

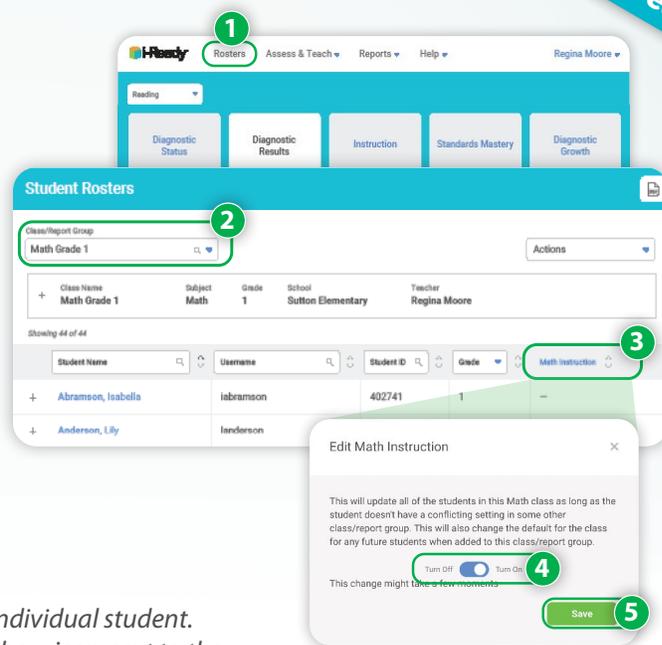
Online Instruction

Turning On/Enabling Instruction

1. Select **Rosters** from the top navigation.
2. Choose your **class** or **report group** from the **Class/Report Group** dropdown.
3. Select **Instruction**. The corresponding pop-up will appear.
4. Use the **toggle** to turn Instruction on for the entire class/report group.
5. Select **Save**.

Notes:

- If needed, you can also turn Instruction on or off for an individual student. Select Rosters from the top navigation, and then select the + icon next to the student's name to edit the Instruction settings.
- When turning Instruction off, if any students are in another class/report group with Instruction turned on for the same subject, their Instruction setting will remain on.

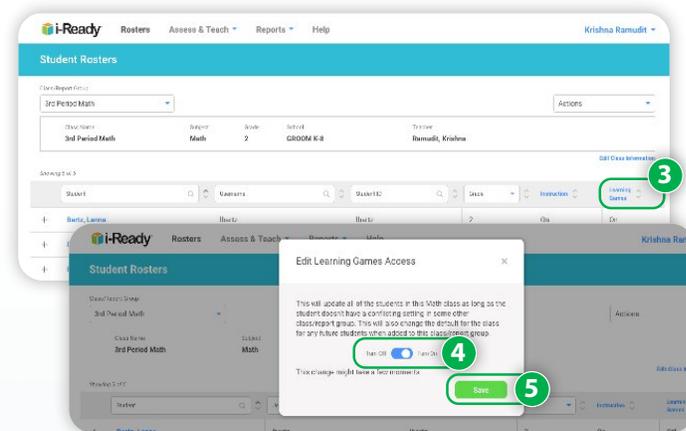


Turning Learning Games On/Off

For a Whole Class:

Follow Steps 1–2 from *Turning On/Enabling Instruction*.

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

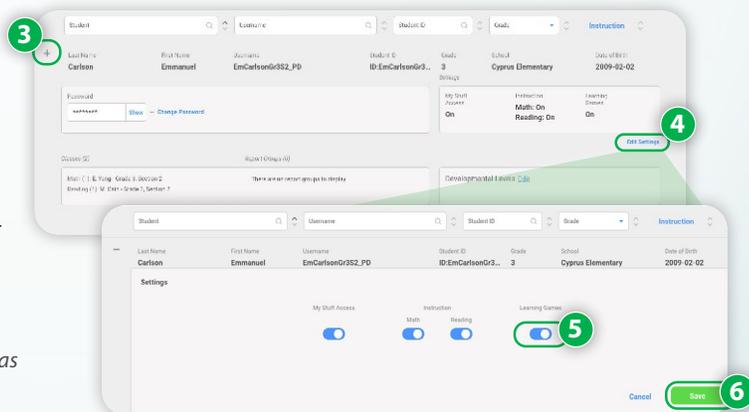


For an Individual Student:

Follow Steps 1–2 from *Turning On/Enabling Instruction*.

3. Select the **+ icon** next to the student's name to expand the drawer. The **+ icon** will change to a **- icon** when expanded.
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.



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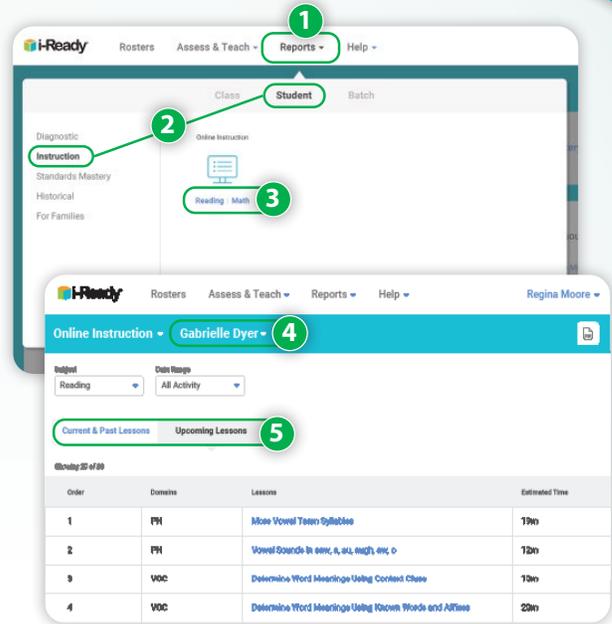
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How-Tos, Cont'd.

Viewing Online Lesson Plans

1. Select **Reports** from the top navigation. *Class* and *Diagnostic* reports will show by default.
2. Select **Student** and **Instruction** for the report level and category.
3. Select **Reading** or **Math** under *Online Instruction*.
4. Select the **student** whose lesson plan you would like to view.
5. View **Upcoming Lessons** or switch to **Current & Past Lessons**.

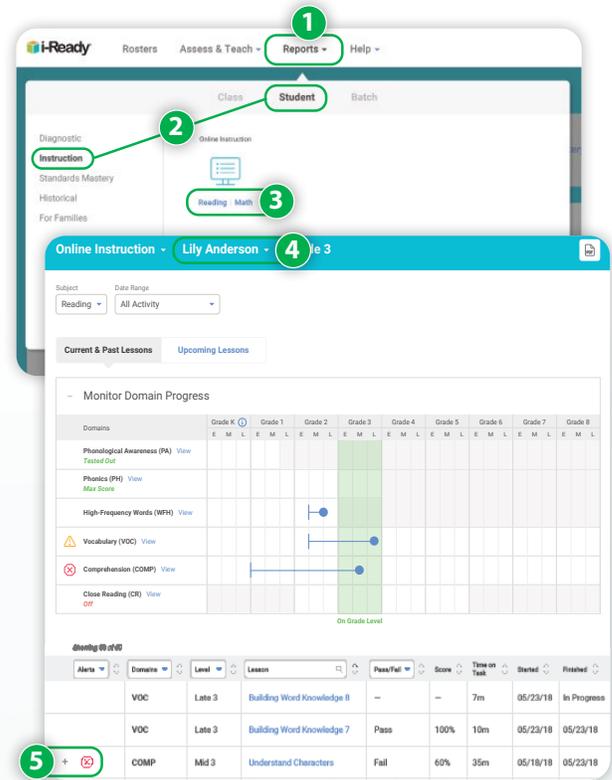
Note: Reviewing what students are working on in Online Instruction helps you plan complementary teacher-led instruction and check for understanding.



Monitoring Student Progress in Online Instruction

It is important to log in to your *i-Ready* teacher account weekly to monitor your students' Online Instruction in order to support their learning and progress in the online lesson path.

1. Select **Reports** from the top navigation. *Class* and *Diagnostic* reports will show by default.
2. Select **Student** and **Instruction** for the report level and category.
3. Select **Reading** or **Math** under *Online Instruction*.
4. Select the **student** whose lesson data you would like to view.
5. Scroll through your student's lessons to see their completed lessons and progress on certain skills. You may see student lesson alerts. Select the **+ icon** to expand the row for further details.



Turning Domains On

If students are struggling with online lessons and have failed two consecutive lessons twice each within one domain, that domain will shut off automatically. After teachers have taken action in response, they may then turn that domain back on.

There are two ways to do so:

A. Turning on Domains for an Individual Student

Follow steps 1–5 from *Monitoring Student Progress in Online Instruction*.

6. In the expanded row, click **Turn Domain On**. If you need additional resources to support student understanding before turning the domain back on, you may also select **Explore Resources** here.

B. Turning on Domains for a Class or Group

1. Select **Assess & Teach** from the top navigation.
2. Select the **Instruction** category at left.
3. Select **Reading** or **Math** under *Online Instruction*.
4. Select **Turn Domain(s) On/Off** under *Adjust Instruction*. The corresponding pop-up will appear.

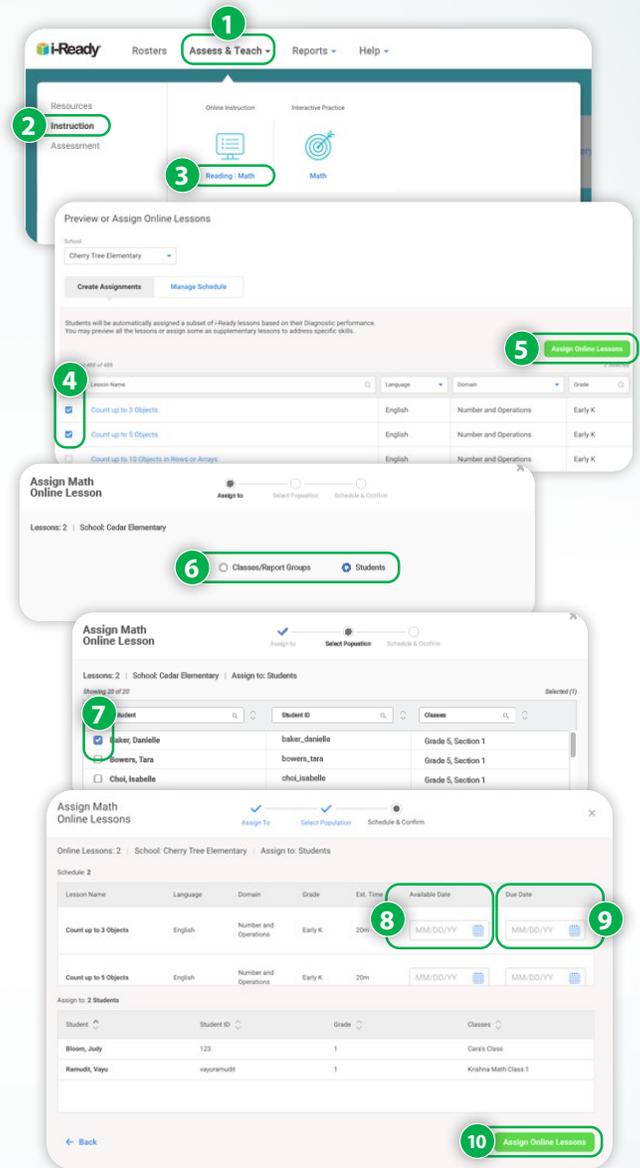
! Make sure to click the arrow after each step to move forward!

5. Select **Domain(s)** by selecting the *checkboxes*.
6. Select **On**.
7. Choose **Classes/Groups** or **Students**.
8. Use the *checkboxes* to select your *population*. Only students with Instruction enabled will appear in this view.
9. Select **Save**.

How-Tos, Cont'd.

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**.



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:

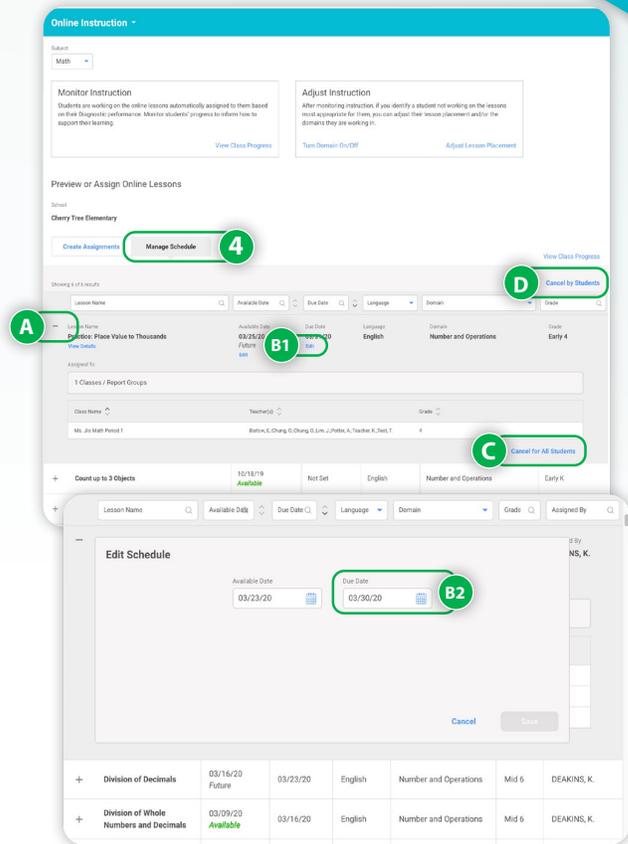
- B1. Select **Edit** below the **Due Date**.
- B2. **Enter** or **use the calendar** to select the new Due Date on the **Edit Schedule** screen.

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.*)



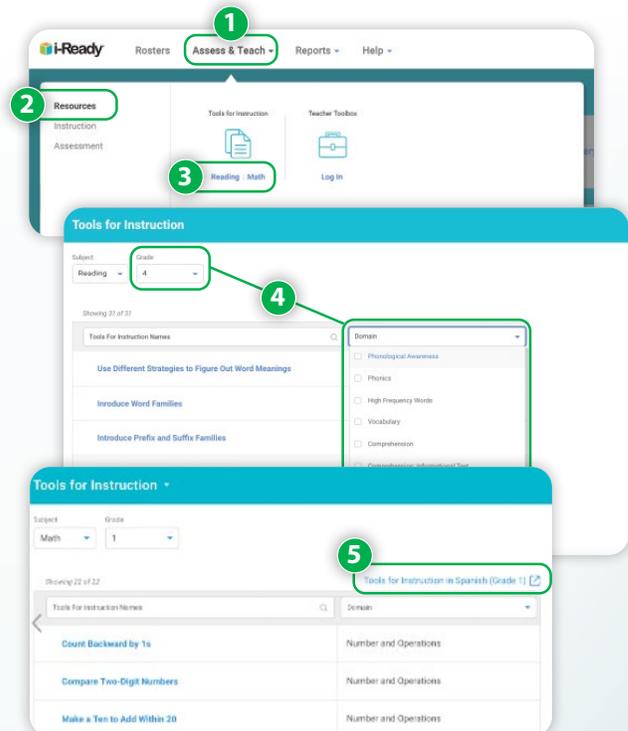
Teacher-Led Instruction

Accessing Tools for Instruction

There are three different ways to access Tools for Instruction.

A. Search across all Tools for Instruction:

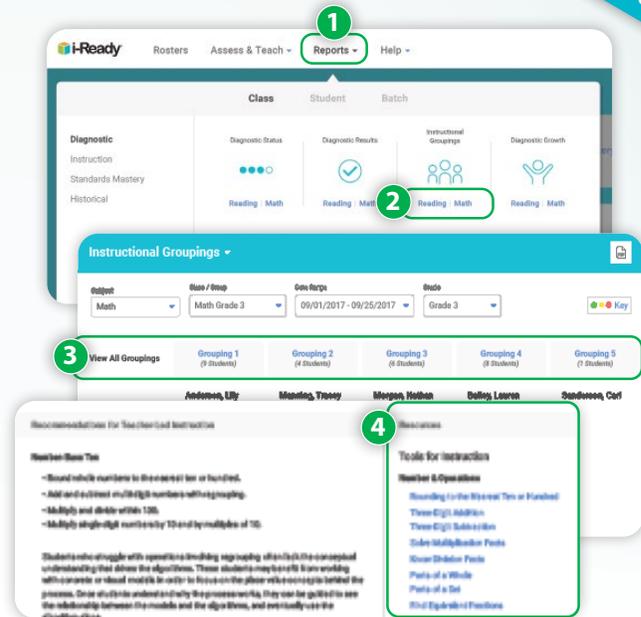
1. Select **Assess & Teach** from the top navigation.
2. Select **Resources** at left.
3. Select **Reading** or **Math** under **Tools for Instruction**.
4. Select the **Grade** and **Domain** to filter Tools for Instruction.
5. As needed for K–5 Math, select **Tools for Instruction in Spanish**.



How-Tos, Cont'd.

B. Find Tools for Instruction recommended for small group instruction:

1. Select **Reports** from the top navigation. *Class* and *Diagnostic* reports will show by default.
2. Select **Reading** or **Math** under *Instructional Groupings*.
3. Select a **Grouping tab** to view that Grouping's instructional priorities and recommendations for teacher-led instruction.
4. Scroll down to **Resources** on the right-hand side and select a recommended **Tool for Instruction** to focus on with your grouping.



C. Find Tools for Instruction recommended for individual students:

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. Select a **student** from the top dropdown menu.
5. Scroll down to **Placement by Domain** and select a **domain tab** to view this student's *Can Dos* and *Next Steps & Resources for Instruction*.
6. Select the **+ icon** for one of the *Next Steps* you want to focus on with the student. It will change to a **- icon**.
7. Select one of the **Tools for Instruction** recommended for that *Next Step*.

