



NYCDOE’s Quick-Start Guide: Supporting Students during Learn at Home

▶ For **EXISTING USERS**, those using *i-Ready* prior to Learn at Home, **skip to page 3** to learn more about assigning lessons.

▶ For educators **NEW** to *i-Ready* Online Instruction, an *i-Ready* account has been created for you and will remain active and free of charge through July 1. Your class roster has already been populated into *i-Ready*; however, **you will need to take action for students to begin using *i-Ready* Online Instruction**. See the quick steps provided below!

▶ **A BRIEF NOTE:** Typical implementations of *i-Ready* require that students take the *i-Ready Diagnostic* before beginning instruction and use 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 to our online lessons to additional students across the country.

4 Steps to Getting Started with *i-Ready* Online Instruction

- 1 Watch This Brief Video: [Introduction to i-Ready](#) details on page 2
- 2 Log In Using Your Remote Learning Portal: [TeachHub](#) 2
- 3 Assign Lessons: [Watch This Video](#) or Follow the Instructions on the Pages Below.
 - Part 1: Set Up Your Profile 2
 - Part 2: Assign Lessons 3
 - Part 3: Manage Lessons 4
- 4 Additional Resources 4



Register now! Webinars offered daily: [An Introduction to i-Ready Online Instruction](#)

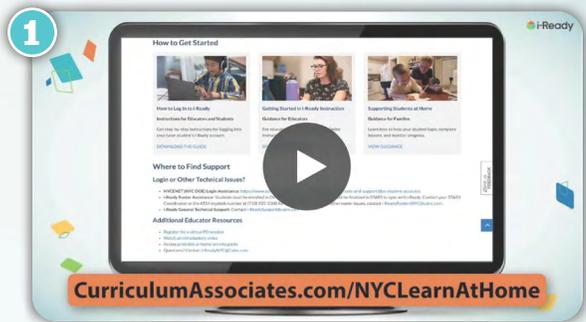
New to i-Ready Learning? This session will provide an overview of how educators can support grade-level learning with i-Ready instructional resources. i-Ready online lessons can help students away from school build new skills in math and reading.



Visit i-Ready.com/NYC to learn more!

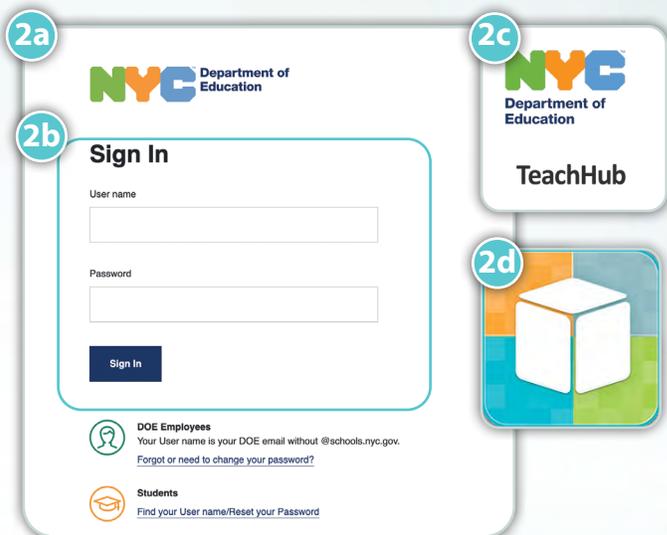
4 Steps to Getting Started with *i-Ready* Online Instruction

1 Watch this [brief video](#): *Introduction to i-Ready*



2 Log in to *i-Ready* using your Remote Learning Portal: TeachHub

- 2a. Go to the DOE's Remote Learning Portal: <http://idpcloud.nycenet.edu>
- 2b. Log in with your username and password. (Need some help? Forgot your username or need to change your password? Use the prompts underneath the Sign In box.)
- 2c. Click on the **TeachHub** icon.
- 2d. Click on the ***i-Ready*** icon to launch.



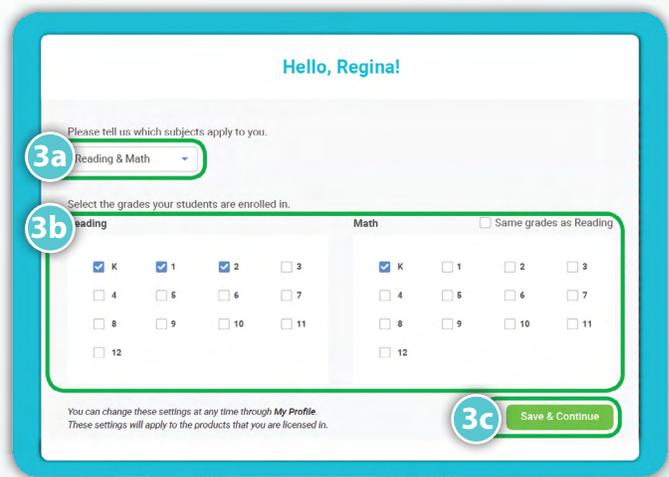
3 Assign Lessons

 Click here to watch a step-by-step video about Assigning Lessons or follow the instructions below.

Part 1: Set Up Your Profile

Once logged in, click on your **name** in the upper right corner of the *i-Ready* screen, and then on **"My Profile."**

- 3a. Select the **subjects** you will be using for *i-Ready* this year from the Select Subject(s) dropdown.
- 3b. Use the checkboxes to select all **grades** your current students are enrolled in.
- 3c. Click **Save & Continue**.



 Click here to watch a step-by-step video about Assigning Lessons or follow the instructions below.

Part 2: 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**.



Click here to watch a step-by-step video about Assigning Lessons or follow the instructions below.

Part 3: 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 options for 'Monitor Instruction' and 'Adjust Instruction'. Below that, the 'Preview or Assign Online Lessons' section is visible, showing a table of lessons. A 'Manage Schedule' button is highlighted with a blue circle and the number '4'. A table of lessons is shown with columns for Lesson Name, Available Date, Due Date, Language, Domain, and Grade. A lesson 'Place Value to Thousands' is selected, and a '+' icon is highlighted with a blue circle and the letter 'A'. Below the table, there are buttons for 'Cancel by Students' (D) and 'Cancel for All Students' (C). A pop-up window titled 'Edit Schedule' is shown, with 'Available Date' set to 03/23/20 and 'Due Date' set to 03/30/20. The 'Due Date' field is highlighted with a blue circle and the letter 'B2'. Below the pop-up, another table of lessons is visible, with columns for Lesson Name, Available Date, Due Date, Language, Domain, and Grade. A lesson 'Division of Decimals' is highlighted with a '+' icon.

4 Additional Resources

General Information and Resources

Visit [i-Ready.com/NYC](https://www.i-Ready.com/NYC).

Download [i-Ready's Supporting Students during a School Closure Guide](#).

View more [Guidance for Families](#).

Access [printable at-home activity packs](#).



Register now! Webinars offered daily:

[An Introduction to i-Ready Online Instruction:](#)

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Professional Development

Register for [a virtual PD session](#).

Login and Tech Support

NYCDOE Login Assistance:

www.schools.nyc.gov/learn-at-home/technical-tools-and-support/remote-learning-portal

i-Ready Roster Assistance:

Students must be enrolled in official classes, or your schedules must be finalized in STARS to sync with i-Ready. Contact your STARS Coordinator or the ATS Help Desk number at (718) 935-5100 for support with this, or for other roster issues, contact Rosters-Support@cainc.com.

i-Ready General Technical Support:

Contact i-ReadySupport@cainc.com.