Welcome i-Ready Diagnostic & Instruction School Administrator

Log in:
1. Go to login.i-ready.com
2. Click Log In Now! button
3. Enter Username
4. Enter Password (password is case sensitive, new admins and teachers will be prompted to change their passwords the first time they log into i-Ready)
5. Select State
6. Click GO!

BEFORE TESTING STUDENTS: Admins and teachers should log in, go to the Resources tab, and read the Getting Started document.

i-Ready Diagnostic & Instruction Navigation
- **Home** – links to reports, license usage, What’s the Buzz
- **Roster Tab** – view/edit/add teachers, students, classes and instructional groups
- **Settings Tab** – set testing windows, growth monitoring schedules, and student growth targets
- **Assignments Tab** - view and/or adjust lessons, enable/disable instruction, domains and tests.
- **Reports Tab** - generate, view, and print detailed school, grade, class, and student reports
- **Resources Tab** - access Tools for Instruction, User Guides, FAQs, reading, math, and parent resources
- **My Account Button** – view and edit your username and password

ROSTER TAB
Add a Teacher: **Note:** Only an admin can add new teachers.
1. Go to the Teachers sub-tab.
2. Click the Add New Teacher button.
3. **User names must be unique. We recommend using the teacher’s email address.**
4. Fill in the fields.
5. Click Save & Close.

Add a Student: **Note:** Only an admin can add new students.
1. Go to the Students sub-tab.
2. Click the Add New Student button.
3. First Name, Last Name, Username, Password, Student ID, and Grade must be entered. **Student IDs and User names must be unique.** We recommend using the student’s district ID number and following a formula for all student user names, such as first initial, last initial, and the last 6 digits of the student’s ID number. Example: John Smith with district ID number 24682468 would have the following user name: js682468. Note: Developmental levels can be set for students whose developmental level is far below their chronological grade level.
4. Click Save & Close.

Add a Class:
1. Go to the Classes sub-tab.
2. Click the Add New Class button.
3. Fill in the Class Name and Grade Level. Class Code and Location are optional. **Sample class names:** Mrs. Smith’s Math Class, Mr. Jackson’s Period 1 Reading Class, Lincoln ES Reading Class.
   *We recommend no more than 50 students in a class.*
4. Select a product to associate with the class. Click the Select and OK buttons. You may only select one product.
5. Assign teachers to the class with the Teacher Assignment sub-tab.
6. Enroll students in the class with the Student Enrollment sub-tab.
Assign Teacher(s) to an Existing Class:
1. Go to the Classes sub-tab.
2. Click the EDIT link next to an existing class to open the Class Details pop-up window.
3. Click the Teacher Assignment sub-tab.
4. Click the Add Teachers button.
5. Select one or many teachers from this list using the check boxes on the left.
6. Click OK when done.
7. Click Save & Close.

Remove Teacher(s) from a Class:
1. Go to the Classes sub-tab.
2. Click the EDIT link next to an existing class to open the Class Details pop-up window.
3. Click the Teacher Assignment sub-tab.
4. Check the box next to any teachers you wish to remove.
5. Click the Remove Selected Teachers button.
6. Click Save & Close.

Assign Student(s) to an Existing Class:
1. Go to the Classes sub-tab.
2. Click the EDIT link next to an existing class to open the Class Details pop-up window.
3. Click the Student Enrollment sub-tab.
4. Click the Add Students button.
5. Select one or many students (no more than 50) from this list using the check boxes on the left.
6. Click OK when done.
7. Click Save & Close.

Currently it is not possible to delete students in the i-Ready system. Students who have left the district/school will still show in the student roster. Remove them from classes and they will not be able to log in.

Remove Student(s) from a Class:
1. Go to the Classes sub-tab.
2. Click the EDIT link next to an existing class to open the Class Details pop-up window.
3. Click the Student Enrollment sub-tab.
4. Check the box next to any students you wish to remove.
5. Click the Remove Selected Students button.
6. Click Save & Close.

Add an Instructional Group:
1. Go to the Instructional Groups sub-tab (under Rosters tab).
2. Click Add New Instructional Group Button.
3. Name your Instructional Group.
4. Choose Reading or Math under Product Selection.
5. Select a grade or leave Not Set.
6. Under the Student Enrollment tab click the Add Students button: Check the students you want to add to the group.
7. Under the Teacher Assignment tab: Check the teachers and admins you want to add to the group.
8. Click Save & Close.

Instructional Groups enable you to create customized groups of students from across your i-Ready Diagnostic & Instruction account. You can then use these custom groups to view class and student reports.
SETTINGS TAB

Set the Starting Date and Adjust the Growth Monitoring Schedule:
Note: The default date is now - change if you want a future start date.
1. Click the Settings tab, sub-tab Scheduling.
2. Make your selection for when i-Ready should begin.
3. Click Save.
4. Adjust Growth Monitoring Schedule if needed (by default assessments are automatically assigned monthly).
5. Click Save.

Growth Monitoring provides a quick check to see if (K-8) students are on track or need further intervention. These short, (approx. 15 minutes) adaptive growth monitoring assessments have fewer than 20 questions per subject. It offers global outcome measures that give an overall reading and an overall math scale score (essentially a mini-diagnostic). We recommend administering monthly, though flexibility is offered.

Restrict Access:
Change settings here if you wish to restrict students from accessing the diagnostic and growth monitoring assessments on certain days/times.
1. Choose your time zone.
2. If you wish to disable access by hour check the “Disable Assessment Access” and choose the times.
3. If you also wish to disable by the day, choose the day(s).
4. Click Save.

Set Testing Windows:
1. Click the Settings tab, sub-tab Recommended Testing Window.
2. Click Add Test Window button
3. Name the window.
4. Select the dates.
5. Click OK.

Set Pass/Fail Threshold:
Note: the default percent is 70%; change if you want a different percentage.
1. Click the Settings tab, sub-tab Pass/Fail Threshold
2. Change the number in the Pass/Fail Threshold percent box.
3. Click Save.

Student Growth Targets:
Set growth targets (reflected in Growth Monitoring Reports)
1. Select the subject
2. If you want to display in growth reports, check the “display target in growth monitoring reports for this subject” box.
3. Set your targets.
4. Click Save.

We HIGHLY recommend using Testing Windows. Contact your Account Manager if you have questions.

Note: Testing Windows are specific time frames you recommend to your teachers and are used to more easily run certain reports. The i-Ready system does NOT enforce testing during this time period.
ASSIGNMENTS TAB

Assign/Reassign Test for a Class or Group of Students:
1. Under Assignments choose Program Management.
2. Select the subject, teacher, click the class or instructional group button, and choose the class or instructional group from the drop-down menu.
3. On the left side of the screen, select the checkbox for Add Test or Remove Test.
4. On the right side of the screen, select the students.
5. Click the Go button.
6. The Add Test/Remove Test confirmation popup will appear. Click Yes.

Enable/Disable Instruction for a Class:
Note: Instruction must be enabled in order for students to begin their lessons.
1. Under Assignments choose Program Management.
2. Select the subject, teacher, click the class or instructional group button, and choose the class or instructional group from the drop-down menu.
3. On the left side of the screen, select the checkbox for Enable or Disable Instruction.
4. Select the students. You may select All Students, or you may select any group of students.
5. Click the Go button.
6. The Enable/Disable Instruction confirmation popup will appear. Click Yes.

Add/Remove Extra Lessons for a Class:
1. Under Assignments choose Program Management.
2. Select the subject, teacher, click the class or instructional group button, and choose the class or instructional group from the drop-down menu.
3. On the left side of the screen, select the checkbox for Add Extra Lessons or Remove Extra Lessons.
4. Select the students. You may select All Students, or you may select any grouping of students.
5. Click the Go button.
6. The Add Extra Lessons/Remove Extra Lessons popup will appear. Select one of the domains.
7. Click the Next button.
8. Use the scroll bar to view all the lessons. You may preview any lesson by clicking on the lesson title.
9. Click a checkbox for any lesson you wish to add/remove.
10. Click the Add/Remove button.

Add Diagnostic Tests or Growth Monitoring Tests:
1. Under Assignments choose Program Management.
2. Select the subject, teacher, click the class or instructional group button, and choose the class or instructional group from the drop-down menu.
3. Click the Add Diagnostic Test (or Add Growth Monitoring button).
4. A confirmation popup box will appear. Click the Yes button.

Remove Diagnostic Tests or Growth Monitoring Tests:
Same steps as above, except check Remove Diagnostic Test (or Remove GM).

Instruction can be enabled at any time, even before testing begins.

Note: Completed tests cannot be removed/deleted.
View/Change Lessons for a Student:
1. Under Assignments choose Lesson Plans.
2. Select the teacher, click the class or instructional group button, and choose the class or instructional group from the drop-down menu, choose the student from the drop-down list; the next twenty lessons for the student will be displayed. The placement and date grid to the right of the student’s name provides the placement levels of the student.
3. Click on a domain name in the Placement grid, or on a domain name in the domain column.
4. Change the starting position of the student by clicking on the selection chip of a different lesson.
5. Click the Save button and click Yes to save your changes.

Add Extra Lessons for a Student:
1. Under Assignments select the Extra Lessons sub tab.
2. Select the subject, teacher, click the class or instructional group button, and choose the class or instructional group from the drop-down menu, and the student from the drop-down lists.
3. Click the Add Lesson button. The Add Lesson popup window will open.
4. Select a domain.
5. Click the Next button.
6. A list of lessons for the domain will be generated.
7. Click the check box next to the lesson(s).
8. Click the Add button.
9. Click Yes.
10. Click the Save button and click Yes to save your changes.

Change the Order/Remove Extra Lessons for a Student:
Note: A lesson that is in progress by a student cannot be moved from the top position of the list. The following actions can only be applied if a student has previously been assigned extra lessons.
1. Click the Assignments tab and select the Extra Lesson sub tab.
2. Select the teacher, class, and the student from the drop down lists.
3. Click on the number box of the lesson.
4. Use the Up or Down buttons located to the right of the grid and move the lesson to the desired location.
5. To remove a lesson, click on the red Remove icon beside the lesson name.
6. Click the Save button and click Yes to save your changes.

Turn Domains On/Off for a Student:
When a student fails a lesson, the system will automatically immediately repeat the lesson. If the student fails the same lesson again, the system moves on and presents the next scheduled lesson. If a student fails two lessons twice within the same domain the system will automatically shut the lessons off for that domain.

To turn a domain on or off:
1. Click the Assignments tab and select the Student Lesson Plan sub-tab.
2. Select the teacher, class and the student.
3. Click on a domain name in the “Placement Date” grid or on a domain name in the “Domain” column. The domain pop-up window will appear.
4. Click the radio button to On or Off.
5. Click the Save button and click Yes to save your changes.

View Details and Preview a Lesson:
1. Click on the Lesson title. The Lesson Preview popup will open. Here you can also view the average amount of time a student will need to complete the lesson, its objectives, and the standard(s) aligned to it.
2. Click the word View next to the component of the lesson you wish to see.
**REPORTS TAB**

**School Reports:**
- **Student Growth by Grade and Class**: View growth achieved between diagnostics.
- **Performance by Grade and Class**: Identifies performance and measures gains by grade and class.
- **Needs Analysis by Grade**: Provides an overview of needs by domain within a school to help allocate instruction and staff resources.
- **Intervention Screener**: Groups students by RTI Tiers at a summary-level, grade-level, and student-level for an entire school of students at once.
- **Instructional Grouping Profile**: Groups students by areas of need and provides the administrator with an instructional recommendations and resources for each group.
- **Export Diagnostic & Instruction Data**: Use this feature to export student-by-student Diagnostic & Instruction data from your account.
- **Export Recommended Products Data**: Use this feature to determine Curriculum Associates instructional material needs for each student.

**Class Reports:**
- **Class Profile**: Identifies class and student-specific scores, placements, and needs.
- **Class Norms**: Displays the student-specific overall scale scores, placement levels, normed percentile scores, and Lexile and Quantile scores.
- **Growth Monitoring**: See if students are on track for expected growth.
- **Instructional Grouping Profile**: Groups students by areas of need and provides the teacher with an instructional recommendations and resources for each group to facilitate teacher-led small group instruction.
- **Class Response to Instruction**: Monitors class usage and progress on i-Ready Instruction.

**Student Individual Reports:**
- **Student Profile**: Shows individual student performance levels and scale scores for each domain, explains student strengths and areas of focus, provides customized recommendations and resources to support teacher-led instruction and displays student’s Lexile and Quantile levels.
- **Growth Monitoring**: See if student is on track for expected growth.
- **Student Response to Instruction**: Monitors individual student progress by domain and lesson on i-Ready Instruction.
- **Parent Report**: Informs parents of how their child performed on the i-Ready Diagnostic.
- **Standards Performance**: Shows student performance on the i-Ready Diagnostic aligned to your standards.

**Student Batch Reports** allow you to download, print, or save the following reports for multiple students at a time:
- Student Profile Overview, Student Profile Detail, and the Parent Report.

**Create a Report:**
Note: Rolling over a report name will show you a sample of the report and question(s) answered by the report.
1. Click the Reports tab.
2. Click the Report name.
3. A box will appear showing the options for that report. Note that you have the flexibility to define what it means for a student to be considered on level at certain points of the year (click the question mark next to “Define On Level” for details).
4. Click the Create Report.

Note: i-Ready Reports are generated in real-time, based on currently available information in the system. Most reports are printable and savable as PDFs.

**Tools for Instruction** are best-practice instructional lessons based on students’ needs as identified by i-Ready Diagnostic reports. These downloadable lesson plans are embedded in the Student and Instructional Groupings Profile Reports within each domain. Access the entire list of Tools for Instruction under the Resources Tab.
RESOURCES TAB

- Tools for Instruction
- Getting Started
- User Guides
- Sample Diagnostic items
- Reading & Math Correlations, Construct Maps and Resources
- Parent Guides and Letters (available in English and Spanish)
- Descriptions and Specifications for Reading & Math Lessons
- Research Resources
- Links to Support and Technical Materials
- Don’t miss our Quick-Start training videos for both teachers and admins

---

**i-Ready Resources**

Learn. Instruct. Explore.

**Tools For Instruction**

Choose Subject  Choose Domain  Get Tools

**Resources**

- Getting Started - Diagnostic
- User Guide
- Summer School Guide

**Additional Resources**

Find technical documentation, system checklists, and technical support contact information including LIVE CHAT. Click here.

Get on-demand help with teacher and administrator videos, live and recorded webinars, additional support docs, and resources for parents. Click here.

Learn more about getting digital access to Ready® Teacher Toolbox.

---

Reading Resources  Mathematics Resources  Research Resources  Mobile Resources  For Parents
My Activities, Search, and My Account

**My Activities:** Review the status and results of recent activity (such as adding a diagnostic, enabling instruction or turning on a domain) within your account. Click the magnifying glass next to each activity to view the details by student.

**Search:** Use to search for a student or staff member within your account.

**How to Change Your Own User Name or Password:**
1. Log in and Click the My Account button (top right screen).
2. Make your edits.
3. Click Save.