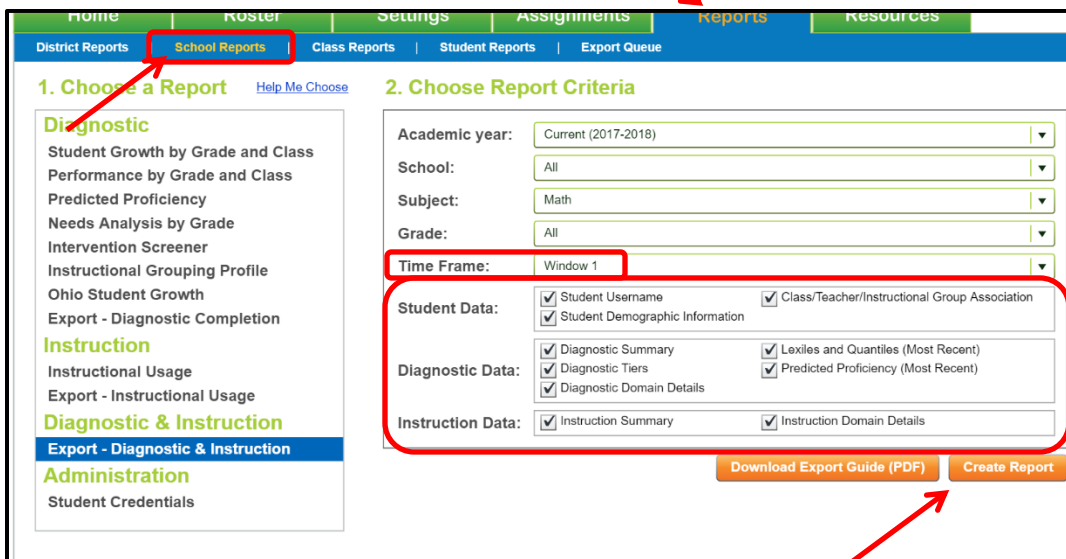


How to Create and Export i-Ready Test Assessment for DataMap

Step 1 – Create assessment file from the i-Ready Test Assessment site

1. Navigate to the i-Ready website on your browser:
<http://www.curriculumassociates.com/products/iready/diagnostic-instruction.aspx>.
2. Log in with your username and password.
3. Click **Reports** tab
 - a. Click **School Reports** tab
 - i. Click **Export – Diagnostic & Instruction** under the **Diagnostic & Instruction** category.
4. Select **Time Frame**
 - a. DataMap imports one Time Frame (Fall, Winter, Spring) at a time
5. Select all sub items

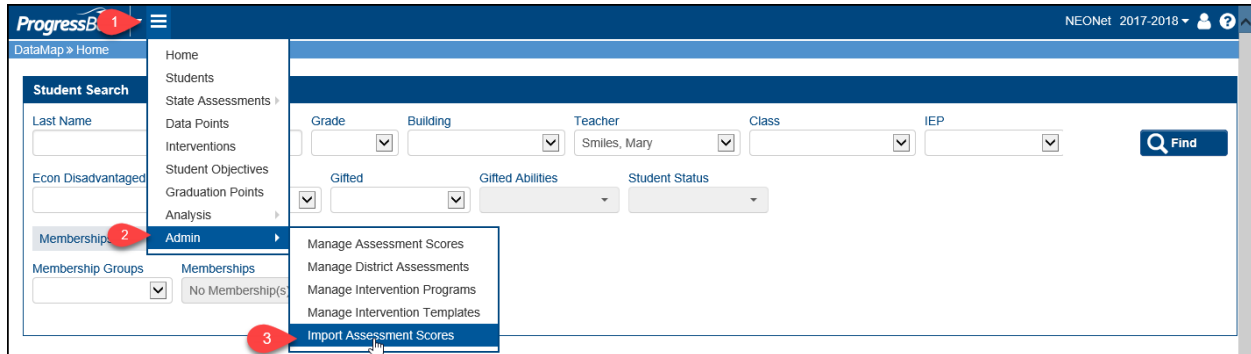


The screenshot shows the i-Ready Diagnostic & Instruction report creation interface. The 'School Reports' tab is selected. Under 'Diagnostic & Instruction', 'Export - Diagnostic & Instruction' is highlighted. The 'Time Frame' is set to 'Window 1'. All data checkboxes (Student, Diagnostic, and Instruction) are checked. The 'Create Report' button is highlighted with a red arrow.

6. Click **Create Report**.
7. On the Export Request Received pop-up, click **View Export Queue**
 - a. Allow a couple minutes for the report/file to generate
8. Select **Export Queue** sub-tab
 - a. Click Download button next to the report/file generated
 - b. Click **OK** on the pop-up to download the .csv file and save on your computer

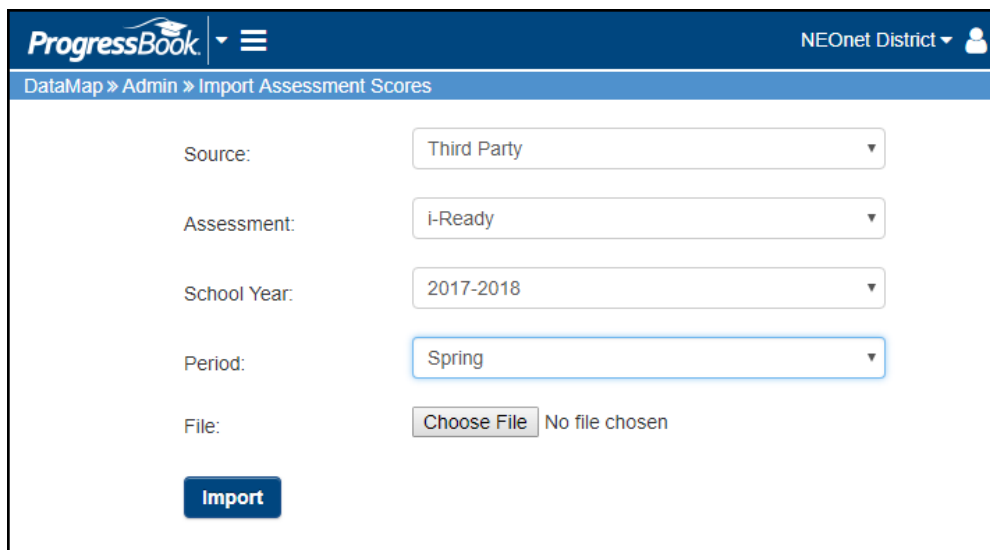
Step 2 – Load test assessment data in DataMap

9. Login to DataMap.
10. Navigate to **Admin > Import Assessment Scores**.



The screenshot shows the ProgressBook DataMap interface. The top navigation bar includes 'ProgressBook' and 'NEOnet 2017-2018'. The left sidebar contains a 'Student Search' section with fields for 'Last Name', 'Econ Disadvantaged', and 'Memberships'. The 'Memberships' section is expanded, showing 'Admin' as a sub-menu item. The 'Admin' menu is open, displaying options: 'Manage Assessment Scores', 'Manage District Assessments', 'Manage Intervention Programs', 'Manage Intervention Templates', and 'Import Assessment Scores'. Red circles with numbers 1, 2, and 3 highlight the 'ProgressBook' logo, the 'Memberships' section, and the 'Import Assessment Scores' option, respectively.

11. Select Source, **Third Party**
12. Select Assessment, **i-Ready**
13. Select **School Year**, of the file you are loading
14. Select the Testing **Period**; Fall, Winter or Spring of the file you are loading
 - a. Note: You can only load one school year and one testing period at a time in DataMap
15. Select Import type: **Choose File**.
 - a. Browse to where you stored the file
16. Click **Import**



The screenshot shows the 'Import Assessment Scores' form in the ProgressBook DataMap interface. The form is titled 'DataMap » Admin » Import Assessment Scores'. It contains the following fields and options:

- Source: Third Party
- Assessment: i-Ready
- School Year: 2017-2018
- Period: Spring
- File: Choose File No file chosen

At the bottom of the form is a blue 'Import' button.