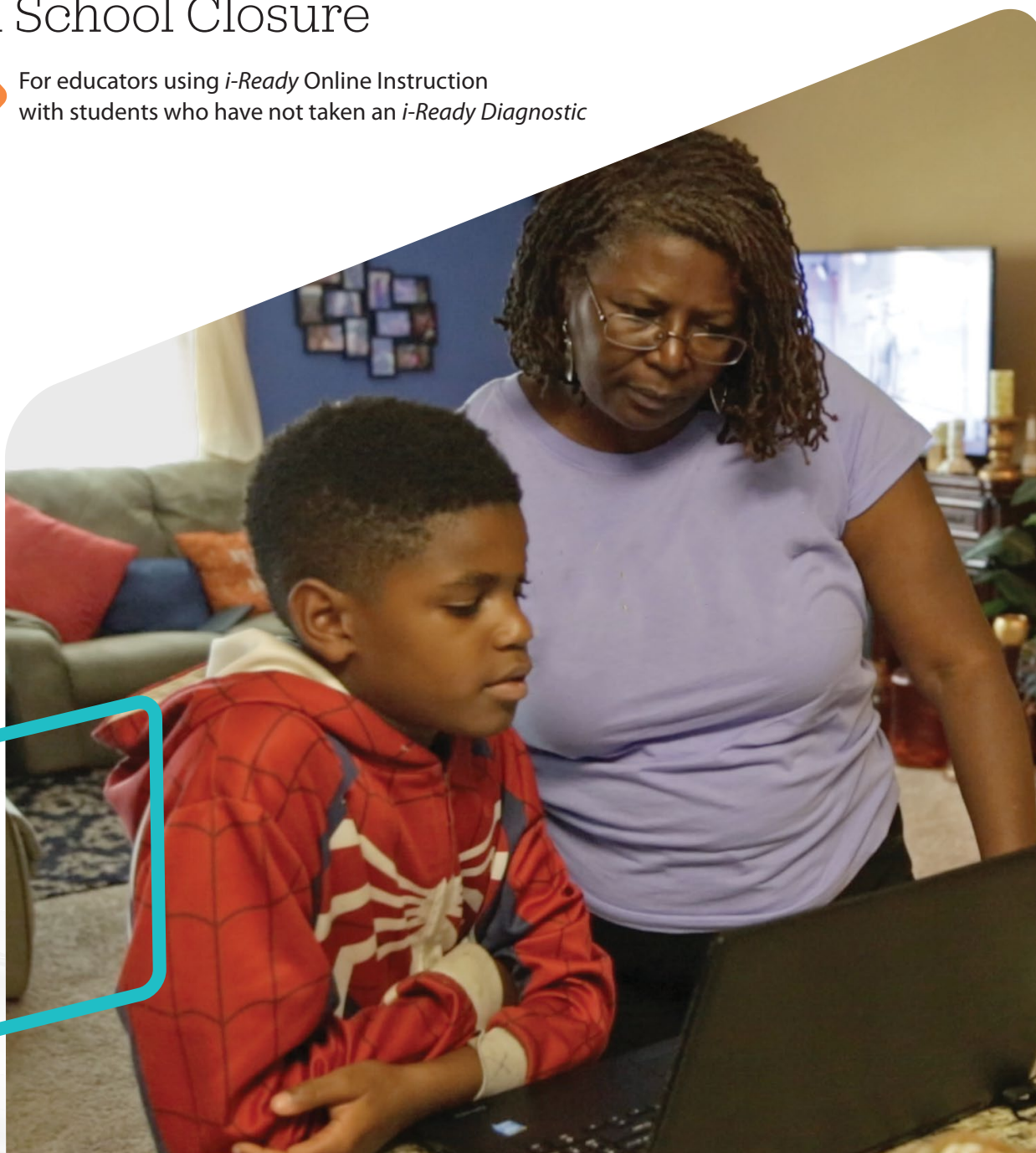




# Educator Guide:

## Supporting Students during a School Closure

▶ For educators using *i-Ready* Online Instruction  
with students who have not taken an *i-Ready Diagnostic*



# *Educator Guide:* Supporting Students during a School Closure

While we hope that extended school closings are never necessary, contingency plans to support our students away from school are a wise investment. *i-Ready* can play a valuable role in keeping the learning going, even when the classroom isn't available.

Typical implementations of *i-Ready* require that students take the *i-Ready Diagnostic* before beginning instruction and uses the results of this adaptive assessment to personalize each student's online learning and help teachers determine strengths and areas of need. Given the extraordinary situation unfolding across the country, we have determined a way for teachers to assign students instruction without completing an assessment.

By allowing teachers to assign the lessons directly to students who have not completed an assessment, we hope to extend access of our online lessons to additional students across the country.

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## *i-Ready* Overview

### What is *i-Ready*?

*i-Ready* is a comprehensive assessment and instruction program that empowers educators with the resources they need to help all students succeed. By connecting Diagnostic assessment data, personalized Online Instruction, and teacher-led resources, *i-Ready* reduces complexity, saves educators time, and makes differentiated instruction achievable in every classroom.

**We welcome all educators who have been granted access to *i-Ready* Online Instruction-only during these extraordinary circumstances.**

### Why *i-Ready*?

You can better understand what your students know and don't know, find ways to meet wide-ranging needs, and build a classroom culture where data guides instruction and fosters student ownership of learning and growth with *i-Ready*.

*i-Ready* provides you with real-time data to inform instructional decisions and enable powerful conversations between you and your students to drive student learning.



#### Online Assessments | Get high-impact data in less time

*i-Ready*'s adaptive Diagnostic provides comprehensive insight into student learning across K–12 skills, helping you diagnose individual learning needs, observe growth over time, and predict proficiency on state assessments.

*i-Ready Standards Mastery* measures mastery of individual standards, helping you understand progress through grade-level instruction, identify needs for reteaching and remediation, and determine common misconceptions and errors.

#### Online Instruction | Provide all students with personalized digital support

*i-Ready* provides engaging digital instruction based on individual Diagnostic results that meets students where they are and allows them to work independently on their personalized Online Instruction plans.

*i-Ready* Online Instruction efficiently targets skills gaps to help students who are behind access grade-level content and provides challenge and enrichment for students who are ready.

#### Teacher-Led Instruction | Tailor your teaching with data and targeted resources

*i-Ready* provides intuitive, easy-to-read reports to help you understand student performance and gain insight into learning needs. Deliver targeted instruction using the recommendations and links to instructional resources available directly in these reports.

Instructional recommendations highlight what students can do and next steps for instruction, while Tools for Instruction\* provide short, targeted lesson plans that are ideal for small group or individual instruction.

\*Also available in Spanish for Math Grades K–5



# Quick-Start Guidance for At-Home Learning

1

## Prepare to use *i-Ready*.

Ensure your profile is set up correctly by following the directions on [p. 23](#).

2

## Define at-home learning activities.

Develop a plan for how students will use *i-Ready* to learn remotely.

*For more detailed guidance and a template to help you plan, [see pp. 5–16](#).*

3

## Prepare students to access *i-Ready* remotely.

Ensure that students can log in to *i-Ready*, can navigate their student dashboards, and understand what learning activities they will be expected to complete.

*For a PowerPoint® presentation you can use to familiarize your students with Online Instruction, search for Get Students Ready for Online Instruction on *i-Ready Central*®.*

4

## Share plans with families.

Provide families with the information and tools they need to support their students' remote learning with *i-Ready*.

*For communication materials you can use, [see pp. 17–21](#).*

5

## Develop a monitoring plan.

Plan to monitor students' *i-Ready* activities while they are working remotely so you can make adjustments as needed. This will also help inform instruction once they return to school.

*For more information, [see pp. 10–11](#).*



**For step-by-step instructions** on all things *i-Ready*, including supports for keeping students engaged with lesson trackers and goal setting, go to [i-ReadyCentral.com](https://www.i-ReadyCentral.com).

PowerPoint® is a registered trademark of Microsoft Corporation.

## Using *i-Ready* Online Lessons

In a typical *i-Ready* implementation, *i-Ready* lessons are automatically assigned to students following a Diagnostic in Mathematics or Reading to address their identified individual learning needs.

Educators who have been granted access to *i-Ready* Online Instruction during these extraordinary circumstances will not be administering the Diagnostic, and for this reason, students will not have an automatically assigned lesson path. Instead, you will solely be using Teacher-Assigned Lesson functionality to make lessons available to students.

### What are *i-Ready* Online lessons?

*i-Ready* online lessons use a combination of techniques that include explicit instruction and guided or independent practice, ending with a short, scored quiz. They were built from the College and Career Readiness Standards and research on effective online learning practices.

Online lessons are rigorous and offer students explicit instruction when they need it and provide systematic practice and scaffolded feedback that promotes a growth mindset. They include a short, scored quiz to help you and your students know how they did. Lessons are based on research on effective online learning practices and are tested extensively with students to ensure they engage learning of all abilities and ages.

### What do **mathematics** lessons cover?

**Grade Levels:** K–8\*

**Domains:**

- Number & Operations
- Algebra & Algebraic Thinking
- Measurement & Data
- Geometry

*\*Note that we recently introduced early access to our first *i-Ready* Mathematics lessons that are completely in Spanish, starting with Grade K. Based on a parallel instructional design, these lessons provide one-to-one correspondence between English and Spanish.*

**Types of Lessons:**

**Instruction Lessons:**

- Instruction lessons introduce new content to students. For larger topics, there can be multiple lessons, often labeled as Part 1 and Part 2.
- Instruction lessons may include instructional animation, exploratory activities, and embedded practice problems.

**Practice Lessons:**

- Begin with the prefix “Practice”
- Are designed to immediately follow an instructional lesson, and help students strengthen and clarify their understanding of the topic
- Extend students’ exposure to a topic/skill to help solidify understanding



For a list of available Grade K *i-Ready* Mathematics lessons in Spanish names and objectives, visit [i-ReadyCentral.com](https://i-ReadyCentral.com) and search for **Spanish Lessons**. Note that you will need to be logged in to *i-Ready* to view this resource.



## What do reading lessons cover?

**Grade Levels:** K–8

**Domains:**

- Phonological Awareness (K–1)
- Phonics (K–3)
- High-Frequency Words (K–2)
- Vocabulary (K–8)
- Comprehension (K–8)
- Comprehension: Close Reading (2–5)

**Types of Lessons:**

**Instruction Lessons:**

- Instruction lessons introduce new content to students. For larger topics, there can be multiple lessons, often labeled as Part 1 and Part 2.
- Instruction lessons may include instructional animation, exploratory activities, and embedded practice opportunities.

**Close Reading Lessons:**


- Provide students with rich, engaging texts
- Scaffold students' ability to read longer, more challenging texts independently
- Use repeated readings to challenge students to read at deeper levels of understanding
- Develop important habits of mind and skills that will help students be more successful when reading challenging text
- Help students meet the goals set by state standards for literacy and informational texts

## Where can I find more information about lessons?

**Lesson Lists**—You can easily sort and filter lessons directly in the Assess & Teach/Instruction section of *i-Ready* and click on each lesson to see the objective and standard it corresponds with. You can also preview lessons before you assign them to students.

If you prefer to access a printable list of lessons, you can access:

**Lessons & Objectives Lists:**

A list of lessons and objectives organized by grade level and domain that includes the name of the lesson and the lesson objective that is available on i-ReadyCentral.com by searching **lesson lists** or directly on the Assess & Teach section of *i-Ready* by clicking on the  at the bottom right of your screen. Note that you will need to be logged in to *i-Ready* to view this resource.

**Correlations Lists:**

A list of lessons organized by the State Standard they correspond with that is available under the Help tab directly on *i-Ready*.

## How do I select the lessons I should assign?

Educators can select the lessons students work on and assign them to an entire class or individual students. In selecting lessons, you should:

### 1. Consider the scope and sequence of your curriculum

- In a full *i-Ready* implementation, the use of Teacher-Assigned Lessons is typically reserved as a complement to whole class grade-level instruction (e.g., pre-teach, reteach, skills practice). But during a school closure, it is appropriate to temporarily consider using Teacher-Assigned Lessons for whole class grade-level instruction aligned with a core Mathematics and/or Reading scope and sequence.
- This is something you should consider, particularly if your whole class program doesn't offer digital resources that are easy to assign and monitor remotely, or that don't reflect the appropriate rigor necessary for students to grow.

### 2. Consider the needs of individual students

- While *i-Ready Diagnostic* would typically provide data allowing you to anticipate which students may struggle with on-grade level instruction, in this extraordinary use case, you will need to apply your own data sources to determine students' readiness to independently work on grade-level Online Instruction content.
- Students who are struggling with grade-level skills may need to be assigned online lessons that follow the whole class scope and sequence but address prerequisite or complementary skills.
- Note that *i-Ready* lessons are designed to engage all learners, including English Learners, in developmentally appropriate productive struggle by providing supports such as strategic scaffolds and responsive feedback. Students who typically struggle may be able to use those supports to engage successfully with content that is challenging for them.

### 3. Regularly review progress and adjust

- You will be able to monitor students' learning remotely using *i-Ready* reports, so you can adjust their assignments as needed. (See *Monitoring i-Ready Online Lessons* on [p. 10.](#))
- Our general recommendation is that students pass at least 70 percent of lessons. Low pass rates can be indicative of factors ranging from rushing, to students being assigned instruction that is too challenging for them due to gaps in prerequisite skills. If a student is not passing lessons, you should revisit the lessons being assigned.

## How many lessons should I assign in a week?

- You should establish an expectation with students for how much time they should spend working on their online lessons.
- We recommend that students spend 45–90 minutes per subject per week on *i-Ready* Online Instruction lessons while they are out of school. Recommended time per day can vary, but we encourage educators to keep the following in mind:
  - There are a finite number of total hours of Online Instruction per subject, domain, and grade. Ensure that students are not working so many hours on *i-Ready* Online Instruction per week that they run out of lessons before the end of their anticipated time out of school.
  - Note that lessons vary in length. They can range from 15 to 35 minutes, depending on the grade level and difficulty of the skill. Lesson previews include lesson run times.

## How do I assign and manage *i-Ready* lessons?

For detailed, step-by-step instructions for assigning and managing Teacher-Assigned Lessons, please see [pp. 24–25](#).

Note that teachers can assign up to 10 lessons at a time. Students see a limited number of Teacher-Assigned Lessons on the To Do screen of their student dashboard at any given time. They can toggle between Current and Past Due lessons.

Grade Band	# of Current Teacher Assignments Displayed	# of Past Due Teacher Assignments Displayed
K–2	2	2
3–8	5	5



## What do students see?

The screenshot shows the i-Ready Family Center interface for a student named Danielle. The top navigation bar includes 'Reading' and 'Math' tabs, a user profile icon for 'Danielle', a gold coin icon with the number '0', and a 'Family Center' label with a close button. The main content area is titled 'Teacher Assigned' and lists three lessons:

- Lesson** (Due 03/20/20): Number and Operations, Round Whole Numbers. The icon shows a number line with an arrow pointing from 10 to the right.
- Lesson** (Due 03/27/20): Number and Operations, Add Whole Numbers. The icon shows a vertical addition problem:  $7 + 6 = 13$  and  $\begin{array}{r} 517 \\ + 326 \\ \hline 13 \end{array}$ .
- Lesson** (Due 04/03/20): Number and Operations, Practice: Add Whole Numbers. The icon shows a horizontal addition problem:  $40 + 957 = \square$  with a curved arrow indicating a carry from the tens place to the hundreds place.

The bottom navigation bar contains four icons: 'To Do' (a checklist), 'My Progress' (a graph), 'My Stuff' (a smiley face), and 'Learning Games' (a cube).

*Please note: Students are not required to take Teacher-Assigned Lessons in the order they appear on their To Do screen, nor are they required to complete one Teacher-Assigned Lesson before starting another. Indicating due dates when assigning lessons may help focus students' attention and encourage them to complete the Teacher-Assigned Lesson with the earliest due date before starting another lesson. Students may need to scroll down to see all available lessons.*

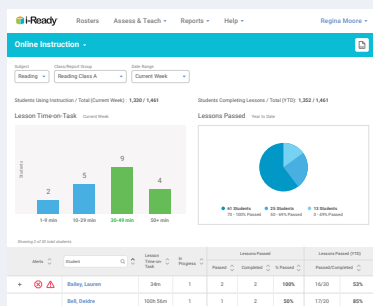
## Monitoring *i-Ready* Online Lessons

### How should I monitor students' progress on online lessons?

You can monitor both class performance on Online Instruction and individual student performance using intuitive *i-Ready* reports.

#### To access Online Instruction reports:

1. Select **Reports** from the top navigation. Instruction reports will show by default.
2. Select **Reading** or **Math**.
3. Select the **Class** you want to review.
4. Confirm the **date range** for Online Instruction data you want to review.

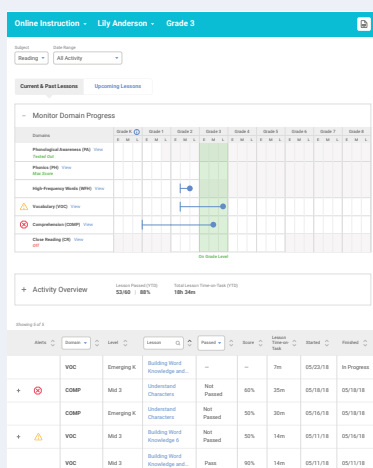


#### Online Instruction (Class)

This report contains:

For this week, last week, or a custom selected time frame:

- # of students in each Lesson Time-on-Task range
- Lesson Time-on-Task for each student
- Overall % Lessons Passed for each student (including # passed and completed) and a class distribution summary



#### Online Instruction (Student)


To view Online Instruction details for an individual student, click their name in the class report. This will take you to a student report that contains:

- Visual representation of the student's progress through their online lesson plan
- Lessons passed in each domain
- Details on each of the student's In-Progress and Completed lessons, including start date, completion date, passed or not passed, score, and Lesson Time-on-Task
- Upcoming lesson path for Teacher-Assigned Lessons

Note that school and district administrators can access a School or District version of the Online Instruction report that can support their monitoring of at-home learning. District administrators should choose "All Schools" to view results for the district.

## What do I do if a student fails a lesson?

In a typical *i-Ready* implementation, we would recommend that teachers monitor student performance on Online Instruction, including Teacher-Assigned Lessons, and provide teacher-led support when they see that students are struggling or not passing lessons. In these extraordinary circumstances, we offer the following recommendations.

- **If a student does not pass the first attempt at a lesson you have assigned**, *i-Ready* will automatically re-assign the lesson. Let them take the second attempt. They may pass the lesson with additional exposure and practice.
- **If your student still does not pass the lesson or has not passed more than one lesson in a row**, consider the following options:
  - **If your current situation allows for you to provide some form of remote teacher-led support** to clarify and check for understanding, try some different strategies such as emailing/conferencing with the student about what they did or did not understand, using the Lesson Preview to view and talk through the quiz questions with the student, providing additional instruction or supplemental resources (videos on the topic, an audio explanation that you record, or a link to an appropriate website with related information, etc.) that may support the student's understanding.
  - **If your current situation does not allow for teacher-led support** to clarify and check for understanding, consider whether the student will be successful in the rest of the lessons you have assigned. If you don't think they are ready for the level of content or specific skills addressed in the lessons you have assigned, you may want to cancel those lessons and assign lessons that address similar skills and topics at a lower grade level.
    - **To select the best lessons**, use the Lessons and Objectives lists available on [i-ReadyCentral.com](https://i-ReadyCentral.com) by searching **Lesson Lists**, or directly on the Assess & Teach section of *i-Ready* by clicking on the  at the bottom right of your screen. *Note that you will need to be logged in to i-Ready to view this resource.*

## How can I motivate my students to work on their online lessons?

Engaging students in their learning is an essential component to nurturing a growth mindset and supporting student success. *i-Ready* can be used in many ways to empower students, help them feel ownership of their learning, and get excited about their progress and growth.

Consider the following strategies for motivating students remotely:

- **Have Data Chats with Students:** Schedule one-on-one phone or video data chats with students about their learning. Having check-ins with students helps them reflect on their strengths and areas of improvement, create goals, and set action plans. Use the [Data Chat Worksheet: During Online Instruction](#) to guide your conversation.
- **Encourage Students to Track Data and Help Them Self-Reflect:** Student data tracking promotes ownership, keeps data top-of-mind, and makes progress apparent. Provide students and families with Online Instruction Progress Trackers ([English](#) and [Spanish](#)) and [Lesson Logs](#).
- **Recognize and Celebrate Growth:** Highlight when a student or class has reached a goal and/or made progress. Celebrating growth rather than just a fixed-end goal provides an opportunity to acknowledge students who may not usually get recognized for academic success. You can email certificates of progress ([English and Spanish](#)) to them.
- **Partner with Families:** Encourage families and caregivers to check students' My Progress on the student dashboard and review Lesson Logs and Progress Trackers. Even having an adult ask, "What did you learn today in *i-Ready*?" can help students internalize their learning and keep families engaged and informed.



For more tips and tools for engaging students in Online Instruction, search for *Get the Most from Online Instruction* on [i-ReadyCentral.com](https://www.i-ReadyCentral.com).

## Lesson(s) Assignment Planning Template

Lessons for Whole Class		
Skill(s)	Lesson(s) to Assign	Due Date

Additional Lessons for Individual Students			
Student Name	Skill(s)	Lesson(s) to Assign	Due Date









## Using Learning Games for Math

Learning Games are available to students in Grades K–5 using *i-Ready* Online Instruction for Mathematics.

### What are Learning Games?

Learning Games strengthen fluency, number sense, and conceptual understanding of challenging elementary mathematics standards in a way that is designed to be fun and engaging for students. Challenges within the games develop internal motivation and encourage productive struggle during fluency and skills practice.

### What Learning Games are available?

	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
 <b>Hungry Guppy</b> Early number sense and addition	✓	✓	✓	N/A	N/A	N/A
 <b>Hungry Fish</b> Addition and subtraction fluency	✓	✓	✓	✓	✓	✓
 <b>Zoom</b> World's most interactive number line	✓	✓	✓	✓	✓	✓
 <b>Bounce</b> Integer and fraction estimation	✓	✓	✓	✓	✓	✓
 <b>Match</b> Basic numbers, addition, subtraction, multiplication	✓	✓	✓	✓	✓	✓
 <b>Pizza</b> Mental math, economics, proportions	N/A	N/A	✓	✓	✓	✓
 <b>Cupcake</b> Word problems, economics, proportions, coordinates	N/A	N/A	✓	✓	✓	✓
 <b>Cloud Machine</b> Visual fractions	N/A	N/A	N/A	✓	✓	✓



## How much time should I expect my students to spend on Learning Games in a week?

Learning Games can be played in one or multiple sessions per week. We generally recommend that students spend roughly 20 minutes per week on Learning Games, but this is an area where you can consider increasing Time-on-Task when students are learning at home. This gives students time to explore and take advantage of everything the game suite has to offer. Learning Games should be used to supplement, not replace, existing math instruction, including *i-Ready* online lessons.

## How should I monitor students' progress on Learning Games?

The Learning Games teacher home screen offers reports that will let you know how much time students are spending on gameplay and how they are doing. Review Playtime, Skills Progress, and Factors of Learning data periodically to see which games students have played, where they're demonstrating fluency, and how they're responding to challenges within the games.



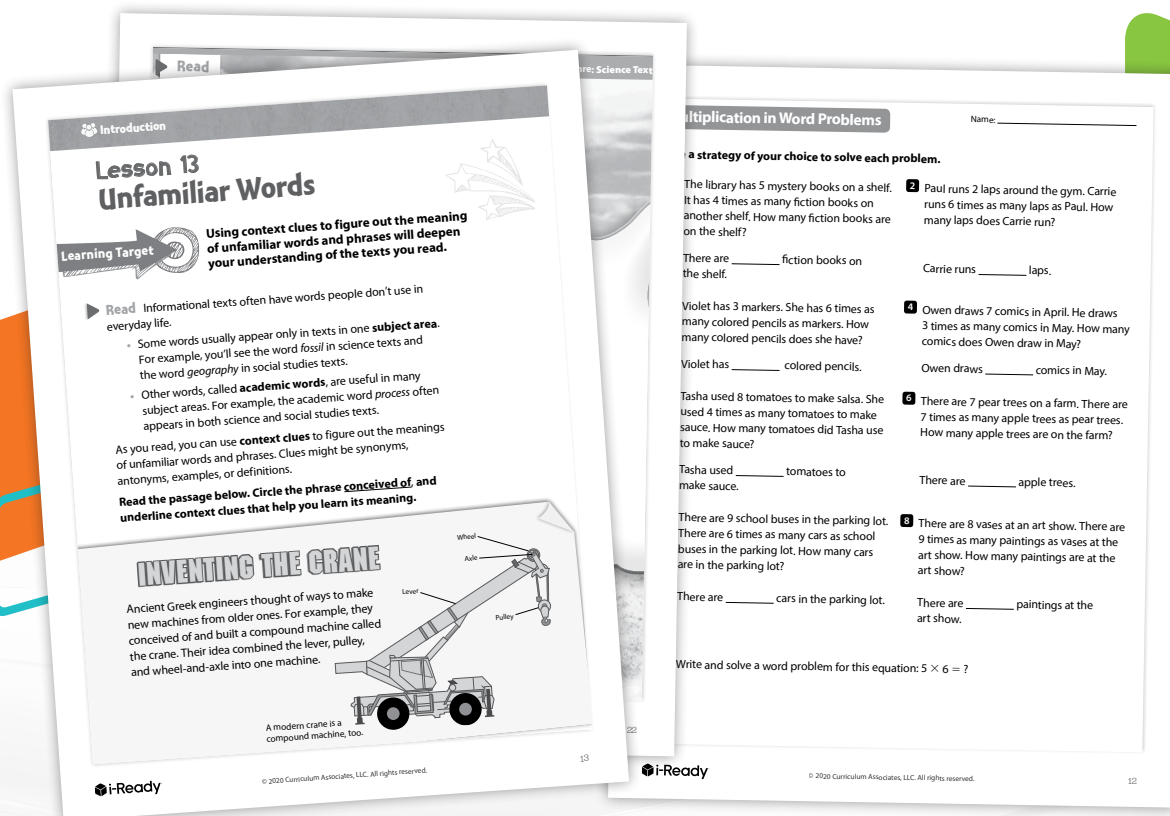
For more detailed information and guidance on Learning Games, search ***Learning Games Guide*** on [i-ReadyCentral.com](https://i-ReadyCentral.com).

## Using Printable At-Home Packs

You should also consider what offline, paper-based resources you can assign to students while they are out of school, not only for students who lack devices or Internet connectivity but also to provide a variety of online and offline activities for all students.

Curriculum Associates is providing Printable At-Home Activity Packs for Reading and Mathematics, which are available at [i-Ready.com/AtHome](https://www.i-Ready.com/AtHome).

- These packs are a collection of *i-Ready* teacher-led instructional resources that are designed to provide students with valuable self-directed exercises and practice during extended absences from school. Each pack is designed to reinforce key concepts for a given grade.
- These packs were designed to be "grab-and-go" for teachers to print quickly and send home.
- Answer keys are available as "Teacher Guides." Keep in mind that [i-Ready.com/AtHome](https://www.i-Ready.com/AtHome) is a public website. You may want to remind students and families that the point of these packs is to show their work and practice skills versus getting all the right answers for a high-stakes graded assignment.



## Family Communication

You will want to make sure families are fully aware of your plans during this time and have the information and resources they need to support their students at home.

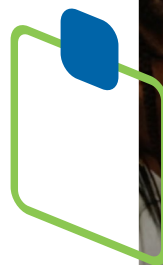
### Here are some resources to help:

- Link to include in your existing communication: [i-Ready.com/AtHome](https://www.i-ready.com/AtHome)
- Short message to include in your existing communication:

As part of our preparations for an extended school closing, we want to ensure we have ways for students to keep learning if they are out of school. Two tools that can help are *i-Ready* Online Lessons that provide instruction and practice based on students' individual needs, and At-Home Activity Packs that provide printable materials aligned to the skills we want them to learn.

Visit [i-Ready.com/AtHome](https://www.i-ready.com/AtHome) for more information and tools to support your child at home during this time.

- Printable flyer in English on [pp. 18–19](#) and in Spanish (coming soon)



# Keep the Learning Going



## What is *i-Ready*?

*i-Ready* online lessons provide students with explicit instruction practice and feedback that allows them to learn a skill while promoting a growth mindset. The lessons also include a short, scored quiz to help you, your child, and your child's teacher know how they did. Lessons are based on research on effective online learning practices and are tested extensively with students to ensure they engage learning of all abilities and ages.

Note that during typical *i-Ready* use, lessons are automatically assigned to students following a Diagnostic in Mathematics or Reading to address their identified individual learning needs. Given these extraordinary circumstances, educators will not be administering the Diagnostic, and for this reason, your child will solely be using lessons that have been manually assigned by your child's teacher.

## How do I log in?

### On an iPad®:

- **Download the free *i-Ready for Students* app** from the App Store®. iPad must be compatible with iOS® 11 or above, such as the iPad Air, iPad Air 2, or iPad Pro.
- If your child's district/school:
  - **Uses Clever**, download the Clever app, log in using their district/school portal credentials, and click on the *i-Ready* icon.
  - **Uses a portal that is NOT Clever**, students should open the Safari® browser, enter their school portal URL and log in, and click on the *i-Ready* icon.
  - **Does not use a portal**, they should open the *i-Ready for Students* app and log in to *i-Ready* using the credentials provided by their teacher.

### From a computer:

- If your child's district/school:
  - **Uses a portal**, your child should log in using their district/school portal credentials and then click on the *i-Ready* icon.
  - **Does NOT use a portal**, your child should visit [i-Ready.com](https://www.i-ready.com) and log in to *i-Ready* directly on a computer using the credentials provided by their teacher.

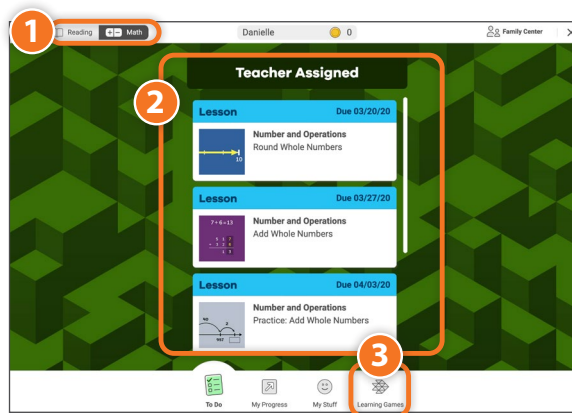
Visit [i-Ready.com/Support](https://www.i-ready.com/Support) to confirm that your device and internet connection meet *i-Ready* System Requirements.

## How do I get my child started?

If your child's school has advised what they should work on, follow this guidance to keep your child's learning aligned with the current curriculum.

Within the *i-Ready Online Instruction* program, your child will be able to select:

1. **Reading lessons or Mathematics lessons.** Note that some schools will have a single subject, in which case your child will only see that option on their screen.
2. **Teacher-Assigned Lessons.** Teacher-Assigned Lessons will only appear as a choice on the screen if the teacher has manually assigned lessons.
3. **Learning Games.** These games help your child build mathematics skills in fun ways. To access, your child will need to choose Math in the upper left-hand corner of the To Do screen and then click on Learning Games in the bottom navigation bar. *Note that Learning Games are available to students if the school is using i-Ready Mathematics and has enabled the use of the games for students.*



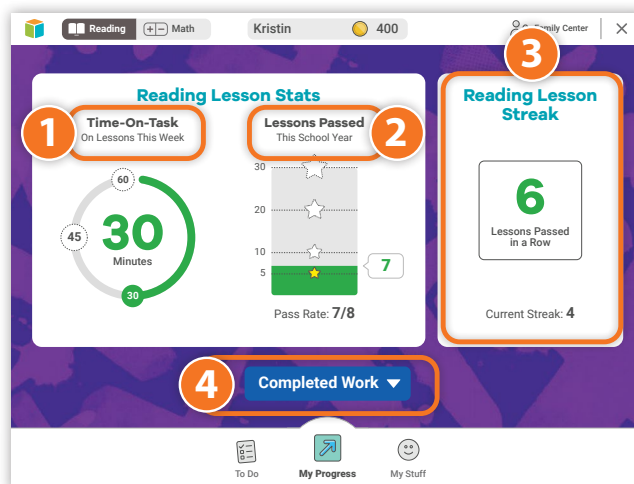
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## Where can my child and I see the progress being made?

You and your child can monitor progress by clicking on **My Progress** in the bottom navigation bar.

**On the My Progress page, you will be able to see:**

1. **Time-on-Task:** The number of minutes your child has spent this week on *i-Ready* Online Instruction
2. **Lessons Passed:** The total number of lessons your child has passed this school year
3. **Lesson Streak:** How many lessons your child has passed in a row
4. **Completed Work:** The names and quiz scores for each of the lessons your child has taken



## Tips to Support Your Child

1. **EXPLAIN** to your child how working on *i-Ready* will help them continue their learning while they are away from school, prepare them and their teachers for coming back to school, and help ensure they are ready for their next grade level.
2. **MAKE A PLAN** together with your child on how to spend their time at home and when they will work on their learning activities. It can be helpful to put the plan in writing and post it somewhere visible. As you make the plan, follow any guidance you received from your child's teacher on what they should work on.
3. **SHARE** the experience with your child. Both of you can become familiar with the different parts of the student dashboard, and you can learn with your child as they complete a lesson.
4. **ENCOURAGE** your child to take each lesson and quiz question seriously. Emphasize "thinking before clicking," because just clicking through will not be a productive use of their time nor reflect what your child actually knows. Remind your child to read passages in their entirety, use paper and pencil to solve math problems, and use the tools that appear at the bottom of the screen in some lessons.
5. **TRACK AND DISCUSS PROGRESS.** Regularly review progress with your student using the My Progress page. Note that your child should aim for a minimum of 45 minutes of *i-Ready Online Instruction* per subject per week while passing at least 70 percent of lessons. Your child's school may have varying guidance.
6. **CELEBRATE** your child's progress. Celebrating milestones such as passing a lesson or reaching a specific goal can help keep your child motivated. You can share celebrations with the rest of the family and even decide on a fun activity as a reward. You can use these [fun trackers](#) as you and your child discuss and keep track of progress.
7. **MIX UP ACTIVITIES.** As you plan how your child will spend their learning time, ensure there is variety in the activities they work on beyond the time they spend on online learning. For example, younger children can work on art projects (they can use these [fun coloring pages](#) of *i-Ready* characters available on [i-ReadyCentral.com](#) by searching "coloring pages") and older children can immerse themselves in a book of their choice.

**Printable flyer in Spanish coming soon!**



**Printable flyer in Spanish coming soon!**

# How-Tos to Prepare for At-Home Learning

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## Managing Your Profile to Include the Right Subjects and Grade Levels

1. Click on your **name**, and then on **My Profile**.
2. Click on **Edit Profile**.
3. Click on the **Please tell us which subjects apply to you** dropdown button and select the subjects you would like to have access to.
4. Click **Save**.

The first screenshot shows the i-Ready dashboard with the user's name 'Gabriella Mendoza' in the top right corner, highlighted with a green circle and the number 1. A dropdown menu is open, showing 'My Profile' as the selected option.

The second screenshot shows the 'My Profile' page. The user's information is displayed in a table:

First Name	Last Name	Username	Email
Gabriella	Mendoza	Teacher1_Demo	Teacher1_Demo@email.com

Below the table, the school is listed as 'Cyprus Elementary' and the subjects and grades are 'READING: None' and 'MATH: K, 1, 2, 3, 4'. The 'Edit Profile' button is highlighted with a green circle and the number 2.

The third screenshot shows the 'Edit Profile' form. The 'Please tell us which subjects apply to you' dropdown menu is open, showing 'Math Only' as the selected option. The dropdown menu also shows 'Reading & Math' and 'Reading Only'. Below the dropdown, there are checkboxes for grade levels: K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12. The 'Save' button is highlighted with a green circle and the number 4.

# How-Tos to Prepare for At-Home Learning

## Adding Teacher-Assigned Lessons

1. Select **Assess & Teach** from the top navigation.
2. Select the **Instruction** category at left.
3. Select **Reading** or **Math** under **Online Instruction**. If you are assigned to more than one school, you will also need to select the appropriate **School**.
4. In the **Create Assignments** view, use the **checkboxes** to select **lessons** you would like to add. You may add up to 10 lessons at a time. You may also select a **lesson name** to view lesson details.
5. Select **Assign Online Lesson**. The corresponding pop-up will appear.

! *Make sure to click the arrow after each step to move forward!*

6. Choose **Classes/Report Groups** or **Students**.
7. Use the **checkboxes** to select your **population**.
8. Select an **Available Date** for the lesson(s). Make sure to assign the lesson at least a day in advance of when you want it to appear for students.

! *Make sure you add available dates for all the lessons you've selected to assign. You may need to scroll down to enter dates for all lessons.*

9. Enter a **Due Date** for the lesson(s) you are assigning.
  - If no Due Date is selected, the assignment will appear at the bottom of the student's queue below other assignments with Due Dates.
  - If none of the assignments have Due Dates, they will be ordered by content order.

10. Select **Assign Online Lessons**.

The screenshots illustrate the following steps:

- Step 1:** The i-Ready interface shows the 'Assess & Teach' menu selected in the top navigation bar.
- Step 2:** The 'Instruction' category is selected in the left-hand navigation menu.
- Step 3:** Under 'Online Instruction', the 'Reading Math' option is selected.
- Step 4:** The 'Preview or Assign Online Lessons' screen shows a table of lessons. The 'Count up to 3 Objects' and 'Count up to 5 Objects' lessons are selected with checkboxes.
- Step 5:** The 'Assign Online Lesson' pop-up is shown, with the 'Assign to' dropdown set to 'Students'.
- Step 6:** The 'Assign Math Online Lesson' pop-up shows the 'Students' radio button selected under 'Assign to'.
- Step 7:** The 'Assign Math Online Lesson' pop-up shows a list of students with checkboxes. 'Baker, Danielle' and 'Bowers, Tara' are selected.
- Step 8:** The 'Assign Math Online Lessons' pop-up shows the 'Available Date' field highlighted.
- Step 9:** The 'Assign Math Online Lessons' pop-up shows the 'Due Date' field highlighted.
- Step 10:** The 'Assign Online Lessons' button is highlighted at the bottom right of the pop-up.

# How-Tos to Prepare for At-Home Learning

## Managing Teacher-Assigned Lessons

To view your students' Teacher-Assigned Lessons, to cancel any Teacher-Assigned Lessons, or to change assignment due dates:

Follow steps 1–3 from *Adding Teacher-Assigned Lessons*.

4. Select **Manage Schedule**.

To view lesson assignments details:

A. Select the **+ icon** next to the lesson name. When clicked on, it will change to a **- icon**.

To change the due date of an existing assignment:

- B1. Select **Edit** below the **Due Date**.  
B2. **Enter** or **use the calendar** to select the new Due Date on the *Edit Schedule* screen.

To remove the assignment entirely:

C. Select **Cancel for All Students**.

To remove assignments for individual students:

D. Select **Cancel by Students** above the lesson assignment table. Follow the steps in the corresponding pop-up to select one or more individual student assignments to cancel. (Steps not pictured.)

The screenshot shows the 'Online Instruction' interface. At the top, there are sections for 'Monitor Instruction' and 'Adjust Instruction'. Below these is the 'Preview or Assign Online Lessons' section, which includes a 'School' dropdown set to 'Cherry Tree Elementary' and buttons for 'Create Assignments' and 'Manage Schedule' (circled in green with a '4'). A 'View Class Progress' link is also present.

The main table displays lesson assignments. The first row is expanded, showing details for 'Practice: Place Value to Thousands'. A '+' icon (circled in green with an 'A') is next to the lesson name. Below the lesson name, there are fields for 'Assigned To' (1 Classes / Report Groups), 'Class Name', 'Teacher(s)', and 'Grade'. A 'Cancel by Students' button (circled in green with a 'D') is located above the table. The 'Due Date' field (10/18/19) has an 'Edit' link (circled in green with a 'B1') and a calendar icon (circled in green with a 'B2'). A 'Cancel for All Students' button (circled in green with a 'C') is also visible.

The table below shows two rows of assignments:

Lesson Name	Available Date	Due Date	Language	Domain	Grade	Assigned By
Count up to 3 Objects	10/18/19 Available	Not Set	English	Number and Operations	Early K	
Count up to 5 Objects	10/18/19 Available	Not Set	English	Number and Operations	Early K	

The 'Edit Schedule' pop-up window is shown below, with 'Available Date' set to 03/23/20 and 'Due Date' set to 03/30/20 (circled in green with a 'B2'). There are 'Cancel' and 'Save' buttons at the bottom.

The table below shows two rows of assignments in the 'Edit Schedule' window:

Lesson Name	Available Date	Due Date	Language	Domain	Grade	Assigned By
Division of Decimals	03/16/20 Future	03/23/20	English	Number and Operations	Mid 6	DEAKINS, K.
Division of Whole Numbers and Decimals	03/09/20 Available	03/16/20	English	Number and Operations	Mid 6	DEAKINS, K.

## Enabling Learning Games

### For a Whole Class:

Follow Steps 1–2 from *Ensuring Instruction Is Turned On for Students*.

3. Select **Learning Games**.
4. Use the **toggle** to turn Learning Games on or off for the whole class.
5. Select **Save**.

### For an Individual Student:

Follow Steps 1–2 from *Ensuring Instruction Is Turned On for Students*.

3. Select the **+** icon next to the student's name to expand the drawer. When expanded, it will change to a **–** icon.
4. Select **Edit Settings**.
5. Use the **toggle** to turn Learning Games on or off.\*
6. Select **Save**.

\*The individual student on/off feature will allow Learning Games to be enabled for an individual student, even when Learning Games has been turned off for the entire class.

The screenshots illustrate the following steps:

3. In the 'Student Rosters' view, click the 'Learning Games' toggle for the class.
4. In the 'Edit Learning Games Access' dialog, click the 'Turn On' toggle.
3. In the student's profile drawer, click the '+' icon to expand it, then click 'Edit Settings'.
4. In the 'Settings' page, click the 'Learning Games' toggle.
5. Click the 'Save' button.
6. Click the 'Save' button.



# Contact Information



## **i-ReadyCentral.com**

24/7 access to self-service support, including tutorial videos, how-tos, planning tools, and tips



## **Technical Support**

[i-ReadySupport@cainc.com](mailto:i-ReadySupport@cainc.com)

[i-Ready.com/Support](https://i-Ready.com/Support)

*(Mon–Fri 7:00 a.m.–9:00 p.m. ET)*



## **Customer Service**

(800) 225-0248

*(Mon–Thurs 8:30 a.m.–6 p.m.;  
Fri 8:30 a.m.–5 p.m. ET)*

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