when they login to myLexia. You are automatically added.
 - Under Add Existing Students to this Class, in the left-hand window, click the student(s) and click Add>>. If you don't see your students, click Add New Students Here to create them.
3. To add the class, click the Save button.

Printing Class Rosters and Login Cards

A class roster is a list of students in a class with the students' usernames and passwords. Login cards display each student's username and password; they can be cut up and distributed to students individually. Login cards are compatible with Avery® 5395 and 8395.

1. After logging into myLexia.com, click the **Students** tab.
If you have more than one class, select one from the **Students in:** drop-down menu.
 - Users with a higher level of access should click the **Classes** tab.
2. To print the class roster, click the Print Roster button.
3. To print student login cards for the class, click the Print Login Cards button.
4. The roster or login cards displays in a new window. You may print this window.

Adding New Students

You can add new students at any time. You can also add students while creating a class (see page 5).

Note: The ability to add new students may be turned off for your school or district.

1. After logging into myLexia.com, click the **Students** tab.
2. If you have more than one class, select one from the **Students in:** drop-down menu. The student(s) will automatically be added to this class.
3. Click the Add Students to Class button, and then scroll to the bottom of the page and click the Add New Students Here button.
 - Users with a higher level of access should click the Add Students button.
4. In the Create New Students table, enter the required information for one or more students.
 - Usernames are not case-sensitive and may only contain letters, numbers, underscores, periods, apostrophes, and dashes. Usernames must be unique across your school/district.
 - Passwords must be at least four characters and should be easy for students to remember.
5. To add the students, click the Save and Done button. Or, to continue adding new students, click the Save and Add More Students button.

Changing Student Information

You can change a student's information, including username, password, grade, and other demographic information.

1. After logging into myLexia.com, click the **Students** tab.
If you have more than one class, select the student's class from the Students in: drop-down menu.
2. Click the student's name. The Student Info screen displays.
3. Make any edits to the student, and then scroll to the bottom of the page and click the Save button.

Managing Student Assignments

This section describes how to manage student program and level assignments.

Important Note! It is not necessary for teachers to actively manage student assignments! Students are automatically placed in Lexia the first time they login after completing the Auto Placement activities. Students should be allowed to progress at their own pace. These instructions for managing student assignments are provided for exceptions only.

Warning! Changing a student's assignment may result in deleted student data. Additionally, performance measures may be temporarily unavailable for a student after an assignment change, including Performance Predictors (which will reappear on the first of month after a consecutive month of usage) and Rate and Accuracy indicators (which will reappear when the student progresses to the next program level).

Making Manual Assignments

You can make manual assignment changes for a student before or after the student uses Auto Placement, including changing a student's level, turning on/off activities, and changing units within an activity.

1. After logging into myLexia.com, click the **Students** tab.
2. Click the student's name.
Tip: If you are making assignment changes to more than one student, on the **Students** tab, click the Assignments button and follow the bullets below.
3. Scroll to the Program section:
 - To change a student's level: Click the Manual Assignment radio button and select a level from the drop-down menu.
 - To turn off activities in the current level: Select the level from the drop-down menu and then select the Advanced Settings link. Use the checkboxes to turn an Activity off or on.
 - To change units in the student's current level: Select the level from the drop-down menu and then select the Advanced Settings link. Use the Unit drop-down menus to change the student's unit.
4. Click the **Save** button at the bottom of the screen.

Resetting Auto Placement and Switching Programs

You may reset a student's placement to make the student go through Auto Placement again. This will delete all of the student's data and progress.

If the student has begun working in a program, you must reset a student's assignment in order to change the assigned program (e.g., assigning a student in Core5 to Lexia Strategies, and vice versa).

1. After logging into myLexia.com, click the **Students** tab and then click the student's name.
2. Scroll to the Program section, and then select the Reset Placement option. Then, click the Save button at the bottom of the screen.
3. If you are switching the student's program, select the other program to place the student in, and then click the Save button at the bottom of the screen.

Viewing and Running Reports

The reports on myLexia.com provide actionable, norm-referenced performance data at a student, class, grade, school, and district level. This section explains how to view and run reports to view the results of student work.


Viewing Reports on your Home Page

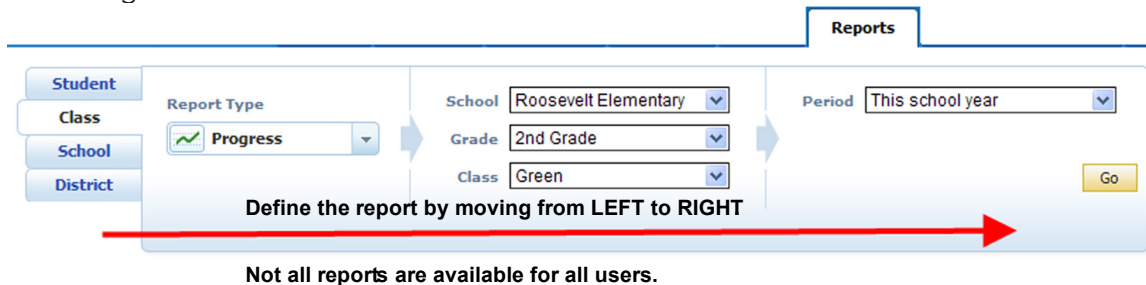
Immediately after you login to myLexia.com, your Home Page displays a combined report depending on your access level (see page 5 for access level information). From your Home Page, you can drill-down into other reports to view different levels of information.

- District Admin Access users see a **District Home Page/Combined Report** (see page 14).
- School Admin Access users see a **School Home Page/Combined Report** (see page 20).
- Class Access users see a **Class Home Page/Combined Report** (see page 26).

Running a Report on the Reports Tab



On the **Reports** tab, you can generate any report that is available for your level of access.

1. Log into myLexia.com and click the **Reports** tab.
2. Define the report. Each report has different options. It is easiest to define a report by moving from LEFT to RIGHT:
 - Click the Student, Class, School, or District tab. This selection determines the highest level of information in the report. Not all users will see all tabs.
 - Under Report Type, click Select... or the blue drop-down arrow to choose the type of report.
 - Use the drop-down menus to select the scope of information (school, grade, class, etc.).
 - Select the date range of the report (if applicable). Some reports have preset time periods in a drop-down menu, while others allow you to select a specific date or date range by clicking .




Define the report by moving from LEFT to RIGHT

Not all reports are available for all users.

3. To view the report, click the **Go** button. This button is grayed out until the report is completely defined.
4. The report displays in the lower part of the screen.
 - To print the report, click the **Print** button  in the upper right-hand corner and select the printer.
 - Some reports display an Export button  that allow you to export the data to a spreadsheet file. This option is available on the District/School Staff Usage report (see page 19) and the Class Skills report (see page 30).
 - An extended data export option is available on the District/School Progress Report. For information, see page 9.

District/School Progress Export

This extended data export option can be used to monitor or evaluate individual students across the entire district or school.

1. In myLexia.com, on your Home Page, click the [View Progress Report](#) link.
2. Click the **Export** button .
3. You are prompted to enter an email address where a secure link to the report results will be sent after the report has run. You can change the email address, but note that the email address must be associated with a valid myLexia account.

The export includes all students who are in the district/school; there is one row for each month that each student used Lexia (months without student usage of Lexia are excluded). The current (partial) month also displays, with “n/a” for monthly values that are not yet available.

The columns are described in the following table.

Column	Name	Description
A	Customer Name	District or customer name.
B	School Name	The student’s assigned school.
C	Student Fname	The student’s first name
D	Student Lname	The student’s last name.
E	Student MI	The student’s middle initial.
F	Unique ID	Unique student identifier provided by the school/district.
G	Lexia Username	The student’s username.
H	Lexia Password	The student’s password.
I	Grade	The student’s current grade.
J	Classes	A list of classes the student is in, separated by commas.
K	Start of Year Level	The program level that the student began this school year working on.
L	Year	Corresponds with the month.
M	Month	A number representing the calendar month for the data. For example, if the month says 9, the month is September.
N	End of Month Level	The level the student was working in as of the last day of that month.
O	Monthly Units	The total number of units the student has completed for the month
P	Units to Target	The student’s units to target benchmark as of the end of the month.
Q	CCSS Overall Percent Complete	(US Customers only) The student’s percentage complete of the overall Common Core Standards for his or her grade level.
R	Monthly Minutes	The total number of minutes the student was logged in to Lexia that month.
S	Usage Target	The student’s individualized usage recommendation for that month.
T	Meeting Usage	Yes or No (if the student met usage for the previous four full weeks).
U	Predictor Date	The date on which the Performance Predictor was calculated (e.g., the September performance predictor is calculated on October 1st).
V	Performance Predictor	Percent chance of reaching end-of-year benchmark as of the end of the month.
W	Risk Level	A risk level category based on the student’s Performance Predictor (see page 10)
X	Last Login	The date of the student’s last login for that month.
Y	Needs Instruction	Indication if the student needed additional instruction as of the month’s last login.
Z	Num Log In Days	Total number of days the student has logged in to Lexia for the month.

Report Key Concepts

This section describes concepts that are key to understanding student performance.

About Performance Predictors

Performance Predictors indicate a student's percent chance of reaching the end-of-year benchmark for his or her grade level. The student's current level, progress, usage and performance in Lexia is compared to a norm sample of Lexia students in order to calculate this critical measure of risk of potential reading failure. Students receive a Performance Predictor percentage that is correlated with one of these risk categories:

- **On Target:** Student has a 80–100% chance of reaching the end-of-year benchmark for his or her grade level. A student with 100% has already reached the grade-level benchmark.
- **Some Risk:** Student has a 31–79% chance of reaching end-of-year benchmark.
- **High Risk:** Student has a 1–30% chance of reaching end-of-year benchmark.

For example, a student with 80% is On Target to reach the benchmark; a student with 50% has Some Risk of not reaching the benchmark; a student with 10% has a High Risk of not reaching the benchmark.

Based on each student's Performance Predictor, myLexia.com provides a Prescription of Intensity needed to increase the probability of the student reaching the end-of-year benchmark for his or her grade level. For more information, see page 11.

Grade Level	Core5 End-of-Year Benchmark	Lexia Reading End-of-Year Benchmark
Pre-K	Finish Level 1	(na)
K	Finish Level 5	Finish Primary Reading 1
1	Finish Level 9	Finish Primary Reading 3
2	Finish Level 12	Finish Primary Reading 4
3	Finish Level 14	Finish Primary Reading 5
4	Finish Level 16	(na)
5	Finish Level 18	(na)

When does a student get a Performance Predictor?

Performance Predictors are available on the first day of the second month after students start using Lexia. Percentages are updated at the start of each month, and are available for:

- Students in grades Pre-K through 5 using Lexia Reading Core5
- Students in grades K through 3 using Lexia Reading ER, PR, and SOS (note that K-3 students using SOS will always have a 100%).

Predictors are not available (n/a) for a student if any of the following conditions occurred:

- The student has not started or not completed Auto Placement.
- The student did not work in their assigned program level during the previous month.
- The student is not assigned to grades Pre-K through 5.
- The student does not have a grade assignment or the grade assignment was changed.
- The student was manually placed or moved in the program during previous month (this may cause Predictors to be unavailable for 1-2 months).
- It is the first month of the school year.

After a PreK–5 student uses the program and moves sequentially in the program for a calendar month, a Predictor is calculated on the first day of the next month.

About Lexia Skill Sets (for Lexia Strategies, ER, PR, SOS, Only)

Lexia Skill Sets provide an estimate of the skill level that the student is working in based on the student's current level in Lexia Reading or Lexia Strategies.

There are three Lexia Skill Sets:

Lexia Skill Set	Grade Level of Material	Program Level
Intermediate	3rd–6th+	Strategies/SOS Levels 4 and 5
Elementary	2+	Strategies/SOS Levels 2 and 3
Basic	1+	Strategies/SOS Level 1 or lower, including ER and PR

Note: The + sign indicates these levels review basic skills while using more advanced content and vocabulary.

Lexia Skills Sets are updated on a nightly basis. The following students receive a Lexia Skill Set:

- For customers with Lexia Reading Core5 and Strategies: All students in Grades 6 and above (including Graduate and Other) who are using Strategies receive a Lexia Skill Set.

Note: Any student using Lexia Reading Core5 will not receive a Lexia Skill Set.

- For customers with Lexia Reading ER, PR, and SOS: All students in Grades 4 or above (including Graduate and Other) will receive a Lexia Skill Set, which is based strictly on the student's current level in Lexia Reading.

Older Students using Lexia Reading Core5

Lexia Reading Core5 is recommended for students in grades Pre-K through 5.

Lexia Strategies is recommended for students in grades 6 and above. These students may be manually placed into Lexia Reading Core5 (see page 6).

What data is available to students in Grades 6 and above who are using Core5?

- Actual Usage is available.
- Recommended Usage is available (all Grade 6+ students receive a default recommendation to use Core5 100 minutes/week).
- No student using Core5 will receive a Lexia Skill Set.
- No Performance Predictors are available, because 6th graders and above can not be compared to K-5 standards.
- These students will appear in the Class Skills Report so teachers can track the units gained and units to target. For students in Grades 6 and above, the target is finishing the Core5 program.
- These students will have a Student Combined Report that allows teachers to track progress, accuracy, and rate, as well as access Lexia Lessons, Lexia Skill Builders, and Certificates.

About Prescription of Intensity and Lexia Usage

What is Prescription of Intensity and how is it determined?

Based on each student's Performance Predictor or Lexia Skill Set, myLexia.com provides a Prescription of Intensity needed to increase the probability of the student reaching the end-of-year benchmark for his or her grade level. This prescribed intensity includes:

- The student's **recommended usage**, which is the target number of minutes the student should use Lexia each week. This number of minutes is based on the student's grade and Performance Predictor or Lexia Skill Set (see table below) and updates if these change. Note that if a student's Predictor or Skill Set changes mid-week, the recommended minutes do not change until the following Monday.
- Targeted instruction to be delivered by the teacher with Lexia Lessons, and
- The suggested need for the teacher to monitor student data in myLexia regularly.

Note that when a student has not used Lexia in 4 weeks, the recommended usage is not available (NA). When a student resumes using Lexia, the recommended usage will appear the following day.

What is the recommended usage for Prescription of Intensity?

The recommended weekly minutes are based on the student's current Performance Predictor category or Lexia Skill Set. (This table applies only to customers using Core5 and Strategies.)

Grades	Recommended Minutes per Week by Risk Category				
	High Risk (1-30%)	Some Risk (31-50%)	Some Risk (51-79%)	On Target (80-99%)	Not Yet Assigned Risk
Pre-K through 5 th Grade					
Pre-K	20 mins/wk	20 mins/wk	15 mins/wk	15 mins/wk	15 mins/wk
K through 3 rd	60 mins/wk	50 mins/wk	30 mins/wk	20 mins/wk	40 mins/wk
4 th and 5 th	80 mins/wk	70 mins/wk	40 mins/wk	20 mins/wk	40 mins/wk
6 th Grade and Above	Core5	Basic	Elementary	Intermediate	Not Assigned Skill Set
6 th through 12 th	100 mins/wk	100 mins/wk	80 mins/wk	60 mins/wk	100 mins/wk

Students with a grade of "Other" have a target of 60 mins/week; students with a grade of "Graduate" have a target of 100 mins/week. These students do not receive Skill Sets.


Students with 100% Performance Predictors do not have recommended usage. These students are considered "meeting usage" in the reports if they continue using Lexia in any amount.

How do I monitor if an individual student is meeting recommended usage?

Each student's actual Lexia usage is evaluated against their recommendation on a weekly basis. A student is meeting recommended usage for the week when the student's actual minutes (from Monday-Sunday) meets or exceeds the student's recommended minutes.

On the **Class Table** on the Class Combined Report/Home Page (see page 26), the student's actual minutes for the current week (since Monday) display alongside the recommended "target" usage. The target usage is compared to the actual usage, and the number of minutes to add for that student for that week is displayed.

Every Monday morning, the student's actual usage resets to 0 minutes. Actual usage refers to the minutes that the student spends in Lexia, and includes time from student login to logout. Actual usage is updated as soon as the student logs out.

The Class Table also displays a green check  if the student meets their recommended usage last week. To view more previous weeks, view the Student Combined Report (see page 32) or Student Usage Report (see page 35).

How do I monitor if groups of students are meeting recommended usage (at the grade, school, and district level)?

On the grade, school, and district level, student usage is aggregated into a monthly snapshot to allow a historical, trend-based view into if students are using Lexia at the recommended levels.

This monthly view includes the last four full weeks, starting the previous Monday. For each week, all of the students who used Lexia at least once are evaluated in terms of if they met or did not meet their usage recommendations. A student does not have to meet his or her recommended usage all four weeks to be considered "meeting usage." A student is meeting usage if:

- The student used Lexia for one week and met recommended usage for that week
- The student used Lexia for two weeks and met recommended usage for both weeks
- The student used Lexia for three weeks and met recommended usage for all three weeks
- The student used Lexia for all four weeks and met recommended usage for three weeks or all four weeks.

In other words, only students who have used Lexia in the past four weeks are evaluated in terms of "meeting usage" on the grade, school, and district level. This helps to account for the start of the school year, vacations, and testing weeks, as well as students who have met their benchmarks and do not have a usage recommendation.

When is the student data in myLexia.com updated?

Performance Predictors: On the first day of each month (starting the second month of use); note students who reach their end-of-year benchmark will have 100% Performance Predictor immediately after they log out from that session.

Lexia Skill Sets: After the student completes a unit.

Progress/Skills, Time on Task, and Performance: After the student logs out.

Lexia Lessons/Priority icon: After the student logs out.

Achievement Certificates: After the student logs out.

Actual Usage: After the student logs out.

Target Usage for Core5 students: After the student completes a unit.

Target Usage for Strategies students: After the student logs out.

Green/Gray Meeting Usage for Core5 Students: After the student completes a unit.

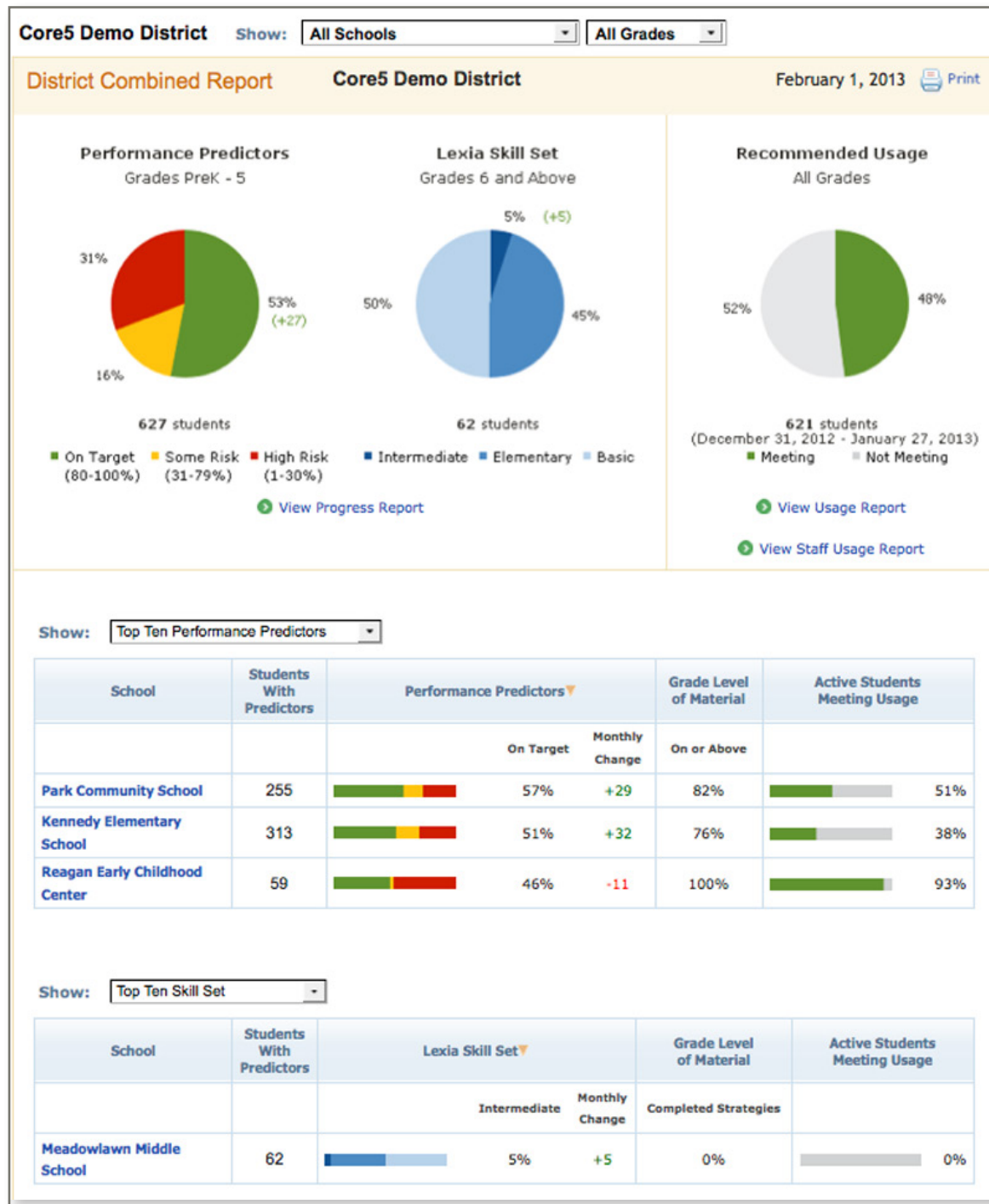
Green/Gray Meeting Usage for Strategies Students: After the student logs out.

Meeting Usage minutes for Classes, Grade, Schools and District: After Core5 students complete a unit or after Strategies students log out.

District Reports

District Home Page/Combined Report

This report contains progress and usage information at the district level.



Who has access to this report?

myLexia.com users with District Admin Access

What does this report display?

This report combines data from each school within the district.

1. Use the **Show** drop-down menus to filter the information and drill-down to school, grade, and class-level views. For example, to view a District Grade Report (see page 18), select a grade from the Grade drop-down menu. In order to select a class, you must first select a school.
2. Performance Predictor pie chart (updated monthly) and Lexia Skill Set pie chart (updated daily). See page 10 for more information. Click [View Progress Report](#) for progress history (see page 16).
3. The Recommended Usage pie chart displays the percentage of students in the district who are meeting and not meeting their recommended usage minutes for the past four full weeks (starting the previous Monday). See page 12 for more usage information. The usage pie chart only includes students who have used Lexia at least once during this time period. Click [View Usage Report](#) for more details (see page 17). Click [View Staff Usage Report](#) for details on staff usage of myLexia.com (see page 19).
4. The school tables feature the most recent snapshot of Performance Predictor, Lexia Skill Set, and Usage data. Click any school name to view a School Combined Report (see page 20). You can sort the table by clicking any column header or by using the drop-down menus to view the top/bottom 10 schools for both progress and usage measures.

Where can I access this report?

District Admin Access users see this Home Page after logging into myLexia.com. Or, go to the Reports tab.

When should I access this report?

Monthly/ongoing

Why should I access this report?

This report is an integrated snapshot of the essential data related to Lexia and reading performance in your district. Use this report to monitor student usage, allocate resources, and track academic progress month-over-month.

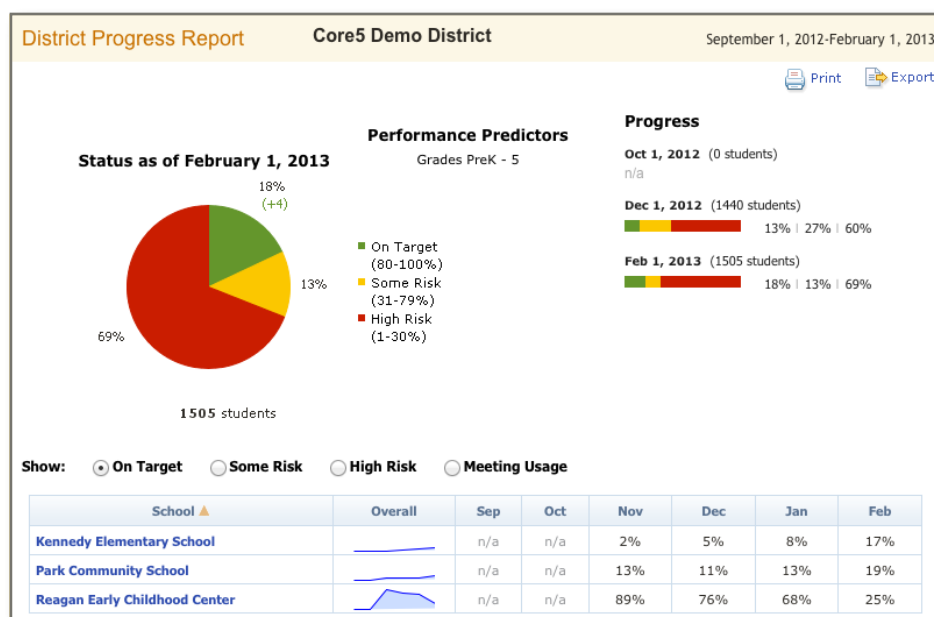
The Performance Predictors and Lexia Skill Set pie charts allow you to easily gauge the current status of the students in your district. Performance Predictors show if your younger students are on target to reach end-of-year benchmarks, which are correlated with outside reading measures and therefore can be a good indicator of where students should be throughout the year. The Lexia Skill Set identifies the skill levels that your older students are working on in Lexia Strategies based solely on the skill level of the students' current program level. Pay attention to the + or - that displays under the On Target and Intermediate sections, which indicates change in percentage points of students identified as On Target or Intermediate from the previous month.

The Recommended Usage pie chart displays the percentage of students in the district who are consistently meeting their individualized recommended levels of Lexia usage. The recommended levels of usage were determined by examining student progress and performance in Lexia as it related to usage. Student who use Lexia at the recommended levels have the greatest reading gains.

Finally, the tables provide a concise overview of a district's current status broken down by school. This view of the schools and the ability to sort the schools is helpful when monitoring progress at the school level or looking for schools that can serve as models of strong implementation. The Grade Level of Material column displays the percentage of students in that school who are working on or above grade level. Note that a student may be working on grade-level material, yet still be at risk for not reaching their end-of-year benchmark. You may see a third table of inactive schools that have not used the program in the past four full weeks.

District Progress Report

This report allows you to monitor student progress over time at the district level.



Who has access to this report?

myLexia.com users with District Admin Access

What does this report display?

- Performance Predictor pie chart and Lexia Skill Set pie chart. See page 10 for more information.
- Progress bars that show status over 2-month intervals.
- A table of data broken down at the school level with radio buttons that allow you to select a specific category of Performance Predictor or Skill Set. You can also select Meeting Usage to see the percentages of students who met their recommended usage for the four full calendar weeks (Monday-Sunday) before the first of the month. To view the number of students in each percentage, roll your mouse over that number.
- This report has an “extended” data export option. See page 9 for more information.

Where can I access this report?

On the District Combined Report/Home Page, click [View Progress Report](#). Or, go to the Reports tab.

When should I access this report?

Monthly/ongoing

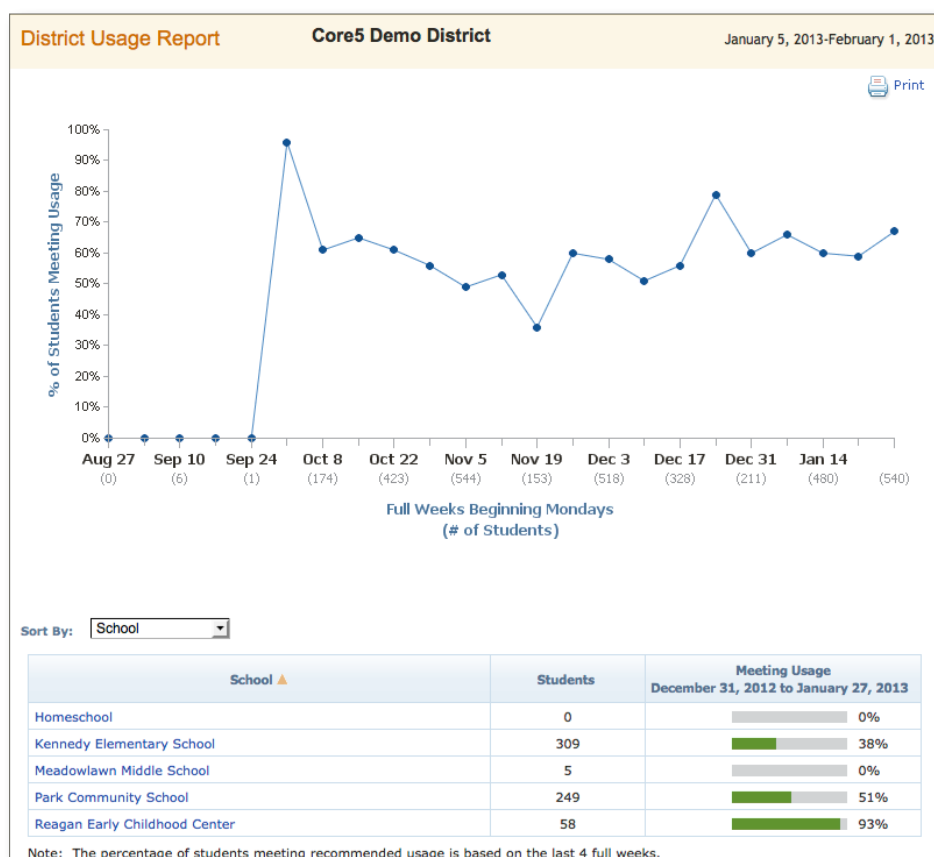
Why should I access this report?

This report shows when changes in student progress occur during the school year. The Progress bars allow you to monitor progress on a 2-month basis at the district level, while the tables allow you to monitor progress on a monthly basis at the school level. When using Lexia at the recommended levels and providing targeted instruction based on the progress monitoring data, you will typically see the percentages in the On Target and Intermediate categories increase.

The school tables at the bottom are also helpful when tracking one particular group of students. The Overall line plots these monthly percentages to allow you to easily see the trend for each school over time. If a change is a downward change, then some investigation is necessary to determine what might have caused the downward change and, more importantly, what can be done about it. Similarly, if student performance markedly improves, it is important to monitor what variables were in place when the upward change occurred.

District Usage Report

This report allows you to view and compare student usage of Lexia for schools within a district .



Who has access to this report?

myLexia.com users with District Admin Access

What does this report display?

The line graph displays the percentage of students in the district who met their recommended usage minutes for that week (full weeks only, starting on Mondays). This snapshot only includes students who used Lexia at least once during that week (indicated by gray number in parentheses).

The graph includes the previous four full weeks when accessed from the District Home Page or a custom range when generated from the Reports tab.

Below the graph, the table displays each school, the number of students who used Lexia at least once in the previous four full weeks, and the percentage who meet their recommended usage minutes during that time period (see page 12). Note that the table only displays usage for the last four full weeks starting the previous Monday. To sort the table, use the Sort By drop-down menu or click any column heading.

While viewing this report on the screen, you may drill-down to school, class, and student-level views. Click any school name to open a School Usage Report (see page 23).

Where can I access this report?

On the District Combined Report/Home Page, click [View Usage Report](#). Or, go to the Reports tab.

When should I access this report?

Monthly/regularly

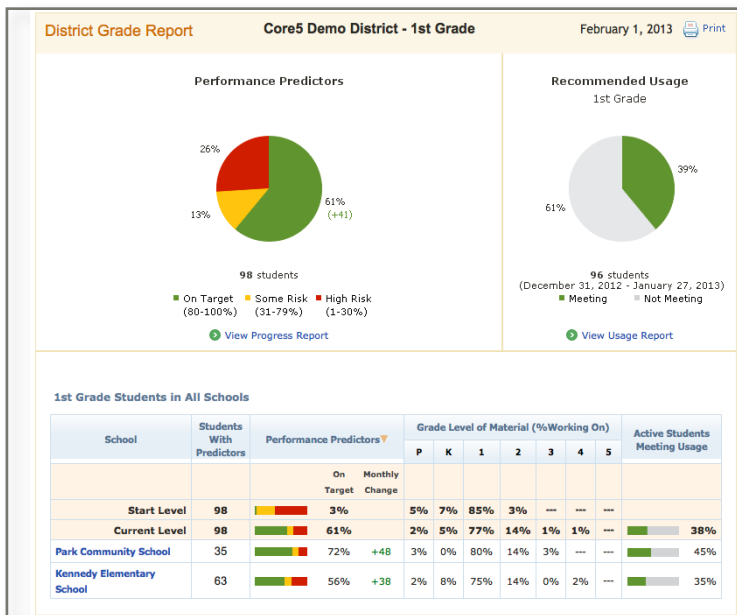
Why should I access this report?

This report allows you to quickly determine which schools are meeting the recommended levels of usage and which schools are falling short—and by how much. Lexia usage is associated with reading gains on standardized measures of reading skill development. It is important that student usage is monitored and supported so that students are meeting their individualized recommended levels.

You can use the report to compare use patterns between schools and verify that all schools are adhering to any usage guidelines that were set during the initial implementation of Lexia. Schools with a low percentage of students meeting usage may need assistance determining whether their low usage is a resource or scheduling problem. Schools with a high percentage of students meeting usage may serve as mentors or models in this process. To increase student usage of Lexia, at the district level, you can consider reallocating resources and software licenses to ensure student access to the program.

District Grade Report

This report contains performance and usage data at the grade level for the entire district.



Who has access to this report?

myLexia.com users with District Admin Access

What does this report display?

This report shows all students in one grade across a district. This report contains the following sections:

- Performance Predictor pie chart and Lexia Skill Set pie chart. See page 10 for more information.
- The Recommended Usage pie chart displays the percentage of students in the grade who are meeting or not meeting their recommended usage minutes (see page 12) for the past four full weeks. The usage charts are updated every Monday and include only students who have used Lexia at least once during this time period.
- The table displays a summary of performance data for the grade, broken down by school. The Start Level and Current Level rows display all unique students in that grade (the same students). Click any school name to drill-down to the School Grade Report (see page 24) to view details by class.

Where can I access this report?

On the District Combined Report/Home Page, select a grade from the **Show:** drop-down menu (while showing all schools). Or, go to the Reports tab.

When should I access this report?

Monthly/ongoing



Why should I access this report?

This report allows district administrators to gauge how groups of students in the grade are doing right now and over time, as well as monitor the usage data for students in the grade. The grade-level table allows you to compare Lexia performance and usage among the schools within a grade. You can use the start level row in order to access gains; when a school is far behind, comparing the start level to the current level is more effective than using Performance Predictors for monitoring progress.

The Grade Level of Material columns allow you to easily see which schools are working on or above grade-level and which schools are working below grade-level. Pay attention to the Usage column as a quick way of gauging if schools have enough usage to compare to other schools, as students with low usage will not progress. You can use the schools with strong performance and usage as models of implementation.

Staff Usage Report

This report shows recent myLexia activity for teachers and staff, including logins to myLexia.com as well as access via the myLexia App for iPhone, iPad, and iPad touch.

Staff Usage Report		Core5 Demo District		August 8, 2013	
				 Print  Export	
Name ▼	School	Last Access	Mobile	Logins in last 30 days	Progress Notifications
Yoder, J'Ann	Park Community School	01/25/2013		2	Weekly
Yarbrough, Hilda	Kennedy Elementary School			0	Weekly
Womack, Barbara	Park Community School	01/29/2013		8	Weekly
Winter, Tammie	Park Community School	01/28/2013		4	Weekly
Werner, Patricia	Park Community School	01/31/2013		1	Weekly
Webber, Catherine	Park Community School	01/31/2013		25	Weekly
Wang, Chris	Kennedy Elementary School			0	Weekly
Walden, Jill	Park Community School	01/28/2013		10	Weekly
Villanueva, Lorgia	Kennedy Elementary School	01/25/2013		3	Weekly
Villa, Kristan	Park Community School			0	Weekly
Tracy, Patricia	Park Community School			0	Weekly
Tatum, Laura	Park Community School			0	Weekly
Swain, MaryBeth	Kennedy Elementary School	11/01/2012		0	Weekly
Stinson, Rebecca	Park Community School	01/29/2013		5	Weekly

Who has access to this report?

myLexia.com users with District Admin Access or School Admin Access

What does this report display?

This report displays each teacher and staff member along with their assigned school, the date of their last login to myLexia or access with the myLexia App, and the number of logins to myLexia.com in the past 30 days. The Mobile column displays whether the user has used the myLexia App in the past 30 days. Also, the Progress Notifications column lists the frequency of the staff member's Student Progress emails (a setting controlled in My Profile).

Where can I access this report?

On the District or School Combined Report/Home Page, click [View Staff Usage Report](#). Or, go to the Reports tab.

When should I access this report?

Monthly/ongoing

Why should I access this report?

This report allows administrators to ensure that their teachers and staff members have sufficient access to myLexia.com. In as little as 5 minutes per week, classroom teachers can login to myLexia to use student data that can effectively drive their instruction. Teachers should be trained and encouraged to regularly login to myLexia in order to view data that tracks student usage and progress and to make sure that struggling students are getting the targeted instruction that they need in order to progress.

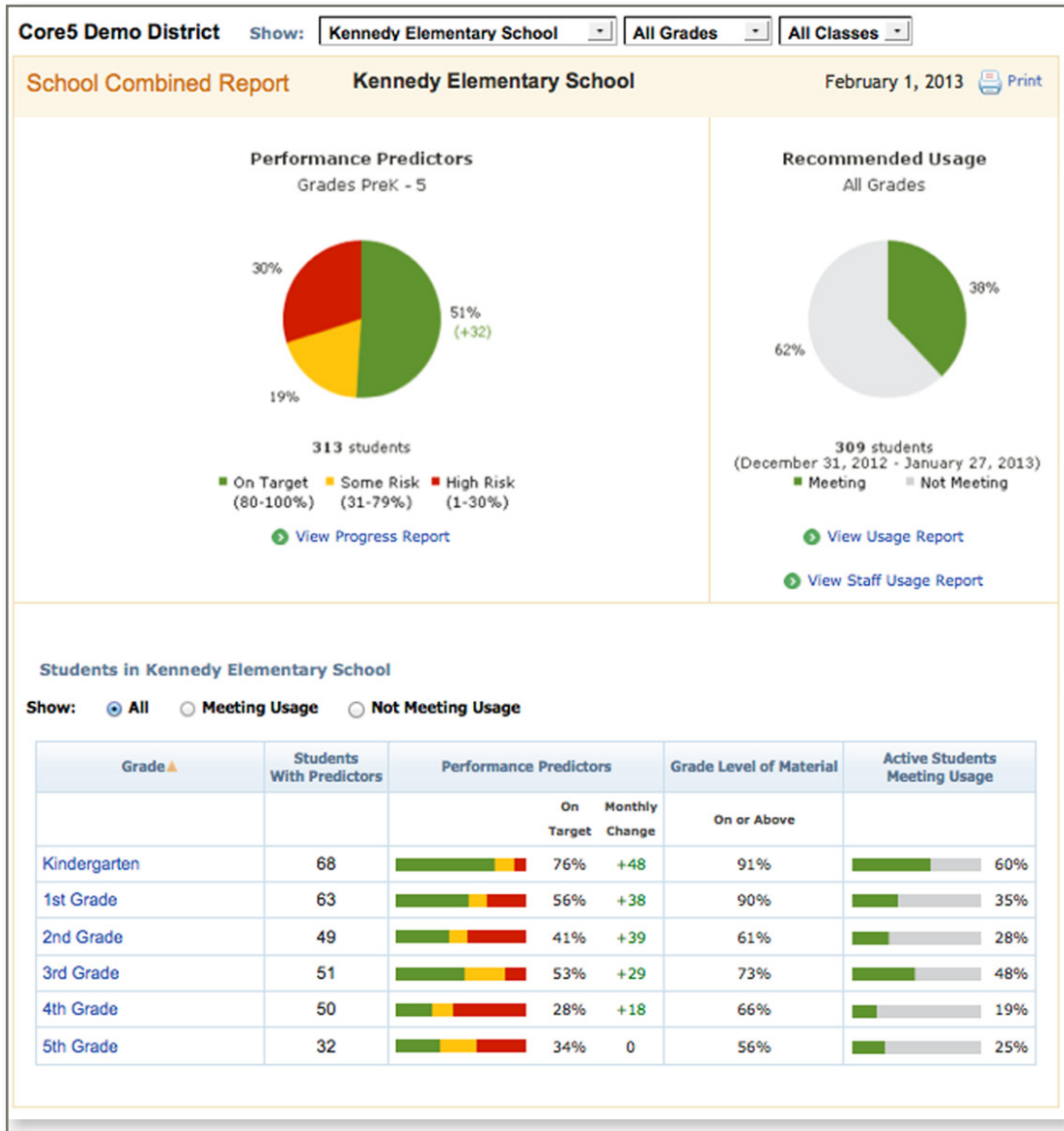
Additionally, the myLexia App offers mobile access to student data, allowing teachers to have point-of-use access to key student data. This report captures if a teacher has accessed the myLexia App in the past 30 days. Note that the number of logins in the past 30 days may not include access with the myLexia App.

Progress notifications are an excellent tool for teachers to stay alerted about students in their class(es) who are currently struggling with a skill or who are ready to celebrate success for a recent achievement. These periodic emails can be sent daily, weekly, semi-monthly (default setting), or monthly. Users who have opted-out have student progress emails turned off.

School Reports

School Home Page/Combined Report

This report contains progress and usage information at the school level.



Who has access to this report?

myLexia.com users with District Admin Access or School Admin Access

What does this report display?

This report combines data from each class within a school. This report contains the following sections:

1. Use the **Show** drop-down menus to filter the information and drill-down to grade, and class-level views. For example, to view a School Grade Report (see page 24), select a grade from the Grade menu.
2. Performance Predictor pie chart (updated monthly) and Lexia Skill Set pie chart (updated daily). See page 10 for more information. Click [View Progress Report](#) for school progress history (see page 22).
3. The Recommended Usage pie chart displays the percentage of students in the school who are meeting and not meeting their recommended usage minutes for the past four full weeks (starting the previous Monday). See page 12 for more usage information. The usage pie chart only included students who have used Lexia at least once during this time period. Click [View Usage Report](#) for more details (see page 23). Click [View Staff Usage Report](#) for details on staff usage (see page 19).
4. The grade tables feature the most recent snapshot of Performance Predictor, Lexia Skill Set, and Usage data. Click any grade to view a School Grade Report (see page 24). You can sort the table by clicking any column header. Use the Meeting Usage and Not Meeting Usage radio buttons to see only students who are/are not meeting their recommended Lexia usage

Where can I access this report?

School Admin Access users will see this Home Page after logging into myLexia.com. District Admin Access users can drill-down to this view from their Home Page by clicking a school name. It can also be accessed on the Reports tab.

When should I access this report?

Monthly/ongoing

Why should I access this report?

This report is an integrated snapshot of the essential data related to Lexia and reading performance in your school. Use this report to monitor student usage, allocate resources, and track academic progress month-over-month.

The Performance Predictors and Lexia Skill Set pie charts allow you to easily gauge the current status of the students. Performance Predictors show if your younger students are on target to reach end-of-year benchmarks, which are correlated with outside reading measures and therefore can be a good indicator of where students should be throughout the year. The Lexia Skill Set identifies the skill levels that your older students are working on based solely on the skill level of the students' current program level. Pay attention to the + or - that displays under the On Target and Intermediate sections, which indicates change in percentage points of students identified as On Target or Intermediate from the previous month.

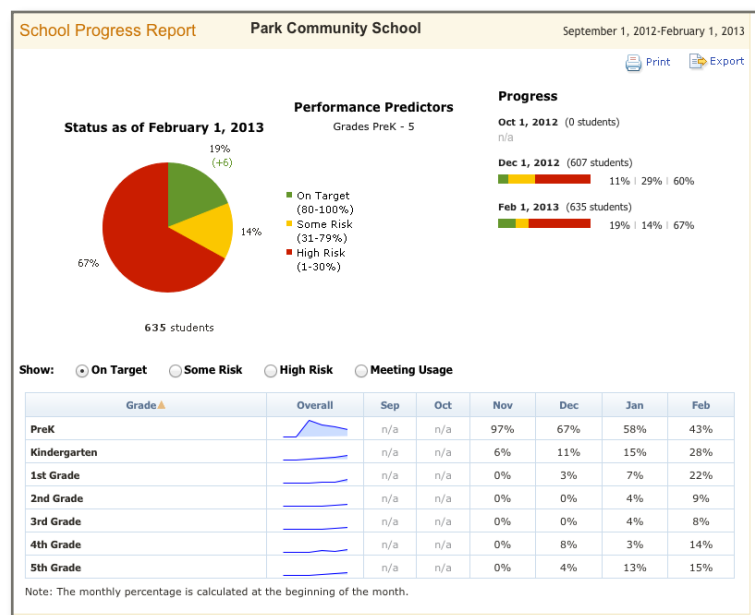
The Recommended Usage pie chart displays the percentage of students in the school who are meeting their individualized recommended levels of Lexia usage. The recommended levels of usage were determined by examining student progress and performance in Lexia as it related to usage. Student who use Lexia at the recommended levels have the greatest reading gains.

Finally, the tables provide a concise overview of a school's current status broken down by grade. This view of the grades and the ability to sort the grades is helpful when monitoring progress at the school level or looking for grades that can serve as models of strong implementation. The Grade Level of Material column displays the percentage of students in that grade who are working on or above grade level. Note that a student may be working on grade-level material, yet still be at risk for not reaching their end-of-year benchmark.

The Meeting Usage and Not Meeting Usage radio buttons allow you to effectively utilize Lexia's recommended usage criteria in your evaluation of student progress.

School Progress Report

This report allows you to monitor student progress over time at the school level.



Who has access to this report?

myLexia.com users with District Admin Access or School Admin Access

What does this report display?

- Performance Predictor pie chart and Lexia Skill Set pie chart. See page 10 for more information.
- Progress bars that show status over 2-month intervals.
- A table of data broken down at the school level with radio buttons that allow you to select a specific category of Performance Predictor or Skill Set. You can also select Meeting Usage to see the percentages of students who met their recommended usage for the four full calendar weeks (Monday-Sunday) before the first of the month. To view the number of students in each percentage, roll your mouse over that number.
- This report has an "extended" data export option. See page 9 for more information.

Where can I access this report?

On the School Combined Report/Home Page, click [View Progress Report](#). Or, go to the Reports tab.

When should I access this report?

Monthly/ongoing

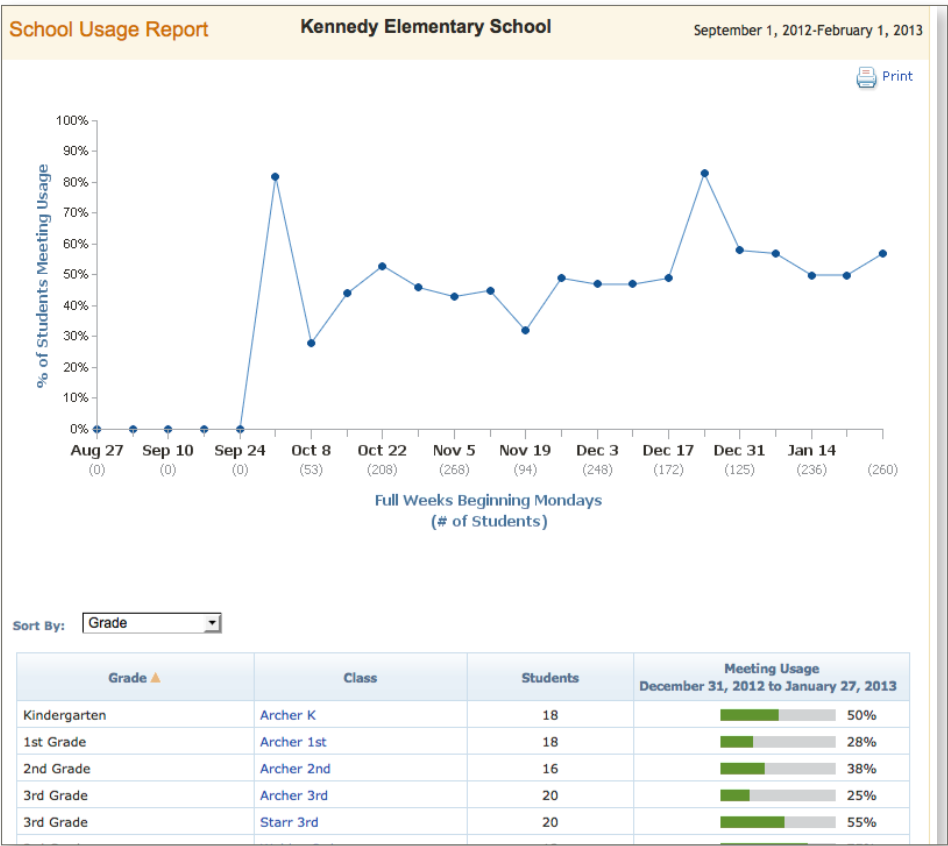
Why should I access this report?

This report shows when changes in student progress occur during the school year. The Progress bars allow you to monitor progress on a 2-month basis for a school, while the tables allow you to monitor progress on a monthly basis at the grade level. When using Lexia at the recommended levels and providing targeted instruction based on the progress monitoring data, you will typically see the percentages in the On Target and Intermediate categories increase.

The grade tables at the bottom are also helpful when tracking one particular group of students. The Overall line plots these monthly percentages to allow you to easily see the trend for each school over time. If a change is a downward change, then some investigation is necessary to determine what might have caused the downward change and, more importantly, what can be done about it. Similarly, if student performance markedly improves, it is important to monitor what variables were in place when the upward change occurred.

School Usage Report

This report allows you to view and compare student usage of Lexia for classes within a school.



Who has access to this report?

myLexia.com users with District or School Admin Access

What does this report display?

The line graph displays the percentage of students in the school who met their recommended usage minutes for that week (full weeks only, starting on Mondays). This snapshot only includes students who used Lexia at least once during that week (indicated by gray number in parentheses).

The graph includes the previous four full weeks when accessed from the School Home Page or a customer range when generated from the Reports tab.

Below the graph, the table displays each grade, the number of students who used Lexia at least once in the previous four full weeks, and the percentage who met their recommended usage during that time period (see page 12). Note that the table only displays usage for the last four full weeks starting the previous Monday. To sort the table, use the Sort By drop-down menu or click any column heading.

While viewing this report on the screen, you may drill-down to class and student-level views Click any class name to open a Class Usage Report (see page 29).

Where can I access this report?

On the School Combined Report/Home Page, click View Usage Report. Or, go to the Reports tab.

When should I access this report?

Monthly/regularly

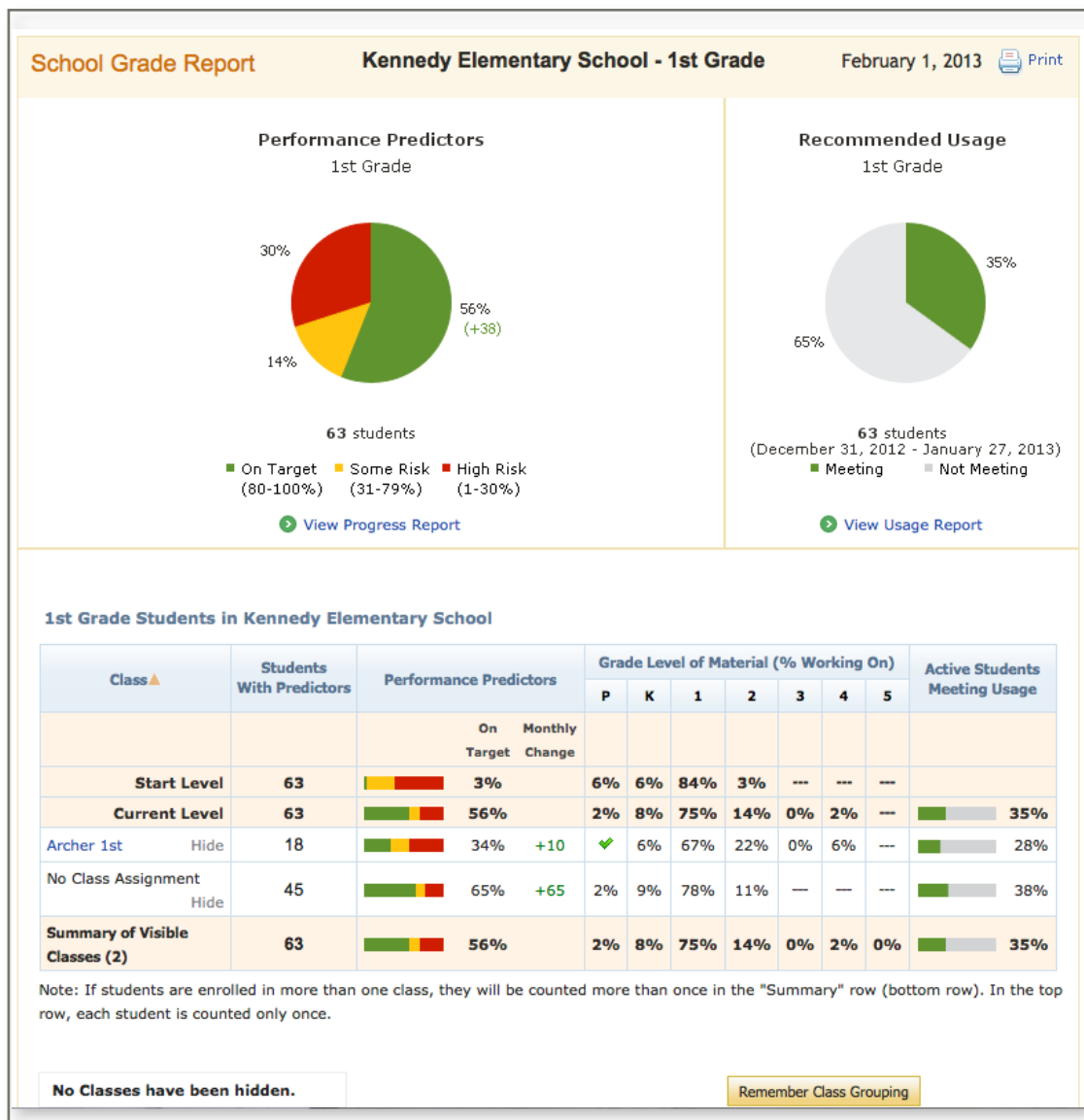
Why should I access this report?

This report allows you to quickly determine which classes within a school are meeting the recommended levels of usage and which classes are falling short-and by how much. Lexia usage is associated with reading gains on standardized measures of reading skill development. It is important that student usage is monitored and supported so that students are meeting their individualized recommended levels..

You can use the report to compare use patterns between classes and verify that all classes are adhering to any usage guidelines that were set during the initial implementation of Lexia. Classes with a low percentage of students meeting usage may need assistance determining whether their low usage is a resource or scheduling problem. Classes with a high percentage of students meeting usage may serve as mentors or models in this process.

School Grade Report

This report contains progress, usage, and Grade Level of Material information for the classes within a school.



Who has access to this report?

myLexia.com users with District Admin Access or School Admin Access

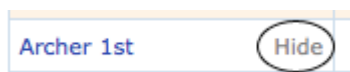
What does this report display?

This report combines data from each class within a particular grade in a school. A class must have at least one student with current performance data in order to display. This report contains the following sections:

1. Performance Predictor pie chart and Lexia Skill Set pie chart. See page 10 for more information. Click [View Progress Report](#) for school progress history (see page 22).
2. The Recommended Usage pie chart displays the percentage of students in the grade who are meeting or not meeting their recommended usage minutes (see page 11) for the past four full weeks. The usage charts are updated every Monday and include only students who have used Lexia at least once during this time period. Click [View Usage Report](#) for more details (see page 23).
3. The grade-level table displays a summary of performance data for the grade, broken down by class. The Start Level and Current Level rows display all unique students in that grade (the same students).

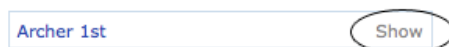
The last row of the table summarizes the classes that are currently visible in the table. This summary row can be manipulated by “hiding” and “showing” classes:

- To hide a class from the table and summary row, click the gray-colored **Hide** link next to the class.



- To show a hidden class, click **Display Hidden Classes**, and then click the gray-colored **Show** link.

Hidden Class (1) [Hide hidden classes](#)



- To keep classes hidden in future views of the report, click the **Remember Class Grouping** button.

Where can I access this report?

While viewing a School Home Page/Combined Report, in the grade table, select a grade. Or, go to the Reports tab.

When should I access this report?

Monthly/ongoing

Why should I access this report?

This report allows district and school administrators to monitor student performance, progress, and usage at the grade level for a particular school. After viewing the District or School Home Page/Combined Report, you can drill into the Grade Report to gauge how many students are working on grade-level material. You can use the classes with strong performance and usage as models of implementation.

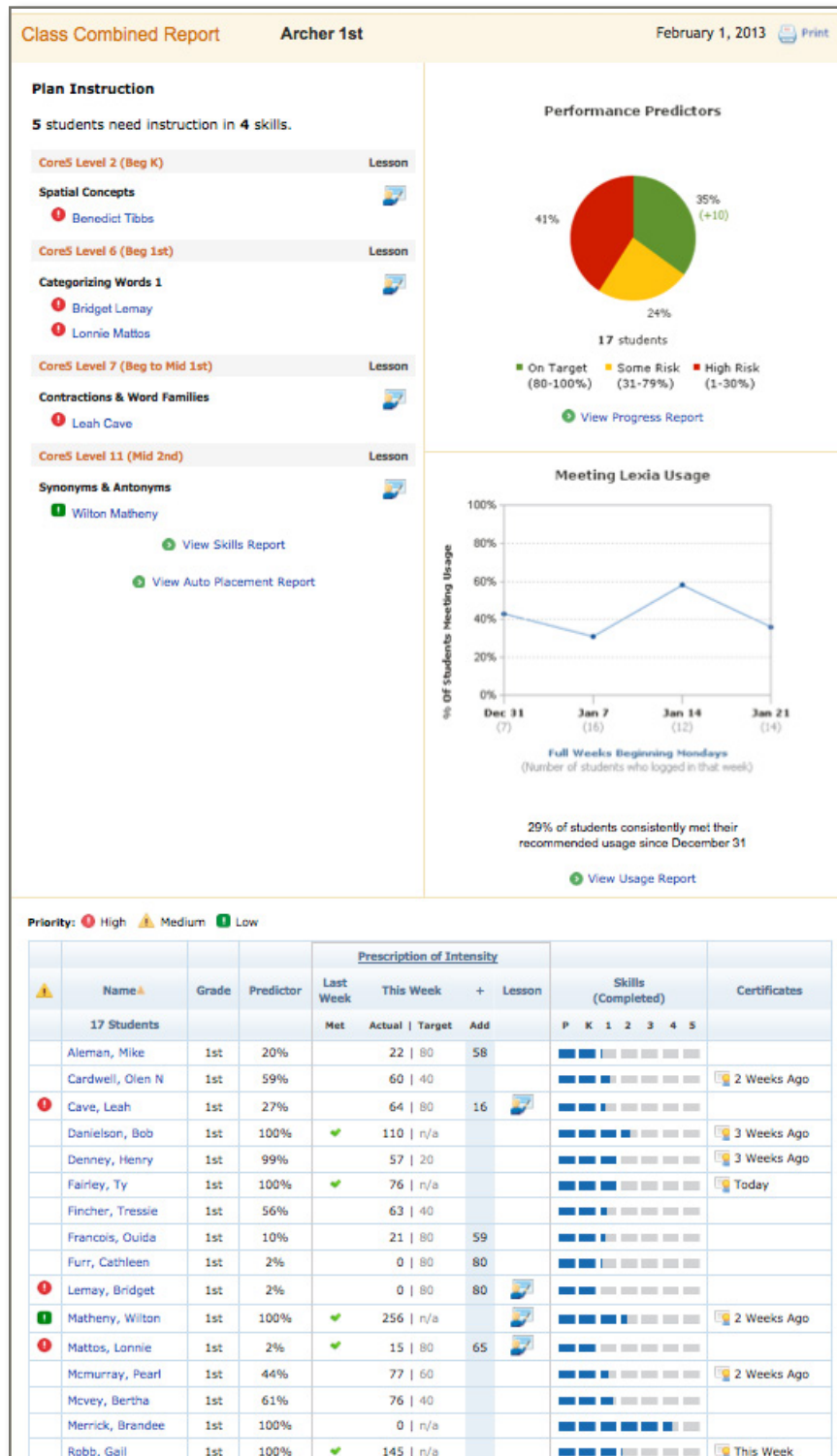
The table allows you to compare Lexia performance and usage among the classes within a grade. You can use the start level row in order to assess gains; when a class is far behind, comparing the start level to the current level is more effective than using Performance Predictors for monitoring progress. Comparing the start level to the current level also allows you to see if the number of students who are on target has increased.

You can hide classes to focus on a smaller group of students. You can also use this functionality to experiment with different groupings of classes. From the grade-level table, you can click any class name to drill into a Class Combined Report (see page 26) for detailed data about students in a particular class.

Class Reports





Class Home Page/Combined Report

This report provides a summary of a teacher's class and offers data to help plan small group instruction, allocate resources, monitor student usage, prioritize students by risk, and celebrate student success.



What does this report display?

This report contains the following sections:

1. The Plan Instruction list displays all students in the class who are currently struggling in an activity and may require explicit, teacher-directed instruction in order to progress. The color-coded icons    help to prioritize who needs attention first based on the student's risk category. Click  to access a Lexia Lesson PDF that provides scripted instruction in the specific skill. Underneath the list, you can access the Class Skills Report (see page 30) and the Class Auto Placement Report (see page 31).
2. The Performance section displays the Performance Predictor and/or Lexia Skill Set pie chart, depending on the class's grade. If the class has a mixture of grades, then both charts will display. See page 10 for information. Under the chart, click [View Progress Report](#) for a history of class progress (see page 28).
3. The Meeting Lexia Usage line graph displays the percentage of students in the class who met their recommended Lexia usage each week for the past four full weeks (see page 12). Each week includes only students in the class who used Lexia during that week, which is the number of students indicated in parentheses under the date. Underneath the graph, the percentage of students who consistently met their usage for the past four full weeks displays (matching what is shown on the district and school levels for this class's usage; for information on how this percentage is calculated, see page 13).
4. The class table provides an overview of a class's current status. Sort the table by clicking a column header.




An **Instructional Priority** icon displays for students who are currently struggling with a skill.

Name: Click the student's name to view a Student Combined Report (see page 32).

Grade: The student's current grade in school (not to be confused with their reading level/grade).

Performance Predictors/Lexia Skill Set: The student's current Predictor (%) or Skill Set   .

Prescription of Intensity: This section provides information to help teachers increase the probability of students reaching their end-of-year benchmark. The Last Week column displays a green check mark  if the student met their recommended usage the previous week, giving you a quick usage indicator. The Actual column displays each student's total minutes for the current week (starting Monday morning). Target is the recommended number of weekly minutes (see page 12). The Add column displays the number of minutes the student needs to meet the target for the current week. This column is sortable so you can easily see who in the class needs more usage this week -- and how much.



Click the **Lexia Lesson** icon access a PDF that provides scripted instruction in the specific skill.



Skills (Completed): This graphic displays the grade-level skills completed by the student.



Click the **Achievement Certificate** icon view and print a certificate PDF to celebrate student success. This icon displays if the student has completed a program level in the past 3 weeks.

Where can I access this report?

Class Access users will see this Home Page after logging into myLexia.com. Other users can drill-down to the Class level on their home pages or access the report on the Reports tab.

When should I access this report?

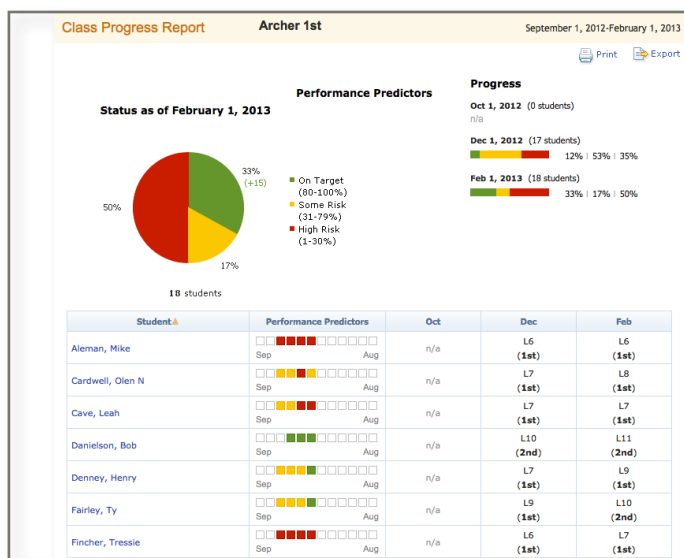
Weekly/ongoing

Why should I access this report?

This report aggregates student data for a class and provides an integrated view of that class's instructional needs, performance in Lexia, and weekly use over time. The Plan Instruction List identifies students who are currently struggling with a skill and need instruction to advance. The class table provides a concise overview of each student's current status and should be monitored regularly. The Prescription of Intensity column helps you to prioritize instruction and computer time for the students who need it most. You can also access achievement certificates to celebrate your students' successes.

Class Progress Report

This report allows you to monitor student progress over time at the class level.



Who has access to this report?

All myLexia.com users

What does this report display?

This report displays either Performance Predictors or Lexia Skill Sets, depending on the grade of your class and students. The following elements display:

- Current Status as of the first of the month (Performance Predictors) or today (Lexia Skill Set).
- Progress bars that show status over time in 2-month intervals.
- The class table displays each student along with monthly Performance Predictor or Lexia Skill Set and the student's program assignments across the year. Click any student name to open a Student Progress Report (see 34).

Note: This report is not available until the beginning of the second month of your school year because it measures monthly progress through the program.

Where can I access this report?

On the Class Combined Report/Home Page, click [View Progress Report](#). Or, go to the Reports tab.

When should I access this report?

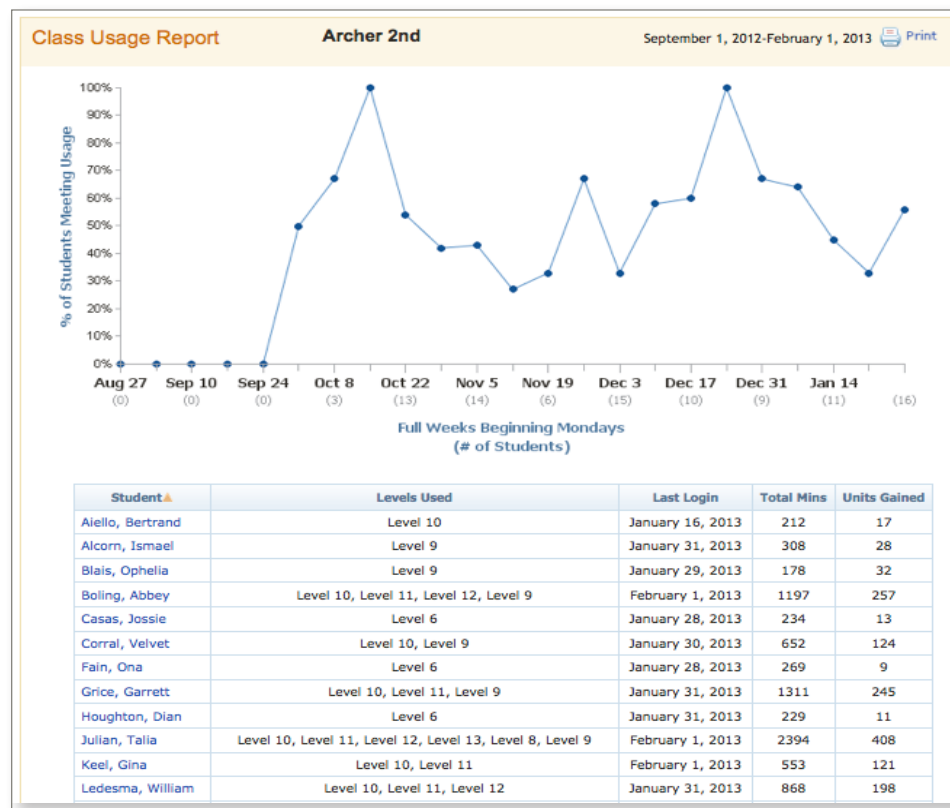
Monthly/ongoing

Why should I access this report?

This report allows you to see which students in a class are making progress, which students are stagnating, and which students are at-risk. You can see how the whole class is doing right now by looking at the pie chart, which is a snapshot of current data. For Performance Predictors, you want to see that the majority of your students are "green," meaning they are working On Target to meet their end-of-year benchmark. For Lexia Skill Set, you want to see students achieving Intermediate skills. Pay attention to the + or - that displays under the On Target and Intermediate sections, which indicates change in percentage points of students identified as On Target or Intermediate from the previous month. The progress bars allow you to gauge your class' progress by monitoring how the percentages of Performance Predictor and Lexia Skill Set categories are increasing or decreasing over time.

Class Usage Report

This report allows you to track student usage of Lexia at the class level.



Who has access to this report?

All myLexia.com users

What does this report display?

The line graph displays the percentage of students in the class who met their recommended Lexia usage for that week (full weeks only, starting on Mondays). This snapshot only includes students who used Lexia at least once during that week (indicated by the gray number in parentheses).

The line graph includes the previous four full calendar weeks when accessed from the Class Home Page or a custom range when generated from the Reports tab.

Below the graph, the table displays each student in the class along with the program levels that the student worked in, the date of the student's last login, the total minutes of use, and the total units gained (completed) during the report's time period. Click any student name to open a Student Usage Report (see 35).

Where can I access this report?

On the Class Combined Report/Home Page, click [View Usage Report](#). Or, go to the Reports tab.

When should I access this report?

Monthly/regularly

Why should I access this report?

This report allows you to evaluate a class's usage. Lexia usage is associated with reading gains on standardized measures of reading skills development, so it is important to monitor and support student usage to meet the individualized recommended minutes.

The line graph is helpful to monitor and schedule computer time for a class in general; depending on use patterns, you may need to rearrange how student computer use is scheduled. To increase student usage, at the class level, you can consider using Lexia during center rotation, using Lexia in before/after school programs, and allowing usage at home.

The bottom half of this report provides a student-by-student report of total minutes of use, which should be evaluated in combination with the student's Prescription of Intensity. The Units Gained column allows for better progress monitoring on a weekly and monthly basis by showing a student's progress within a time period. You can access graphs of individual student use patterns by clicking a student's name to open a Student Usage Report.

Class Skills Report

This report provides a summary view of class progress through reading skills acquisition.

Class Skills Report

Archer 2nd

As of February 1, 2013

2nd Grade

Auto/Manual Placement

Students (17)	PreK	Kindergarten Skills				1st Skills				2nd Skills			3rd Skills		4th Skills		5th Skills		Units Gained	Units To Target
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	This School Year	
Aiello, Bertrand	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	16%									13	213
Alcorn, Ismael	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	22%									18	290
Blais, Ophelia	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	22%									18	290
Boling, Abbey	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	17%							241	62
Casas, Jossie	>>>	>>>	>>>	>>>	>>>	10%													7	502
Corral, Velvet	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	30%									106	202
Fain, Ona	>>>	>>>	>>>	>>>	>>>	3%													2	507
Grice, Garrett	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	0%							233	75
Houghton, Dian	>>>	>>>	>>>	>>>	>>>	7%													5	504
Julian, Talia	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	36%						390	0
Keel, Gina	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	32%							102	124
Ledesma, William	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	49%							188	38
Lively, Kami	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	33%									156	281
Plunkett, Sherilyn	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	65%							200	26
Ruby, Traci	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	46%							112	114
Saucier, Blaine	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	49%							109	38
Valdes, Jayson	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	43%				410	0
Grade Level of Material	PreK	Kindergarten				1st				2nd			3rd	4th	5th					
% of Class Working On	>>>	>>>				35%				53%			6%	6%						

Who has access to this report?

All myLexia.com users

What does this report display?

This report features a class table that tracks each student's completion of program levels. The **Instructional Priority** icons indicate that the student is currently struggling with one or more skills.

A percentage in the student's row is the percent of the level that the student has completed. A green check mark indicates that the student has completed the level with proficiency. The percentage of the class who is currently working in the content grade level displays at the bottom of the table.

The **Units Gained** column displays the number of units each student has successfully completed in the current school year (not including units the student was advanced over). The **Units to Target** column indicates the number of units that the student must complete to reach the end-of-year benchmark for his or her assigned grade.

Where can I access this report?

On the Class Combined Report/Home Page, click [View Skills Report](#). Or, go to the Reports tab.

When should I access this report?

Monthly


Why should I access this report?

This report allows you to assess the general development of your class's reading skills by showing the percentage of your class who have completed the grade level of program material. You can use class percentages to determine what percentage of your class is working on skills that are ahead of, consistent with, or behind the students' grade levels. The Units to Target column allows you to gauge how far students have to reach target. Click a column header to sort the columns and help prioritize usage.

You should pay attention to students who are struggling, as indicated by the Plan Instruction icons. Click any student's name to open a Student Skills Report (see page 36) to pinpoint where the student is struggling. Lexia Lessons can be used to teach or re-teach skills. Students who have completed or are working successfully in a level can be given additional practice with Lexia Skill Builders.

Class Auto Placement Report

This report provides details on student performance in the Auto Placement tool.

Class Auto Placement Report		Archer 2nd			February 1, 2013  Print	
Student ▲	Grade	Placement (Grade Level of Material)	Accuracy of Placement		Total Minutes	Placement Date
			Word Recognition	Comprehension		
Aiello, Bertrand	2nd	Level 10 (Beg 2nd)	100%	83%	54	December 11, 2012
Alcorn, Ismael	2nd	Level 9 (End 1st)	60%	100%	21	October 30, 2012
Blais, Ophelia	2nd	Level 9 (End 1st)	100%	75%	24	October 23, 2012
Boling, Abbey	2nd	Level 9 (End 1st)	95%	50%	29	October 3, 2012
Casas, Jossie	2nd	Level 6 (Beg 1st)	80%	80%	10	October 25, 2012
Corral, Velvet	2nd	Level 9 (End 1st)	100%	50%	16	October 30, 2012
Fain, Ona	2nd	Level 6 (Beg 1st)	100%	90%	10	October 25, 2012
Grice, Garrett	2nd	Level 9 (End 1st)	100%	75%	16	October 23, 2012
Houghton, Dian	2nd	Level 6 (Beg 1st)	90%	80%	6	October 25, 2012
Julian, Talia	2nd	Level 8 (Mid to End 1st)	70%	75%	14	October 9, 2012
Keel, Gina	2nd	Level 10 (Beg 2nd)	100%	83%	6	October 25, 2012

Who has access to this report?

All myLexia.com users

What does this report display?

This report lists the students in the class who have completed Auto Placement along with the resulting placement level and the date of the test.

For Lexia Reading Core5 Auto Placement, the report also displays the student's accuracy in the placement level from the two skills accessed in Auto Placement, as well as the total minutes that the student spent in Auto Placement. If the student has very low accuracy in one skill, then the second skill may be skipped. Note that Core5 students can be "in progress" because Core5 Auto Placement does not have to be finished in one sitting. Core5 students can also "place out" of Core5 if the Auto Placement Tool determines that the student's skill level is advanced beyond the scope of the program.

Click any column heading in order to sort the report.

Where can I access this report?

On the Reports tab, click Class and then select Auto Placement Report.

When should I access this report?

Monthly/regularly

Why should I access this report?

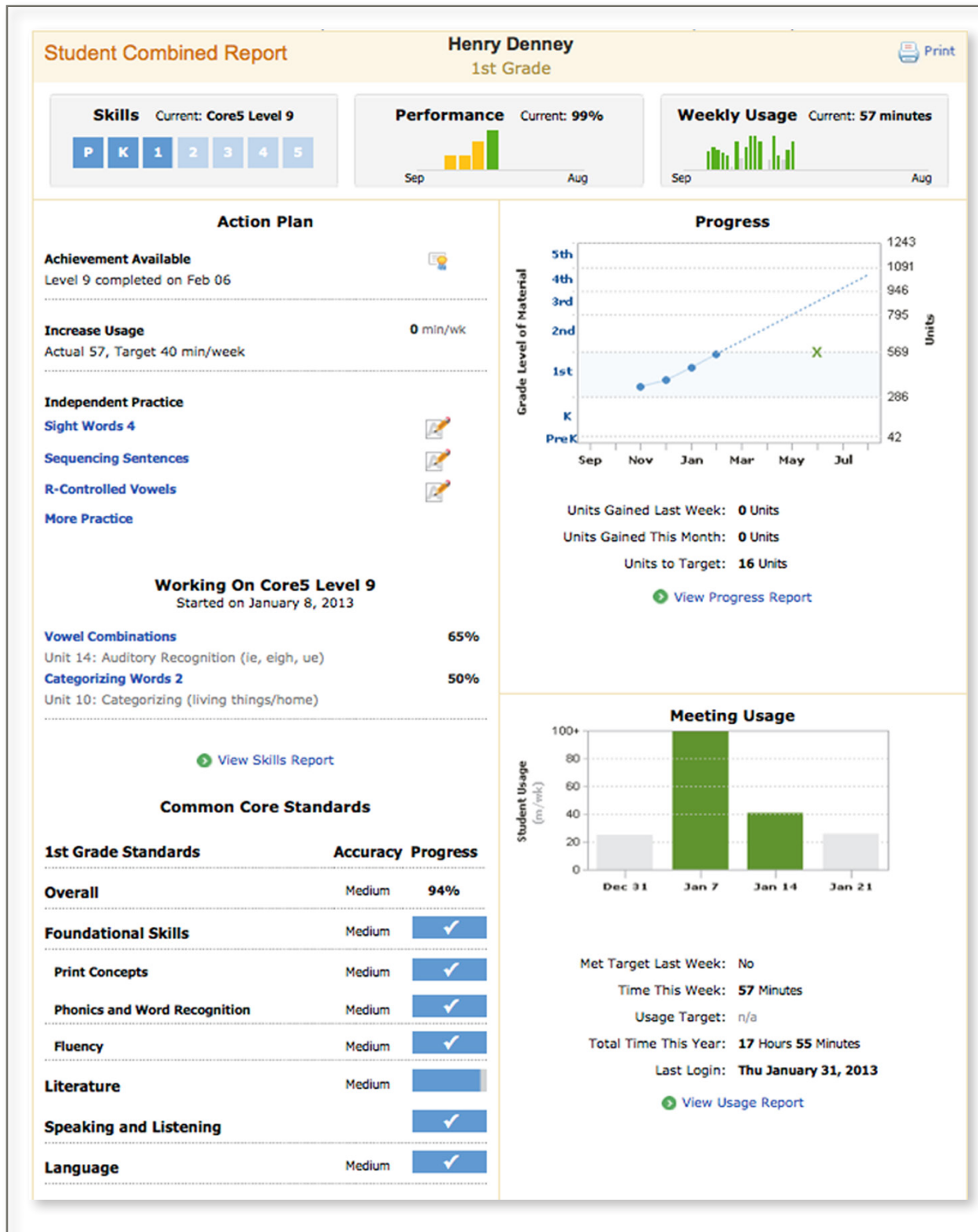
This report allows you to quickly view the results of Auto Placement. You can verify that students have completed Auto Placement, view which level they have been placed in, and view accuracy information (if applicable).

Note: Lexia does not recommend using this report in order to manually adjust a student's program assignment. Lexia believes that a student's own work is the best indicator of where they should be placed.

Student Reports

Student Combined Report

This report contains progress, usage, skills, and standards information at the student level.





Who has access to this report?

All myLexia.com users

What does this report display?

This report contains the following sections:

1. The three boxes at the top provide quick views into the student's grade-level skills, the student's historical risk level by month, and the student's historical usage by week as well as their current usage for the week.
2. The **Action Plan** provides you with a quick to-do list for that student. You can access and print the most recent achievement certificate that the student earned. The Target Usage displays the number of minutes that the student must add in order to meet their target usage for the current week. If the student is currently struggling in an activity, recommended Lexia Lessons display . Lexia Skill Builders display for activities that the student has completed -- click the More Practice link to view more Skill Builders (up to 9 can display total). 
3. The **Working On** section displays any in-progress activities that do not appear in the action plan, and includes the percentage complete of each activity.
4. The **Common Core Standards** section only displays for students using Core5 in US districts and schools. Progress and accuracy in the Common Core State Standards is based on the student's work in program activities aligned to the standard. Note that the student is compared to the CCSS for his or her grade level, not the program level in which the student is working. So, if a 5th grader is working in 4th grade material, the student is working below grade level; after the student's grade level target is reached, they are working above grade level.
5. The **Progress** graph shows the student's monthly gain in activity units over the current school year. The green X shows where the student should be at the end of the year in order to meet the end-of-year benchmark; the dotted trend line shows if the student will meet the target based on the previous month's gain. Under the graph, key metrics about the student's progress display, including the number of units to the green X target.
6. The **Meeting Usage** section displays a bar graph that indicates the student's actual usage each week for the past four full calendar weeks (Monday-Sunday). A green bar indicates the student met their target usage for that week, and a gray bar indicates the student did not meet their target usage for the week

Where can I access this report?

When viewing a Class Home Page/Combined report, click the student's name. Or, go to the Reports tab.




When should I access this report?

When necessary (i.e., to plan instruction with the student, to prepare for a parent conference, etc).

Why should I access this report?

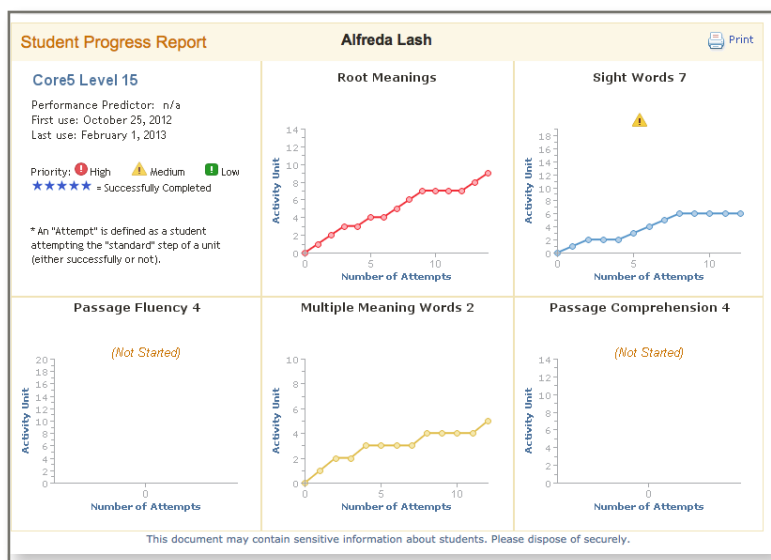
This report is an ideal place to start when evaluating an individual student because it provides a holistic view of that student's performance that can be quickly scanned for key information, including the student's instructional needs, progress through program activities, performance in aligned standards, and weekly minutes of use. The report is designed so that you can easily drill-down into any section and click a link to view a more detailed report.

The Progress graph allows you to assess how many grade-level skills the student is gaining over the course of the current school year. Pay attention to students who are not on track to meet this target by the end of the year. These students will have low Performance Predictors and may need teacher intervention and/or increased usage to progress. Refer to the Action Plan to see how you can help.

You can quickly scan each section of the report. Look for any **Plan Instruction** icons    that indicate the student is struggling in a unit. You can also quickly evaluate usage to verify that the student is meeting the recommended minutes. If the student meets usage consistently, keep an eye on the Action Plan for the student's specific instructional needs. Consider reviewing skills the student has historically struggled with to better support their progress through the program.

Student Progress Report

This report allows you to monitor student progress over time.



Who has access to this report?

All myLexia.com users

What does this report display?

Each graph represents an activity within the student's current level. Each point on the graph represents a student use (defined as an attempt of a unit, whether successful or not).

You can rollover your mouse on any point to view the name of the units. Click any point to open a Detailed Skills Report (see pages 38 and 39).

Where can I access this report?

On the Student Combined Report/Home Page, click [View Progress Report](#). Or, go to the Reports tab.

When should I access this report?

When necessary (i.e., to plan instruction with the student, to prepare for a parent conference, etc).

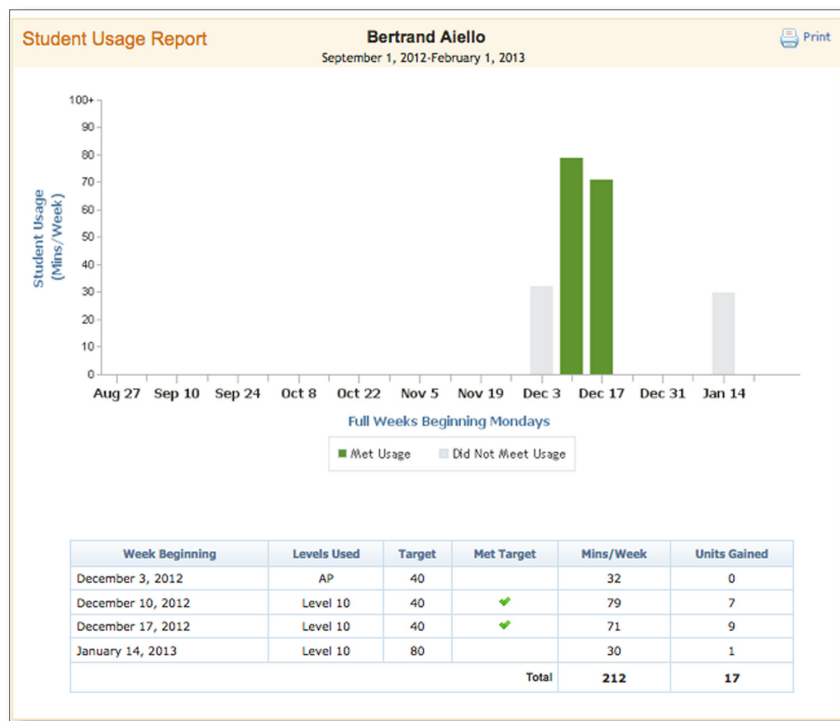
Why should I access this report?

This report allows you to gauge an individual student's rate of progress. As the student progresses through an activity, the line of points goes "up" to show the units completed. Flawless progress is represented by a straight line at a 45-degree angle, showing a one-to-one correspondence between attempts and successful completion of a unit. However, it is typical to see a step-wise progression where a student attempts each unit a few times before moving to the next unit sequentially.

The pattern to be looking for here is any area of flat-lining, which indicates the student is unsuccessfully repeating a unit. The report clearly indicates when a student is having difficulty in an activity with a Plan Instruction icon !▲!, which incorporate students' accuracy and risk level to help teachers prioritize instruction. To view the name of the unit, you can roll your mouse over the point. You can also click the point to view a Student Detailed Skills Report. Areas of concern should be addressed in a timely manner so that a student isn't allowed to continue struggling. Note that, in some cases, the student may be working above their grade level on skills that have not been introduced in the classroom.

Student Usage Report

This report allows you to track individual student usage of Lexia.



Who has access to this report?

All myLexia.com users

What does this report display?

The bar chart displays an individual student's usage by week, with a green bar indicating the student met their target usage and a gray bar indicating the student did not meet their target usage for the week. Only full weeks (from Monday to Sunday) are displayed in the bar chart.

The table displays the program levels that the student worked in, the students' usage target for that week, if the student met that target, the minutes of use for that week, and the number of units gained (completed) that week.

Where can I access this report?

On the Student Combined Report/Home Page, click [View Usage Report](#). On the Class Usage Report, click a student's name. Or, go to the Reports tab.

When should I access this report?

When necessary

Why should I access this report?

This report provides a detailed look at a student's current and historical Lexia usage. You can view the student's actual usage minutes as well as if the student is consistently meeting their recommended usage minutes. Students who consistently meet recommended usage have a greater probability of reaching end-of-year benchmarks and making greater reading gains.

Dips and peaks in use may often be related to attendance; a student's usage should be evaluated in combination with progress and skill mastery.

The Units Gained column allows for better progress monitoring on a weekly and monthly basis by showing a student's progress in that time period.

This report provides a concise view of a student's skill acquisition in online activities.

myLexia.com Users and Reports Guide


Who has access to this report?


All myLexia.com users

What does this report display?

The top of this report features a color-coded timeline marked with the student's completion date for each program level. The timeline includes grade levels (Kindergarten, 1st Grade, etc.) that correspond to when the skills are typically introduced. (Note: Levels for SOS are marked with "review" and a + sign because basic skills are reviewed with more advanced content and vocabulary.)

Below the timeline, a table displays for the student's current level and all prior levels the student has done work in.

- Each **activity** in a level is listed with the student's current progress. Click an activity name to view the Detailed Skills Report (see pages 38 and 39).
- The **Common Core Reference #** displays the standard that aligns to each activity. To read the exact text of the standard, roll your mouse over the notation.
- **Total Attempts** displays the total number of times the student has repeated a unit, either successfully or unsuccessfully; **Accuracy** is based on total attempts.
- **Time on Task** is the total number of minutes based on time on task for all attempts of this activity; **Rate** is based on total unit time.
- The **Accuracy** and **Rate** categories are determined by comparing the student's performance to a norm sample of peers in the grade level appropriate for the skill/material. High/Fast = number of repeats/time in the 76th percentile or above; Medium/Average = between the 25th to 75th percentiles; Low/Slow = number of repeats/time below the 25th percentile.
- If the student is currently struggling on a unit, a Plan Instruction icon  displays. This icon incorporates a student's risk level to help teachers prioritize instruction.

When viewing this report on the screen, you can access a parent-friendly version of the report (with an introduction in English or Spanish) by clicking the Parent icon . The Parent report addresses parents and explains the major themes of the report.

Where can I access this report?

While viewing a Student Combined Report, click [View Skills Report](#). Or, go to the Reports tab.

When should I access this report?

When necessary (i.e., to plan instruction with the student, to prepare for a parent conference, etc).

Why should I access this report?

This report allows you to assess the student's development of reading skills. The skills timeline includes the corresponding grade-levels to show if the student is working on skills that are ahead of, consistent with, or behind the student's grade-level.

The report also highlights the student's performance on skills covered in the current and prior program levels. The accuracy and rate indicators can be used to determine whether the student is working through the activity in a manner similar to typical readers or whether the student is struggling in terms of accuracy and/or rate.

Detailed Skills Report (Lexia Reading Core5)

This report displays the most detailed view of a student's work in each activity in a level.

Detailed Skills Report

Ignacio M Avalos

Core5 Level 15

June 2, 2014

Print

Root Meanings

Total Unit Time: 01:03:21

Total Attempts: 34

Current Unit: 9

Max Unit: 14

Sight Words 7

Total Unit Time: 49:31

Total Attempts: 20

Current Unit: 10

Max Unit: 19

Date	Time	Unit Time mm:ss	Unit	Unit Description	Type of Error (& wpm)	Standard	Guided Practice	Instruction
2014-04-07	08:44 AM	2:37	1	Recognition Task (earth, whose, young, danger, during)		1	0	0
2014-04-22	08:29 AM	7:32	2	Construction Task (earth, whose, young, danger, during)	whose	3	2	0
		1:26	3	Phrases (earth, whose, young, danger, during)		1	0	0
		1:22	4	Automaticity Task (earth, whose, young, danger, during)		1	0	0
2014-04-23	08:25 AM	2:37	5	Recognition Task (except, answer, through, caught, together)		1	0	0
		7:22	6	Construction Task (except, answer, through, caught, together)	except answer through together	3	2	1
2014-04-25	08:37 AM	4:27	6		caught	1	1	0
2014-04-28	08:42 AM	2:24	6		except through together	1	2	0
2014-04-29	08:37 AM	3:27	6		except through together	2	2	0
2014-04-30	08:29 AM	7:41	6			1	0	0
2014-05-01	08:28 AM	3:48	6			1	0	0
		1:29	7	Phrases (except, answer, through, caught, together)		1	0	0
		2:07	8	Automaticity Task (except, answer, through, caught, together)	caught	2	1	0
		1:12	9	Automaticity Task (review)		1	0	0

Passage Fluency 4

Total Unit Time: 36:15

Total Attempts: 18

Current Unit: 11

Max Unit: 20

Multiple Meaning Words 2

Total Unit Time: 26:39

Total Attempts: 14

Current Unit: 6

Max Unit: 10

Passage Comprehension 4

Total Unit Time: 41:16

Total Attempts: 25

Current Unit: 8

Max Unit: 14

This document may contain sensitive information about students. Please dispose of securely.


Detailed Skills Report

Ignacio M Avalos


Core5 Level 15

June 2, 2014


Print

 **Root Meanings**

Total Unit Time: **01:03:21** Total Attempts: **34** Current Unit: **9** Max Unit: **14**


 **Sight Words 7**

Total Unit Time: **49:31** Total Attempts: **20** Current Unit: **10** Max Unit: **19**


 **Passage Fluency 4**

Total Unit Time: **36:15** Total Attempts: **18** Current Unit: **11** Max Unit: **20**

Date	Time	Unit Time mm:ss	Unit	Unit Description	Type of Error (& wpm)	Standard	Guided Practice	Instruction
2014-04-08	08:41 AM	3:50	1	In Grandmother's Day	accuracy	3	2	0
2014-04-25	08:32 AM	2:03	1		185 wpm accuracy	1	1	0
2014-04-28	08:38 AM	2:30	2	Clever Mules		0	1	0
2014-04-30	08:27 AM	1:37	2			0	0	1
2014-05-06	08:32 AM	1:09	2		accuracy	1	0	0
2014-05-07	08:31 AM	2:33	2		110 wpm	1	1	0
		1:37	3	Silly Races	81 wpm	1	0	0
		2:27	4	Lin Bakes a Cake	accuracy	1	1	0
2014-05-09	08:29 AM	2:50	4		98 wpm	1	0	1
		1:37	5	Whale Sharks	83 wpm	1	0	0
		1:30	6	How Deer Got His Horns	105 wpm	1	0	0
		1:12	7	Stylish Socks	127 wpm	1	0	0
2014-05-12	08:30 AM	1:33	8	Elephant Trunks	93 wpm	1	0	0
		1:29	9	The Fastest Race Cars	98 wpm accuracy	1	0	0
		6:45	10	Cultural Difference	271 wpm	3	2	1

 **Multiple Meaning Words 2**

Total Unit Time: **26:39** Total Attempts: **14** Current Unit: **6** Max Unit: **10**

 **Passage Comprehension 4**

Total Unit Time: **41:16** Total Attempts: **25** Current Unit: **8** Max Unit: **14**

This document may contain sensitive information about students. Please dispose of securely.

Who has access to this report?

all myLexia.com users

What does this report display?

The Detailed Skills Report for Core5 reports on a student's work within each activity in a level, including the date/time that the student accessed an activity, the amount of time the student spent in each unit, and number of attempts made at each branching step (Guided Practice and Instruction) per visit to the activity. The "Type of Error" column displays the specific subskill(s) that the student erred on while in the Standard step. For the Passage Fluency Levels 12 through 18, the words per minute (wpm) is calculated based on the time in which the student completed the unit compared to the number of words in the passage.

Click a blue arrow  to expand each activity of the report.


Where can I access this report?

On the Student Combined Report or Student Skills Report, click an activity name. On the Student Skills Report, click any dot. Or, go to the Reports tab.

When should I access this report?

When necessary (i.e., to plan for individual student instruction)

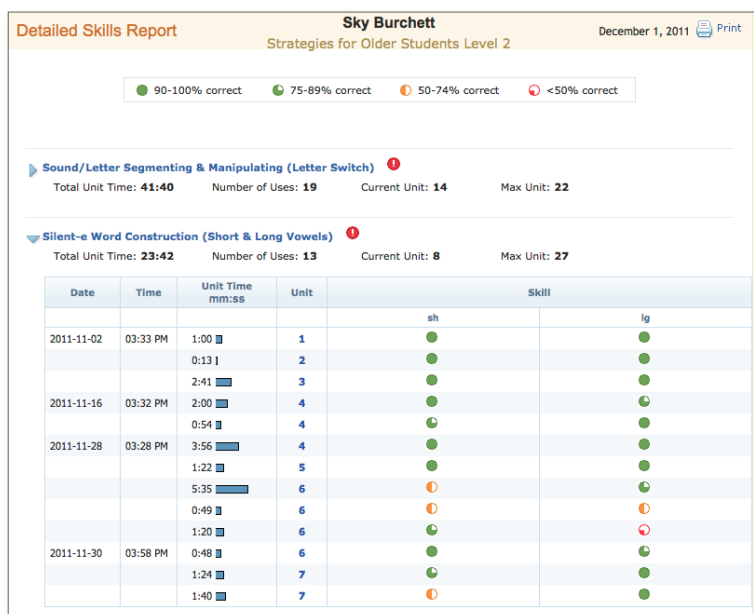
Why should I access this report?

This report provides you with detailed insight into a student's work in any level of Lexia Reading Core5, and gives you the data to deliver targeted and personalized offline instruction. Any activities that the student is currently struggling in displays with a Plan Instruction icon  that incorporates a student's risk level to help teachers prioritize instruction. You can glean additional information about how many times the student has repeated the Standard, Guided Practice, and Instruction Step of a unit. Use the identified subskills to plan offline instruction, and look at the student's history in previous units to determine if this skill has consistently been a problem for the student.

This report also shows the time of day of use to assist educators in monitoring school-to-home use, as well as session length totals to ensure the student is receiving regular, consistent usage.

Detailed Skills Report (ER, PR, SOS)

This report displays a highly detailed view of a student's work in each activity in a level.




Who has access to this report?

all myLexia.com users

What does this report display?

The Detailed Skills Report for ER, PR, and SOS reports on a student's work within each activity in a level, including the date/time that the student accessed an activity, the amount of time the student spent in each unit, and the student's accuracy broken down by skill.

Click a blue arrow  to expand each activity of the report.

Where can I access this report?

On the Student Combined Report or Student Skills Report, click an activity name. On the Student Skills Report, click any dot. Or, go to the Reports tab.

When should I access this report?

When necessary (i.e., to plan for individual student instruction)

Why should I access this report?

This report provides you with comprehensive insight into a student's work in any level of Lexia Reading. If a student has been identified in other reports as needing instruction, this report allows you to glean additional information about which specific skills within a unit are particularly challenging to that student so that you can effectively focus instruction where it is needed.

The report shows how a student moved through the skills within each activity, indicating when units were repeated for practice and the accuracy of student responses for each skill. The student's accuracy in each of the skills within a unit is graphically depicted. The green circles represent response rates of 75% to 89% and 90% to 100% correct. The orange circle represents 50% to 74% correct and red indicates that less than 50% of the responses for that skill were correct.

This report also shows the time of day of use to assist educators in monitoring school-to-home use, as well as session length totals to ensure the student is receiving regular, consistent usage.

Lexia Learning Systems, Inc. • 200 Baker Avenue Extension • Concord, MA 01742 • USA
TEL: 978-405-6200 • INSIDE US: 800-435-3942 • FAX: 978-287-0062
www.lexialearning.com • info@lexialearning.com

Customer Support: 800-507-2772 • support@lexialearning.com