



FREQUENTLY ASKED QUESTIONS

How do I delete a student who has left the School?

Class – View All Students. Tick the box next to Student's names. 'Graduate' the selected students

This will effectively remove their details and license from what you see on the Lexile, but make them still accessible if necessary for one year only. After this time, graduated students will be purged/removed

Can I re-use a license from a student who has left the School?

No. Once a student has completed a Lexile Test, the license is permanently assigned to them while they remain at the School. When they leave the School, the license becomes invalid.

How can I purchase extra licenses?

Extra licenses can be purchased from Scholastic NZ, by calling our Customer Service Team on (09) 274 8112 OR you can email us – schools@scholastic.co.nz. Alternatively, you can contact your Scholastic Territory Manager

Licenses should be activated within 1 working day of purchase

How do I remove teachers who have left the School from Lexile?

Please email us: schools@scholastic.co.nz with the Teacher's name and we will remove them on your behalf

How do I add new teachers to Lexile?

Go to the Lexile front page (www.mylexile.co.nz)

Click on 'Register' then on 'Click here to Register' (and follow the prompts)

Enter School account number

Note: It will usually take between 1 and 2 working days for a registration to be approved

What if I've forgotten my login details?

Go to the Lexile front page (www.mylexile.co.nz)

Click on 'Register' then on 'Forgotten your Details?' Type in your email address and click the 'Forgot Login Details' button. Your details will be automatically sent to the email address you specified when you registered

If you have a separate Lexile password (i.e. one for Online Ordering and one for Lexile Online), you will need to email us: schools@scholastic.co.nz to be sent your Lexile password

I am unable to view all of the students enrolled in Lexile.

Most teachers are assigned a standard access level, which only allows them to view the students in their own class

The Lexile Administrator is usually the only teacher to have 'Full School Access' where they can view all of the students, create classes, add students and assign them to classes

If you require 'Full School Access', please have your Lexile Administrator email make this request to schools@scholastic.co.nz OR contact your local Scholastic Territory Manager

How do I print out a list of User codes, Passwords and Lexile levels for a class?

The Student Listing Report generates this information

To generate this report:

1. Click on the **Reports** Link
2. Click on the **Student Listing**
3. Select the desired class(es) by clicking on the tick box
4. Click on '**Click here to run the report**'

After a few seconds, a link to the report should be generated

Clicking on this link will open the report in Adobe Acrobat Reader – from which it can be printed

Acrobat Reader can be freely downloaded from www.adobe.com if you do not have it already installed

Why do I have to change my password?

In order to improve security and privacy all passwords now have to be at least 6 characters in length and contain at least 1 number

How do I change my Lexile password?

To change a teacher's Lexile password:

1. Go to the Lexile front page (www.mylexile.co.nz)
2. Click on **b**
3. Enter your User code and current password under **Update my Profile** and click **Submit**
4. Your current registration details should then be displayed
5. Scroll down to the **Lexile Registration** section and enter the new password into the **Password** field

How do I change a student's password?

1. Log on as a teacher
2. Click on **Classes** and then **View Class List** next to the desired class
3. Click on the **Details** link next to the student
4. Enter the new password into the **Password** field
5. Click on **Update this Student**

How do I change a student's grade level?

Click on **Classes**, then **View Class List** next the desired class

Click on the tick-box next to the name(s) of the student(s) to change

To move the selected student(s) up a grade, click on **Move selected students up one grade**

To move the selected student(s) down a grade, click on **Move selected students down one grade**