Retrieving a Username or Password for a Teacher
Forgot your teacher username or password? Get your login information emailed to you.

1. Go to www.reflexmath.com and select Login and then the Educator Login button.
2. At the bottom of the window select Forget your password? and submit your email address to reset your password.
3. Usernames can be retrieved from your school’s Reflex administrator or by contacting our Customer Support.

Profile
1. After logging into your account, select the User Icon in the upper right.
2. Select Manage Profile to make changes to your name, username, email, and password.

Logging In
Login for teachers is slightly different than students.

Teacher Login
1. Select Login in the upper right corner.
2. Select Educator Login.
3. Enter your Username and Password.
4. Select Login.

Student Login
1. Select Login in the upper right corner.
2. Select Student Login.
3. Enter the Teacher’s Username and select Go.
4. Select the Class they are enrolled in and choose their name.
5. Enter their unique student Password and Login.

Creating Classes
Students cannot access Reflex unless they are in a class.

1. When you first log into Reflex you will be prompted to Add Your Students to Reflex.
2. On the next screen select how you would like to add students. (See adding students below)
3. Selecting one of these choices will add your first class automatically.
4. To change class name select Class Settings in the upper right corner.
5. Enter a class name that is easily recognized by students. Select Save.
6. To add additional classes select the drop-down menu beside the class name and choose Create New Class or select Add
   New Class in the upper right corner of the Teacher dashboard.

Note: While in a class you can select Class Settings to change any of the class information or delete the class.

Adding Students to Classes—From the School Roster
Once you have created a class you can enroll your students from a list imported by your Reflex Administrator.

1. Select the drop-down menu next to the class name to choose the class you want to enroll students in.
2. Select Add Students from the School Roster.
3. Available students are displayed in a window in the center. Choose the students you wish to enroll by checking the box next to their names.
4. Select Add to Class to enroll the students in the class. Their names will now appear on the roster.
5. To remove multiple students from your class or change students’ assignments, and/or grade levels, select the box next to their names in the class roster, and select Remove, Assignment, or Grade Level on the bottom right of the screen. All students you have checked will be changed.
Adding Students to Classes—Without an Imported Roster
If your Reflex Administrator did not import a student roster, you can add students manually if that feature is enabled for teachers.

1. Select the drop-down menu next to the class name to choose the class you want to enroll students in.
2. Select Add a New Student.
3. Enter the required information. Please use the student’s district-assigned Student ID to avoid data loss in the future.
4. Select Add New Student.
5. A confirmation screen will appear indicating the student was added successfully along with their password.
6. To add additional students select Add Another Student.
7. Once all students have been created, select OK. Check the Class Roster to make sure it is complete.
8. If you need to edit student information later you can change it in the class roster. After selecting a student their details will appear and you will select Change to change the assignment or the Pencil icon in the right corner to edit other details.

Note: If you have more than 20 student to enroll, it may be more efficient to use the Import Students from a File option and import students using a CSV file. See the Reflex Teacher Guide for step-by-step instructions.

Printing Login Handouts and Parent Letters
In Reflex, you can print login handouts for students, and parent letters inviting them to set up accounts and track their child’s progress.

1. Select Class Management from the main navigation bar and then choose a class from the drop-down menu.
2. Choose the name(s) of the students you would like to print by selecting the box next to their name.
3. At the bottom, select Print.
4. From the pop-up window you can choose to print or download Student Login Cards, the Class Roster, and Parent Account Invitations. Click on the name of the document you wish to print. Your printer interface will open with a preview of the document. Select Print.
5. To download one of the documents, click on the Download icon to the right of the document name.

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.

1. Select Class Reports on the main navigation bar.
2. Select the Fluency Growth report shown below the main navigation bar.
3. Many reports are customizable by selecting Filters in the upper left.
4. In the upper right corner of all reports is a Print icon. After selecting print you will also be given the option to save as a PDF.
5. In the upper right corner of the milestone reports there is an option to Export the report by selecting the arrow.

Note: For more on specific reports please see the Reflex Teacher Guide.

Getting More Help
1. Select The Question Mark in the upper right corner. This provides access to the Reflex Help Center, Customer Support, On-Demand PD and the Teacher Guide.
2. Contact Customer Support by email at support@reflexmath.com or by phone at 866-882-4141, Option 4.