**How-Tos**

*i-Ready* is designed to put the information you need front and center, with simple navigation for the actions you take the most. We know it’s nice to have a reference guide too, so here’s how to complete key tasks in *i-Ready.*

Need more? Look for the question mark icon on the screen, or visit the Help section.

**Before the Diagnostic**

**Logging In**

1. Go to [i-Ready.com](https://i-Ready.com).
2. Enter your **username** (NOT case sensitive).
3. Enter your **password** (case sensitive).
4. Select your **state** from the dropdown menu.
5. Select **Go!**

*Single Sign On (SSO) users will access i-Ready through their district’s login portal. Check with your administrator if you are not sure how you and your students should log in to i-Ready.*

**Reviewing Accuracy of Rosters**

1. Select **Rosters** from the top navigation.
2. Select a **class** from the **Class/Report Group** dropdown.
3. Scroll through the roster. Make sure all your students appear here and that no additional students are listed on your roster.

**Managing Student Enrollments in Your Class or Report Group**

1. Follow steps 1–2 of **Reviewing Accuracy of Rosters.**
2. Select **Edit Student Enrollments** from the **Actions** dropdown to open the Edit Student Enrollments screen.
3. Use the **checkboxes** to select **students** and the **arrows** to **add or remove** them from the roster.
4. Click **Save.**

*Note: If your district has chosen to automatically sync its SIS with i-Ready to create classes and add students, you will not be able to add, remove, or move students manually in the i-Ready interface. In this case, contact your administrator if your class rosters are incorrect.*
Obtaining Student Login Information

1. Select Rosters from the top navigation.
2. Select a class from the Class/Report Group dropdown.
3. Select Print Passwords from the Actions dropdown.
4. A downloadable PDF of student logins or K–1 Login Cards will generate.

Setting Developmental Levels

1. Select Rosters from the top navigation.
2. Select the + icon next to your student to expand the row.
3. Select Edit next to Developmental Levels.
4. Select the appropriate levels using the dropdown menus.
5. Click Save.

Note: Developmental Levels are for use with the i-Ready Diagnostic and ensure a comfortable testing experience for students who are performing significantly below level due to academic/developmental delays by allowing them to start the Diagnostic at a lower grade level. This feature should not be used for any other students.

During the Diagnostic

Resetting a Diagnostic in Progress

1. Select Reports from the top navigation. Class and Diagnostic reports will show by default.
2. Select Student for the report level.
3. Select Reading or Math under Diagnostic Results.
4. If your student has a test in progress, you will see the progress at the top of the page. Click the Reset Test link to reset the test.
5. Select Reset. (Not pictured.)