

Use this checklist to ensure that you are maximizing *i-Ready* to achieve the greatest possible impact for your students. This list includes key steps and tips for teachers.

BEFORE THE DIAGNOSTIC

Getting Organized

- Confirm that computers are functioning properly and that headphones and audio are working.
- Schedule computer access time for administering the Diagnostic and additional staff to assist with logging in and monitoring (recommended for Kindergarten, as needed for other students).
- Review accuracy of class roster(s).
- Obtain student login information for each class.
- Gather paper and pencils for each student taking the math Diagnostic.

Preparing Your Students

- Review test procedures with students.
- Show students the grade level-specific introductory videos that can be found in the Diagnostic section of *i-Ready Central*™.*
- Show the beginning screens of the Diagnostic and the sample test questions that are found in the **User Guide** (available under the **Resources** tab in *i-Ready*).
- Prepare activities for students who complete the Diagnostic.
- If you have *i-Ready* Online Instruction, turn it on (“enable” it).

DURING THE DIAGNOSTIC

- Actively monitor students.
- 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 cannot be reset or removed.

AFTER THE DIAGNOSTIC

- Check for completion (After logging in, click the question on the Home screen, “Which students still need to complete the Diagnostic?”).
- Check for rushing in the **Class Profile** report. Look for the alert icon next to a student’s name.
- Review key reports including the **Class Profile**, **Instructional Grouping Profile**, and **Student Profile** reports.
- Review your **Growth Monitoring Schedule** (if applicable).

See the *i-Ready* Teacher Training Guide for more detailed information and step-by-step guidance.



Login: login.i-ready.com

Resources: i-readycentral.com

*You will need to log in to *i-Ready* to access the resources available on *i-Ready Central*.