

Setting Up an Instructional Group



NOTE – if a teacher is not assigned to any students in i-Ready, an admin will need to create the instructional group for them, attach the necessary teacher(s) to it, and populate the group with students.

First, complete the following steps:

- Click Roster Tab
- Click Instructional Groups sub tab
- In the “Instructional Groups” sub-tab, click the “Add New Instructional Group...” button to open a group’s “Group Details” pop-up window.

Using the “Group Details” Pop-Up

Click either the “Add New Instructional Group...” for a new group, or click “EDIT” button for an existing group. This will open a group’s “Group Details” pop-up window. Follow the steps below to adjust the teacher(s) and student(s) assigned to the group.

To assign teacher(s) to a group:

1. Click the “Teacher Assignment” sub-tab.
2. Click the “Add Teachers” button.
3. A pop-up window will appear listing all eligible teachers who are not currently assigned to this group. You can select one or many teachers from this list using the check boxes on the left. (If you have colleagues in another school you must first pick the colleagues’ school using the “Change School” button and then you will be able to select them.)
4. Click “OK” when done.
5. Click “Save & Close.”

To remove teacher(s) from a group:

1. Click the “Teacher Assignment” sub-tab.
2. Check the box next to any teachers you wish to remove.
3. Click the “Remove Selected Teachers” button.
4. Click “Save & Close.”

To assign student(s) to a group:

1. Click the “Student Enrollment” sub-tab.
2. Click the “Add Students” button.
3. A pop-up window will appear listing all eligible students who are not currently enrolled in this group. You can select one or many students from this list using the check boxes on the left. (If you have students in another school you must first pick the student’s school using the “Change School” button and then you will be able to select them.)
4. Click “OK” when done.
5. Click “Save & Close.”

To remove student(s) from a group:

1. Click the “Student Enrollment” sub-tab.
2. Check the box next to any students you wish to remove.
3. Click the “Remove Selected Students” button.
4. Click “Save & Close.”

What are Instructional Groups and When Should I Use Them?

Instructional groups enable you to create informal groupings of students for the convenience of assignment and student and class reporting. (They are not included in your administrator's aggregate school and district reports.) **Students must be in a class before they can be in an instructional group.**

When should I use Instructional Groups?

- We are using Auto Provisioning and I need to create a new grouping that is not part of my Student Information System sync
- I am a pullout teacher (e.g. special education teacher, after school teacher) who needs to see reports and assign lessons for my students in other teachers' classes.
- My students are in different classes, and I want to see them together in my reports.
- I have a large class of students and I want to assign and/or report on a subset of my students.
- I want to view and assign to customized groups of my students (e.g. Tier 2 and Tier 3). This way I can look at the reports for all of my Tier 2 students or my Tier 3 students separately and I can assign them extra lessons based on their groups' needs.

What are the benefits of Instructional Groups?

- Allow teachers and administrators to view students from across classes and schools together in reports.
- View reports *without* having to move your students between classes.
- View reports *without* having to add yourself to several classes.
- View reports for customized groups of students, such as after school programs, intervention programs, or Special Education students.
- Allow teachers who are not assigned to any classes to have an account in *i-Ready Diagnostic & Instruction* to view student reports.

How are Classes and Instructional Groups different?

- Instructional groups allow teachers and administrators to create informal groupings of students for the convenience of assignment and reporting.
- Instructional groups are not included in school and district reports; classes are used for administrator aggregate reporting.
- Teachers and administrators in districts that choose to sync their *i-Ready* accounts with their SIS will be able to create and modify students' instructional groups without affecting the data coming from their SIS.
- Student must be enrolled in a class before they can be added to the instructional group. Classes grant a student access to their *i-Ready* math or reading Diagnostics, and are used for aggregate reporting.