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. We know it's nice to have a reference guide too, so here's how to complete key tasks in *i-Ready*. Need more? Look for the question mark icon on the screen, or visit the Help section.

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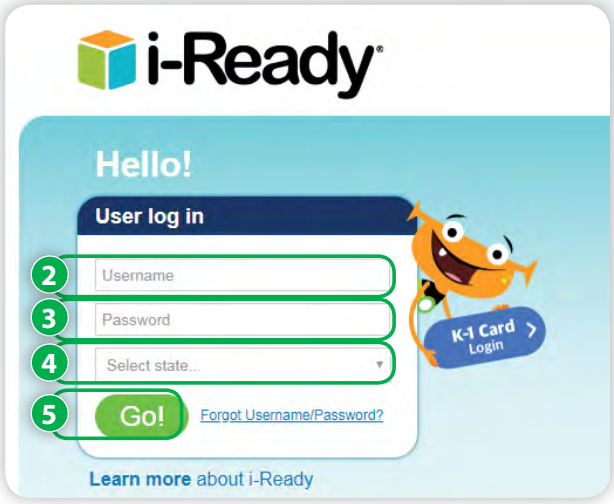
For Teachers

Before the Diagnostic

Logging In

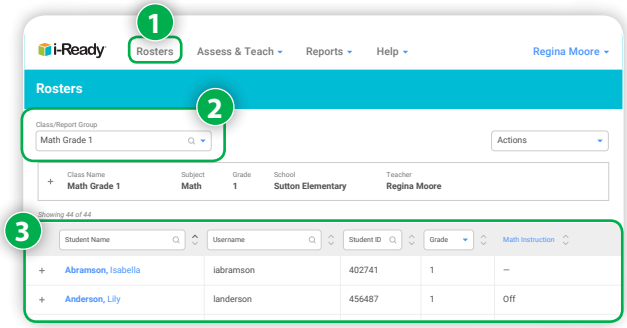
1. Go to **i-Ready.com**.
2. Enter your **username** (NOT case sensitive).
3. Enter your **password** (case sensitive).
4. Select your **state** from the dropdown menu.
5. Select **Go!**

Single Sign On (SSO) users will access i-Ready *through their district's login portal. Check with your administrator if you are not sure how you and your students should log in to* i-Ready.



Reviewing Accuracy of Rosters

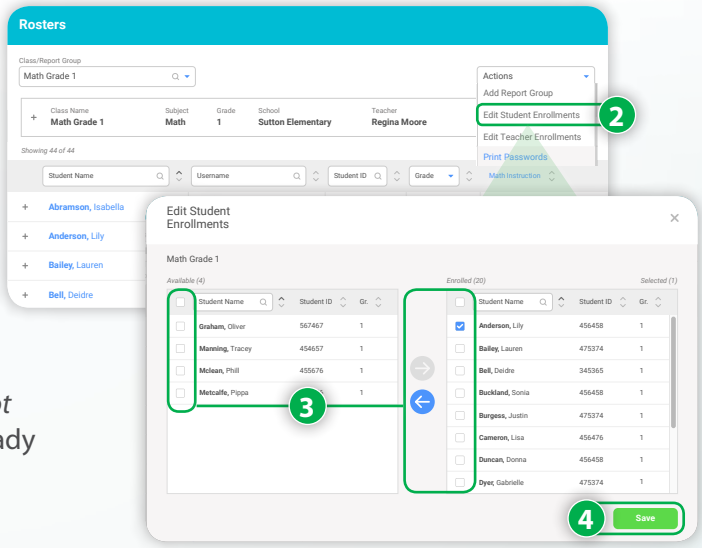
1. Select **Rosters** from the top navigation.
2. Select a **class** from the ***Class/Report Group*** dropdown.
3. Scroll through the roster. Make sure all your students appear here and that no additional students are listed on your roster.



Managing Student Enrollments in Your Class or Report Group

1. Follow steps 1–2 of ***Reviewing Accuracy of Rosters***.
2. Select **Edit Student Enrollments** from the ***Actions*** dropdown to open the Edit Student Enrollments screen.
3. Use the **checkboxes** to select ***students*** and the **arrows** to ***add or remove*** them from the roster.
4. Click **Save.**

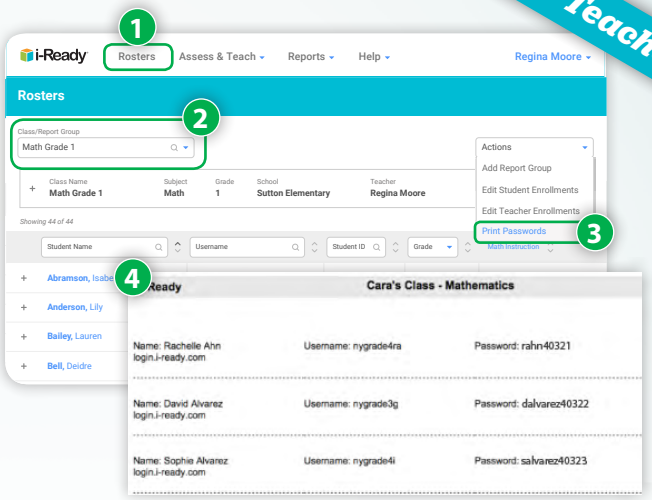
Note: *If your district has chosen to automatically sync its SIS with* i-Ready *to create classes and add students, you will not be able to add, remove, or move students manually in the* i-Ready *interface. In this case, contact your administrator if your class rosters are incorrect.*



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Obtaining Student Login Information

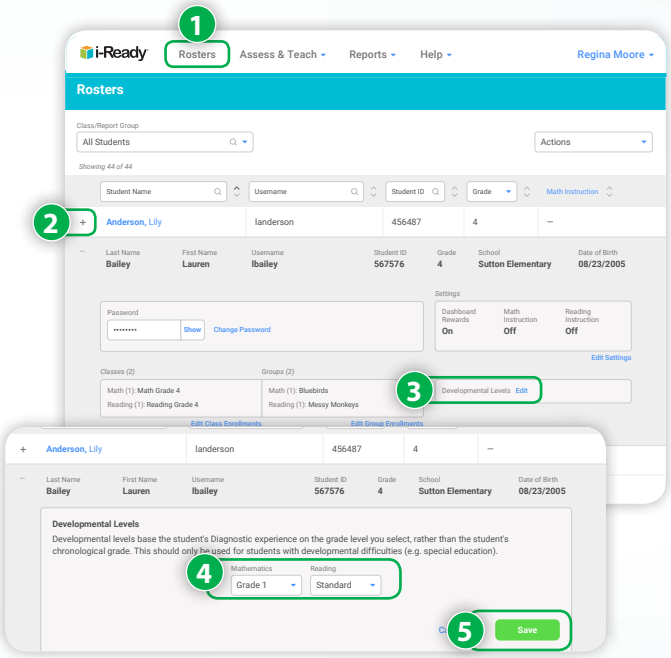
1. Select **Rosters** from the top navigation.
2. Select a **class** from the ***Class/Report Group*** dropdown.
3. Select **Print Passwords** from the ***Actions*** dropdown.
4. A downloadable PDF of student logins or K–1 Login Cards will generate.



Setting Developmental Levels

1. Select **Rosters** from the top navigation.
2. Select the **+ icon** next to your student to expand the row.
3. Select **Edit** next to ***Developmental Levels***.
4. Select the appropriate levels using the dropdown menus.
5. Click **Save**.

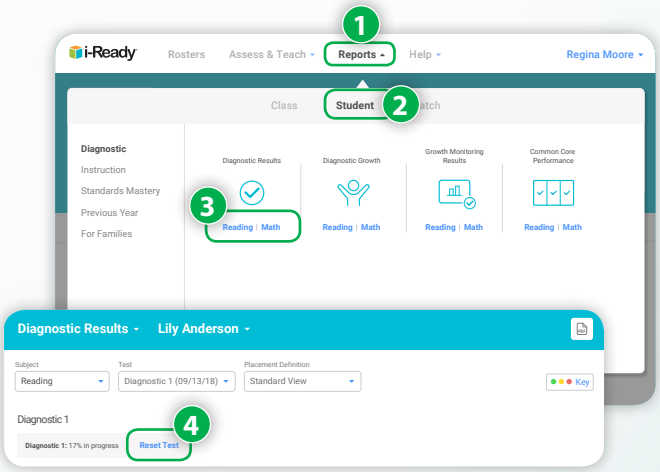
Note: *Developmental Levels are for use with the* i-Ready Diagnostic *and ensure a comfortable testing experience for students who are performing significantly below level due to academic/developmental delays by allowing them to start the Diagnostic at a lower grade level. This feature should not be 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. Select **Reset**. *(Not pictured.)*



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Assigning or Canceling a Diagnostic

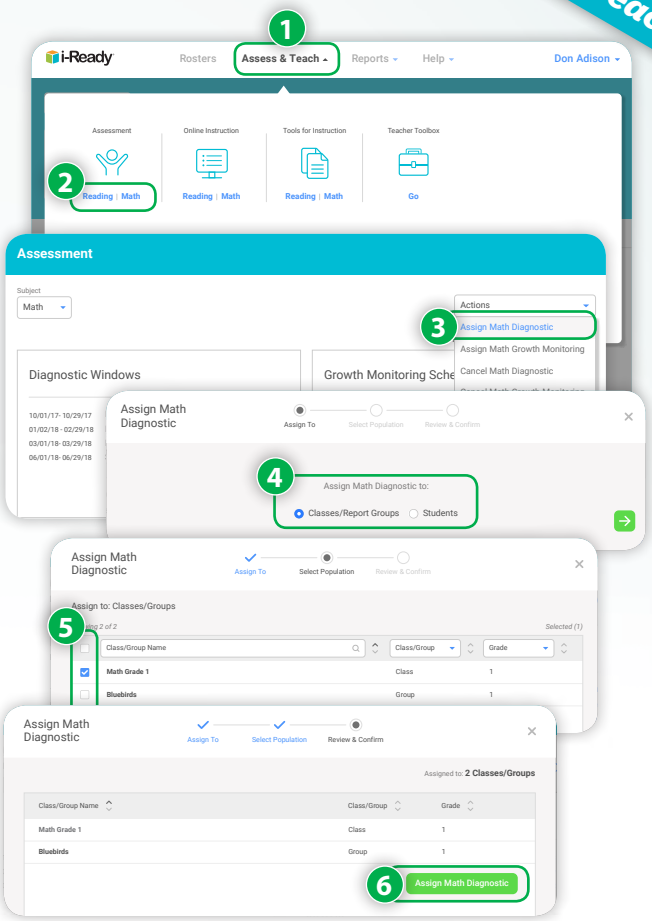
If a student has completed a Diagnostic but needs to be retested, you will need to assign a Diagnostic. You can cancel a Diagnostic if an extra assessment was assigned in error or if the student should not be assessed for any other reason. Consult your administrator before you assign or cancel a Diagnostic, 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 **Reading** or **Math** under ***Assessment***.
3. Select **Assign Diagnostic** or **Cancel Diagnostic** from the ***Actions*** dropdown. The corresponding pop-up will appear.

Make sure to click the arrow after each step to move forward!

4. Choose **Classes/Report Groups** or **Students**.
5. Select your population using the checkboxes.
6. Review your selections and select **Assign Diagnostic** or **Cancel Diagnostic**.

Note: *All retesting should be done within the established Diagnostic Window.*

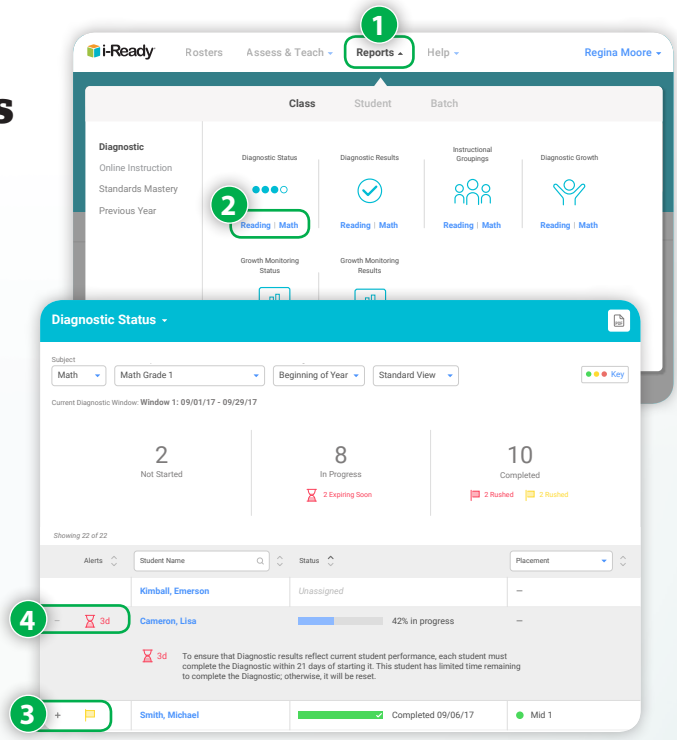


Before Diagnostic Window Ends

Checking for Completion, Rushing, and Test Expiration

1. 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 who have rushed will have a ⚑ or ⚑ next to their names. Select the **+ icon** to expand the row and see further details.
4. 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.

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 assessment plans.*



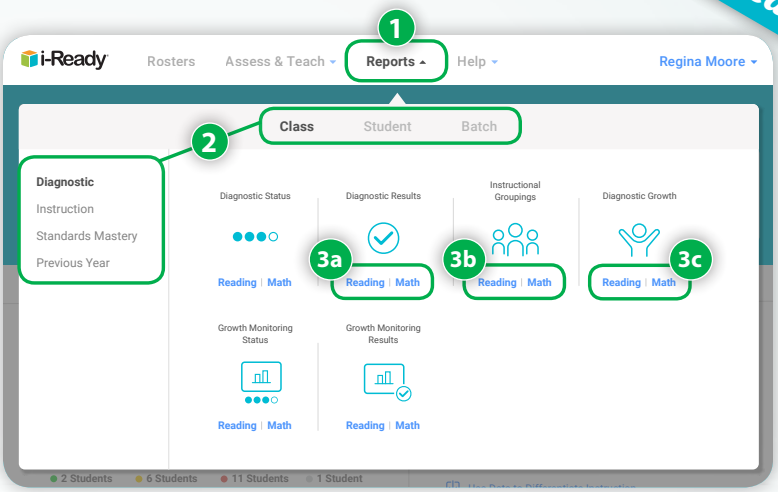
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Immediately after Each Diagnostic

Reviewing Diagnostic Reports

1. 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** your class's **results**:*

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. *(Available as a class-level report only.)*

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

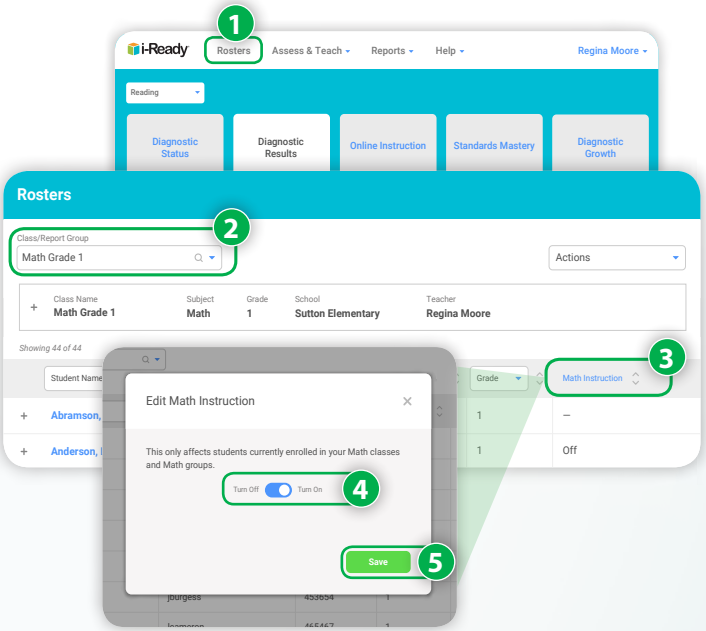
3c. Select **Reading** or **Math** under the ***Diagnostic Growth*** report.

Online 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. Select **Save**.

***Note:** When turning Instruction Off, if any students are in another class/report group with Instruction turned On, their Instruction setting will remain on.*

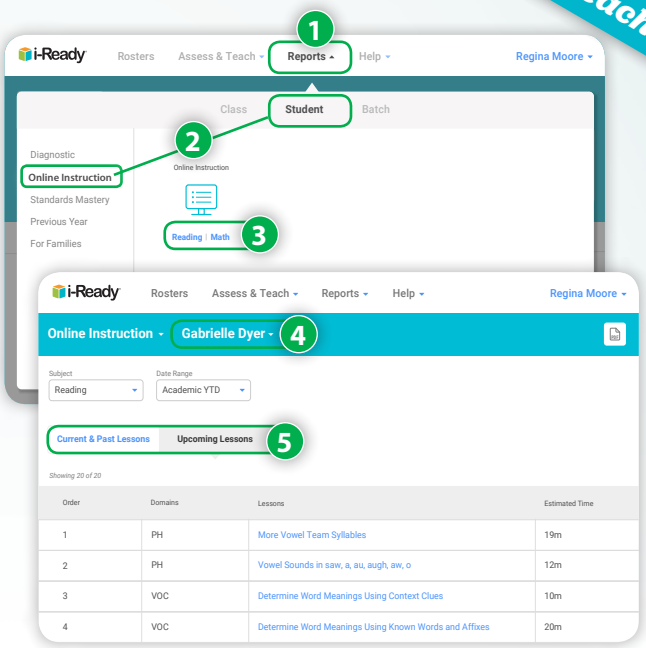


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Viewing Online Instruction

1. Select **Reports** from the top navigation. ***Class*** and ***Diagnostic*** reports will show by default.
2. Select **Student** and **Online Instruction** for the report level and category.
3. Select **Reading** or **Math** under ***Online Instruction***.
4. Select the **student** whose lesson plan you would like to view.
5. View **Current & Past Lessons** or switch to **Upcoming Lessons**.

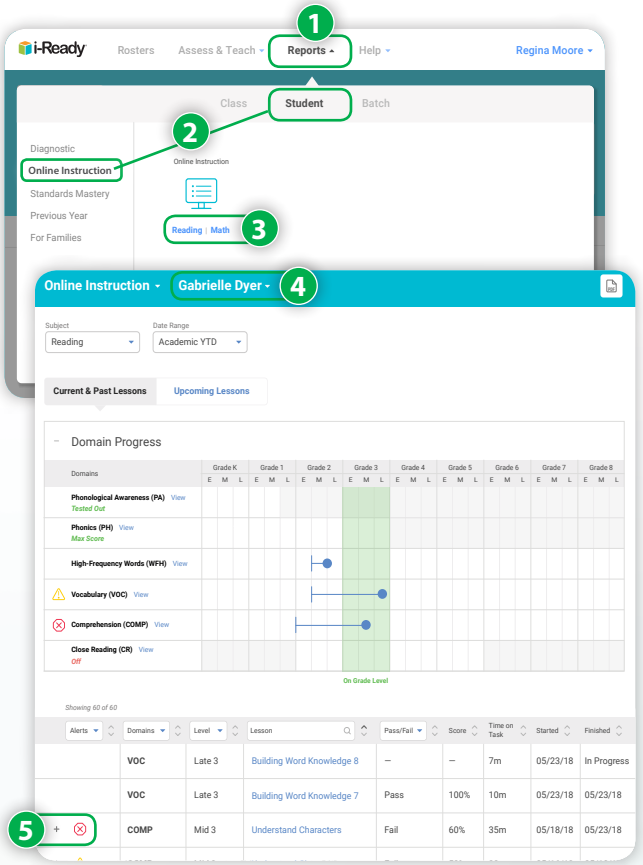
Note: *Reviewing what students are working on in Online Instruction helps you plan complementary teacher-led instruction and check for understanding.*



Monitoring Student Progress in Online Instruction

It is important to log in to your *i-Ready* teacher account 1–2 times a week to monitor and manage your students' Online Instruction in order to support their progress and make sure they are spending enough time in online lessons.

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



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Turning Domains On

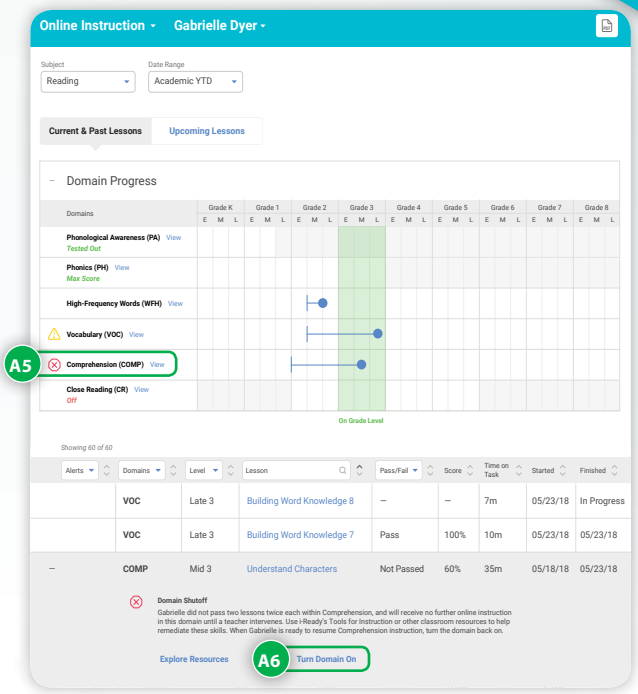
If students are struggling with online lessons and have failed two consecutive lessons twice each within one domain, that domain will shut off automatically. After teachers have intervened, they may then turn that domain back on.

There are two ways to do so:

A. Turning on Domains for an Individual Student

Follow steps 1–4 from ***Monitoring Student Progress in Online Instruction (p. 16)***.

5. Click **View** next to the domain with a ⊗ to expand the row and view the domain details.
6. Click **Turn Domain On**.

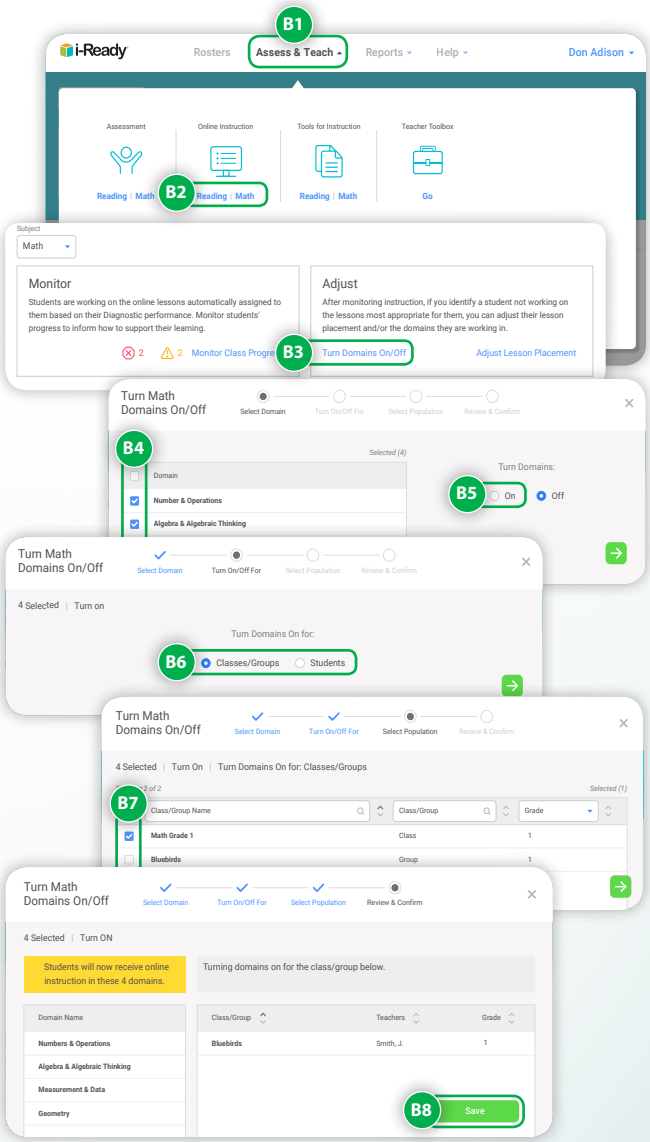


B. Turning on Domains for a Class or Group

1. Select **Assess & Teach** from the top navigation.
2. Select **Reading** or **Math** under ***Online Instruction***.
3. Select **Turn Domains On/Off** under ***Adjust***. The corresponding pop-up will appear.

Make sure to click the arrow after each step to move forward!

4. Select **domain names** by selecting the check boxes.
5. Select **On**.
6. Choose **Classes/Groups** or **Students**.
7. Use the **checkboxes** to select your ***population***.
8. Select **Save**.



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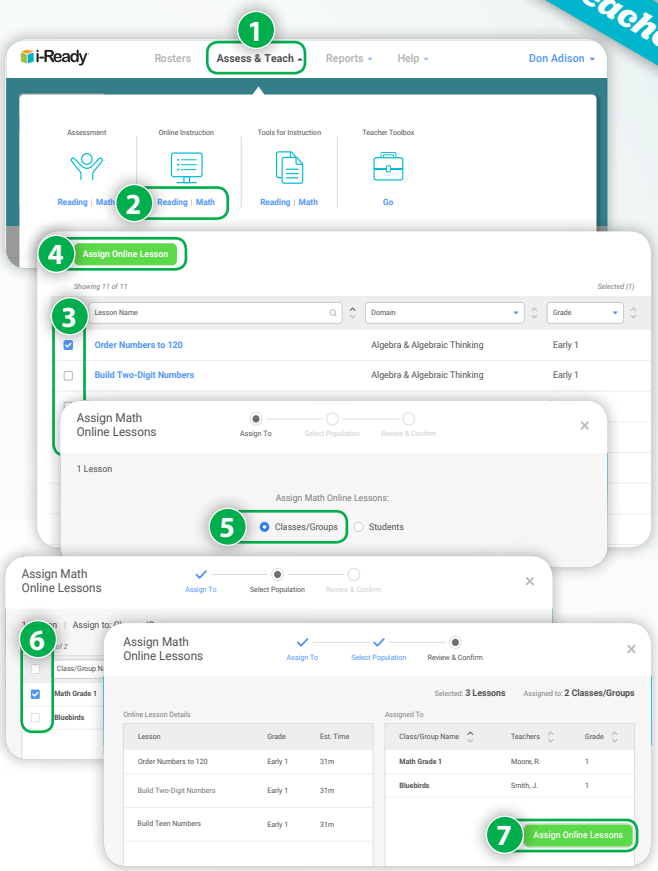
For Teachers

Adding Teacher-Assigned Lessons

1. Select **Assess & Teach** from the top navigation.
2. Select **Reading** or **Math** under ***Online Instruction***.
3. Use the **checkboxes** to select ***lessons*** you would like to add. You may also select a lesson name to view lesson details.
4. Select **Assign Online Lesson**. The corresponding pop-up will appear.

Make sure to click the arrow after each step to move forward!

5. Choose **Classes/Groups** or **Students**.
6. Use the **checkboxes** to select your ***population***.
7. Select **Assign Online Lessons**.



Teacher-Led Instruction

Accessing Tools for Instruction

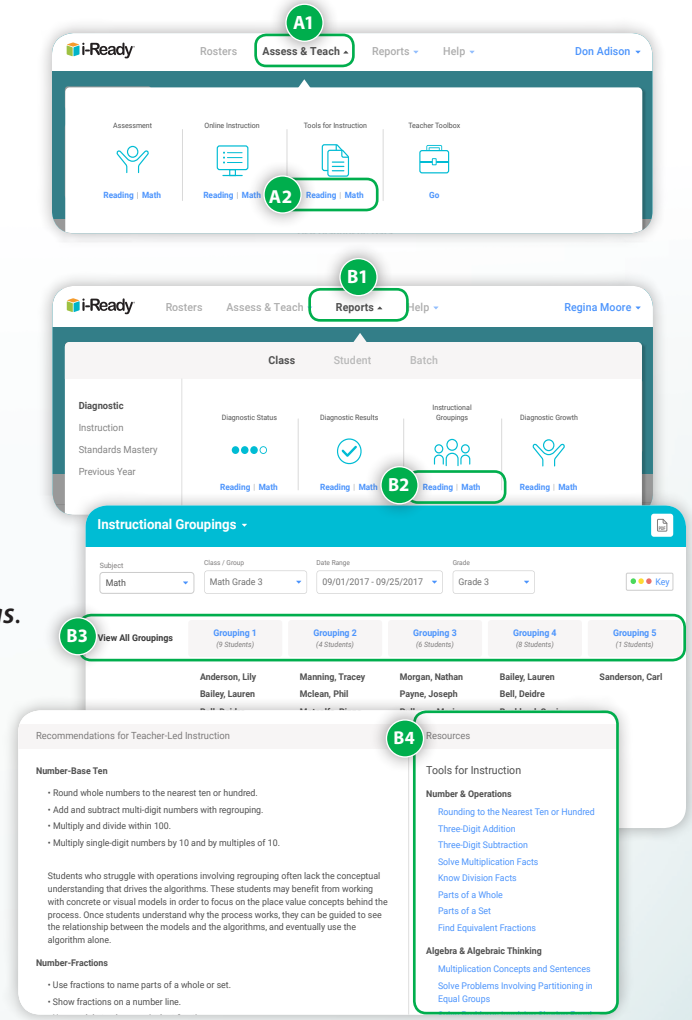
There are three different ways to access Tools for Instruction.

A. Search across All Tools for Instruction:

1. Select **Assess & Teach** from the top navigation.
2. Select **Reading** or **Math** under ***Tools for Instruction***.
3. Select **Grade** to filter the Tools for Instruction. *(Not pictured.)*

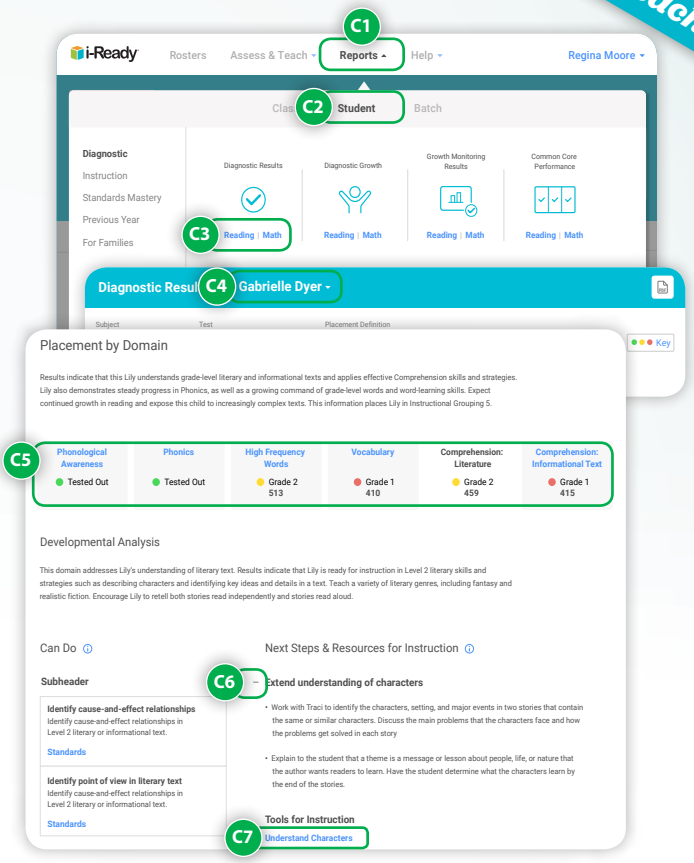
B. Find Tools for Instruction Recommended for Small Group Instruction:

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.



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 & Resources for Instruction***.
6. Select the **+ icon** for one of the ***Next Steps*** you want to focus on with the student. It will change to a **– icon**.
7. Select one of the **Tools for Instruction** recommended for that ***Next Step***.



Building Report Groups

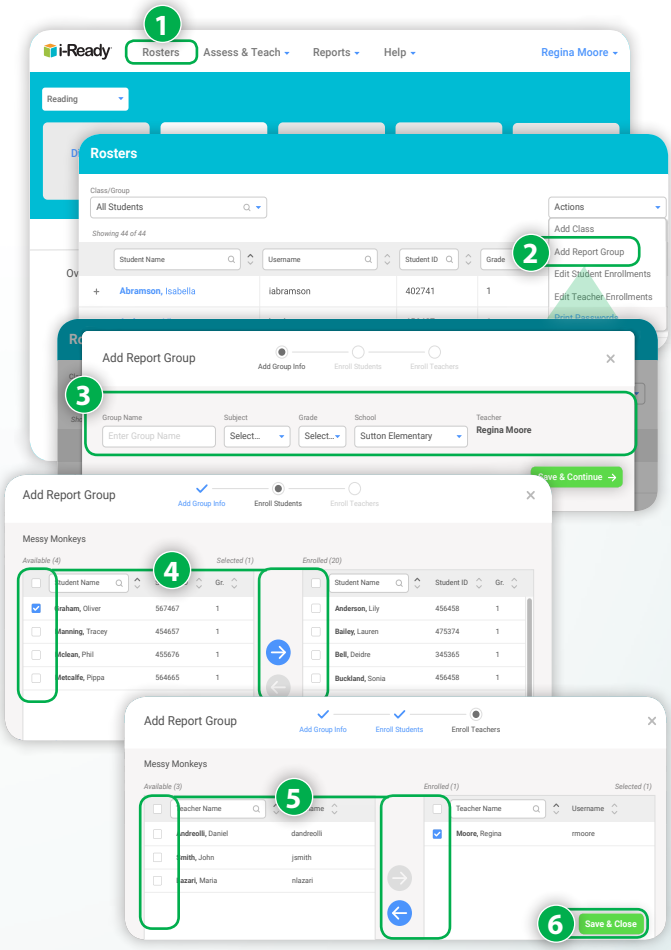
Report groups enable you to create custom groups of students for the convenience of assignment and student and class reporting.

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. Input **report group information**.
4. Use the **checkboxes** to select ***students*** and the **arrows** to ***add or remove*** them from the report group.
5. Use the **checkboxes** to select ***teachers*** and the **arrows** to ***add or remove*** them from the report group.
6. Select **Save & Close** to exit.

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

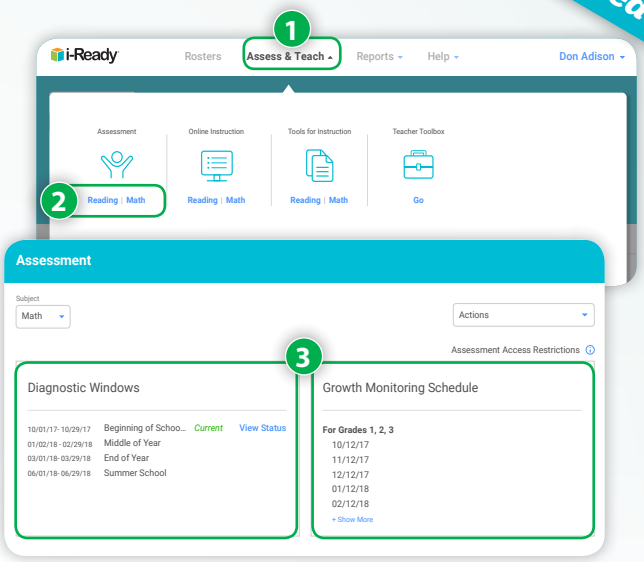


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Viewing Upcoming Diagnostic and Growth Monitoring Assessments

1. Select **Assess & Teach** from the top navigation.
2. Select **Reading** or **Math** under ***Assessment***.
3. Review the recommended **Diagnostic Windows** and the upcoming **Growth Monitoring Schedule**.

Note: *To monitor progress on current Diagnostic assessments directly from the screen shown, select View Status. A similar link will be added for Growth Monitoring Status during the 2018–2019 school year. To view assessment status from any other screen in* i-Ready, *follow the Viewing Assessment Status instructions that follow.*

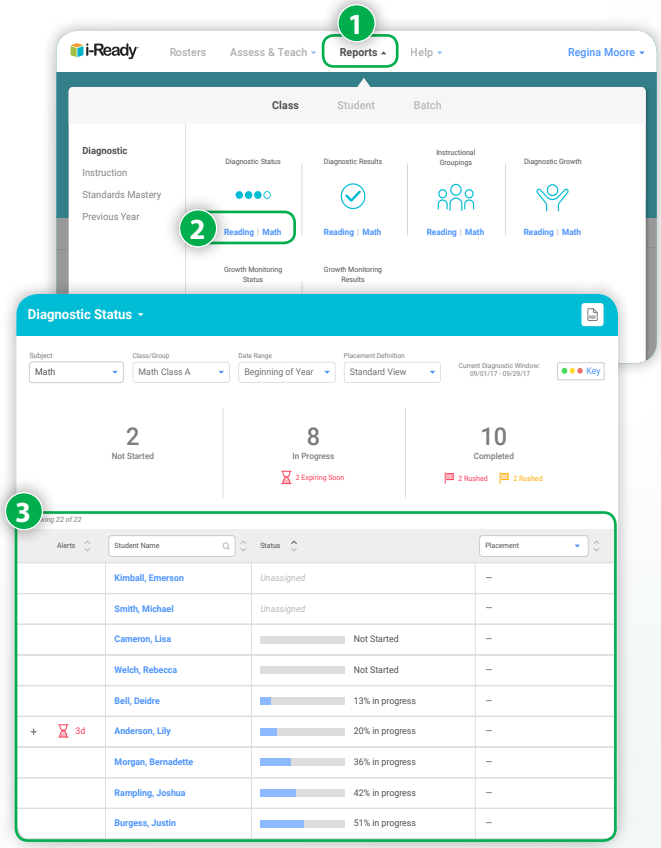


Viewing Assessment Status

Diagnostic Status

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

Note: *To see results for completed assessments, switch to the* ***Diagnostic Results*** *report.*

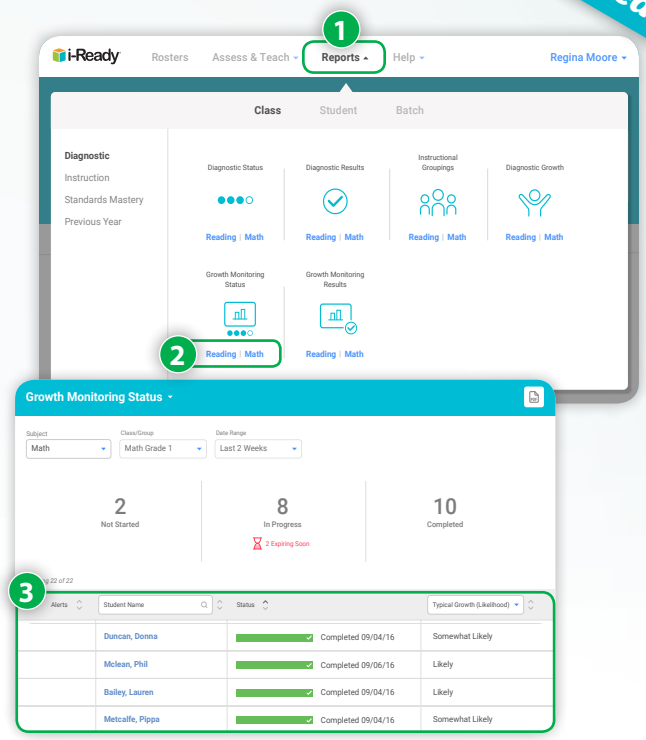


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Growth Monitoring Status

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

Note: *To see results for completed assessments, switch to the* ***Growth Monitoring Results*** *report.*

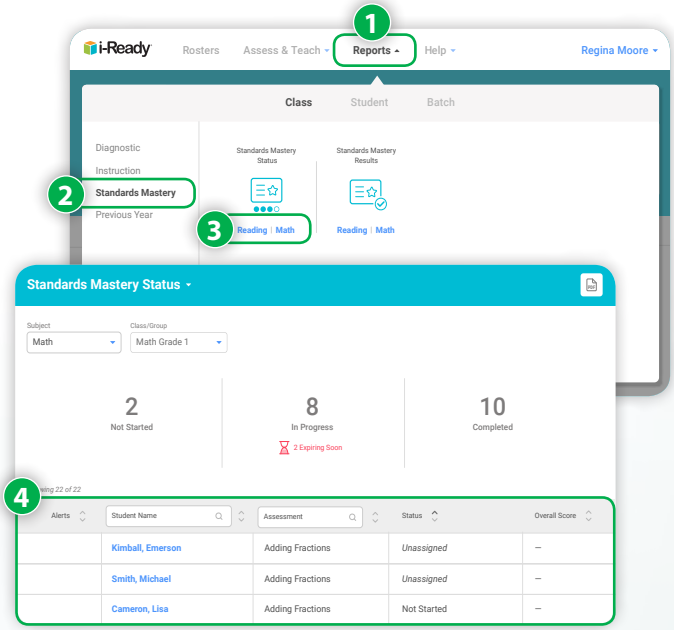


Standards Mastery Status

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.

Note: *To see results for completed assessments, switch to the* ***Standards Mastery Results*** *report.*



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For Leaders

Management: Rosters

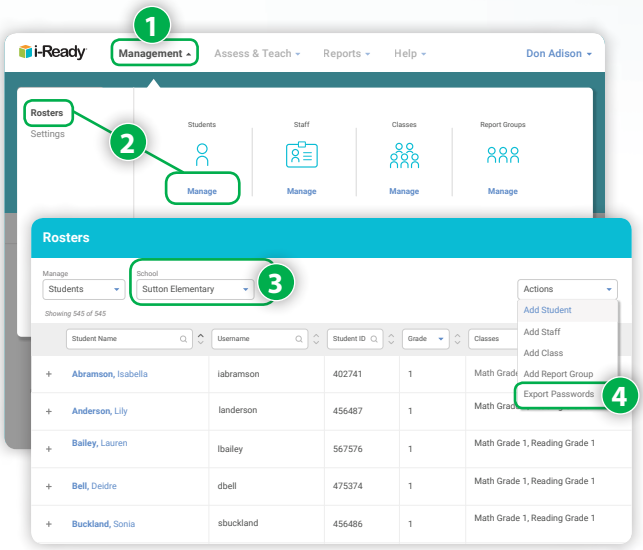
On the Roster screen, under Management, you can view and manage individual users, classes, and report groups. Administrators have all the same capabilities described for teachers in the *Teacher Success Guide*, plus:

- **School administrators** have the ability to edit and add teachers and students within their school.
- **District administrators** can add school administrators, teachers, and students. They can also move students, teachers, or school administrators between schools.

Note: *If a district has chosen to automatically sync its SIS with* i-Ready, *you will not be able to make manual roster changes, other than creating report groups, directly in the* i-Ready *interface.*

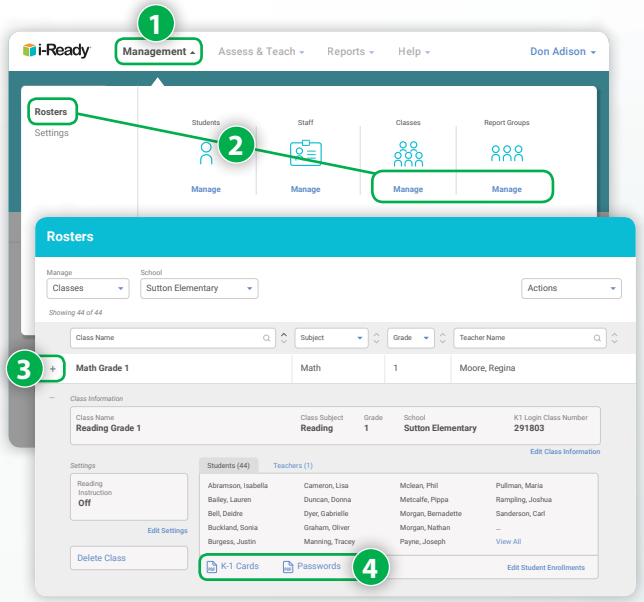
Export Student Login Information for a Grade

1. Select **Management** from the top navigation.
2. Select **Rosters** and **Manage** under ***Students***.
3. Select a **school** from the ***School*** dropdown.
4. Select **Export Passwords** from the ***Actions*** dropdown. The Export Passwords pop-up will appear.
5. Select a **grade** within the school and **confirm**. *(Not pictured.)*
6. Go to the **Export Queue** screen to download the export. *(Not pictured.)*



Obtain Student Login Information for a Specific Class

1. Select **Management** from the top navigation.
2. Select **Rosters** and **Manage** under ***Classes*** or ***Report Groups***.
3. Select the **+ icon** for a class or report group to expand the row.
4. Select the button to obtain **passwords** or **K–1 cards**.



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For Leaders

Manage Staff

1. Select **Management** from the top navigation.

2. Select **Rosters** and **Manage** under ***Staff***.

*To **view and edit** a staff member's information:*

3a. Select the **+ icon** next to a name to expand the row. Select **Edit** to change specific fields. Be sure to save your changes.

*To **add** staff members:*

3b. Select **Add Staff** from the ***Actions*** dropdown.

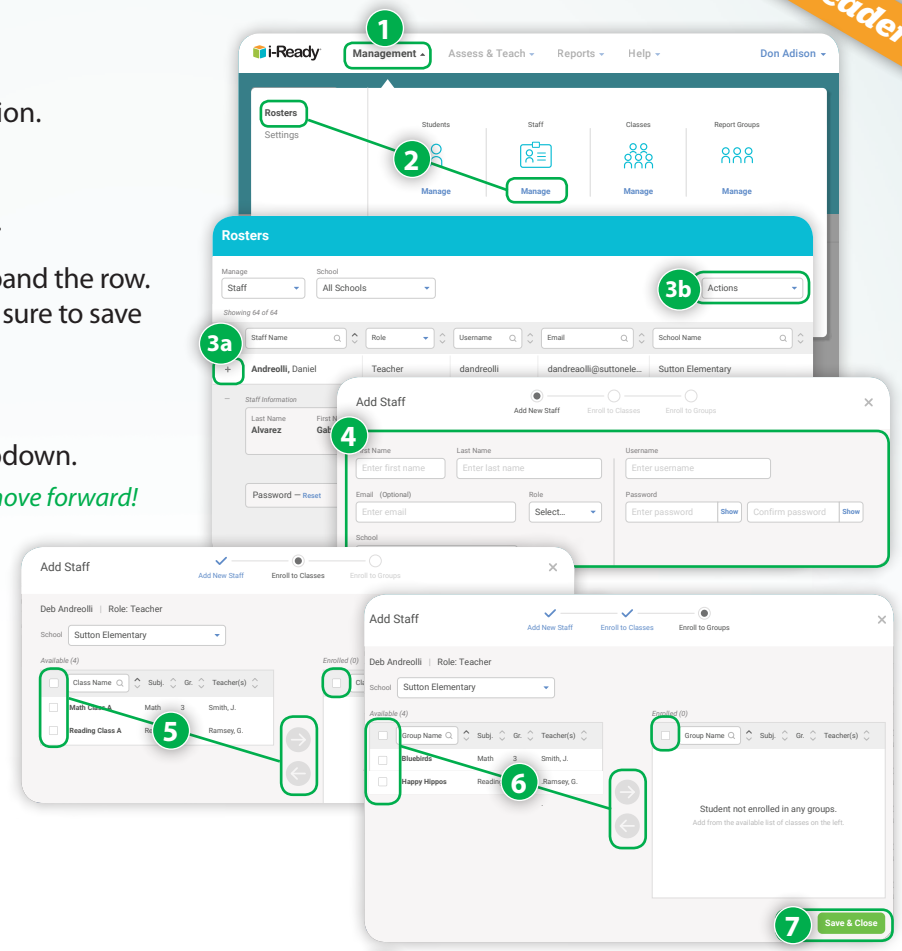
Make sure to click the arrow after each step to move forward!

4. Input the relevant staff information.

5. Use the **checkboxes** to select ***classes*** and the **arrows** to ***add or remove*** them from the staff member's enrollment.

6. If relevant, use the **checkboxes** to select ***groups*** and the **arrows** to ***add or remove*** them from the staff member's enrollment.

7. Select **Save & Close**.



Manage Students

1. Select **Management** from the top navigation.

2. Select **Rosters** and **Manage** under ***Students***.

*To **view and edit** a student's information:*

3a. Select the **+ icon** next to a name to expand the row. Select **Edit** to change specific fields. Be sure to save your changes.

*To **add** a student:*

3b. Select **Add Student** from the ***Actions*** dropdown.

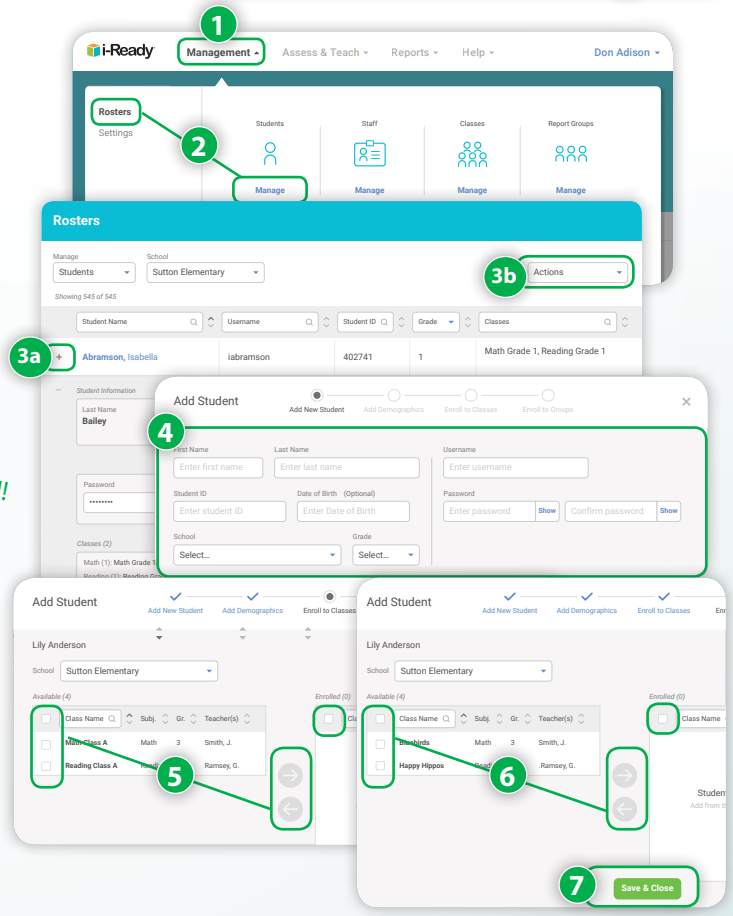
Make sure to click the arrow after each step to move forward!

4. Input the relevant student information.

5. Use the **checkboxes** to select ***classes*** and the **arrows** to ***add or remove*** them from the student's enrollment.

6. If relevant, use the **checkboxes** to select ***groups*** and the **arrows** to ***add or remove*** them from the student's enrollment.

7. Select **Save & Close**.



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For Leaders

Manage Classes and Report Groups

1. Select **Management** from the top navigation.
2. Select **Rosters** and **Manage** under ***Classes*** or ***Report Groups***.
3. Select a **school** from the ***School*** dropdown.

*To **view and edit** information for the class or report group:*

4a. Select the **+ icon** next to a name to expand the row. Select **Edit** to change specific fields. Be sure to save your changes.

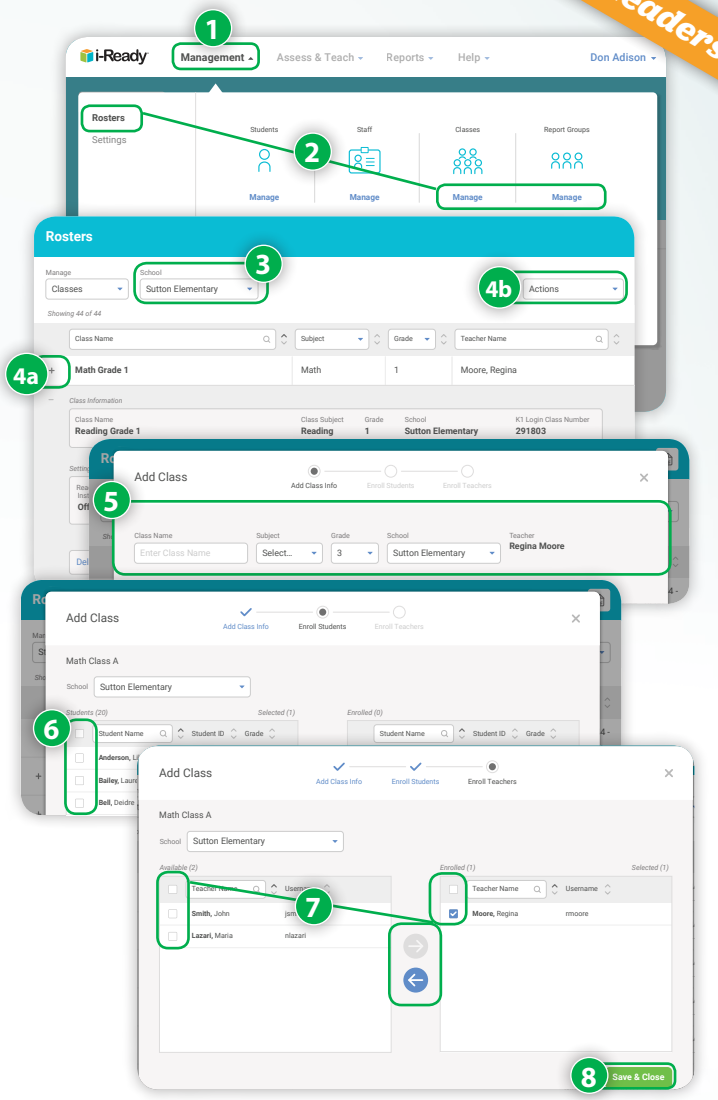
*To **add** a class or report group:*

4b. Select **Add Class** or **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!

5. Input the relevant class or report group information.
6. Use the **checkboxes** to select ***students*** and the **arrows** to ***add or remove*** them from the class or report group.
7. If relevant, use the **checkboxes** to select ***teachers*** and the **arrows** to ***add or remove*** them from the class or report group.
8. Select **Save & Close**.

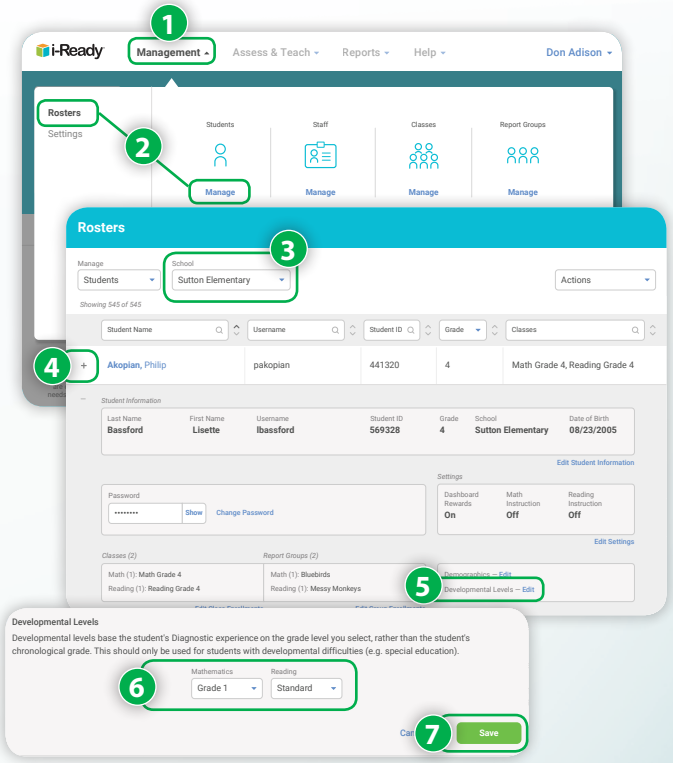
Note: *Administrators and teachers may create report groups in order to divide students within a class into smaller groups or to pull students from different classes into one group for instructional assignment or class and student reporting purposes.*



Set/Reset Developmental Levels

1. Select **Management** from the top navigation.
2. Select **Rosters** and **Manage** under ***Students***.
3. Select a **school** from the ***School*** dropdown.
4. Select the **+ icon** next to your student to expand the row.
5. Next to **Developmental Levels**, select **Edit**.
6. Select the appropriate level using the dropdown menus.
7. Select **Save**.

Note: *Remember that Developmental Levels should only be set for students who are performing significantly below grade level due to academic or developmental delays. Setting the Developmental Level only impacts test items on a student's first Diagnostic.*



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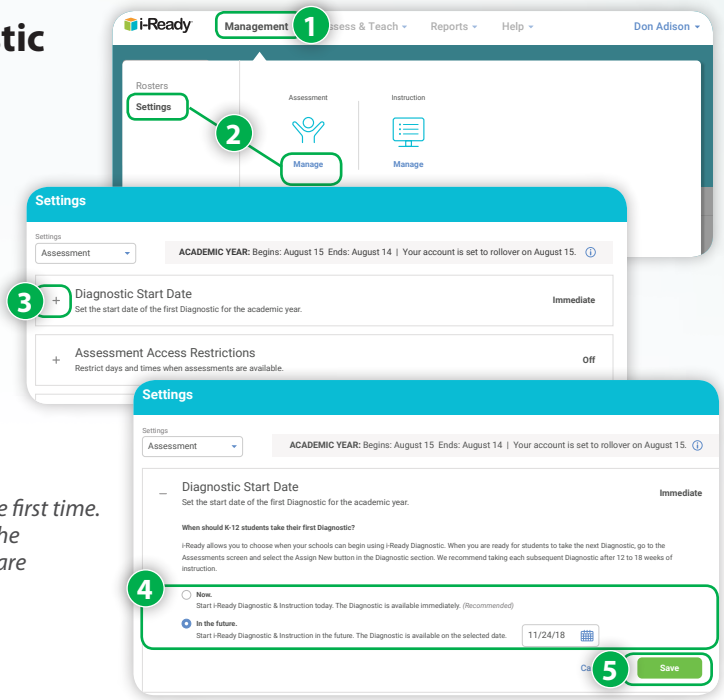
Management: Settings

On the Settings screen, administrators manage student access and start dates for the first *i-Ready Diagnostic*, manage the Growth Monitoring schedule, if using, and adjust the passing score for Online Instruction lessons.

Set the Start Date for the First Diagnostic of the Year

1. Select **Management** from the top navigation.
2. Select **Settings** and **Manage** under ***Assessment***.
3. Select the **+ icon** to expand ***Diagnostic Start Date***.
4. Make your selection for when students should take their first *i-Ready Diagnostic*. The system defaults to **Now** but you may also select a date **In the future**.
5. Select **Save**.

Note: *By default, the first Diagnostic starts when a student logs in for the first time. Administrators must manually change the start date to the first day of the Diagnostic Window to keep students out of the assessment before they are scheduled to take it.*

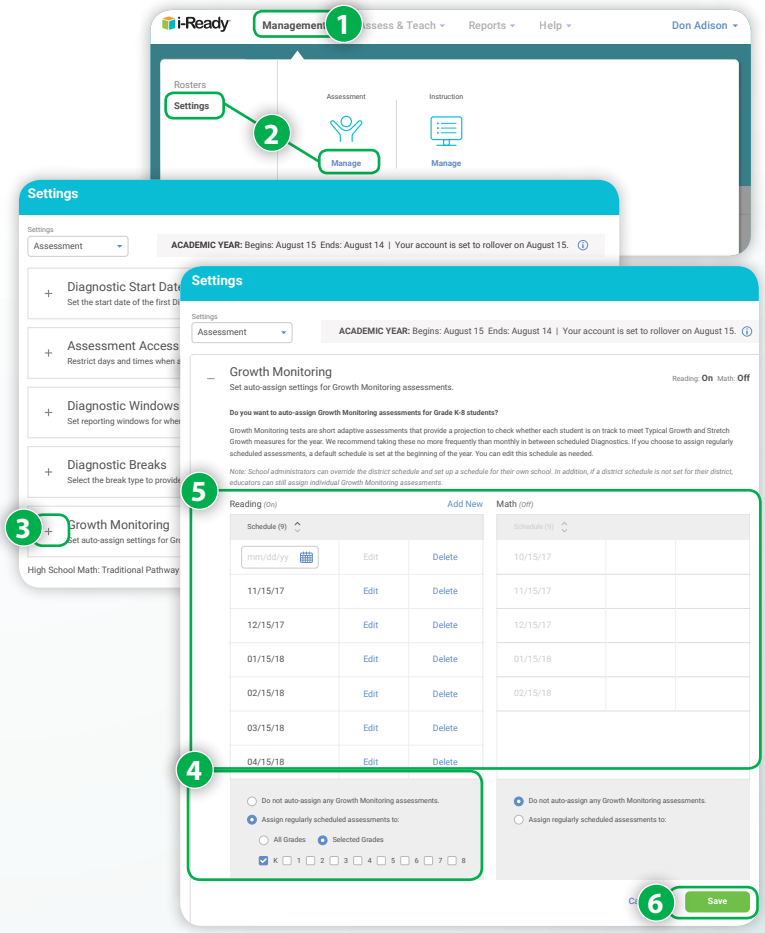


Turn Growth Monitoring On, if Using, and Review or Adjust Schedule

Growth Monitoring is set to Off by default at the start of the academic year for each account.

1. Select **Management** from the top navigation.
2. Select **Settings** and **Manage** under ***Assessment***.
3. Select the **+ icon** to expand ***Growth Monitoring***.
4. Turn Growth Monitoring assessments on for all K–8 students or select grades within your school by selecting the appropriate checkboxes. District administrators will only see district-level selections.
5. Adjust your schedule for Growth Monitoring assessments as needed.
6. Select **Save**.

Note: *To assign Growth Monitoring assessments to classes or individual students, go to Assess & Teach > Assessment > Select "Assign New" in the Growth Monitoring section.*



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Control Student Access to *i-Ready* Assessments

1. Select **Management** from the top navigation.
2. Select **Settings** and **Manage** under ***Assessment***.
3. Select the **+ icon** to expand ***Assessment Access Restrictions***.
4. Choose a **time zone** from the ***Time Zone*** dropdown.

*To disable student access to the Diagnostic and other assessments by **hours**:*

5a. Check the box next to **Disable Assessment Access by Hour** and select your desired times.

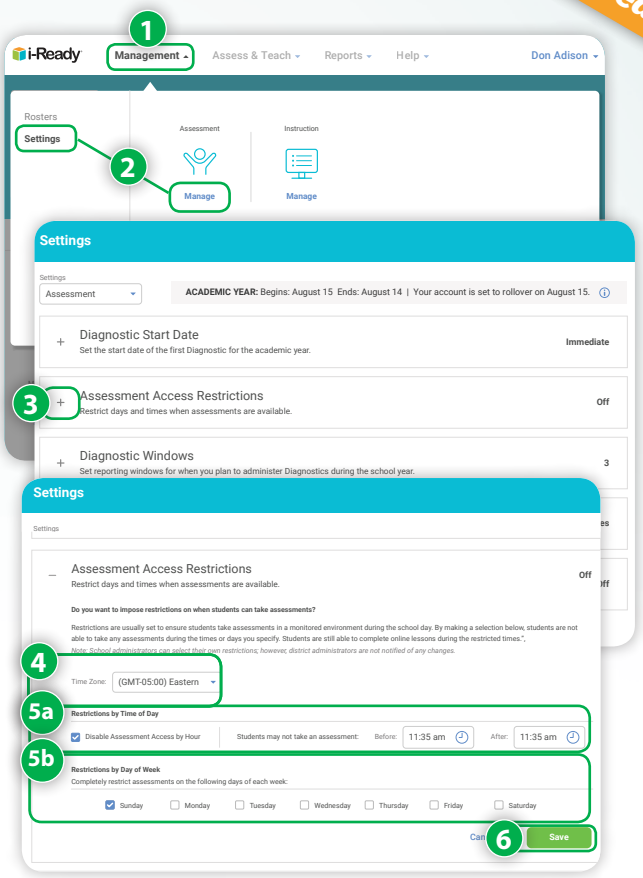
*To disable student access to assessments by **days**:*

5b. Use the checkboxes for the desired days under **Restrictions by Day of Week**.

6. Select **Save**.

Note: *To disable assessment access by a specific time frame, choose the earliest and latest times that students can begin an assessment. These access restrictions apply to the Diagnostic, Standards Mastery, and Growth Monitoring assessments, but not Online Instruction.*

Note: *Any* i-Ready *administrator can specify which days and times students may take* i-Ready *assessments. If access restrictions are decided at the district level, other administrators should check these settings to understand and communicate them to staff and students.*



Set/Edit Diagnostic Windows

1. Select **Management** from the top navigation.
2. Select **Settings** and **Manage** under ***Assessment***.
3. Select the **+ icon** to expand ***Diagnostic Windows***.

*To **set a new** Diagnostic Window:*

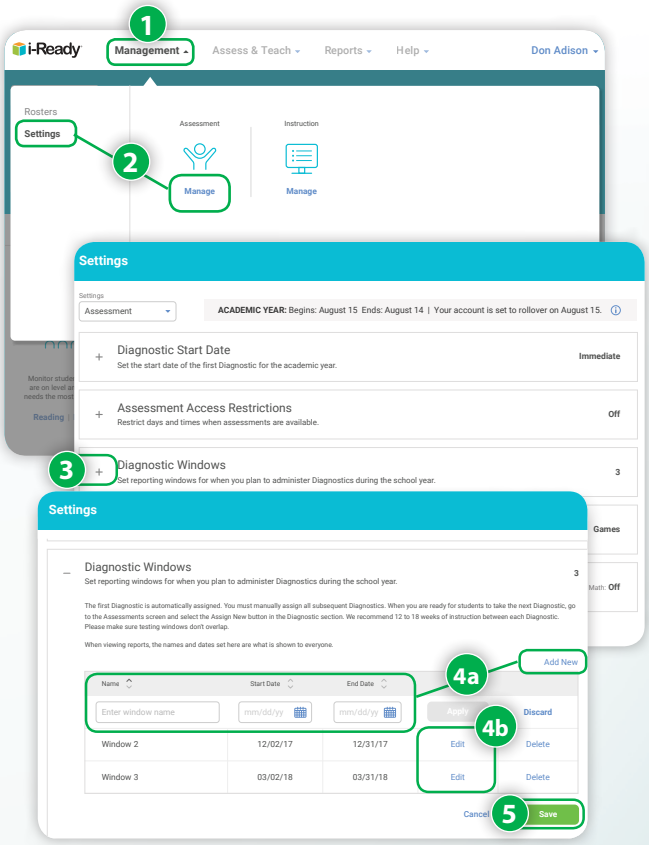
4a. Select the **Add New** link and enter **Window Name**, **Start Date**, and **End Date**.

*To **change an existing** Diagnostic Window:*

4b. Select **Edit**.

5. Select **Save**.

Note: *Diagnostic Windows do not assign an assessment or force Diagnostics to be taken during the Windows, so communication about these Windows is of utmost importance to ensure compliance with planned assessment schedules.*



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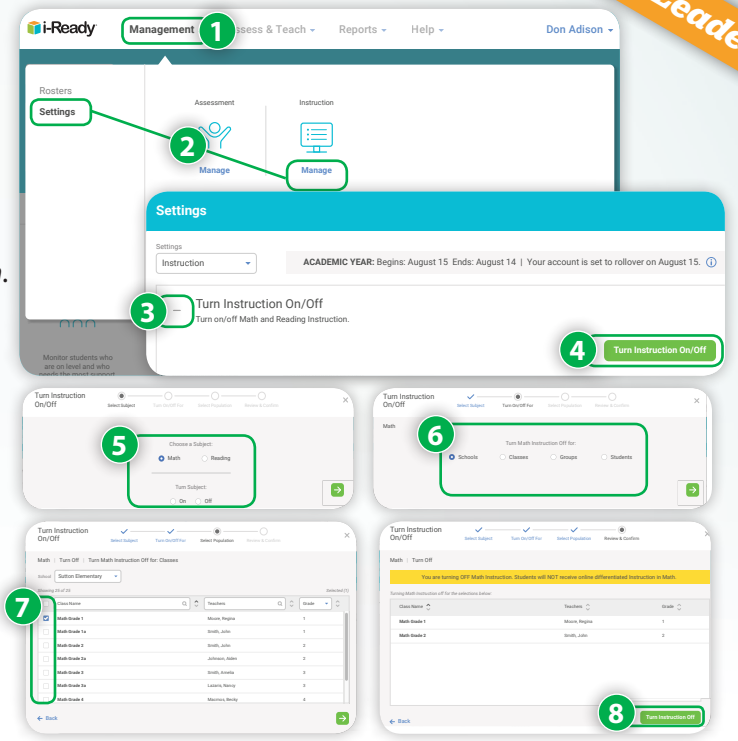
For Leaders

Turn Instruction On/Off

For an Entire School or Multiple Schools, Classes, Report Groups, or Students:

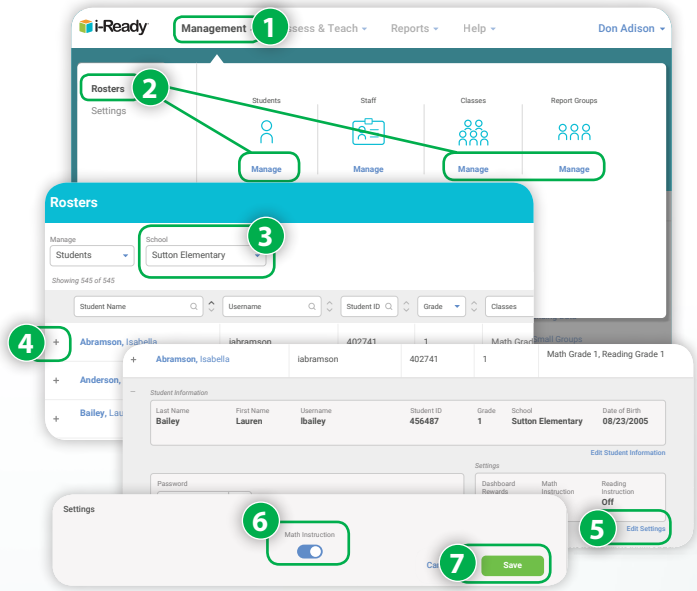
1. Select **Management** from the top navigation.
2. Select **Settings** and **Manage** under *Online Instruction*.
3. Select the **+ icon** to expand *Turn Instruction On/Off*. (It will change to a **- icon** when expanded.)
4. Select the **Turn Instruction On/Off** button.

   Make sure to click the arrow after each step to move forward!
5. Choose **Reading** or **Math** and **On** or **Off**.
6. Select **Schools**, **Classes**, **Groups**, or **Students**.
7. Select **your population** using the checkboxes.
8. Review your selections and select **Turn Instruction On/Off** to save.



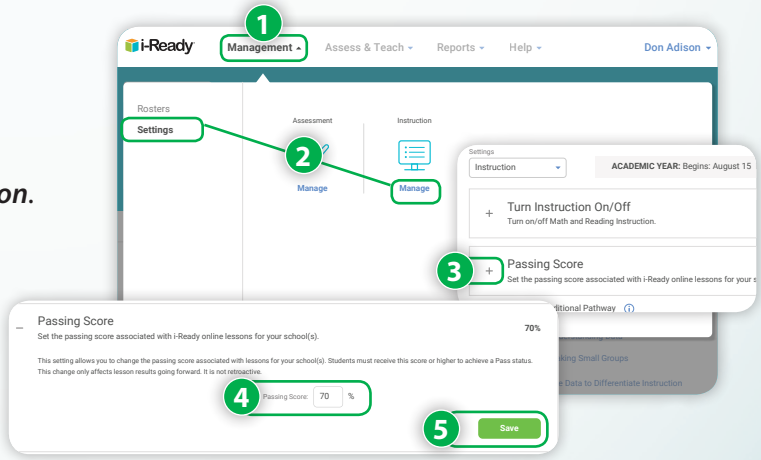
For Individual Classes, Report Groups, or Students:

1. Select **Management** from the top navigation.
2. Select **Rosters** and **Manage** under *Students, Classes,* or *Report Groups*.
3. Select a **class**, **report group**, or **student** from the available dropdown menu.
4. Select the **+ icon** next to expand the row.
5. Select the **Edit Settings** link.
6. Use the **toggles** to turn Instruction on or off by subject.
7. Select **Save**.



Set the Passing Score for Online Instruction Quizzes

1. Select **Management** from the top navigation.
2. Select **Settings** and **Manage** under *Online Instruction*.
3. Select the **+ icon** to expand *Passing Score*.
4. Change the number in the **Passing Score** field. The system defaults to 70%.
5. Select **Save**.



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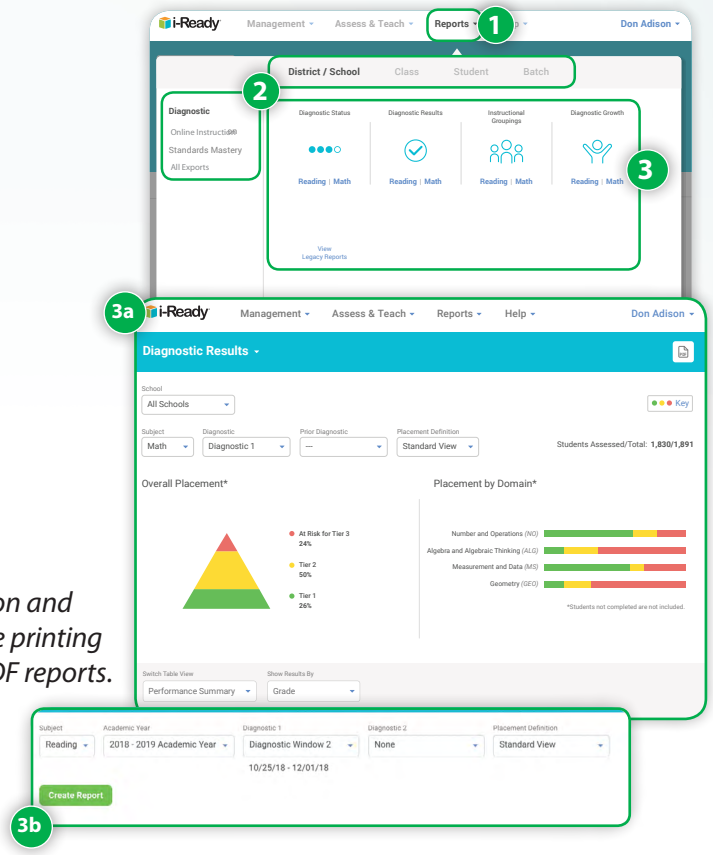
Reports

i-Ready provides a wide range of reports that you can use for various administrative and instructional purposes. These reports provide actionable data at the District/School, Class, and Student level. Throughout the 2018–2019 school year, you will see new, interactive school and district reports for *i-Ready* administrators.

Create Reports

1. Select **Reports** from the top navigation.
2. Select the **report level** and **category** you are interested in.
3. Select **Math** or **Reading** under the report you would like to view. You may also select **View Legacy Reports** to create one of our previous *i-Ready* reports.
   a. Interactive reports will open on screen.
   b. For PDF reports, use the **dropdowns** to choose additional options, and select **Create Report**. The PDF will open in a new browser tab.

Please note: Interactive district and school Online Instruction and Standards Mastery reports are planned for release after the printing of this guide. In the meantime, these data will only be in PDF reports.



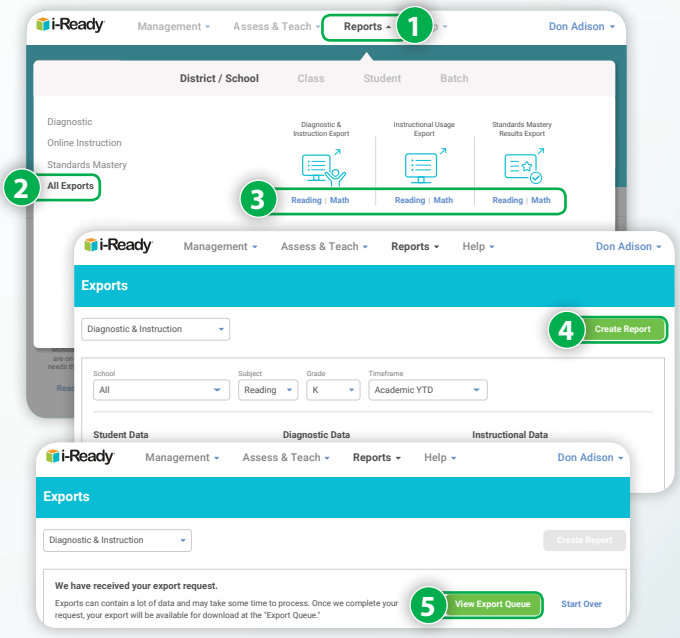
Create Exports

Under Reports, you may also export a variety of data for your district or school. These data are 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. Please note that all exports function similarly.

1. Select **Reports** from the top navigation.
2. Select **All Exports**.
3. Select the **Reading** or **Math** link under the report you would like to create.
4. Select **Create Report**.
5. Select **View Export Queue** to view your export when it is ready.

Note: *You can also navigate to the Export Queue by selecting Reports > All Exports > Export Queue.*

Please note: If you would like to generate your Diagnostic Completion export, please see directions for accessing Legacy Reports under Create Reports above.



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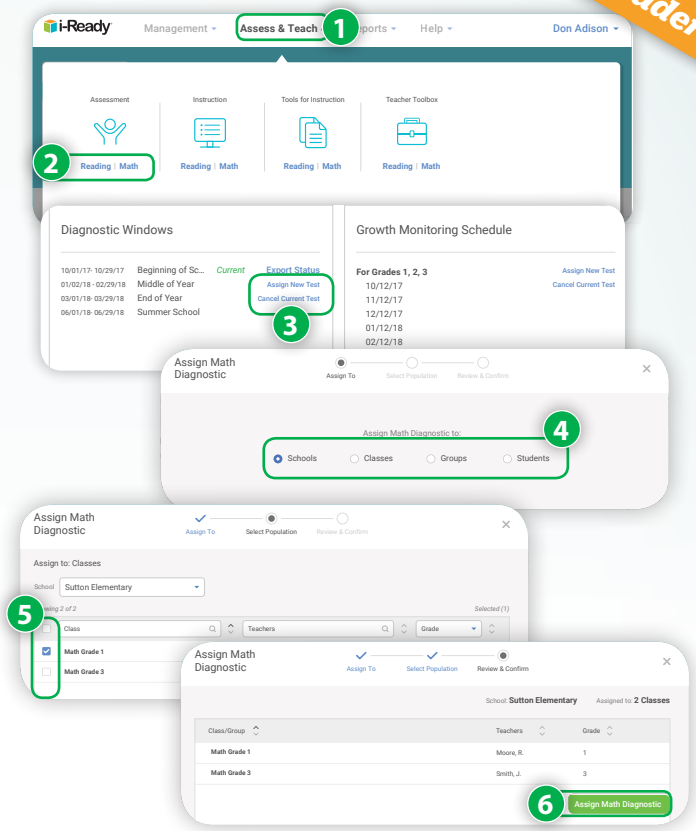
Assess & Teach

Under Assess & Teach, you can perform all tasks teachers do for their classes and students for your entire school, groups of teachers, or groups of classes.

Assign/Cancel a Diagnostic

1. Select **Assess & Teach** from the top navigation.
2. Select **Reading** or **Math** under ***Assessment***.
3. Select **Assign New Test** or **Cancel Current Test** under ***Diagnostic Windows*** to assign or cancel a Diagnostic. A pop-up will appear.

   Make sure to click the arrow after each step to move forward!
4. Choose **Schools**, **Classes**, **Groups**, or **Students**.
5. Select your **population** using the checkboxes.
6. Review your selections and click **Assign Diagnostic** or **Cancel Diagnostic**.

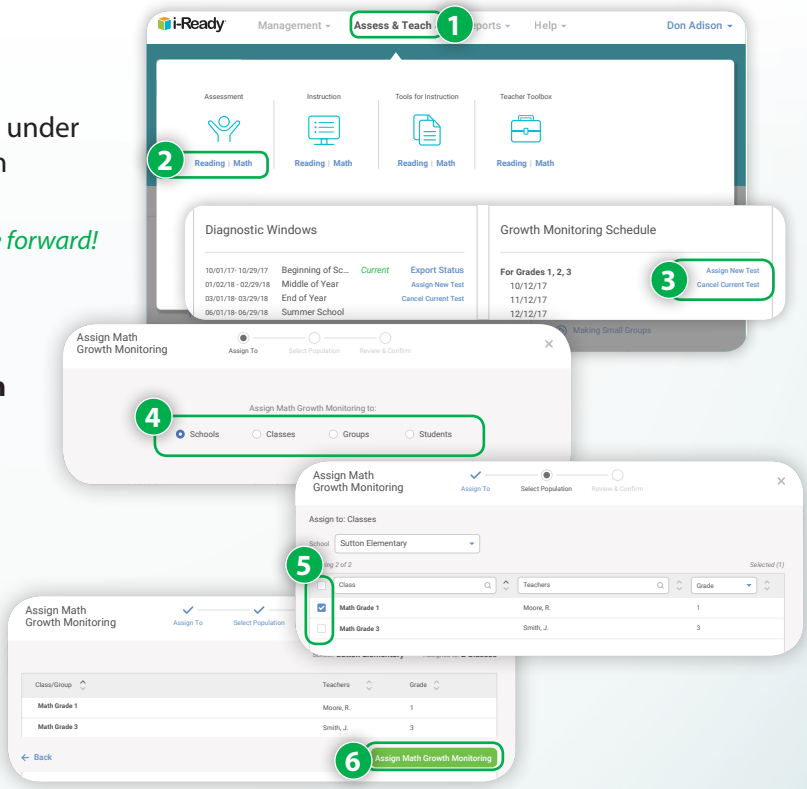


Manually Add or Cancel Growth Monitoring Assessments for Classes or Students

If your assessment plan includes Growth Monitoring tests for specific classes or students, instead of auto-assigned assessments for all students in a district, school, or grade, you will need to manually add tests at the time you want students to take them.

1. Select **Assess & Teach** from the top navigation.
2. Select **Reading** or **Math** under ***Assessment***.
3. Select **Assign New Test** or **Cancel Current Test** under ***Growth Monitoring Schedule*** to add or cancel an assessment. A pop-up will appear.

   Make sure to click the arrow after each step to move forward!
4. Choose **Schools**, **Classes**, **Groups**, or **Students**.
5. Select your **population** using the checkboxes.
6. Review your selections and click **Assign Growth Monitoring** or **Cancel Growth Monitoring**.

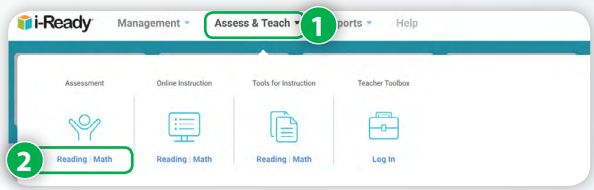


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Create, Manage, and Assign Standards Mastery Assessments

To access Standards Mastery administrator features:

1. Select **Assess & Teach** from the top navigation.
2. Select **Reading** or **Math** under ***Assessment*** and see the **Standards Mastery** section of the screen.

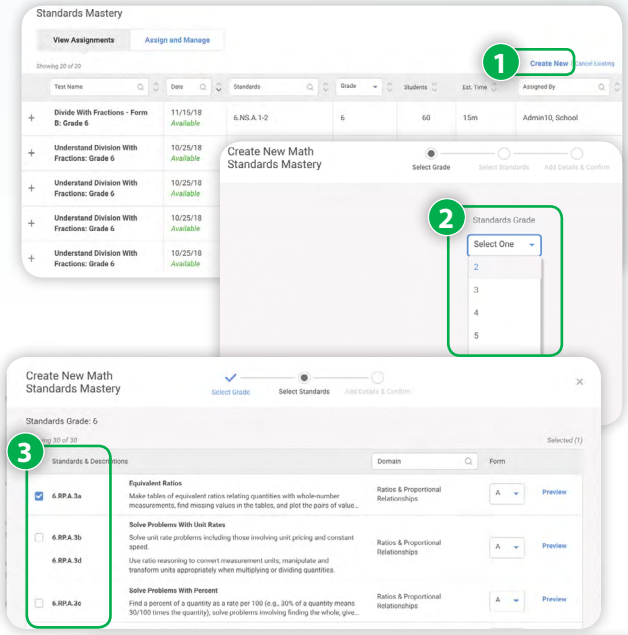


To Create New Standards Mastery Assessments:

1. Select **Create New**. A pop-up will appear.

   Make sure to click the arrow at the bottom of each screen to move forward! Click Back at any time to change previous selections.

2. Select the **Standards Grade** from the dropdown.
3. Select the **standards** to include in the assessment using the **checkboxes**. If needed, you may also do the following from this screen:
   - **Search for the standards you want** by filtering in the Domain column and reviewing the Standards & Descriptions.
   - **Change the test Form** using the dropdown. Form A is the default.
   - **Preview** the assessment.
4. Edit or add to the **Test Name**, **Test Description**, and the **Grade** of students this assessment is intended for.
5. Review your selections and click **Save & Close** to save this assessment and assign it at a later time or **Save & Assign** to select your student assignment options.



*Under **View Assignments** or **Assign and Manage**, select the **+ icon** to expand the row for any assessment listed to perform some of the steps that follow.*

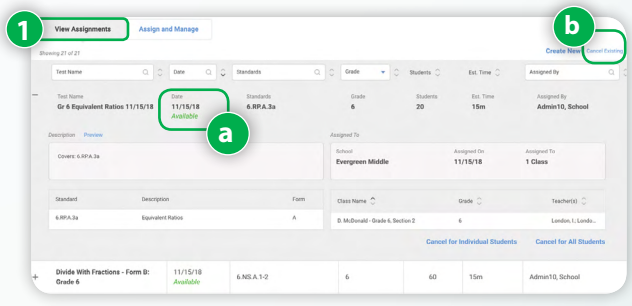
To View, Change the Date, or Cancel an Assigned Assessment:

1. **View Assignments** is the default view and shows all current and future assignments. Select it if you are on the ***Assign and Manage*** screen. From the View Assignments screen, you can perform your choice of the following tasks.

   a. To change the Date
   With the row expanded, change the date of an assignment scheduled in the future by selecting **Edit** next to ***Date***. You will have the option to test students immediately or select a future date. Be sure to **save** your changes.

   b. To cancel multiple assignments for a Class or Report Group
   Cancel any assignment for students in a specific class or report group by selecting **Cancel Existing**. A pop-up will appear. Follow the prompts to cancel for ***Students by Class*** or ***Students by Report Group***, select a **specific class** or **group**, and then **select specific students**. Be sure to **confirm your changes**.

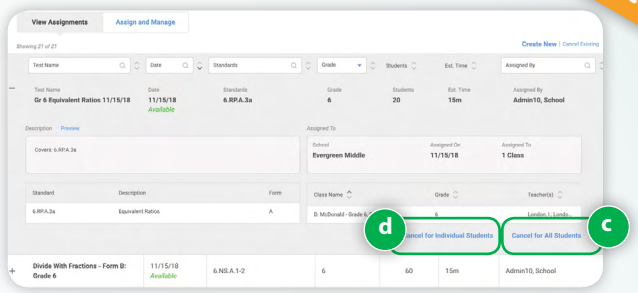
   c. To cancel a specific assignment for all students



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With the row expanded, cancel this assessment for *all students* included in the current assignment by selecting **Cancel for All Students**. You will be prompted to confirm the cancellation.

d. To cancel a specific assessment for individual students
Cancel this assessment for *some students* in the current assignment by selecting **Cancel for Individual Student**. A pop-up will appear. Select the students for whom you wish to cancel the assignment. Be sure to **save** your changes.



To Assign, Edit, or Remove an Existing Assessment:

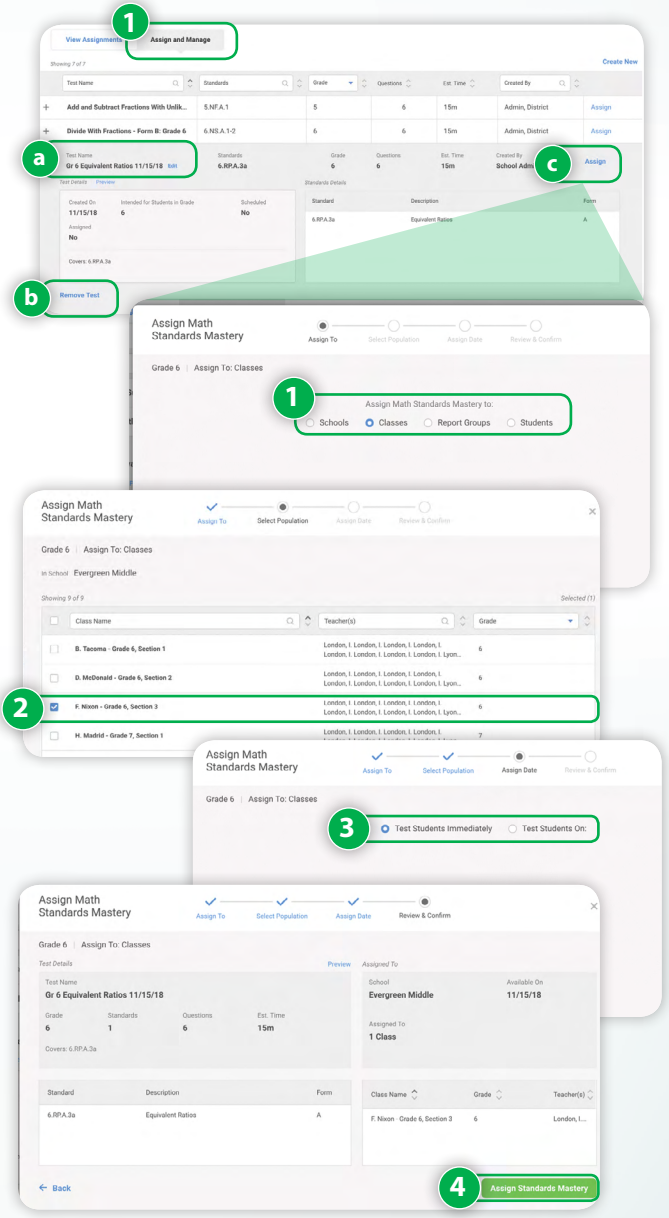
1. Select **Assign and Manage**.
   With the row expanded, review the assessment details and perform your choice of the following tasks.

   a. To edit an Assessment Name
   Edit the assessment name by selecting **Edit** next to ***Test Name***. Be sure to save your changes.

   b. To remove a Test
   Remove the test from the system entirely by selecting **Remove Test**. You will be prompted to confirm that you want to remove the test. Once removed, the test cannot be retrieved or assigned again; however, it will be available for reporting if it was previously assigned to students.

   c. To assign an Assessment
   Assign the assessment by selecting **Assign**.
   A pop-up will appear.

   1. Select Schools, Classes, Groups, or Students.
   2. Select the population for the assignment using the checkboxes.
   3. Select **Test Students Immediately** to deploy the assignment now or **Test Students On** to choose a future date within the current academic year.
   4. Review your selections and click **Assign Standards Mastery**.



Note: *District and school administrators have different access levels in* i-Ready *and roles in Standards Mastery. You will only see the functionality for creating, assigning, and managing assessments that your user level allows.*

i-READY CENTRAL RESOURCE CONNECTION

Search ***Standards Mastery access levels*** for more information about Standards Mastery functionality for each user role in *i-Ready*.

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