# How Tos

# How Tos

i-Ready is designed to put the information you need front and center, with simple navigation for the actions you take the most. This section includes How Tos that help you to complete key tasks in i-Ready Connect. If you need more information, look for the question mark icon on the screen, or visit the Help section.

i-Ready How Tos may change slightly due to software updates throughout the year. A full list of our most up-to-date i-ReadyCentral.com/FAQ.

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# Before the Diagnostic\*

#### Logging In Using Single-Sign On (SSO)

SSO users will access i-Ready through their district's login portal and will need to contact school or district administrators for help with login information, including forgotten usernames or passwords. Check with your administrator if you are not sure how you and your students should log in to i-Ready.

i-Ready Support for SSO | Access i-Ready on an iPad<sup>®</sup> Using Clever<sup>®</sup>

# \*Need to test the technology your students will use to take the **Diagnostic?** Run our free system systemcheck to make sure each device is functioning properly.

#### Logging In

- 1. Go to i-ReadyConnect.com.
- 2. Enter your username (NOT case sensitive).
- 3. Enter your **password** (case sensitive).
- 4. Select your **state** from the dropdown menu.
- 5. Select Go!
- Complete Steps 6–8 the first time you log in this year. This helps i-Ready display features and content that are most relevant to you by default on select screens.
- 6. A "Welcome to i-Ready Connect!" window will pop up (not pictured). Click Next.
- 7. Select the **grade levels** for which you will be using *i-Ready* this year by using the checkboxes. Make sure to select grade levels for Reading AND Mathematics if you teach both subjects. This will be used to determine what you see in i-Ready.
- 8. The checkbox Same grades as Reading is selected by default, providing access to the same grade levels for both subjects.
- 9. You can also choose **Select All** for Reading and/or Mathematics if you teach all grade levels.
- 10. Click Save.

#### Notes:

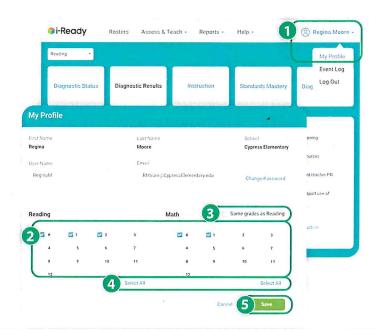
- You can change your choices by clicking on the dropdown arrow next to your name and selecting My Profile from any screen when logged in to i-Ready Connect.
- If you have forgotten your login information, use the "Forgot Username/Password" link on the i-Ready Connect login page and follow the prompts to retrieve your credentials.



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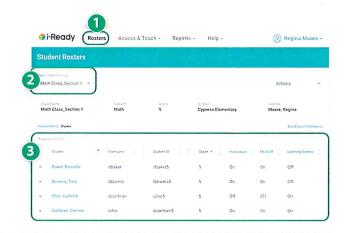
#### Managing My Profile

- 1. Click on your name, and then on My Profile.
- 2. Select the **grade levels** for which you will be using i-Ready this year by using the checkboxes. Make sure to select grade levels for Reading AND Mathematics if you teach both subjects. This will be used to determine what you see in i-Ready.
- 3. You can select the Same grades as Reading checkbox if you teach the same grade levels for both subjects.
- 4. You can also choose **Select All** for Reading and/or Mathematics if you teach all grade levels.
- 5. Click Save.



#### **Reviewing Accuracy of Rosters**

- 1. Select **Rosters** from the top navigation.
- 2. Select a class or report group from the Class/Report Group dropdown.
- 3. Scroll through the roster. Make sure all your students appear here and that no additional students are listed on your roster.

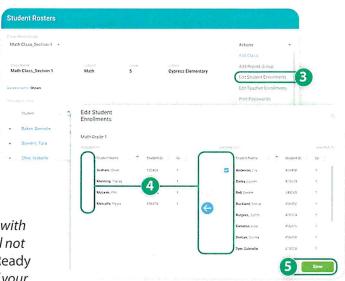


# **Managing Student Enrollments in Your Class or Report Group**

Follow Steps 1–2 for Reviewing Accuracy of Rosters.

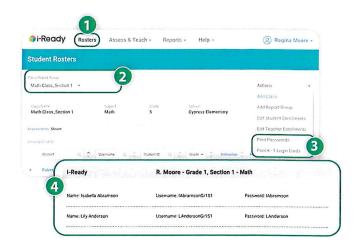
- 3. Select Edit Student Enrollments from the Actions dropdown. The corresponding pop-up will appear.
- 4. Use the **checkboxes** to select **students** and the arrows to add or remove them from the roster.
- 5. Click Save.

Note: If your district has chosen to automatically sync its SIS with i-Ready Connect to create classes and add students, you will not be able to add, remove, or move students manually in the i-Ready Connect interface. In this case, contact your administrator if your class rosters are incorrect.



# **Obtaining Student Login Information**

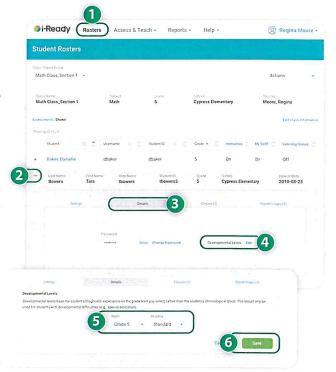
- 1. Select **Rosters** from the top navigation.
- 2. Select a class or report group from the Class/Report Group dropdown.
- 3. Select Print Passwords or Print K-1 Login Cards from the Actions dropdown.
- 4. A downloadable PDF of student logins or K–1 Login Cards will generate.



# **Setting Developmental Levels**

- 1. Select **Rosters** from the top navigation.
- 2. Select the + icon next to your student to expand the row. When expanded, it will change to a - icon.
- 3. Select the Details tab.
- 4. Select **Edit** next to *Developmental Levels*.
- 5. Select the appropriate levels using the dropdown menus.
- 6. Click Save.

*Note:* Developmental Levels are for use with the i-Ready Diagnostic to support students who are performing significantly below level due to academic/developmental delays by allowing them to start the Diagnostic at a lower grade level. This feature should not be used for any other students.



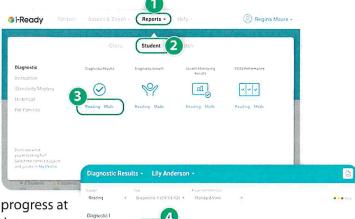
# During the Diagnostic

#### **Resetting a Diagnostic in Progress**

- 1. Select **Reports** from the top navigation. *Class* and Diagnostic reports will show by default.
- 2. Select **Student** for the report level.
- 3. Select **Reading** or **Math** under **Diagnostic Results**.
- 4. If your student has a test in progress, you will see the progress at the top of the page. Click the **Reset Test** link to reset the test.
- 5. Click Reset (not pictured).

#### Notes:

- Depending on your user role, permission to reset assessments varies. If you do not have permission to reset a Diagnostic, please contact your school administrator.
- Reset is for In Progress assessments only.



- Resetting does not mean that a completed Diagnostic score will be removed.
- If a student has a rush indicator, then there is no Reset available. Please "Assign New" Diagnostic to the student.

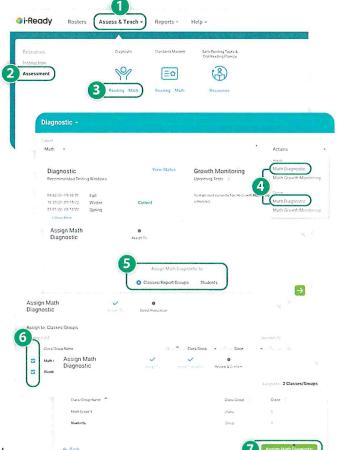
## **Assigning or Canceling a Diagnostic**

If a student has completed a Diagnostic but needs to be retested, you will need to assign a Diagnostic. You can cancel a Diagnostic if an extra assessment was assigned in error or if the student should not be assessed for any other reason. Consult your administrator before you assign or cancel a Diagnostic, and do not modify any assessment decisions made by your district or school without express permission.

- 1. Select **Assess & Teach** from the top navigation.
- 2. Select **Assessment** for the category.
- 3. Select **Reading** or **Math** under **Diagnostic**.
- 4. In the Actions dropdown, select Diagnostic under Assign or *Cancel*. The corresponding pop-up will appear.
- Make sure to click the arrow after each step to move forward!
- 5. Choose Classes/Report Groups or Students.
- 6. Use the **checkboxes** to select your **population**.
- 7. Review your selections and click **Assign Diagnostic** or Cancel Diagnostic.

#### Notes:

- All retesting should be done within the established Diagnostic Window.
- Depending on your user role, permission to assign or cancel a Diagnostic varies. If you do not have permission to assign or cancel a Diagnostic, please contact your school administrator.
- Reset Test can only be performed on a Diagnostic assessment that is In Progress. If the student completed a Diagnostic, but you would like them to retake it due to rushing, etc., then you would "Assign New" Diagnostic assessment.

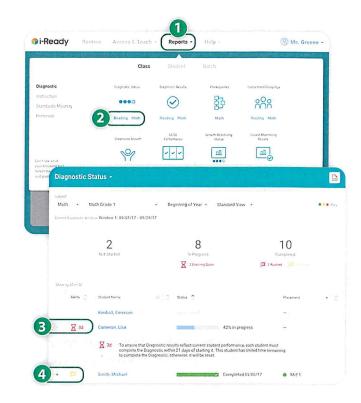




# Before the Diagnostic Window Ends

# **Checking for Completion, Rushing, and Test Expiration**

- Select Reports from the top navigation. Class and Diagnostic reports will show by default.
- 2. Select **Reading** or **Math** under **Diagnostic Status**.
- 3. Scroll through your students to check for completion, rushing, and test expiration. Students whose tests are set to expire will have a ∑ and number of days next to their names. Select the + icon to expand the row and see further details. When expanded, it will change to a − icon.
- Students who rushed will have a □ or □ next to their names. Select the + icon to expand the row and see further details.

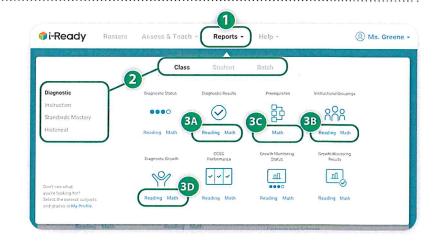


**Note:** If a student's test results seem abnormal, you may need to readminister the test. Collaborate with your administrator to determine whether you will need to assign a new Diagnostic, in keeping with district or school policies.

# Immediately after Each Diagnostic

# **Reviewing Diagnostic Reports**

- Select **Reports** from the top navigation. *Class* and *Diagnostic* reports will show by default.
- 2. Select the **report level**, **category**, and the **report** you would like to create.



To understand results for your class:

3A. Select Reading or Math under the Diagnostic Results report.

To **group** your students for instruction:

- 3B. Select **Reading** or **Math** under the *Instructional Groupings* report.

  (For users with a teacher role in i-Ready, Instructional Groupings is available as a Grades K–8 class-level report.)
- 3C. Select **Math** under the *Prerequisites* report. (For users with a teacher role in i-Ready, Prerequisites is available as a Grades 1–8 class-level report.)

After subsequent Diagnostics, to understand your students' progress toward their growth measures:

3D. Select **Reading** or **Math** under the **Diagnostic Growth** report.

# Personalized Instruction

#### **Turning On/Enabling Instruction**

- 1. Select **Rosters** from the top navigation.
- 2. Choose your class or report group from the Class/Report Group dropdown.
- 3. Select **Instruction**. The corresponding pop-up will appear.
- 4. Use the **toggle** to turn Instruction on for the entire class/report group.
- 5. Click Save.

#### Notes:

• If needed, you can also turn Instruction on or off for an individual student. Select Rosters from the top navigation, and then select the + icon next to the student's name to edit the Instruction settings.

Student Rosters

 When turning Instruction off, if any students are in another class/report group with Instruction turned on for the same subject, their Instruction setting will remain on. To determine if your student is in another class, click the + icon next to the student's name and then select the Classes tab.

# **Turning Learning Games On/Off**

#### For a Whole Class:

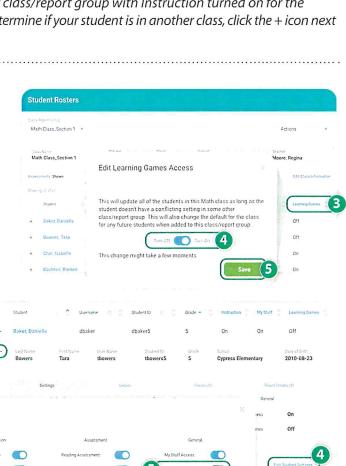
Follow Steps 1–2 from Turning On/Enabling Instruction.

- 3. Select Learning Games.
- 4. Use the **toggle** to turn Learning Games on or off for the whole class.
- Click Save.

#### For an Individual Student:

Follow Steps 1–2 from Turning On/Enabling Instruction.

- 3. Select the + icon next to the student's name to expand the drawer. When expanded, it will change to a - icon.
- Select Edit Student Settings.
- 5. Use the **toggle** to turn Learning Games on or off.\*
- 6. Click Save.



This will update all of the students in this Math class as long as the tudent doesn't have a conflicting setting in some oth

ort group. This will also change the default for the class for any future students when added to this class/report group

Edit Settings

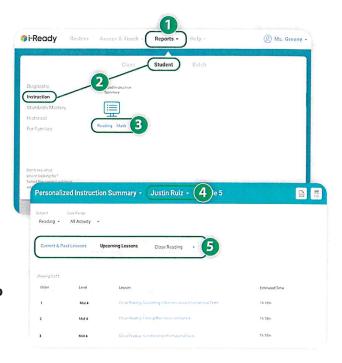


<sup>\*</sup>The individual student on/off feature will allow Learning Games to be enabled for an individual student, even when Learning Games has been turned off for the entire class.

#### **Viewing Lesson Plans**

- Select **Reports** from the top navigation. *Class* and *Diagnostic* reports will show by default.
- Select **Student** and **Instruction** for the report level and category.
- 3. Select **Reading** or **Math** under **Personalized Instruction Summary**.
- Select the **student** whose lesson plan you would like to view.
- View Upcoming Lessons and select either i-Ready
   Assigned, Close Reading, or Teacher Assigned from
   the dropdown. Switch to the Current & Past Lessons tab
   to view lessons completed or in progress.

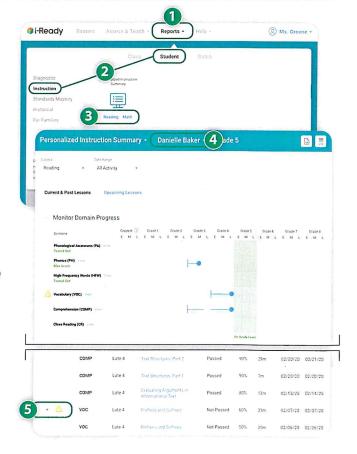
**Note:** Reviewing what students are working on in Personalized Instruction helps you plan complementary teacher-led instruction and check for understanding.



# Monitoring Student Progress in Personalized Instruction

It is important to log in to your *i-Ready Connect* teacher account weekly to monitor your students' Personalized Instruction in order to support their learning and progress in the online lesson path.

- 1. Select **Reports** from the top navigation. *Class* and *Diagnostic* reports will show by default.
- 2. Select **Student** and **Instruction** for the report level and category.
- 3. Select **Reading** or **Math** under *Personalized Instruction* **Summary**.
- 4. Select the **student** whose lesson data you would like to view.
- Scroll through your student's lessons to see their completed lessons and progress on certain skills.
   You may see Student Lesson Alerts. Select the + icon to expand the row for further details.



#### **Turning Domains On**

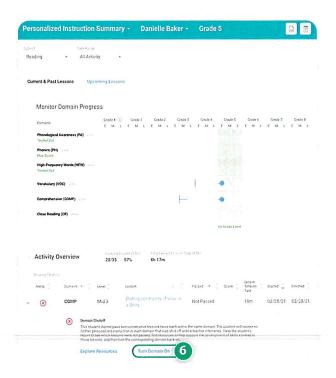
If students have not passed two consecutive lessons twice each within one domain, that domain will shut off automatically. After teachers have taken action in response, they may then turn that domain back on.

There are two ways to do so:

#### A. Turning On Domains for an Individual Student

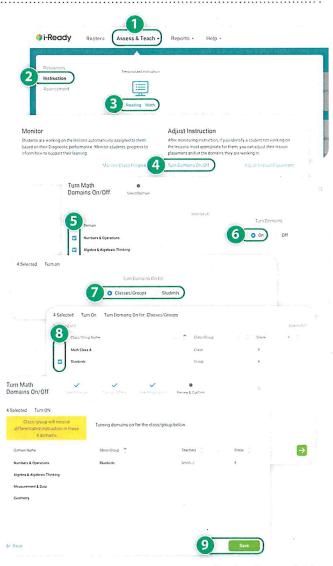
Follow Steps 1–5 from Monitoring Student Progress in Personalized Instruction.

6. In the expanded row, click **Turn Domain On**. If you need additional resources to support student understanding before turning the domain back on, you may also select Explore Resources here.



#### B. Turning On Domains for a Class or Group

- 1. Select Assess & Teach from the top navigation.
- 2. Select the **Instruction** category at left.
- 3. Select **Reading** or **Math** under **Personalized Instruction**.
- 4. Select **Turn Domain(s) On/Off** under *Adjust Instruction*. The corresponding pop-up will appear.
- Make sure to click the arrow after each step to move forward!
- 5. Use the **checkboxes** to select **Domain(s)**.
- 6. Select On.
- 7. Choose Classes/Groups.
- 8. Use the **checkboxes** to select your *class* or *group*. Only classes or groups with Instruction enabled will appear in this view.
- 9. Click Save.



# **Adding Teacher-Assigned Lessons**

- 1. Select **Assess & Teach** from the top navigation.
- 2. Select the **Instruction** category at left.
- 3. Select **Reading** or **Math** under **Personalized Instruction**. If you are assigned to more than one school, you will also need to select the appropriate **School**.
- 4. In the Create Assignments view, All Lessons will appear, with an option to filter to Focus Lessons.
  - For more information on Focus Lessons, search Teacher-Assigned Lessons on i-ReadyCentral.com.
- 5. Use the **checkboxes** to select *lessons* you would like to add. You may add up to 10 lessons at a time. You may also select a lesson name to view lesson details.
- 6. Click **Assign Lessons**. The corresponding pop-up will appear.
- Make sure to click the arrow after each step to move forward!
- 7. Choose Classes/Report Groups or Students.
- 8. Use the **checkboxes** to select your **population**.
- 9. Select an Available Date for the lesson(s). Make sure to assign the lesson at least one day in advance of when you want it to appear for students.
- Make sure you add available dates for all the lessons you've selected to assign. You may need to scroll down to enter dates for all lessons.
- 10. Enter a **Due Date** for the lesson(s) you are assigning.
  - If no Due Date is selected, the assignment will appear at the bottom of the student's queue below other assignments with Due Dates.
  - If none of the assignments have Due Dates, they will be ordered by content order.
- 11. Click **Assign Lessons**.

# **Managing Teacher-Assigned Lessons**

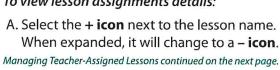
To view your students' Teacher-Assigned Lessons, to cancel any Teacher-Assigned Lessons, or to change assignment due dates:

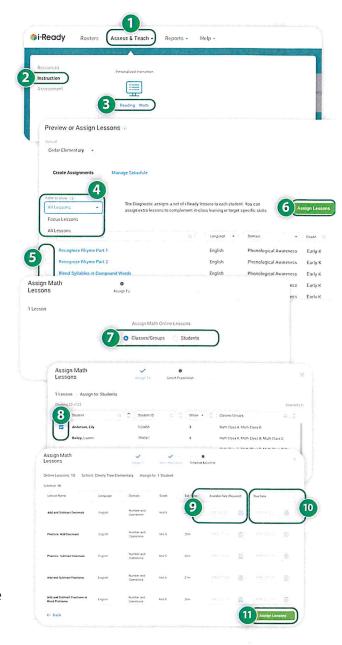
Follow Steps 1–3 from *Adding Teacher-Assigned Lessons*.

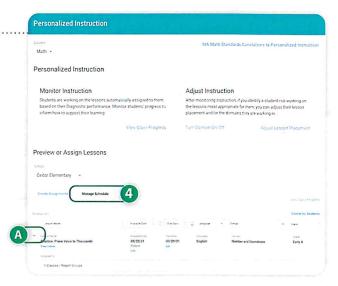
4. Select Manage Schedule.

#### To view lesson assignments details:

When expanded, it will change to a – icon.







# Managing Teacher-Assigned Lessons, Cont'd.

To change the due date of an existing assignment:

- B1. Select Edit below the Due Date.
- B2. Enter or use the calendar to select the new Due Date on the Edit Schedule screen.

To change the available date of an existing assignment:

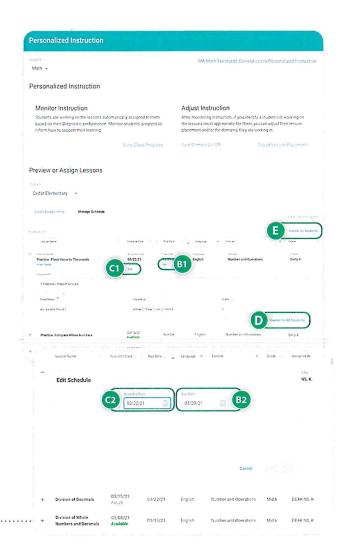
- C1. Select Edit below the Available Date.
- C2. Enter or use the calendar to select the new Available Date on the Edit Schedule screen. Note: If the assignment is already available for the student, the Available Date cannot be edited.

*To remove the assignment entirely:* 

D. Select Cancel for All Students.

To remove assignments for individual students:

E. Select Cancel by Students above the lesson assignment table. Follow the steps in the corresponding pop-up to select one or more individual student assignments to cancel. (Steps not pictured.)



# Teacher-Led Instruction

# **Accessing Tools for Instruction**

There are three different ways to access Tools for Instruction.

#### A. Search across all Tools for Instruction:

- 1. Select **Assess & Teach** from the top navigation.
- Select Resources at left.
- 3. Select **Reading** or **Math** under **Tools for Instruction**.
- 4. Select the **Grade** and **Domain** to filter Tools for Instruction.
- 5. As needed for K-8 Mathematics, select Tools for Instruction in Spanish.



## B. Find Tools for Instruction recommended for small group instruction:

#### Using the Instructional Groupings report:

- 1. Select **Reports** from the top navigation. *Class* and Diagnostic reports will show by default.
- 2. Select **Reading** or **Math** under **Instructional Groupings**.
- 3. Select a **Grouping tab** to view that Grouping's instructional priorities and recommendations for teacher-led instruction.
- 4. Scroll down to **Resources** on the right-hand side, and select a recommended Tool for Instruction to focus on with your grouping.

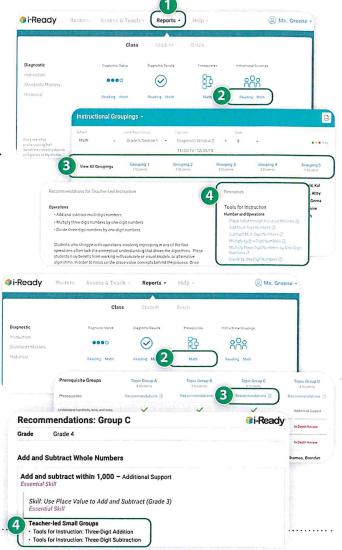
#### Using the Prerequisites report:

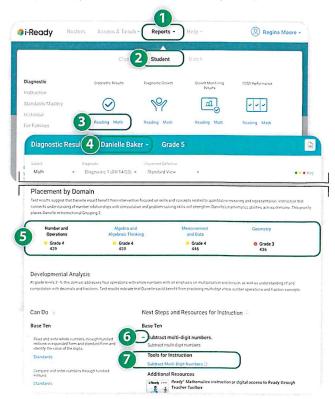
Follow Step 1 from *Using the Instructional Groupings report*.

- 2. Select Math under Prerequisites.
- 3. Select the **Recommendations PDF** under a *Topic Group*.
- 4. Scroll to the Recommended Resources to see recommended Tools for Instruction to use with students in this Topic Group.

#### C. Find Tools for Instruction recommended for individual students:

- 1. Select Reports from the top navigation. Class and Diagnostic reports will show by default.
- 2. Select **Student** for the report level.
- 3. Select **Reading** or **Math** under **Diagnostic Results**.
- 4. Select a **student** from the top dropdown menu.
- 5. Scroll down to Placement by Domain and select a domain tab to view this student's Can Dos and Next Steps and Resources for Instruction.
- 6. Select the + icon for one of the Next Steps you want to focus on with the student. When expanded, it will change to a - icon.
- 7. Select one of the **Tools for Instruction** recommended for that Next Step.



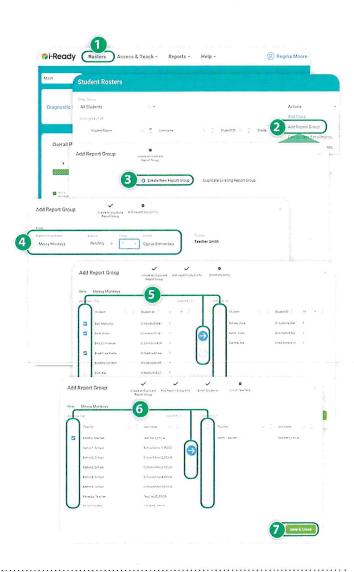


## **Building Report Groups**

Report groups enable you to create custom groups of students for the convenience of assignment and student and class reporting.

- 1. Select **Rosters** from the top navigation.
- 2. Select Add Report Group from the Actions dropdown. The corresponding pop-up will appear.
- Make sure to click the arrow after each step to move forward!
- 3. Select Create New Report Group. You may also duplicate an existing report group of the same students.
- 4. Input report group information.
- 5. Use the **checkboxes** to select **students** and the arrows to add or remove them from the report group.
- 6. Use the **checkboxes** to select **teachers** and the arrows to add or remove them from the report group.
- 7. Click Save & Close to exit.

Note: Students must be in a class before they can be in a report group.



# Viewing Assessment Status

# **Viewing Upcoming Diagnostic and Growth Monitoring Assessments**

- 1. Select **Assess & Teach** from the top navigation.
- 2. Select the **Assessment** category at left.
- 3. Select Reading or Math under Diagnostic.
- 4. Review the recommended **Diagnostic Windows** and the upcoming Growth Monitoring schedule.

# i-Ready Early Reading Table & Draf Reading Fluency 三☆ Diagnostic

#### Notes:

- To monitor progress on current Diagnostic assessments directly from the screen shown, select View Status. To view assessment status from any other screen in i-Ready Connect, follow the Viewing Assessment Status instructions that follow.
- Growth Monitoring is not used in all cases. You will only see the assessments that are applicable to you and your students.

#### **Diagnostic and Growth Monitoring**

1. Select Reports from the top navigation. Class and Diagnostic reports will show by default.

#### To view Diagnostic Status:

- A2. Select **Reading** or **Math** under **Diagnostic Status**.
- A3. Review the list of students to see progress and assigned assessments.

**Note:** To see results for completed assessments, use the dropdown arrow in the blue bar to switch to the Diagnostic Results report.

#### To view Growth Monitoring Status:

- B2. Select Reading or Math under Growth Monitoring Status.
- B3. Review the list of students to see progress and assigned assessments.

#### Notes:

- To see results for completed assessments, use the dropdown arrow in the blue bar to switch to the **Growth Monitoring** Results report.
- Growth Monitoring is not used in all cases. You will only see status details for the assessments that are applicable to you and your students. Talk to your school leader if you have questions about use of these assessment features.

i-Ready

Standards Mastery

Math Class 1

# Standards Mastery

If applicable, teachers can view information about current Standards Mastery assessments that school or district administrators have made for their students.

- 1. Select Reports from the top navigation. Class and Diagnostic reports will show by default.
- 2. Select **Standards Mastery** for the category.
- 3. Select **Reading** or **Math** under **Standards Mastery** Status.
- 4. Review the list of students to see progress and assigned assessments.

#### Notes:

- To see results for completed assessments, use the dropdown arrow in the blue bar to switch to the **Standards** Mastery Results by Test report.
- Standards Mastery is not used in all cases. You will only see status details for the assessments that are applicable to you and your students. Talk to your school leader if you have questions about these assessment features.



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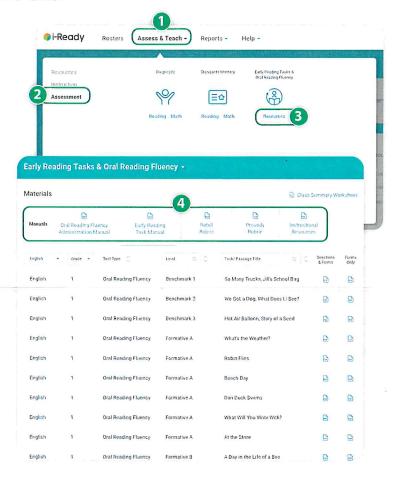
Regina Moore

# Additional Assessment Tools

# Accessing Materials for i-Ready **Early Reading Tasks and Oral Reading Fluency Assessments**

These materials can help you assess your students' early reading skills and oral reading fluency. While these resources are available for use by classroom teachers, you will want to check with your administrator before assessing students, as your district or school may have a structured plan for use of these assessments. In some cases, these tools will be used district wide to meet statespecific literacy screening requirements. For more information about Early Reading Tasks and Oral Reading Fluency Assessments, see the manuals and administration materials.

- 1. Select **Assess & Teach** from the top navigation.
- 2. Select the **Assessment** category at left.
- 3. Click **Resources** under *Early Reading Tasks* & Oral Reading Fluency.
- 4. In the selected view, you will be able to download materials to use with students and administration resources related to your chosen topic.



#### Notes:

- The Oral Reading Fluency Benchmark Assessment is available for use with students enrolled in Grades 1–6 in English and Grades 1–4 in Spanish. The Oral Reading Fluency Progress Monitoring Assessment is available for use with students in Grades 1–6 in English. The Formative Assessment, however, can be used with students at developmental reading levels in Grades 1–4 in English. For example, it can be used to informally assess oral reading fluency and provide passage reading fluency practice for a Grade 5 or Grade 6 student reading below their grade level.
- The Oral Reading Fluency Administration Manual will walk you through options for administering the Benchmark Assessment, Progress Monitoring Assessment, and/or Formative Assessment, including what additional materials you will need to download from this screen.
- Early Reading Tasks are available for the following skill areas: Phonological Awareness and Phonemic Awareness, Rapid Automatized Naming, Letter Naming Fluency, Letter Sound Fluency, Word/Pseudoword Reading Fluency, and Spelling and Encoding. Applicable grade levels vary by task. Please download the corresponding materials from this screen for details.