

Administrator Tasks

- ✓ Create a testing schedule and inform staff.
- ✓ Assign winter and spring diagnostic as scheduled. (Fall diagnostics are automatically assigned at the opening of the window.)
- ✓ Ensure teachers complete the following:
 - Test during scheduled time
 - Ensure students do not access other programs, websites, or cell phones.
 - Encourage students to do their best work.
- ✓ Review student progress to ensure:
 - students complete the diagnostic during window
 - students flagged for rushing are addressed (see below)

Tools & Help

- Administrator Supports:
 - [How to Cancel and Reassign Diagnostics](#)
 - Administrator login in here: <https://login.i-ready.com/>
 - What to do about rush flags
 - Red flags: the diagnostic was rushed and we know the score is not accurate, [Reassign](#).
 - Yellow flag: discuss with your teacher about whether to [reassign to get a more accurate score](#).
 - [How to see Historical Results by Class](#)
 - [How to look at Math Diagnostic Results](#)
 - [How to look at Reading Diagnostic Results](#)
- Teacher Supports:
 - Teacher log in: enter through Clever (just like students)
 - [How to monitor test progress](#)
- Student Instructions:
 - [PowerPoint with generic i-Ready Reading and Math Diagnostic instructions](#)
 - [PDF Math Diagnostic Login Instructions \(1 page\)](#)
 - [PDF Reading Diagnostic Login Instructions \(1 page\)](#)