



i-Ready at Middle Schools

Middle School Teacher Instructions

Purpose: provide diagnostics in reading and math to determine which students need additional supports by measuring progress against benchmarks in fall, winter, and spring.

Schedule:

- Fall: September 7-October 14
- Winter: January 4-February 10
- Spring: May 1-June 9

Expectations:

Teachers ensure that students complete the relevant assessment with fidelity:

- Provide sufficient time for students to complete the diagnostic (estimated at 45 minutes per diagnostic) in an appropriate testing environment.
- 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 in time
 - students flagged for rushing are addressed (see below)

Administering i-Ready Diagnostics:

There is no teacher interface to start the session. Students log themselves in using Clever.

1. Students go to www.everettsd.org and hover over the Students tab and click Student Tools.
2. Scroll to i-Ready and click.
3. At the log in screen, click the lock.
4. Enter student id and password, then click login.
5. Click i-Ready.
6. Click the subject diagnostic: reading or math.

Student instructions with screenshots are available for teachers to show on Smart Boards:

- [PowerPoint with generic i-Ready Reading and Math Diagnostic instructions](#)
- [PDF Math Diagnostic Login Instructions \(1 page\)](#)
- [PDF Reading Diagnostic Login Instructions \(1 page\)](#)

Checking for Completion:

[Video: How to: Use Your Diagnostic Status Report as a Teacher](#)

1. Teachers [log in to i-Ready through Clever](#) (just like students)
 - Go to www.everettsd.org and hover over the Students tab and click Student Tools.
 - Scroll to i-Ready and click.
 - At the log in screen, click the lock.
 - Enter staff id and password, then click login.

2. You should land on the **Diagnostic Status Card** but click it if it's not already open.

The screenshot shows the 'Diagnostic Status' card with three tabs: 'Diagnostic Status', 'Diagnostic Results', and 'Online Instruction'. The 'Diagnostic Status' tab is active, showing a summary of progress: 4 Not Started, 9 In Progress, and 9 Completed. A red box highlights the '9' in the 'Completed' section, and another red box highlights the '9 Expiring Soon' alert. A blue bracket points to the 'Diagnostic Progress' section with the text 'Summary of your students' progress'. A red box highlights the '9 Expiring Soon' alert with the text 'Alerts draw attention to issues.' A green circle highlights the 'Monitor Student Status' button at the bottom.

3. Click **Monitor Student Status** to see individual students by class period.

The screenshot shows the 'Monitor Student Status' interface. At the top, there are filters for Subject (Reading), Class/Report Group (Mrs. Dublin - Grade 3, Section...), Date Range (Most Recent 4 Weeks), and Placement Definition (Standard View). A blue callout box points to the 'Class/Report Group' filter with the text 'Switch class periods here'. Below the filters, there are three columns: 'Not Started' (4), 'In Progress' (9), and 'Completed' (9). The 'In Progress' column shows a red '9 Expiring Soon' alert, and the 'Completed' column shows a red '2 Rushed' alert. Below the columns, there is a table showing individual students. The table has columns for Alerts, Student, Status, and Placement. The first row shows a student named 'Do, Brian' with a red '3h' alert and a status of '23% In Progress'. The second row shows a student named 'Shaw, Miguel' with a red '2 Rushed' alert and a status of 'Completed 07/02/18'.

What to do about Alerts (left column)



Expiring Test: Incomplete tests expire at 21 days after the student begins the diagnostic and must be started over.



Red Rush Flag: the student moved at far too fast a pace to have an accurate score.



Yellow Rush Flag: the student moved at a suspicious pace. The score may not be accurate.

What to do: Have the student complete the test as soon as possible. If the test expires, and the student can't get in, contact your administrator to assign it again.

What to do: The student should retake the diagnostic. Ask your administrator to delete & reassign it.

What to do: Use your professional judgement and knowledge of the student to decide if the score is reasonable. If not, ask your administrator to reassign it.