

Creating and Editing Report Groups in i-Ready:

You can create **Report Groups** in i-Ready that you can use in reports to look at performance for custom groups of students.

Logging into i-Ready

Accessing i-Ready – Teachers:

All teachers should access **i-Ready** through the **Clever Portal**. To access the **Clever Portal** from the ESD Web site:

1. Open your web browser to the Erie's Public Schools web site at <https://www.eriesd.org>.
2. From the menu bar at the top of the screen, click on the **Staff** or **Student** link.
3. From the **Staff Portal** or the **Student Portal**, click on the **Clever Portal** icon.
4. Once you have successfully logged into Clever, click on the **i-Ready**

Logging into the Clever Portal:

To log into the **Clever Portal**:

Teachers:

1. Enter your **Username** – E0 number
2. Enter your **Password** – E0 number
3. Click **Login**.

Note: Teachers can change their password after successfully logging into i-Ready.

Erie City School District

[Not your district?](#)

Login information

USERNAME

PASSWORD [Show](#)

Login

Having trouble?

Contact patross@eriesd.org

Or [get help logging in](#)

Clever



[Clever Badge log in](#)

[District admin log in](#)

Accessing i-Ready - Administrators:

Administrators should access **i-Ready** through the **i-Ready** login page.

1. Open your web browser to <https://login.i-ready.com>.
2. From the **i-Ready Login** page, enter your **Username** and **Password**.
3. Click **Go**.

Note: You received an email from i-Ready containing your username and password.

i-Ready Connect

Username

Password

[Forgot Username/Password](#)

State

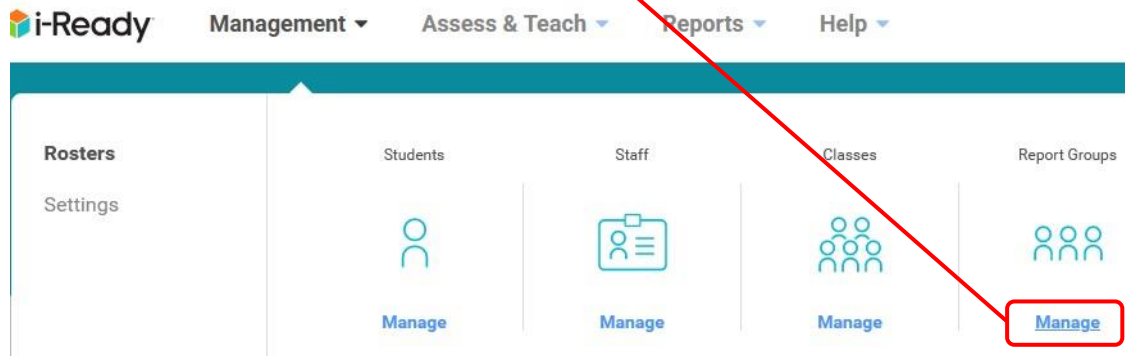
Go!

Creating Report Groups

i-Ready Dashboard:

From the i-Ready Dashboard:

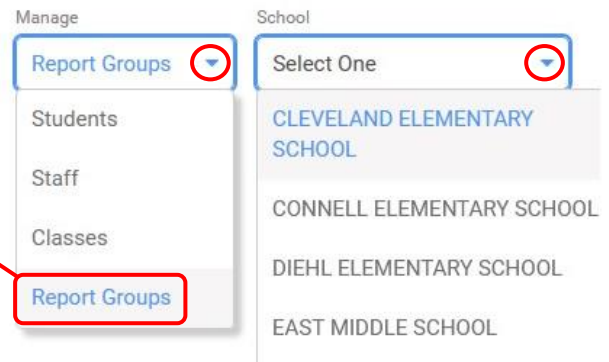
1. Click on the **Management** link from the menu bar.
2. From the menu that appears, click on **Manage** under **Report Groups**.



Group Rosters:

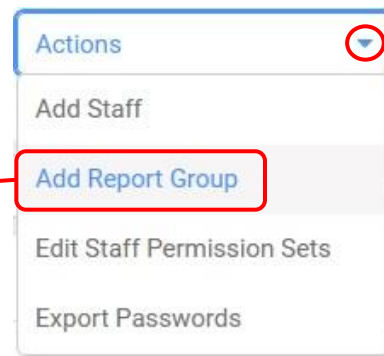
From the **Group Rosters** screen:

1. Click on the drop-down menu under **Manage**, and then select **Report Groups**.
2. Click on the drop-down menu under **School**, and then select the school where you want to choose students to add to the report group.




From the right-hand side of the screen:

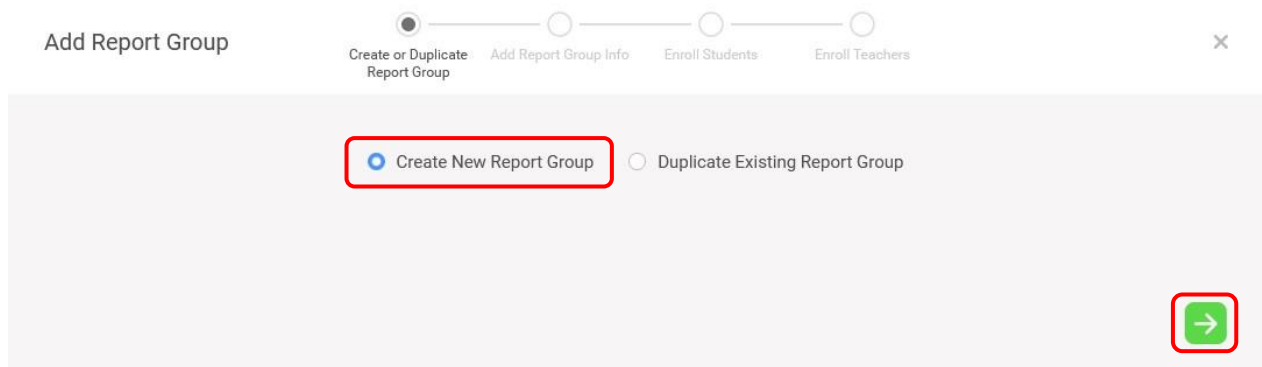
1. Click on the drop-down arrow to the right of **Actions**.
2. From the menu that appears, click on **Add Report Group**.



Create New Report Group:

From the **Add Report Group** window that appears:

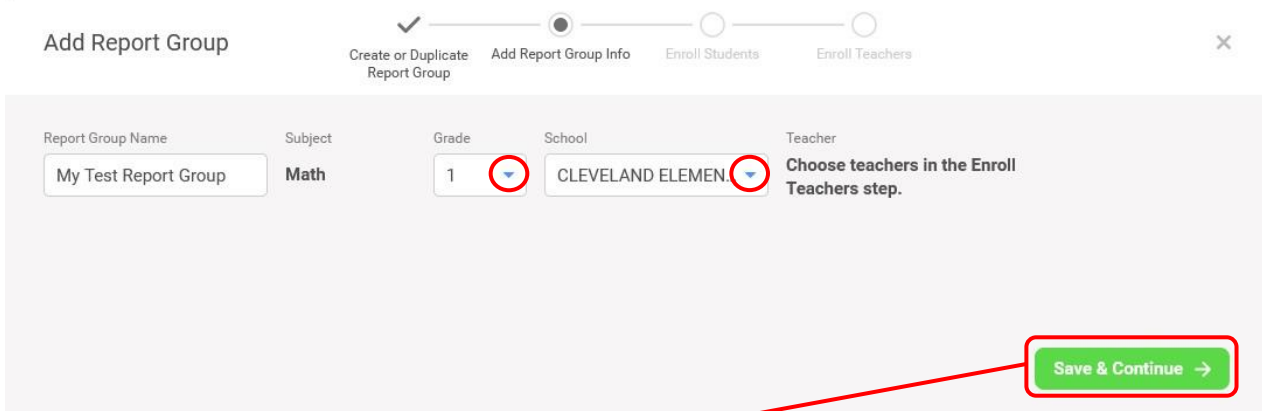
1. Click on the radial button to the left of **Create New Report Group** (default selection).
2. Click on the green arrow  icon in the lower right-hand corner of the window to continue.



The screenshot shows the 'Add Report Group' window with a progress bar at the top. The first step, 'Create or Duplicate Report Group', is active. Below the progress bar, there are two radio button options: 'Create New Report Group' (which is selected and highlighted with a red box) and 'Duplicate Existing Report Group'. In the bottom right corner, there is a green arrow icon also highlighted with a red box.

Adding Report Group Information:

1. Under **Report Group Name**, enter the name for the report group that you are creating.
2. Click on the drop-down arrow under **Grade**, and then select the desired grade level.
3. Click on the drop-down menu under **School**, and then select the location where you want to choose students to add to the report group.



The screenshot shows the 'Add Report Group' window with the progress bar indicating the second step, 'Add Report Group Info', is active. The form contains the following fields:


| Report Group Name | Subject | Grade | School | Teacher |
|---|-----------------------------------|--------------------------------|---|---|
| <input type="text" value="My Test Report Group"/> | <input type="text" value="Math"/> | <input type="text" value="1"/> | <input type="text" value="CLEVELAND ELEMEN"/> | <input type="text" value="Choose teachers in the Enroll Teachers step."/> |

The 'Grade' and 'School' fields have red circles around their respective drop-down arrows. A red line points from the 'Save & Continue' button in the bottom right corner to the '4.' instruction below.

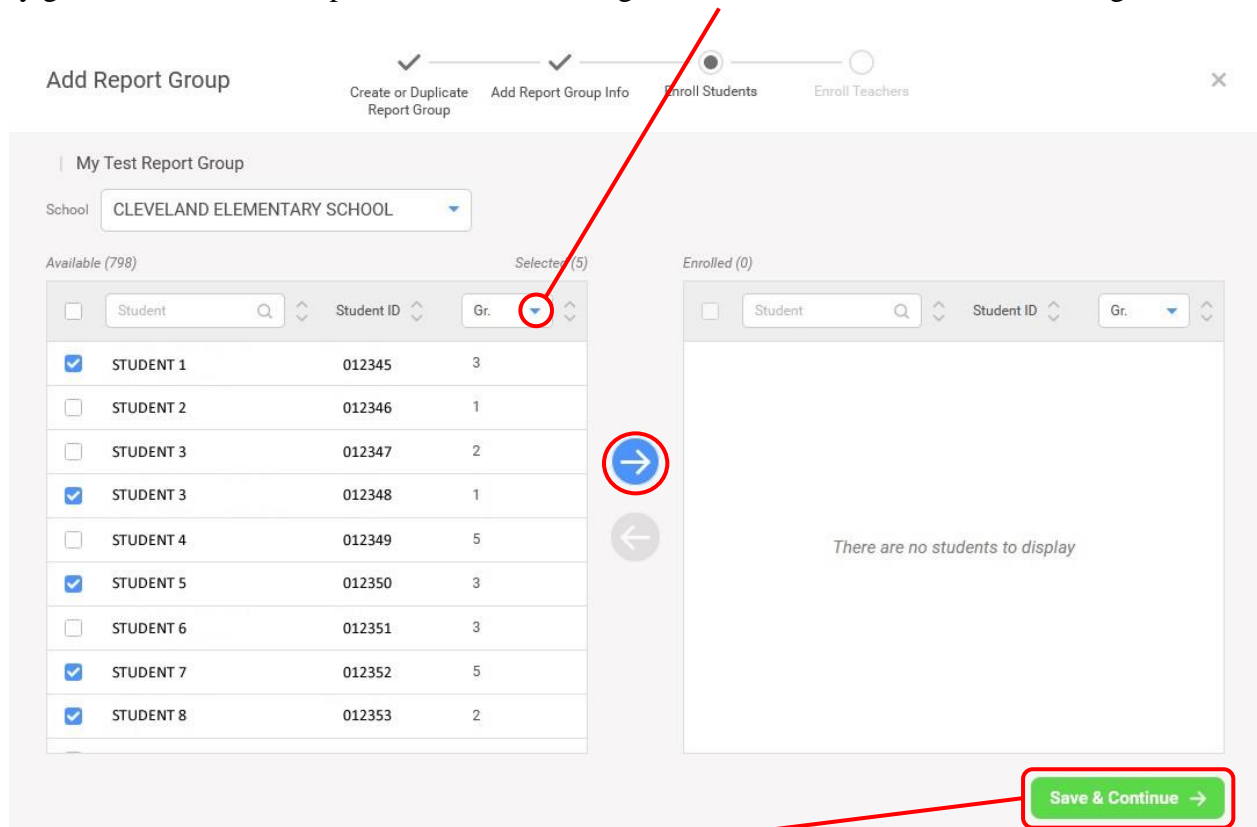
4. Click on **Save and Continue**

Enroll Students:

To enroll students into the report group you created:

1. Enter the student's name in the field provided, or
2. Click on the check box to the left of the student's name.
3. Once you have all of the students selected that you want added to your report group, click on the  top blue arrow (Add Arrow) to add the selected student(s) to the report group.

Note: By default, all of the grade levels appear in the list of students. To filter the student names by grade, click on the drop-down arrow to the right of **Gr.**, and then select the desired grade level.





Progress bar: Create or Duplicate Report Group (checked), Add Report Group Info (checked), Enroll Students (active), Enroll Teachers (unchecked).

School: CLEVELAND ELEMENTARY SCHOOL

Available (798) | Selected (5) | Enrolled (0)

| <input type="checkbox"/> | Student | Student ID | Gr. |
|-------------------------------------|-----------|------------|-----|
| <input checked="" type="checkbox"/> | STUDENT 1 | 012345 | 3 |
| <input type="checkbox"/> | STUDENT 2 | 012346 | 1 |
| <input type="checkbox"/> | STUDENT 3 | 012347 | 2 |
| <input checked="" type="checkbox"/> | STUDENT 3 | 012348 | 1 |
| <input type="checkbox"/> | STUDENT 4 | 012349 | 5 |
| <input checked="" type="checkbox"/> | STUDENT 5 | 012350 | 3 |
| <input type="checkbox"/> | STUDENT 6 | 012351 | 3 |
| <input checked="" type="checkbox"/> | STUDENT 7 | 012352 | 5 |
| <input checked="" type="checkbox"/> | STUDENT 8 | 012353 | 2 |


Enrolled (0) panel: There are no students to display

Buttons:  (circled in red),  (circled in red)

4. Click **Save & Continue.**

Enroll Teachers:

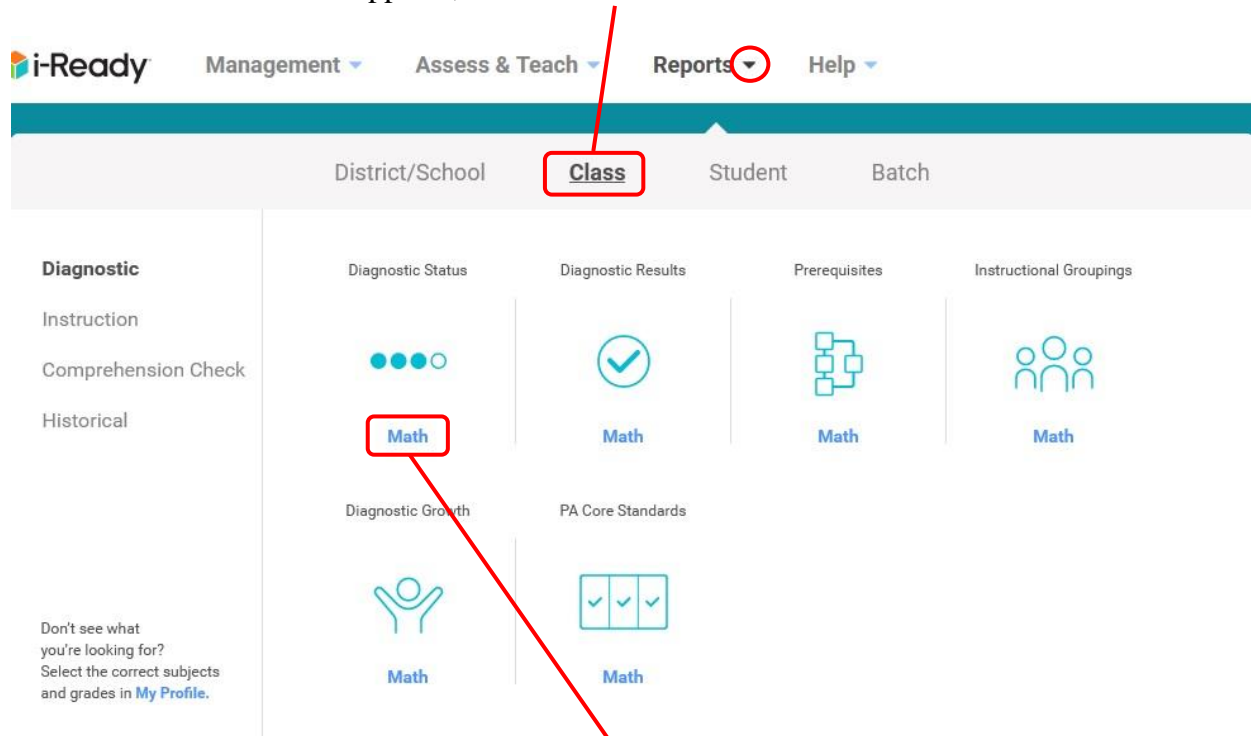
All enrolled teachers will have access to your report group. To enroll a teacher into a report group:

1. Click on the **School** drop-down menu, and then select the school assignment for the teacher you want to enroll into the report group.
2. Type in the teacher's name into the field provided, or scroll through the list of available teachers.
3. Click on the check box to the left to select the teachers.
4. Click on the **Add Arrow**  button to add the teachers to your report group.
5. Click **Save & Close.**

Accessing Report Groups

To access a report group:

1. Log into i-Ready
2. Click on **Reports** from the menu bar.
3. From the menu that appears, click on **Class**.

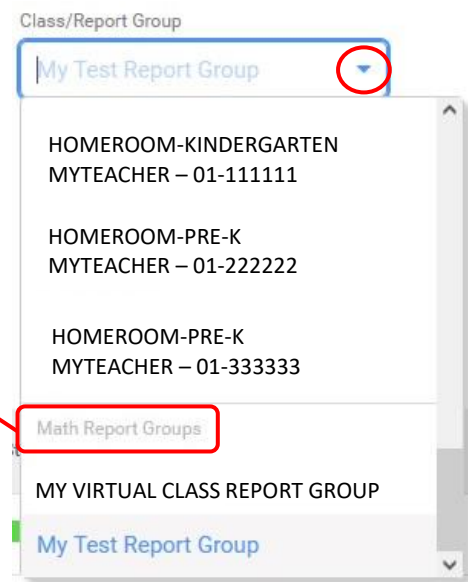


4. Under **Diagnostics Status**, click on the **Math** link.

Diagnostic Status:

From the **Diagnostic Status** page:

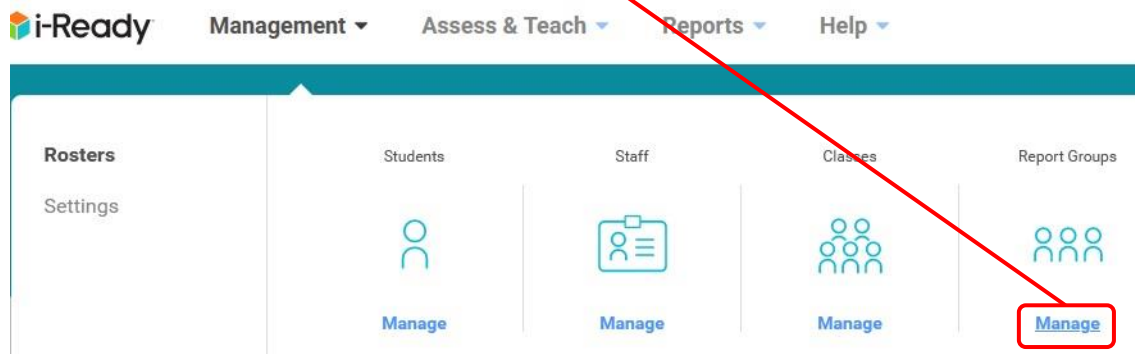
1. Click on the drop-down menu under **School**, and then select the school where you created your report group.
2. Click on the drop-down arrow under **Class/Report Group**.
3. Scroll down to the bottom to **Math Report Groups**, and then select the report group you want to access.



Editing Report Groups

To edit a report group:

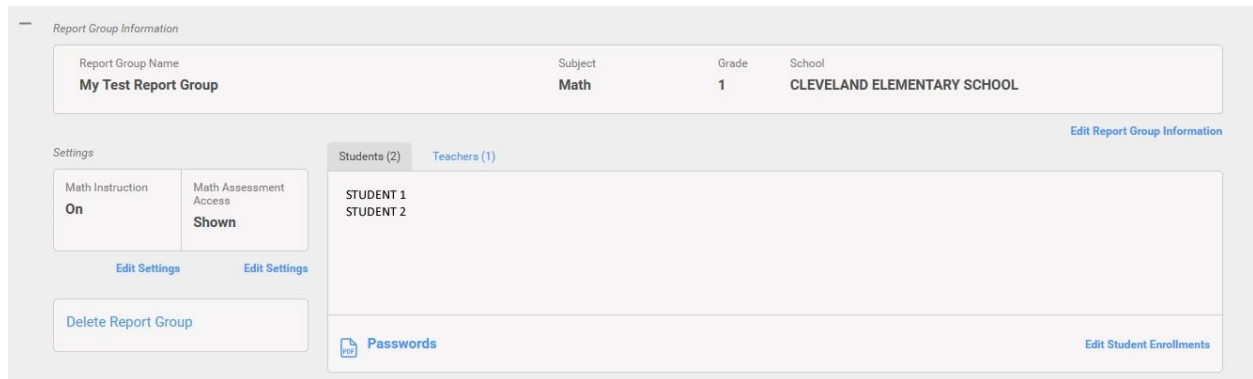
1. Log into i-Ready
2. Click on **Management** from the menu bar.
3. From the menu that appears, click on **Manage** under **Report Groups**.



Group Rosters:

From the **Group Rosters** page:

1. If necessary, click on the drop-down menu arrow under **School**, and then select the location where you created your report group.
2. Click on the + symbol to the left of your report group.





Edit Report Group Information:

To edit the **Report Group Information**:

1. Click on the **Edit Report Group Information** link.
2. Change the **Report Group Name** and/or the **Grade** level.
3. Click **Save**.



Edit Student Enrollments:

To **Edit Student Enrollments** for your report group:

1. Click on the **Edit Student Enrollments** link.
2. From the **Edit Student Enrollments** window that appears:
 - a. Choose the students you want to add to the group, and then click the **Add Arrow**  button.
 - b. Choose the students you want to remove from the group, and then click on the **Remove Arrow**  button.
 - c. Click **Save**.

Edit Teacher Enrollments:

To **Edit Teacher Enrollments** for your report group:

1. Click on the **Teachers** tab from the **Report Group Information** window.
2. Click on the **Edit Teacher Enrollments** link.
 - a. Choose the teachers you want to add to the group, and then click the **Add Arrow**  button.
 - b. Choose the teachers you want to remove from the group, and then click on the **Remove Arrow**  button.
 - c. Click **Save**.

Deleting Report Groups

To delete a report group:

1. Log into i-Ready
2. Click on **Management** from the menu bar.
3. From the menu that appears, click on **Manage** under **Report Groups**.
4. Click on the **+** symbol to view the **Report Group Information**.
5. Click **Delete Report Group**.