



Diagnose: Administering the Diagnostic

The following steps should be used to guide preparation for test day(s).

BEFORE THE DIAGNOSTIC

Getting Organized

1. Confirm that computers are functioning properly by running our free system check: www.i-Ready.com/support/systemcheck
2. Confirm that headphones and audio are functioning properly.
3. Schedule computer access time:
 - Grades K–1:** two–three 15–20-minute testing periods per subject
 - Grades 2+:** two 45-minute testing periods per subject

Consider strategies to assist students in grades K–2 and Special Education: Schedule additional staff to assist with logging in and monitoring.

4. Review accuracy of class roster(s):
 - A. After logging in, click the **Roster** tab. The **Classes** sub-tab should be showing by default.
 - B. Click **Edit** next to the class name. The **Edit Class** window will pop up.
 - C. Click the **Student Enrollment** tab and scroll through the roster. (*To add students, speak with an i-Ready admin at your school/district.*)







Note: If a district has chosen to automatically sync its SIS with i-Ready, users will not be able to make manual roster changes directly in the i-Ready interface.

5. Obtain student login information for each class.
6. Gather paper and pencils for each student taking the math Diagnostic.

Preparing Your Students

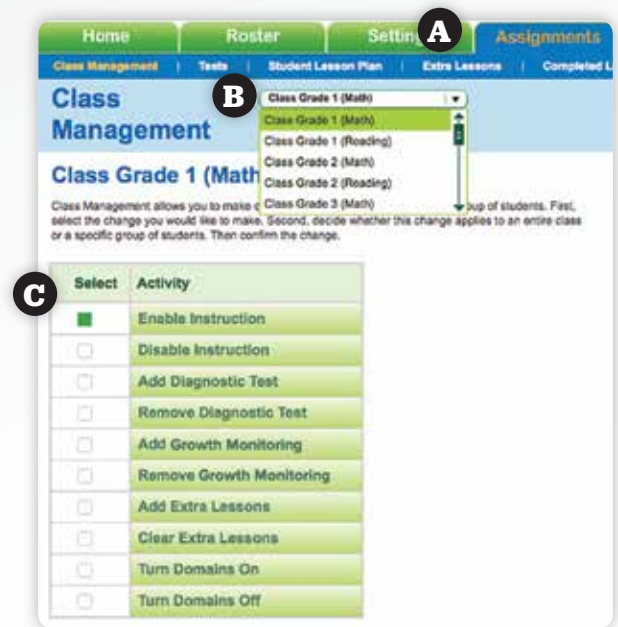
1. Review test procedures with students:
 - Explain how the results will be used.
 - Explain that each student’s test is unique (For example, “Everyone’s test is unique. If you answer a question correctly, you will get a harder question and if you miss a question, you will receive an easier question. This is how i-Ready determines your skill levels.”)
 - Encourage students to try their best and to take their time.
 - Remind students that paper and pencil should be used for computation on the math Diagnostic.
 - Explain that test breaks will appear at different times for each student. Grades K–8 will have short games to play. Grades 9+ will take short, guided breaks.

2. Show the beginning screens of the Diagnostic and the test questions that are found in the **User Guide** (available under the **Resources** tab in i-Ready).
 - **Beginning Screens of the Diagnostic:** see Appendix C.
 - **Sample Test Questions:** see Appendix D.
 - Explain that they will select a Study Buddy, Theme, and Subject.
 - Point out the **speaker icon** ()
 - Review how to repeat audio (hold mouse over speaker icon).
 - Remind the students that the test is not timed and that they can start and stop by clicking on the **X** () in the top right corner of each test question.
 - Point out how an answer is selected and how to change the selection.
 - Stress that answers cannot be changed after students click the **Done** button.
 - Tell students to scroll through the reading passages that are longer than one page (use the **yellow triangles** [ ] at the bottom of the passages to go forward and backward within the passage).
 - For K–2 and Special Education students, conduct a lesson that teaches students how to log in.
 - Show Quick-Start video tutorials to provide students an overview of the navigational tools and tips (found under the Resources tab under Teacher videos).

3. Prepare activities for students who complete the Diagnostic:
 - Inform students of post-Diagnostic expectations.

4. If you have i-Ready Online Instruction, turn it on (“enable” it). You only have to do this once per year when beginning the program.

- A. After logging in, click the **Assignments** tab. **Class Management** should be showing by default.
- B. Choose your class from the dropdown menu.
- C. Select **Enable Instruction** in the chart below.



DURING THE DIAGNOSTIC

- 1. Actively monitor students.
- 2. If a student is rushing/not trying his/her best, reset his/her Diagnostic test. Diagnostic tests can only be reset if they are “In Progress.” Completed tests can not be reset or removed.

- A. Once logged in, click the **Assignments** tab.
- B. Select the **Tests** sub-tab.
- C. Select your **Class** or **Instructional Group** from the first dropdown menu.
- D. Select the **student** from the second dropdown menu.
- E. Click **Reset Test**.
 - A confirmation pop-up box will appear, asking you to confirm this change.
 - Click **Yes**.



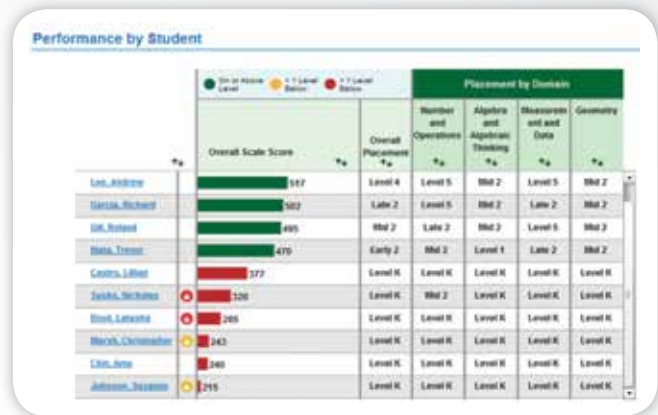
AFTER THE DIAGNOSTIC

1. Check for completion

- After logging in, click the question on the Home screen, “Which students still need to complete the Diagnostic?”

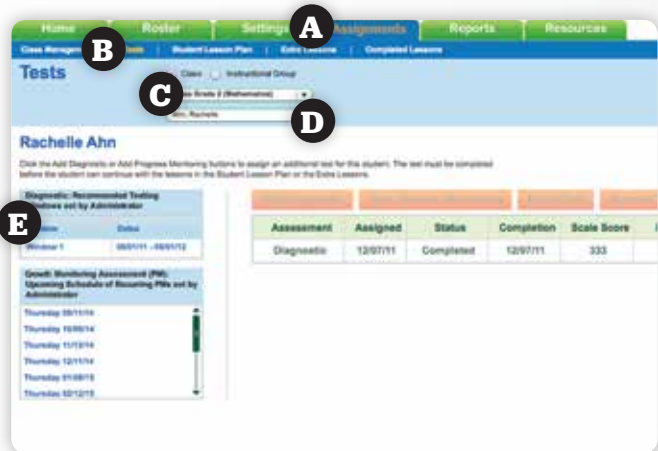
2. Check for rushing

- Review the **Class Profile** report. An alert icon next to a student’s name indicates that the student may have rushed through the test. Click the icon for more information. Click the student’s name to generate the **Student Profile** report. If the student’s test results seem abnormal, you may want to readminister the test.
- Request a **Diagnostic Export** report from your i-Ready admin for a full list of students who rushed through the Diagnostic.



3. Review key reports

- Class Profile
- Instructional Grouping Profile
- Student Profile



4. Review your Growth Monitoring Schedule (if applicable).

- Once logged in, click the **Assignments** tab.
- Select the **Tests** tab.
- Select your **Class** from the first dropdown menu.
- Select the **student** from the second dropdown menu.
- Review the Upcoming Schedule set by your i-Ready administrator.

