

## Reflex Quick Start Tutorial

This quick-start guide is meant to walk you through the basics of setting up Reflex. Please keep this guide for future reference. If you have questions or concerns, please contact our support team at [support@reflexmath.com](mailto:support@reflexmath.com).



### Retrieving a Username or Password for a Teacher

If you forget your username or password, there is a simple link on the login interface for retrieving your information.

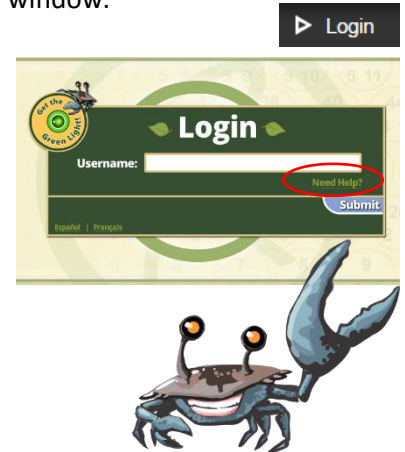
1. Go to [www.reflexmath.com](http://www.reflexmath.com) and select **Login** from the upper right corner of the window.
2. A new window will open. Click **Need Help?** and follow the on-screen directions.

### Logging In

The login path for teachers is slightly different than for students.

#### Teacher Login Process

1. Go to [www.reflexmath.com](http://www.reflexmath.com).
2. Select **Login** from the upper right corner of the window.
3. Enter your username.
4. Select **Teacher Login** from the upper right corner of the new window.
5. Enter your password.



#### Student Login Process

1. Go to [www.reflexmath.com](http://www.reflexmath.com).
2. Select **Login** from the upper right corner of the window.
3. Enter your **teacher's username**.
4. Select the class you are enrolled in and choose your name.
5. Enter your unique student password.

### Creating Classes

You must create classes to add students. Students cannot access Reflex unless they are in a class.

1. After logging in, select **Classes** in the upper left corner on the navigation bar.
2. Select **Add a New Class** from the Classes section header.
3. Enter a class name that is easily recognized by students.
4. Choose a default assignment for the class. You can change assignments for individual students later.

**Note:** While in a class you can click **Edit Class Settings** to change any of the class information, or click **Delete Class** to remove a class. You can also create multiple classes. Just follow the same directions presented above.

### Adding Students to Classes Using Imported List

Once you have created a class you can enroll your students from a list imported by your administrator.

1. Select **Classes**. If multiple classes have been created, choose the class in which you would like to enroll students using the dropdown menu below the navigation bar.
2. Select **Add/Remove Students** from the bottom left side of the window.  
\* If there are no students in the system please refer to the next section.
3. Available students are displayed in the left column of the **Add / Remove Students** window.
4. Select **Add** to enroll the student in the class. His/her name will now appear in the right column.
5. Select **Save** at the bottom of the screen.
6. To remove a student from your class, highlight the student's name in the class roster and select **Remove**.



## Adding Students to Classes Without an Imported List

If your Reflex Administrator did not import the student roster, you can add students manually if that feature is enabled for teachers.

### Input Students Individually:



1. Select **Add / Remove Students** from the **Classes** section the same way as above.
2. Select **Click here if student doesn't appear in either list** from the bottom of the window.
3. Choose **Input Students Individually** and select **OK**.
4. Enter the required information indicated by the red asterisks. Please use the student's district-assigned Student ID to avoid data loss in the future.
5. Select **Create Student**.
6. Once all students have been created, select **Done**. Check the class roster to make sure it is complete, and select **Save** to complete the process.
7. If student information needs to be edited at a later date you can retrieve and change information in the **Classes** section. After highlighting the student select **Edit** from the bottom right to make changes to that student's profile.

Note: If you have more than 20 students to enroll it may be more efficient to **import a group of students using the CSV file** option. For step by step instructions see page 27 of the [Reflex Teacher Guide](#).

## Printing Login Handouts and Parent Letters

You can print login handouts for students and parent letters to invite parents to set up accounts and track their child's progress.

1. Select **Classes** and choose a class from the drop down menu.
2. At the bottom of the class navigation pane, select **Print Login Handouts**.
3. A pop-up window will appear. Click the check boxes to **Print Student Login Cards** and/or **Parent Account Invitations**.

## Finding and Printing Reports

Reflex gives you access to several group and individual reports to help you track student progress. Be sure to explore all of the reports available to you in the reports window.

1. Select **Reports** from the green navigation bar.
2. Select the **Group Reports Tab**.
3. Select the **Fluency Growth Report** from the drop down menu in the reports header.
4. Select the orange **Add Custom Filter** from the upper right corner to customize a report. \*
5. Select **Print** from the upper right corner of most reports to print the report.

## Getting More Help

1. Select "Help" from the green navigation bar. A new window will appear and provide several help options including:
  - **Reflex Help Center**
  - **Reflex Teacher Guide**
  - **Video: Getting Started with Reflex**
  - **Video: Monitoring Student Progress**
2. Contact Customer Support by email at [support@reflexmath.com](mailto:support@reflexmath.com) or by phone at **1-866-882-4141**.



**Additional Resources: <https://explorelearning.zendesk.com>**