# Directions for submitting data from i-Ready

How to Download the Required Data from i-Ready

1. In i-Ready, select **Reports**from the top navigation.
2. Select **All Exports**.
3. Select the **Reading** link under the report you would like to create.
4. Use the **checkboxes** to select specific data fields (Student unique ID, school, demographics) to include.  Be sure to include all required information (see the box below). Select **Create Export**.
5. Select **View Export Queue** to download your export when it is ready.
   1. **Note:** You can also navigate directly to the Export Queue by selecting   
      Reports > All Exports > Export Queue.
6. The downloaded file can be **adjusted** to include only data needed for state submission. Delete student names and birthdates, but leave all information indicated below.
7. **Save** your downloaded file with the name of the district and year in the filename. For example:   
    “ScreeningData\_NamePublicSchools\_FY25”

**The following data points must be entered into the assessment platform for each student.** These data points will be required for your data to be considered complete.

* SASID
  + *You may also enter a local student ID number (LASID); however, SASIDs are required.*
* Grade level
* District name and/or district code where test was administered
* School name and/or 8-digit code where test was administered
* Testing window dates
* Test administration date

How to Submit the Data to DESE

1. Log in to the DESE Security Portal (<https://gateway.edu.state.ma.us/>).
2. Under Application List, select DropBox Central.
3. Inside DropBox Central, select the Literacy and Humanities Grants DropBox.
4. **Upload** the data file(s) to the Literacy and Humanities Grants DropBox.

**If you are unable to access** the Literacy and Humanities Grants DropBox, please reach out to your district [directory administrator](https://www.doe.mass.edu/infoservices/data/diradmin/list.aspx) and be sure they have added the role, **Literacy and Humanities Grants Drop Box User**, to your user profile.

If you need additional assistance uploading the file to the DropBox, please consult the user guide at <https://www.doe.mass.edu/infoservices/data/diradmin/dropboxcentral.html>