i-Ready Diagnostic & Instruction Admin School Checklist

Use this checklist to ensure you and your staff are maximizing i-Ready to achieve the most progress with your students. The list includes key steps and implementation decisions.

Initial Set Up/Set Up for a New School Year After Roll-Over

Before

- ❑ **Roster**: Make any changes to your i-Ready roster. Only admins can make most class assignment changes to students.
  - If your account "rolled-over" from last year, all students were taken out of their classes, their chronological grade was advanced by one year, and any Developmental Levels have been removed.
- ❑ **Roster: Reset Developmental Levels** as appropriate. Remember that Developmental Levels should only be set for students who are performing significantly below grade level due to academic/developmental delays. Do not set the Developmental Level for other students, as it can significantly impact the test items they receive.
- ❑ **Settings: Testing Windows**: If not already determined by your district, determine testing windows.
- ❑ **Settings: Access**: set the time zone, then set the times and/or days to restrict access to the Diagnostic and Progress Monitoring Assessments (so that students can't complete assessments outside of school).
- ❑ **Settings: Scheduling**: If needed:
  - Change the date on which i-Ready can be accessed
  - Adjust the number/frequency/dates of the Progress Monitoring Assessments. Site-level admins can make further adjustments to the number/frequency/dates of the Progress Monitoring Assessments.
- ❑ **Settings: Growth Targets** – The account's highest-level admin can set the Progress Monitoring growth expectation targets.
- ❑ **Assignments: Enable Instruction** if you and your staff would like students to access i-Ready online Instruction immediately upon completion of the initial Diagnostic.
- ❑ **System Requirements**: Ensure that all computers/laptops/netbooks meet system requirements and have working headphones.

Initial Diagnostic/First Diagnostic After Roll-Over – Managing Implementation

Before

- ❑ **Schedule & Deadlines**: Work with your staff to build the testing schedule within your deadlines – build in time for students who might need to re-take the diagnostic
- ❑ **Expectations**: Ensure that teachers are setting expectations with students so that your data is accurate.

During

- ❑ **Monitor**: Ensure your staff actively monitors students during testing.
- ❑ **Completion:** Toward the end of the testing window, have teachers look at the status of testing to ensure that all students are on track to finish by the deadline and give you an update.

After

- ❑ **Rushing**: Wait one day after the testing window and run a Diagnostic Summary Export Report. Be sure to check-off "Class/Teacher/Report Group Association" and "Diagnostic Summary". Download into Excel. Sort by the teacher, then the "Diagnostic (1) Notes" column. This will show you, by class, which students might have rushed. Distribute to teachers and ask them to update you with which students will be reassessed.

Instruction – Managing Implementation

Before

- ❑ **Online Instruction**: Ensure your staff knows what is expected of them in terms of minimum amount of time students should work on the **online** Instruction.
  - o If needed, work with your staff to identify ways to provide more access to students (e.g., before/after school).
- ❑ **Teacher-led Instruction**: Ensure your staff knows what is expected of them in terms of using the **teacher-directed instructional guidance and tools** (provided in the Instructional Grouping Profile and Student Profile Reports)

During

- ❑ **Data Review:** Ask teachers for regular updates on how they are monitoring student progress through the **online** Instruction. Recommended information to ask for:
  - o Which students are failing lessons? (Teachers can see this on their Student Alerts)
  - o Walk through of their Class Response to Instruction Report – look for overall passing rate as well as by domain.
- ❑ **Data Review:** Periodically generate an Instruction Summary (or Detail) Export Report – check on passing rates and number of lessons completed

Progress Monitoring Assessments

Before

- ❑ **Expectations**: Ensure that your staff understands the purpose and scheduling of the Progress Monitoring Assessments.
- ❑ **Prep Students:** Ensure that your staff prepares students by setting proper expectations.

During

- ❑ **Monitor**: Ensure students are actively monitored during the assessment.

After

- ❑ **Data Review**: Have teachers view each student's results – are there any students not on track to make the targeted amount of growth? If yes, what will the intervention plan be? (Consider using the teacher-led instructional guidance on the Student Profile and Instructional Grouping Profile reports, as well as Extra Lessons.)

Subsequent Diagnostics

Before

- ❑ See the "Initial Diagnostic" section, above.
- ❑ **Assign**: Determine with your staff who will **assign** the Diagnostic. Admins can do it for every student at once, but teachers often like to assign it at the exact day and time they need.
- ❑ If desired, **restrict access** to the Diagnostic by setting day and time restrictions if you don't want students to access the Diagnostic outside of school (this is <u>strongly</u> recommended).

During

- ❑ See the "Initial Diagnostic" section, above.

After

- ❑ See the "Initial Diagnostic" section, above .
- ❑ When you run your Diagnostic Summary Export report, be sure to sort by the Most Current Diagnostic column (not Diagnostic 1) so that you can see students who rushed.
- ❑ When you run your Performance by Grade and Class report, be sure to set the dates/windows so that you are comparing Diagnostics to see progress.
- ❑ **Gains:** You'll also be able to see the "Diagnostic Gains" column. Use the Scale Score Growth Expectations document to interpret the scale score gains.
    - Especially for the final Diagnostic, remember also to compare overall grade placement levels (and domains if you're looking at the Detail export) as well.

Using Diagnostic, Progress Monitoring, and Instruction Data

Help Inform School/Grade-wide Programmatic Decisions

- ❑ Look at key School-level Reports – How will you use this information to inform programmatic decisions?
    - Performance by Grade and Class
    - Intervention Screener
    - Instructional Grouping Profile

Help Your Teachers Inform and Target Instruction

- ❑ Incorporate Diagnostic information:
    - Have teachers show you their Instructional Grouping Profile reports. How will they use this information to inform their instruction?
    - How will they use the Student Profile Reports to inform their instruction?
    - Which of the other Class/Student Reports would be most helpful in informing instruction?
    - Which would be helpful for communicating with parents? Which parent resources will be used?
- ❑ Incorporate information from i-Ready online Instruction:
    - What type of intervention are they providing to students who are failing the **online** Instruction lessons?
    - How might they use Extra Lessons to support further struggling students? to support their whole-class on-grade-level instruction?
- ❑ Consider incorporating the use of i-Ready reports and data into data/grade-level meetings (e.g. Professional Learning Communities, Instructional Leadership Teams, etc.).
    - Start with baby steps ☺

i-Ready Diagnostic & Instruction Admin Quick Start Guide

Log in:

1. Go to **www.i-ready.com**
2. Click Log In Now! button
3. Enter Username
4. Enter Password
5. Select State
6. Click GO!
7. If you have access to more than one i-Ready program, you will be asked to select one.
8. When your students log in, they will need to select a subject (Math or Reading).

i-Ready Diagnostic & Instruction Navigation

- **Home** - aggregated information of numbers of licenses and usage.
- **Roster Tab** – view/edit/add school administrators, teachers, students, classes and report groups.
- **Settings Tab** – set dates, names of test and other program details
- **Assignments Tab** - view and/or adjust class/student lessons, enable/disable instruction, domains and tests.
- **Reports Tab** - generate, view, and print detailed district, school, grade, class, and student reports.
- **Resources Tab** - access Tools for Instruction PDFs, User Guides, FAQs, Reading, Math and Parent resources.
- **My Account Button** – view and edit your username and password.

***Note:** The Assignments Tab and Student Alert lists only pertain to customers with i-Ready Instruction licenses.

Roster Tab

Add an Administrator, Teacher:

1. Go to the School Admin sub-tab or Teachers sub-tab.
2. Click the Add New School Admin (or Teacher) button or click on the word EDIT next to an existing name.
3. Fill in the fields.
4. Click Save.

Add /Edit a Student:

1. Go to the Students sub-tab.
2. Click the Add New Student button or click on the word EDIT next to an existing student
3. First Name, Last Name, Username, Password, School Information, Student ID, and Grade must be entered. The Email, Date of Birth, and class information is optional.
4. Click Save. Note: only District or School Admins can enter new students in the system.

Change a Student's Password:

1. Go to the Students sub-tab.
2. Click the EDIT button next to an existing student.
3. The Student Details pop-up window will open. Click Change Password.
4. Enter the new password into the New Password and Confirm New Password fields.
5. Click OK.

Change a Student's Class:

1. Go to the Students sub-tab.
2. Click the EDIT button next to an existing student. The Student Details window will open.
3. Click the Class Enrollment sub-tab.
4. Find the student's current class.
5. Click the Change Class button next to the current class.
6. The pop-up window shows a complete list of eligible classes. Change the selection and click OK.

Note: To add a new student to the roster, you must contact your school or district i-Ready administrator.

Add a Class:

1. Go to the Classes sub-tab.
2. Click the Add New Class button.
3. Fill in the Class Name, School, and Grade Level. Class Code and Location are optional.
4. Select a product to associate with the class. Click the Select and OK buttons. You may only select one product.
5. Edit the teachers assigned to the class with the Teacher Assignment sub-tab.
6. Add or remove students from the Student Enrollment sub-tab.
7. Click Save.

Edit Class Information:

1. Click the EDIT link next to an existing class. The Class Details pop-up window will open.
2. Edit the desired fields.
3. Edit the teachers assigned to the class with the Teacher Assignment sub-tab.
4. Add or remove students from the Student Enrollment sub-tab.
5. Click Save when done.

Set Developmental Levels for a Student:

1. To set the developmental level for a student, go to the Roster tab, then the Students sub-tab.
2. Click the EDIT link next to the student's name.
3. Click the Set Developmental Levels button.
4. Select the appropriate levels and Click Save.

View/print Student Usernames and Passwords:

1. Click the EDIT link next to an existing class. The Class Details pop-up window will open.
2. Click the Print Passwords button at the bottom of the pop-up window. A PDF file will open.

Assign Teacher(s) to a Class:

1. Click the Add New Class button or EDIT link to open the Class Details pop-up window.
2. Click the Teacher Assignment sub-tab.
3. Click the Add Teachers button.
4. Select one or many teachers from this list using the check boxes on the left.
5. Click OK when done.
6. Click Save & Close.

Remove Teacher(s) from a Class:

1. Click the Add New Class button or EDIT link to open the Class Details pop-up window.
2. Click the Teacher Assignment sub-tab.
3. Check the box next to any teachers you wish to remove.
4. Click the Remove Selected Teachers button.
5. Click Save & Close.

Assign Student(s) to a Class:

1. Click the Add New Class button or EDIT link to open the Class Details pop-up window.
2. Click the Student Enrollment sub-tab.
3. Click the Add Students button.
4. Select one or many students from this list using the check boxes on the left.
5. Click OK when done.
6. Click Save & Close.

Remove Student(s) from a Class:

1. Click the Add New Class button or EDIT link to open the Class Details pop-up window.
2. Click the Student Enrollment sub-tab.
3. Check the box next to any students you wish to remove.
4. Click the Remove Selected Students button.
5. Click Save & Close.

Change Enrollment of Multiple Students in Classes:

1. Click the Add New Class button or EDIT link to open the Class Details pop-up window.
2. Click the Student Enrollment sub-tab, for the current class.
3. Follow the steps to remove student(s) from a class as outlined above.
4. From the Classes sub-tab main page, select the new class in which you wish to enroll the students.
5. Click the Student Enrollment sub-tab and follow the directions to assign student(s) to a class as outlined above.

Add/Edit Report Groups

1. Click Report Groups sub-tab.
2. Click Add New Report Group Button.
3. Name your Report Group.
4. Select a school from the School(s) box.
5. Click the first right-arrow button.
6. Select one or more grades from the Students' Grade(s) box.
7. Click the second right-arrow button.
8. If desired, select characteristics from the Students who meet ALL of the following box.
9. Click the Display Students button.
10. Click the Add button to add a particular student to the report group.
11. Click the Assign Permissions tab at the top of the pop-up window.
12. Click the Add button to give a particular person permission to view the report group.
13. Select Report Group Subject.
14. Click Save.

Settings Tab

Set the Starting Date:

1. Click the Settings tab, sub-tab Starting Date.
2. Make your selection for when i-Ready should begin.
3. Click Save.

Set Restrictions on Times of Day, Days of Week for I-Ready Assessments:

1. Click the Settings tab, Access sub-tab.
2. Choose time zone from drop down menu.
   Choose the restriction by hourly timeframe and/or by days of the week.

Note: To disable assessment access by a specific timeframe, choose the earliest and latest times that students can begin an assessment. If a student logs in outside of the selected days/times, they are able to work in their online lessons that they have been assigned.

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:

1. Click the Settings tab, sub-tab Pass/Fail Threshold
2. Change the number in the Pass/Fail Threshold percent box.
3. Click Save.

Set Academic Year:

1. Click the Settings tab, sub-tab Academic Year.
2. Set the beginning and end of your academic year.
3. Click Save.

Assignments Tab

Assign/Reassign Test for a Class or Group of Students:

1. Under Assignments, choose Class Management.
2. Select the school, subject, teacher, class from the Class drop down list.
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 after the diagnostic is completed for students to begin their lessons.

1. Under Assignments, choose Class Management.
2. Select the school, subject, teacher, class.
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 Class Management.
2. Select the school, subject, teacher, class from the Class drop down list.
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. Click a checkbox for any lesson you wish to add/remove.
9. Click the Add/Remove button.
10. An Add Extra Lessons/Remove Extra Lessons confirmation popup will appear. Click Yes.

Turn Domains On/Off for a Class:
1. Under Assignments, choose Class Management.
2. Select the school, subject, teacher, class from the drop down list.
3. Select the checkbox for Turn Domains On/Off.
4. Select the students. You may select All Students, or any group of students.
5. Click the Go button.
6. The Turn Domains On/Off popup will appear. Select the domain.
7. Select the On or Off button.
8. Click the Confirm button.
9. You will then see a confirmation popup. Click Yes.

Assign/Reassign Test for a Student:
1. Under Assignments, choose the Tests sub tab.
2. Select the school, teacher, class, and student.

Note: If your administrator has scheduled a recommended testing window, this information is on the left.

3. Click the Add Test button.
4. A confirmation popup box will appear. Click the Save button.

View/Change Lessons for a Student:
1. Under Assignments, choose Student Lesson Plan.
2. Select the school, teacher, class, and student.
3. The next twenty lessons for the student will be displayed. The Placement grid next to the drop down buttons provides the placement levels of the student.
4. Click on a domain name in the Placement grid, or on a domain name in the domain column.
5. Change the starting position of the student by clicking on the selection chip of a different lesson.
6. Click the Save button.

Add Extra Lessons for a Student
1. Under Assignments, select the Extra Lessons sub tab.
2. Select the school, teacher, class, and student.
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.

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 school, teacher, class, and student.
3. Clicking 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.

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 in a row, the system will automatically shut the domain lessons off. To turn the domain on or off:

1. Click the Assignments tab, and select the Student Lesson Plan sub tab.
2. Select the school, teacher, class, and 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 Save.

View Details and Preview a Lesson

1. Click on the Lesson title. The Lesson Preview popup will open.
2. Click the word View next to the component of the lesson you wish to see.
3. You can also view the average amount of time a student will need to complete the lesson, its objects, and the standard(s) aligned to it (click the CC or state icon to view standards).

Reports Tab

District Reports:

- **Performance by School and Grade:** Identifies performance and measures gains across the district by school and grade.
- **Needs Analysis by Grade:** Provides an overview of needs by domain across the district to help allocate instruction and staff resources.
- **Export Diagnostic & Instruction Data:** Export student-by-student Diagnostic & Instruction data from your account.
- **Export Recommended Products Data:** Determine Curriculum Associates instructional material needs for each student.

School Reports:

- **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.
- **Instructional Grouping Profile:** Groups students by areas of need and provides the administrator with an instructional recommendations and resources for each group.
- **Intervention Screener:** Groups students by RtI Tiers at a summary-level, grade-level, and student-level for an entire school of students at once.
- **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.

Teacher Reports:

- **Class Profile:** Identifies class and student-specific scores, placements, needs and monitors progress.
- **Class Norms** (Reading only)**:** Displays the student-specific overall scale scores, placement levels, normed percentile scores and Lexile scores.
- **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, displays student’s Lexile Performance (Reading only).
- **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 of the instructional program.
- **Student Response to Instruction:** Monitors individual student progress by domain and lesson of the instructional

program.

- **Parent Report:** Informs parents of how their child performed on the i-Ready Diagnostic.
- **CCSS (or State Standards) Performance:** Shows student performance on the i-Ready Diagnostic aligned to the Common Core and/or your state standards.
- **Batch Reports:** Download, print or save Student Profile or Parent Reports for more than one student at a time.

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**.
4. Click the Create Report.

Note: i-Ready Reports are generated in real-time, based on currently available information in the system. They are printable and savable as PDFs. Your i-Ready Administrators can export the data as CSV files to be used in Excel.

Tools for Instruction
Note: These PDFs are embedded in the Student and Instructional Groupings Profile Reports within each domain. The entire list of Tools for Instruction can be found in the Resources Tab. Tools for Instruction are best-practice instructional lessons based on students' needs as identified by i-Ready Diagnostic reports. To access the entire list of Tools for Instruction:

1. Click on the Resources Tab
2. Select subject, domain and click on Get Tools button.
3. Navigate to the level and lesson you desire and click on the title.
4. Save and/or print the PDF.

Resources Tab

- Tools for Instruction
- Getting Started
- Administrator and Teacher User Guides
- 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 Webinars, Quick-Start Videos, Support and Technical Materials

SUPPORT:

- **Phone:** 800.225.0248
- **Email:** i-ReadySupport@cainc.com

Using the *Diagnostic & Instruction* Data Export

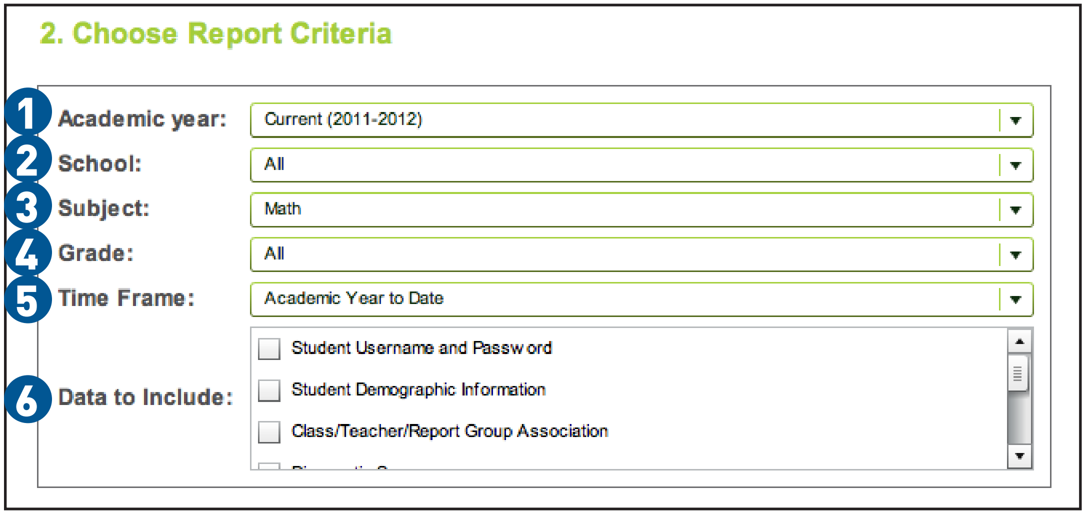
This feature will allow you to export *Diagnostic & Instruction* data for each student in your account. Your export will be generated in a CSV (comma-separated value) file type, which can then be used in part or whole as an import to other systems, or can be saved and worked with as an Excel file. Use this guide to navigate the different options you can choose in your export and to better understand the data you can view.

There are a number of different questions that the data export can help you answer. The most likely scenarios for using this export are:

- I'm an administrator and I'd like to see a full list of all my students and how they are performing and growing.
- I need to figure out if *i-Ready* is being implemented to fidelity:
  - I need to see which students have not yet taken the Diagnostic.
  - I need to see how often students/classes/schools are using the Instruction.
- I'd like to provide my teachers with last year's data so that they can get insight into the students in their class this year.
- I'd like to find out how different reporting groups are performing (e.g., ELL, SpEd, etc.)
- I'd like to pull data out of *i-Ready* and prepare it for import into a Data Warehouse System.

What is the scope of the *Diagnostic & Instruction* Data Export?

As a District Administrator, you can choose to export data for all students in your district, for a particular school or even a particular grade. As a School Administrator, you can choose to export data for all students in your school or just students in a particular grade. You will need to define the scope of your export on the Reports landing page by making selections for the following criteria:



1. You can choose to export data for the current academic year or, as a returning user, you can also export data from a previous academic year to share with teachers so they can see how their students performed last year.

2. As a District Administrator, you can choose to export data for all schools in your district or select a specific school. As a School Administrator, your school will appear as the default selection for this criteria.

3. You will need to choose whether you would like to export Reading or Mathematics data. If you are only using one subject of *i-Ready*, the subject criteria will default to that subject.

4. You can choose between exporting data for students in all grades or focus on a single grade of students.

5. You can choose to export data using three different options for time frame:
   1. Academic Year to Date (Default)—shows all data from account start date (or rollover date) to present for the chosen academic year.
   2. Test Window—if you have set up test windows in *i-Ready*, you can export data from the date range of one of your selected test windows.
   3. Set Window—you can export any data from within a custom time frame by entering a "Start" date and "End" date.

6. You can multi-select different types of data to include in your export by checking the appropriate boxes. Read on to learn about the different types of data you can include.

What data will my export include and how is the data defined?

Within the CSV, each row represents the records for a different, unique student. Each column represents a different piece of data associated with that student. Your export will always include basic information about each student as shown:

Last Name	First Name	Student ID	Student Grade	Academic Year	School	Subject
Joy	Sarah	12345	5	2012-2013	Waldron Elementary	Math
Foster	Renee	67890	5	2012-2013	Waldron Elementary	Math
Hayes	Steve	23456	6	2012-2013	Foster Middle School	Math
Ng	Jason	90123	7	2012-2013	Foster Middle School	Math
Pierce	Nadia	24680	7	2012-2013	Foster Middle School	Math
Rabone	Daniel	92468	6	2012-2013	Foster Middle School	Math
Ricci	Mike	23456	6	2012-2013	Foster Middle School	Math
Wetmore	Johanna	24680	7	2012-2013	Foster Middle School	Math

“Data to Include” Options

Next, based on your selections in the “Data to Include” criteria, your export will additionally include some or all of the following pieces.

Diagnostic Summary

The Diagnostic Summary helps you answer the following questions based on the time frame you select:

- Which students have or have not yet completed a Diagnostic Assessment? How many times? When?
- How did each student perform over time?

1	2	3	4	5	6
Diagnostic Gain	**How many Diagnostic Assessments did this student complete during the time frame?**	**Diagnostic: Completion Date (1)**	**Diagnostic: Overall Scale Score (1)**	**Diagnostic: Overall Placement (1)**	**Diagnostic: Notes (1)**
	0				
+12	2	10/11/12	490	4, Level	Results indicate that the student spent less than 11 seconds on average per item on this Diagnostic administration. Students who complete the Diagnostic this quickly are rushing and this score is not likely to be accurate. We recommend the student retake the test and be reminded to take their time and use pencil and paper where necessary.
+22	2	10/12/12	572	6, Mid	
+25	2	10/10/12	504	5, Level	
0	0				
0	0				
0	0				
+13	1	10/12/12	590	7, Mid	

1 **Diagnostic Gain:** If the student has completed more than one Diagnostic Assessment during the selected time frame, this column will show the difference in Scale Score points earned between the first and most recent test administration during the time frame.

2 **Which students have or have not yet completed the Diagnostic and how many did this student complete during the time frame?** This column will show you how many Diagnostic Assessments each student has completed during the selected time frame. Students who have not completed a Diagnostic Assessment during the time frame will show a zero in their row and all further Diagnostic data columns will be blank.

3 **Diagnostic: Completion Date:** Shows the date the student completed the selected Diagnostic.

4 **Diagnostic: Overall Scale Score:** Shows the Overall Scale Score achieved for the selected Diagnostic.

5 **Diagnostic: Overall Placement:** Shows the student's Overall Placement based on their Scale Score.

6 **Diagnostic: Notes:** On occasion, a student may rush through the Diagnostic. This column will indicate whether a student rushed and whether a student should retake the Diagnostic Assessment.

You will notice a (1), (2), (3), or (Most Recent) in each column heading of Diagnostic Data. This tells you the test instance within your selected time frame.

Exports will show results from up to four diagnostic assessments as we suggest administering the Diagnostic up to four times per year.

If a student has completed four Diagnostic Assessments, the first three will show with a (1), (2), and (3) after them, respectively. The fourth will be denoted as "(Most Recent)."

If a student has completed two or more Diagnostic Assessments, the first will show with a (1) after it and the last will appear with (Most Recent) after it.

If a student has completed more than four Diagnostic Assessments in the selected time frame, the first three will be marked the same as above, and the most recent Diagnostic Assessment administered will default to "(Most Recent)" in the export. Test instances between the third and most recent Diagnostic Administration will not be captured in the export. If you would like to capture test results from Diagnostic Administrations between the third and Most Recent, you will need to run this export for smaller time frames. Try narrowing your time frame using "Set Window."

Diagnostic Details

If you select Diagnostic Details, your export will include the Diagnostic Summary columns as previously described. It will also include Scale Score and Placement data for each domain of every included Diagnostic Assessment below. Use the Diagnostic Details data to answer the following questions:

- In what Domains are my students thriving or struggling?
- Within a specific Domain, how did each student perform over time?

Diagnostic: Number and Operations Scale Score (1)	Diagnostic: Number and Operations Placement (1)	Diagnostic: Algebra and Algebraic Thinking Scale Score (1)	Diagnostic: Algebra and Algebraic Thinking Placement (1)	Diagnostic: Measurement and Data Scale Score (1)	Diagnostic: Measurement and Data Placement (1)	Diagnostic: Geometry Scale Score (1)	Diagnostic: Geometry Placement (1)
575	5, Late	568	5, Mid	461	3, Level	509	4, Level
554	6, Early	589	6, Mid	522	5, Level	518	5, Level
622	8, Level	595	7, Mid	529	6, Level	498	5, Level
565	7, Early	612	7, Late	544	6, Level	480	5, Level

1. **Diagnostic: "Domain" Scale Score:** Shows the Scale Score achieved for each domain of the specified Diagnostic Assessment. If the column is blank it is because the student did not complete the Diagnostic Assessment and should not show any data.
2. **Diagnostic: "Domain" Placement:** Shows the student's Placement based on their domain Scale Score.
3. For ease of reading, the export shows the full name of each Diagnostic Domain.

The Mathematics Diagnostic Assessment covers the following domains and you will see Scale Score and Placement data for each:

- Number and Operations
- Algebra and Algebraic Thinking
- Measurement and Data
- Geometry

The Reading Diagnostic Assessment covers the following domains and you will see Scale Score and Placement data for each:

- Phonological Awareness
- Phonics
- High-Frequency Words
- Vocabulary
- Comprehension: Literature
- Comprehension: Informational Text

Instruction Summary

The Instruction Summary will give you an overall snapshot of how students in your school/district are using and performing with the online lessons and will help you answer the following questions based on the selected time frame:

- Who is or is not using the online instruction?
- How have my students performed over time with the online instruction?
- How much time have students in my school/district spent in the online instruction?

Instruction: Overall Lessons Passed	Instruction: Overall Lessons Failed	Instruction: Overall Pass Rate (%)	Instruction: Overall Time on Task (min)
15	2	88	323
10	3	77	273
22	6	79	532
13	1	93	294

1. **Instruction: Overall Lessons Passed:** Total number of lessons the student completed and passed across all domains of instruction during the chosen time frame.
2. **Instruction: Overall Lessons Failed:** Number of lessons the student attempted and failed across all domains of instruction during the chosen time frame.
3. **Instruction: Overall Pass Rate (%):** The number of lessons completed and passed over the total number of lessons completed, whether passed or failed. The number presented is the Overall Pass Rate and represents a percentage.
4. **Instruction: Overall Time on Task (min):** The total number of minutes the student spent on lessons during the selected time frame.
5. If the cells are blank, it means the student has not completed any lessons during the selected time frame. You may want to adjust the time frame. If you have purchased Instruction, are certain of the time frame, and believe this is an error, please confirm that the student(s)' Instruction is enabled. You can do this by going to the Assignment Tab and, under Program Management, checking "Enable Instruction". If Instruction is enabled, check the student's Diagnostic Placement results. It is possible for students to place out of Instruction.

Instruction Detail

If you select Instruction Details, your export will include the Instruction Summary columns as previously described. It will also include lesson information for every domain in the subject below. You can use the Instruction Details data to answer the following questions:

- In what Domains are my students thriving or struggling with Instruction?
- How much time are students in my school/district spending on lessons in each domain?
- Within a specific Domain, how did each student perform over time?

Instruction: Number and Operations Lessons Passed (1)	Instruction: Number and Operations Lessons Failed (2)	Instruction: Number and Operations Pass Rate (%) (3)	Instruction: Number and Operations Time on Task (min) (4)	Instruct and Alg Lesson
4	1	80	96	4
5	2	71	155	3
8	2	80	168	7
(5)				
5	0	100	99	3

d Data in)	Instruction: Geometry Lessons Passed (6)	Instruction: Geometry Lessons Failed	Instruction: Geometry Pass Rate (%)	Instruction: Geometry Time on Task (min)
	4	0	100	78
	1	0	100	17
	3	0	100	46
	3	0	100	67

1. **Instruction: "Domain" Lessons Passed:** Number of lessons the student completed and passed within the domain of instruction during the chosen time frame.

2. **Instruction: "Domain" Lessons Failed:** Number of lessons in the domain the student attempted and failed based on the pass/fail threshold during the chosen time frame.

3. **Instruction: "Domain" Pass Rate (%):** The number of lessons in the domain completed and passed over the total number of lessons in the domain completed, whether passed or failed. The number presented is the Pass Rate for lessons in the domain and represents a percentage.

4. **Instruction: "Domain" Time on Task (min):** The total number of minutes the student spent on lessons in the domain during the selected time frame.

5. If all the cells for a specific domain are blank, it means the student has not completed any lessons during the selected time frame in the specific domain. Remember that students are served lessons and placed into Instruction based on their Diagnostic results. The student's needs in other domains may be higher so *i-Ready* is serving lessons in those domains first. If you have purchased Instruction, are certain of the time frame, and believe this is an error, please confirm that the student(s)' Instruction is enabled and that the specific Domain of Lessons is turned on. You can check either of these by going to the Assignment Tab and visiting Program Management.

6. For ease of reading, the export shows the full name of each Instruction Domain. The Instruction Domains are the same as the Diagnostic Domains.

For Mathematics:

- Number and Operations
- Algebra and Algebraic Thinking
- Measurement and Data
- Geometry

For Reading:

- Phonological Awareness
- Phonics
- High-Frequency Words
- Vocabulary
- Comprehension (informational text and literature lessons are combined into one lesson domain)

You can enhance your export by choosing to include any of the following selections:

Student Username and Password

Each student's username and password will be listed in the export, which can be useful for distinguishing between similarly named students and as a reference tool for finding password information for each student.

Username	Password
sjoy@school	password
rfoster@school	password
shayes@school	password
jng@school	password
npierce@school	password
drabone@school	password
mricci@school	password
jwetmore@school	password

Student Demographic Information

You can use this feature to answer the question:

- How are my students performing by demographic group?

If you provided student demographic information, such as gender, race, or migrant status, when setting up your account, or if you have since added this information through the Roster tab, you can choose to make it part of your export. Including this demographic information in your export will make it easy for you to create tables using Excel to show Diagnostic or Instruction performance statistics by different student populations in your district/school. For example, you can compare how your English Language Learner population is performing in Reading verses your general education population or review that students are making adequate gains by gender, race, and economic status.

1 Gender	2 Race	3 English Language Learner	4 Special Education	5 Title I	6 Economically Disadvantaged	7 Migrant
F	African American	No	No	No	No	No
F	Hispanic	Yes	No	No	No	No
M	Pacific Islander	No	Yes	Yes	Yes	No
M	Asian	No	No	No	No	No
F	Asian	Yes	No	No	No	Yes
M	Caucasian	No	Yes	Yes	Yes	No
M	Pacific Islander	No	No	Yes	Yes	No
F	Caucasian	No	No	No	No	Yes

1. **Gender:** Indicated with an M or F by student
2. **Race:** Indicated as Caucasian, African American, Hispanic, Native American, Asian, Pacific Islander, or Other by student
3. **English Language Learner:** Indicated as Yes or No by student
4. **Special Education:** Indicated as Yes or No by student
5. **Title I:** Indicated by Yes or No and applies to the School to which the student is enrolled
6. **Economically Disadvantaged:** Indicated as Yes or No by student
7. **Migrant:** Indicated as Yes or No by student

If any of the Student Demographic Information columns are blank, it is most likely because the information was not provided to us as part of your account setup. You can add the information to your account at any time through the Roster tab or by calling customer service.

Class/Group/Teacher Association

You can round out your export with the student's enrollment information, which can be helpful in clustering performance data by a specific teacher or group affiliation.

❶ Class Name	❷ Class Teacher(s)	❸ Report Group(s)
Waldron Grade 5	Waldron, Rob; Zen, Tim	
Waldron Grade 5	Waldron, Rob; Zen, Tim	
Dorazio Grade 6	Dorazio, Derek	Special Ed Support Section 1
Hoyda Grade 7 Section 1	Hoyda, Jen	
Hoyda Grade 7 Section 1	Hoyda, Jen	
Dorazio Grade 6	Dorazio, Derek	Special Ed Support Section 1
Dorazio Grade 6	Dorazio, Derek	Math Champs
Hoyda Grade 7 Section 1	Hoyda, Jen	

1. **Class Name:** Most recent class in which student is/was enrolled during the selected time frame for the given subject
2. **Class Teacher(s):** Teachers assigned to the class will appear "Last Name, First Name". If there are multiple teachers associated with the class, they will appear organized alphabetically by last name
3. **Report Group(s):** If the student was assigned to any Report Groups for the given subject, the names of these Report Groups will appear in alphabetical order.

Additional Questions

1. **What is the range of time that a Time Frame can span?**

   Time Frames can range from as little as one day to as long as one academic year. If you wish to choose a custom time frame, select **Set Window** from the **Time Frame** drop-down menu. Here, you can select your "start" and "end" dates easily with a calendar tool.

2. **How many Diagnostic Assessments can I export data for at one time?**

   You will notice a (1), (2), (3), or (Most Recent) in each column heading of Diagnostic Data. This tells you the test instance within your selected time frame.

   Exports will show results from up to four diagnostic assessments as we suggest administering the Diagnostic up to four times per year.

   If a student has completed four Diagnostic Assessments, the first three will show with a (1), (2), and (3) after them, respectively. The fourth will be denoted as "(Most Recent)."

   If a student has completed two Diagnostic Assessments, the first will show with a (1) after it and the last will appear with (Most Recent) after it.

   If a student has completed more than four Diagnostic Assessments in the selected time frame, the first three will be marked the same as above, however the most recent Diagnostic Assessment administered will default to "(Most Recent)" in the export. Test instances between the third and most recent Diagnostic Administration will not be captured in the export. If you would like to capture test results from Diagnostic Administrations between the third and Most Recent, you will need to run this export for smaller time frames. Try narrowing your time frame using "Set Window."

i-Ready Diagnostic & Instruction Data Export Tips

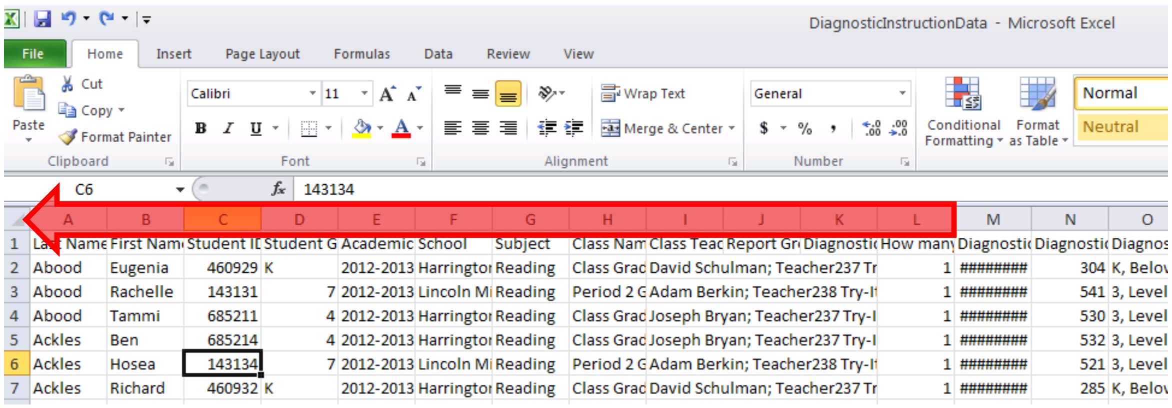
Follow these directions to help with formatting the csv file that is exported from i-Ready.

Once you select Create Report, the report opens on another tab or in another window.

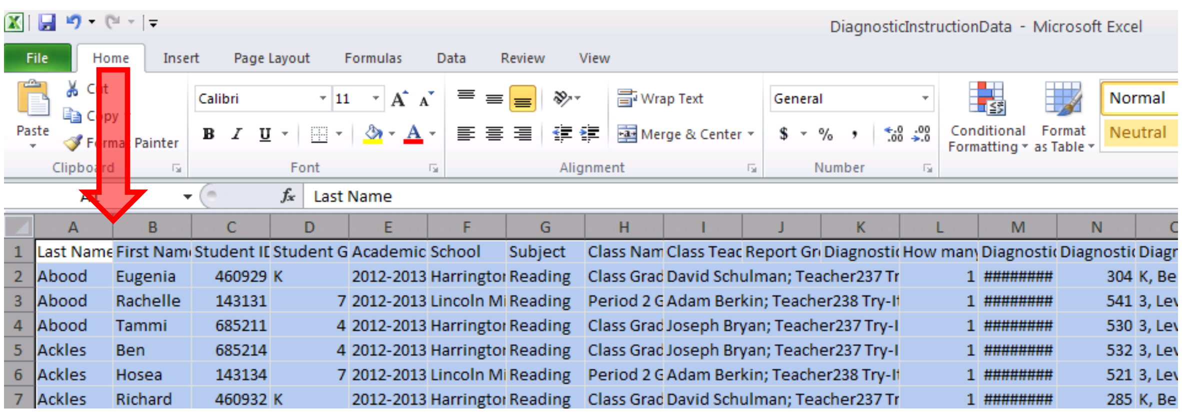
1. Scroll down the page to the bottom left side.
2. Click on the Export Data button.
3. Select Open or Save.
4. Save the file as an Excel Workbook.

Expand Column Titles (causes all columns to expand and display all of the text in the cell)

1. Click the Select All button. You can do this by clicking on the square that is to the left of the first column and above the first row.



2. Double click between Column Title A and Column Title B.



Unwrap Text (causes all cells to display at same height)

3. Click the Select All button. You can do this by clicking on the square that is to the left of the first column and above the first row.
4. Right-click anywhere in a cell.
5. Select Format Cells from the menu.
6. Click on the Alignment Tab.
7. Uncheck Wrap text (you have to click twice). Do it even if it shows as unchecked.

Freeze Panes (when scrolling you will be able to see the top row and first column)

1. Click in Cell B2.
2. Click on View Tab.
3. Pull down the Freeze Panes menu.
4. Select Freeze Panes.

Put Filter Shortcut on Columns (allows you to easily sort and filter each column)

1. Highlight Row 1 (click on 1 on left side).
2. Click on Data Tab.
3. Select Filter (looks like a funnel).

i-Ready Diagnostic & Instruction: Administrator Guide to Report Groups

What are Report Groups?

Report 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.

When should I use Report Groups?

- I am a pullout teacher (e.g. special education teacher, after school teacher) who needs to see reports for my students in other teachers' classes.
- My students are in different classes or schools, and I want to see them together in my reports.
- I am one of several teachers who all need to see a student's reports.
- I want to view customized groups of my students together in my reports. This way I can look at the reports for all of my Tier 2 students or my Tier 3 students separately.

What are the benefits of Report Groups?

- Allow teachers and administrators to view students from across classes and schools together in reports.
- View reports *without* having to move your students between classes.
- View reports *without* having to add yourself to several classes.
- View reports for customized groups of students, such as after school programs, intervention programs, or demographic populations like Special Education.
- Allow teachers who are not assigned to any classes to have an account in *i-Ready Diagnostic & Instruction* just to view student reports.

How are Classes and Report Groups different?

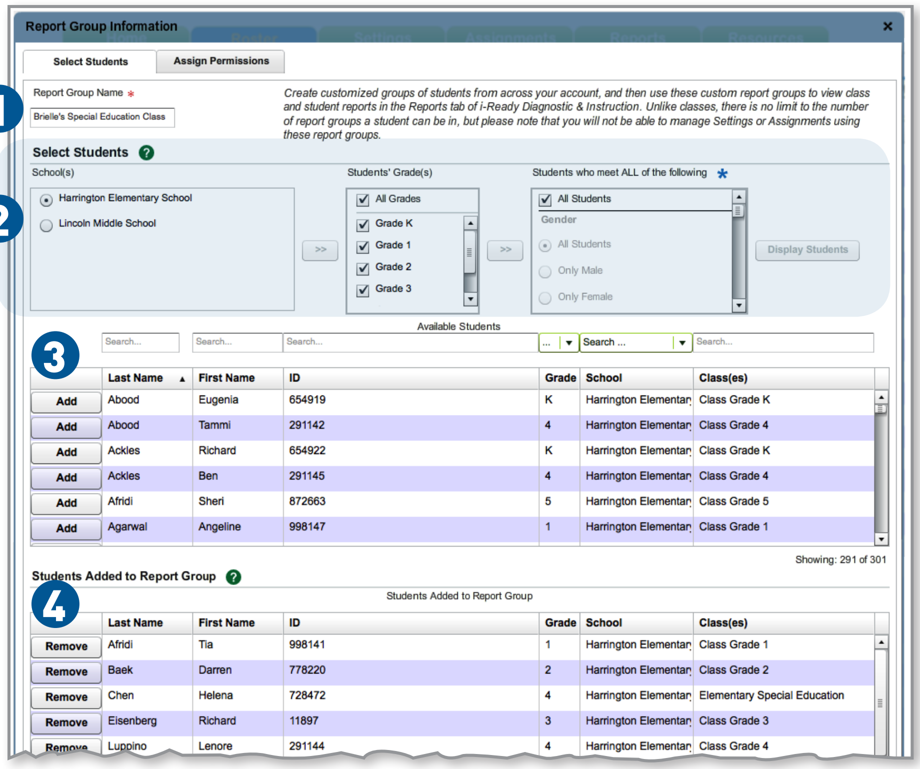
- Report groups are a way to customize which students you want to see together in reports. Students from any classes and schools can be added to a report group, and any teachers and administrators can be given permission to view those students' reports.
- To protect the students' lesson plans from being edited by too many people, report groups cannot be used to manage Assignments or Settings. Report groups are intended only for customizing and viewing reports. Classes are the way to manage students' Assignments and Settings.
- Students can only be in one Reading class and one Math class in *i-Ready Diagnostic & Instruction*. Students can be in any number of report groups of either subject.

How do I create Report Groups as an Administrator?

In the "Rosters" tab, click on the "Report Groups" sub-tab. Then click the "Add New Report Group" button.

For more general information on the uses of report groups, see the "Using Report Groups" resource on the D&I Resources Tab.

First, Select your Students



Students must be in a class before they can be added to a report group.

❶ Name your Report Group

❷ Search for Students

a. Select a school from the "School(s)" box.
b. Click the first right-arrow button.
c. Select one or more grades from the "Students' Grade(s)" box.
d. Click the second right-arrow button.
e. If desired, select characteristics from the "Students who meet ALL of the following" box. You will only be able to make these selections if you provided *i-Ready* with your students' demographic information.
f. Click the "Display Students" button.

You can generate multiple search results at any time by repeating the steps under "Search for Students."

❸ Add Students to Report Group

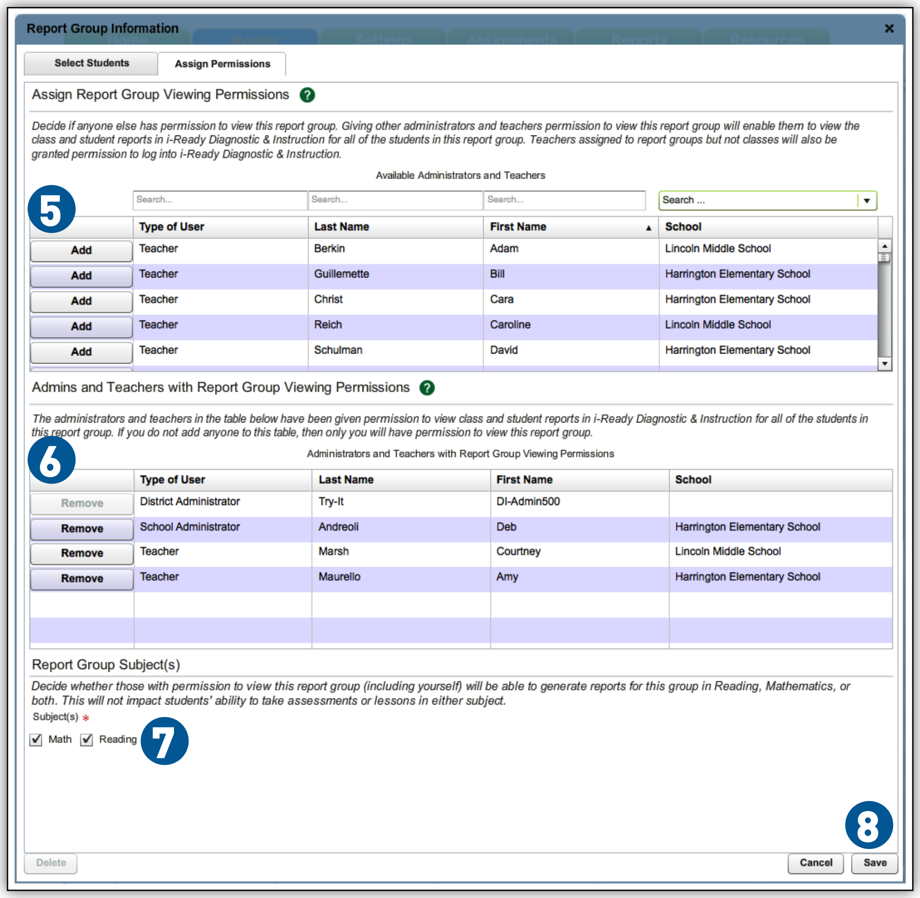
a. A list of your available students who meet your selected criteria will display in the first table below. Click the "Add" button to add a particular student to the report group. That student will disappear from the "Available Students" table and reappear under the "Students Added to Report Group" table below. Repeat this step as desired.

You can continually edit the students added to your report group by repeating the steps under "Add Students to Report Group" and "Remove Students from Report Group" at any time.

❹ Remove Students from Report Group (Optional)

a. If you wish to remove a student from your report group, click the "Remove" button next to that student in the "Students Added to Report Group" table. That student will disappear from the "Students Added to Report Group" table and reappear under the "Available Students" table.

Then, Assign Permissions



5 Add Teachers and Admins to Report Group (Optional)

a. Click the "Assign Permissions" tab at the top of the pop-up window.

b. A list of available teachers and administrators will display in the first table. Click the "Add" button to give a particular person permission to view the report group. That person will disappear from the "Available Administrators and Teachers" table and reappear under the "Administrators and Teachers with Report Group Viewing Permissions" table below. Repeat this step as desired.

6 Remove Teachers and Admins from Report Group (Optional)

a. If you wish to remove an administrator or teacher from your report group, click the "Remove" button next to that person in the "Administrators and Teachers with Report Group Viewing Permissions" table. That person will disappear from the "Administrators and Teachers with Report Group Viewing Permissions" table and reappear under the "Available Administrators and Teachers" table. You cannot remove yourself from the report group.

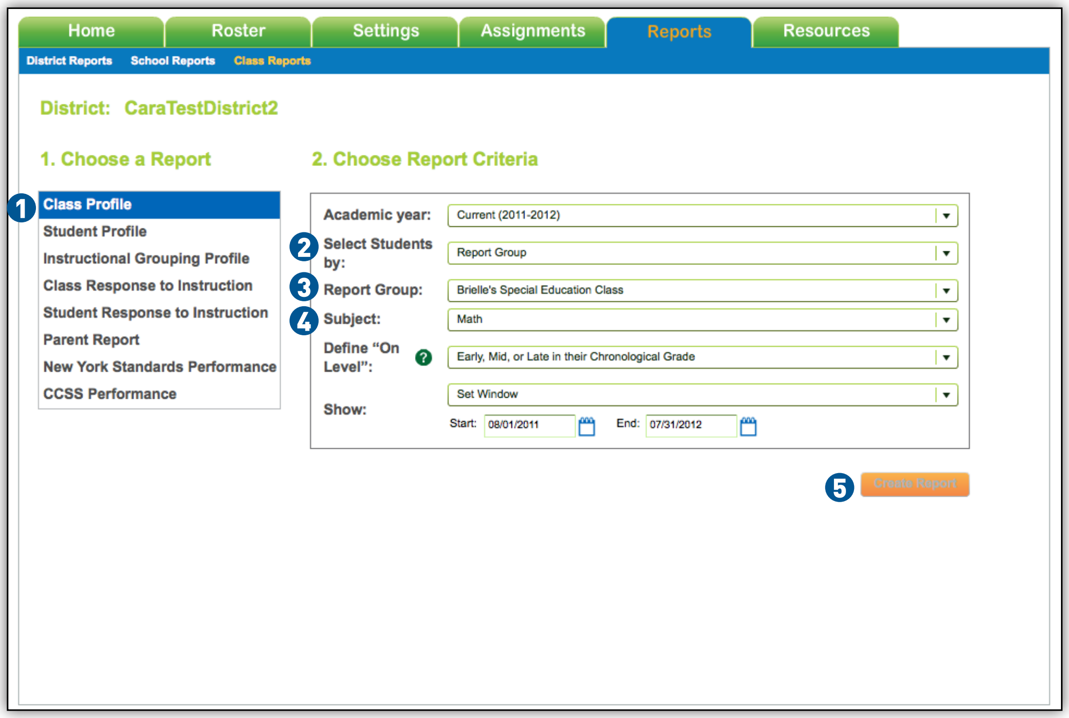
7 Select Report Group Subject

a. Click the checkboxes next to the subjects you want this report group to create reports in.

8 Save

How do I View Reports for my Report Groups?

On the "Reports" tab



1 Select your Report

a. On the "Reports" tab, click the "Class Reports" sub-tab.

b. Click on the report you wish to view.

2 Select Students by "Report Group"

a. Select an academic year from the "Academic year" drop-down menu.

b. Click on the "Select Students by" drop-down menu. Select "Report Group" from the available menu options, instead of "Class."

3 Select your Report Group

a. Click on the "Report Group" drop-down menu. The menu will list the names of all the report groups you have created or have been added to by an administrator. Select the report group that you wish to use to generate your report.

4 Select your Subject

a. Click on the "Subject" drop-down menu. Select your desired subject.

5 Create your Report

a. Continue through the remaining drop-down menus.

b. Click the "Create Report" button.

c. The report will appear on your screen, displaying data for all of the students in your selected report group and subject.