



i-Ready at Middle Schools

Middle School Administrator 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

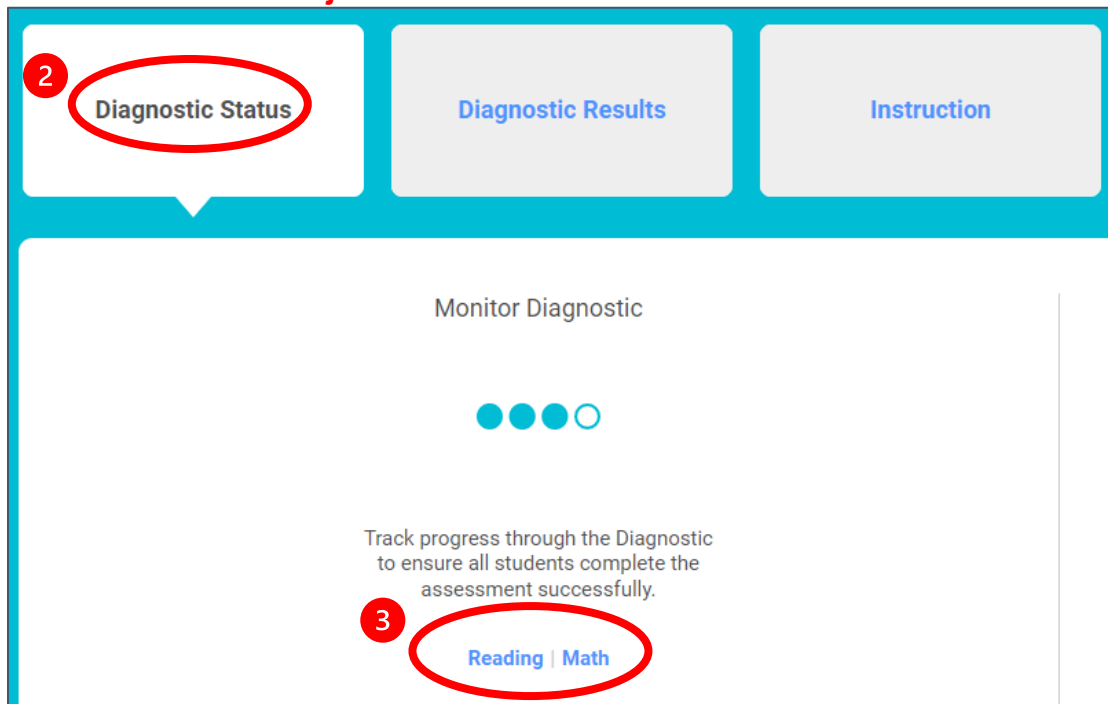
Expectations:

Administrators ensure that students complete the math and reading diagnostics with fidelity.

- Ensure teachers comply with expectations:
 - 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)
- Reset rush flagged diagnostics as needed
- Monitor completion and ensure students are assessed during the set windows

Check for Completion:

1. Log in with your administrator credentials at <https://login.i-ready.com/>
2. You should land on the **Diagnostic Status Card** but click it if it's not already open.
3. Then select the **subject**.



4. This will take you to a summary roster by grade level. The columns indicate various statuses and alerts. From here you can:

- Click the **grade level** to see class summaries at that grade level, or
- Use the drop down to see summaries for all classes or report groups

Grade	% Not Started	In Progress		Completed			Students Assigned/Total
		% In Progress	Expiring Soon	% Completed	Red Rushed	Yellow Rushed	
Grade K	0%	40%	0	60%	0	0	5/93
Grade 1	10%	3%	3	87%	1	1	123/123

Communicate with staff who are behind in progress, have expiring assessments, or rush flags (red or yellow).

5. When looking at the class summary, click on the **class name** to see the student roster for that class.

Grade	% Not Started	In Progress		Completed			Students Assigned/Total
		% In Progress	Expiring Soon	% Completed	Red Rushed	Yellow Rushed	
6th period MTH801 - Smith	0%	40%	0	60%	0	0	5/93
7th period MTH801 - Smith	10%	3%	3	87%	1	1	123/123

What to do about Alerts



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

What to do: Have the student complete the test as soon as possible. If the test expires, and the student can't get in, [reassign](#).



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

What to do: The student should retake the diagnostic. [Instructions](#)



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

What to do: Teachers use professional judgement and knowledge of the student to decide if the score is reasonable. If not, follow [instructions](#).

More Useful Instructions:

[How to Delete and Reassign Diagnostics](#)

[How to see Historical Results by Class](#)

[How to look at Math Diagnostic Results](#)

[How to look at Reading Diagnostic Results](#)

More Information:

[Teacher Instructions](#)

Student Instructions:

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

Help: x4057; assessment@everettsd.org