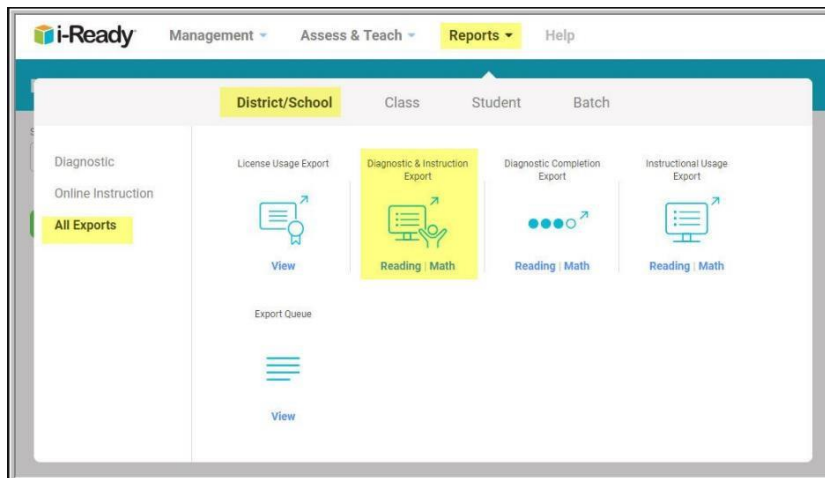


# Extracting iReady data for the Nassau BOCES IDW

## Step 1:

**Login** to iReady as an administrator. To **create the export** file: Select Reports > District/School > All Exports > Diagnostic & Instruction Export



## Step 2:

It is very important that you make all the proper selections on this screen. Four exports are needed for the IDW. Once those files are retrieved, they need to be zipped together in a single zip that includes your district's name separated by an underscore.

- **Select one subject at a time (Reading/Math).**
- **Select All Schools.**
- **The date range should remain at "All Activity" (the default).**
- **Check all "Diagnostic" and "Instructional" data boxes.**
- **The reports needed:**
  - **Diagnostic & Instruction Math**
  - **Diagnostic & Instruction Reading**
  - **Growth Monitoring Results Math**
  - **Growth Monitoring Results Reading**

**Diagnostic & Instruction Export ▾**

Subject	School	Academic Year	Date Range
Reading ▾	All Schools ▾	Current Year	All Activity ▾

**Student Data**

- Student Username
- Student Demographic Information
- Class/Teacher/Report Group Association

**Diagnostic Data**

- Diagnostic Summary
- Diagnostic Tiers
- Diagnostic Domain Details
- Lexiles and Quantiles/Grouping (Most Recent)

**Instruction Data**

- Instruction Summary
- Instruction Domain Details

[Create Export](#)

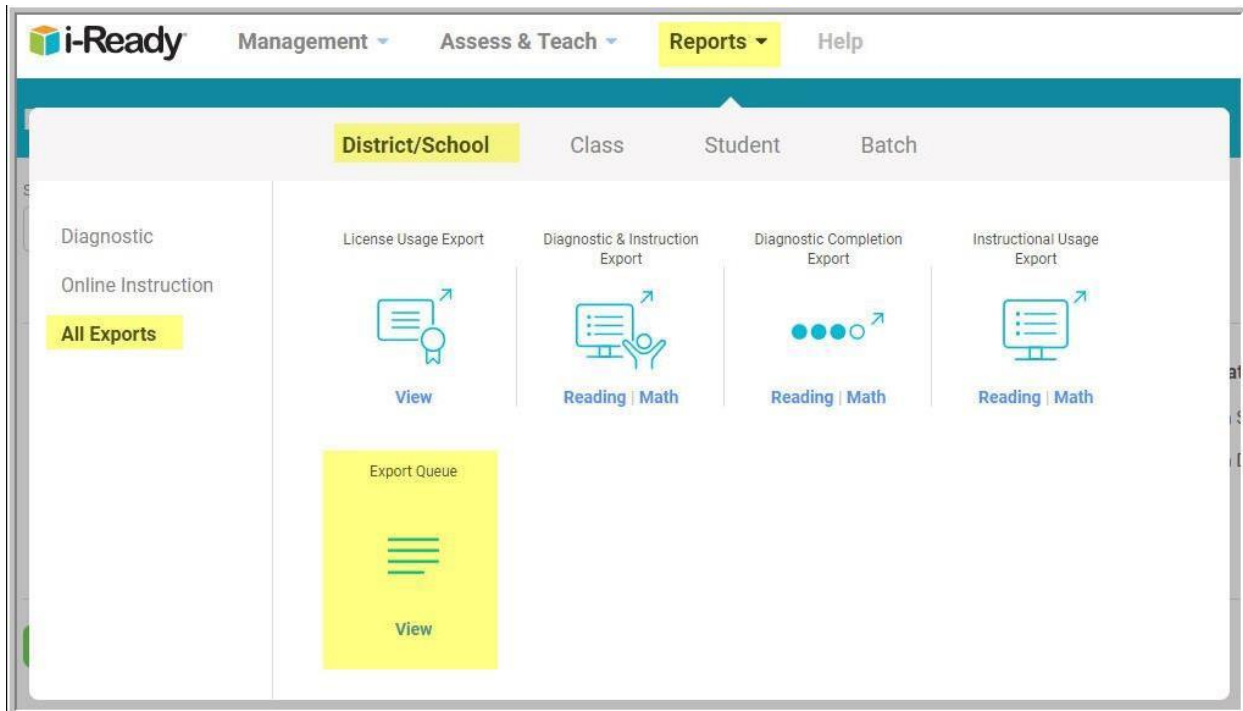
**Then press [Create Report].**

The report will be sent to the Export Queue. Repeat the process for the remaining reports and disciplines. (Reading or Math).

**Step 3:**

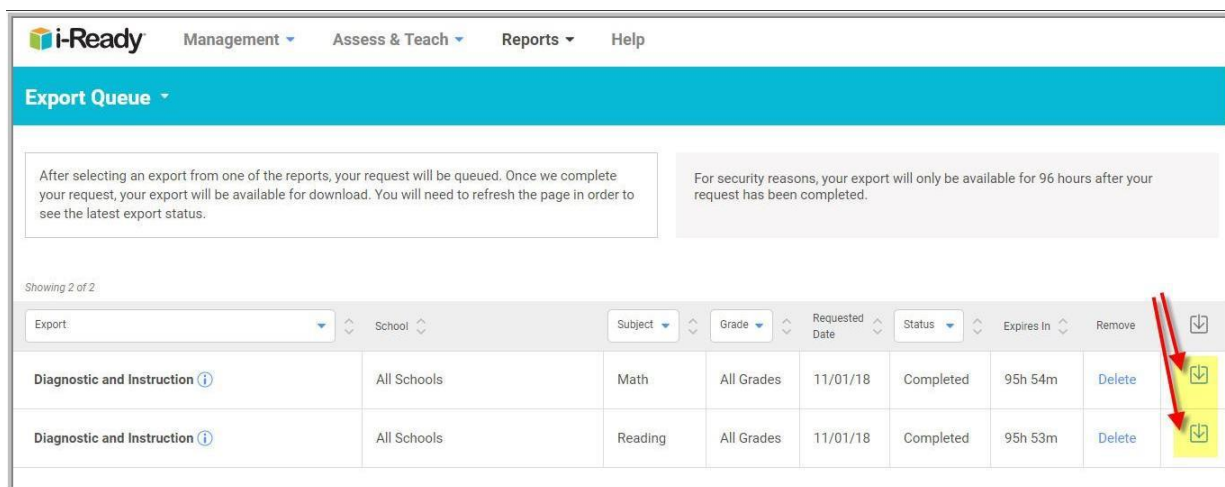
To retrieve the export files(s):

**Select:** Reports > District/School > All Exports > Export Queue.



#### Step 4:

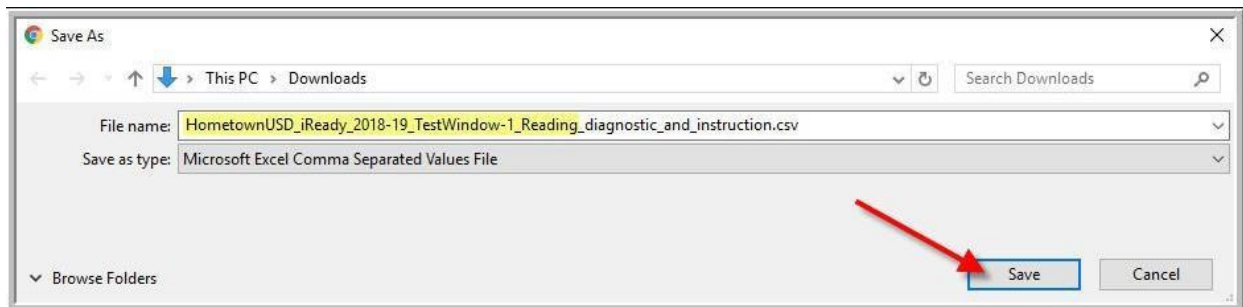
When the files show “Completed”, **press the down-arrow icon to download each file**, one-at-a-time. The files will typically be stored in your “Downloads” folder automatically.



### Step 5:

Create a zip file that includes the two files and give it a name that includes the District name, “iReady”, the subject, and the school year.

DO NOT USE WHITE SPACES IN THE NAME.



### Step 6:

Copy the entire \*.zip file to your secure Nassau BOCES Test Scoring FTP site.

### Step 7:

Notify Stephanie Witt via email ([switt1@nasbores.org](mailto:switt1@nasbores.org)) that the iReady files have been submitted.