Quick guide to Reach School Results Online

Use this guide to complete all tasks in Step 5 – Reviewing Results
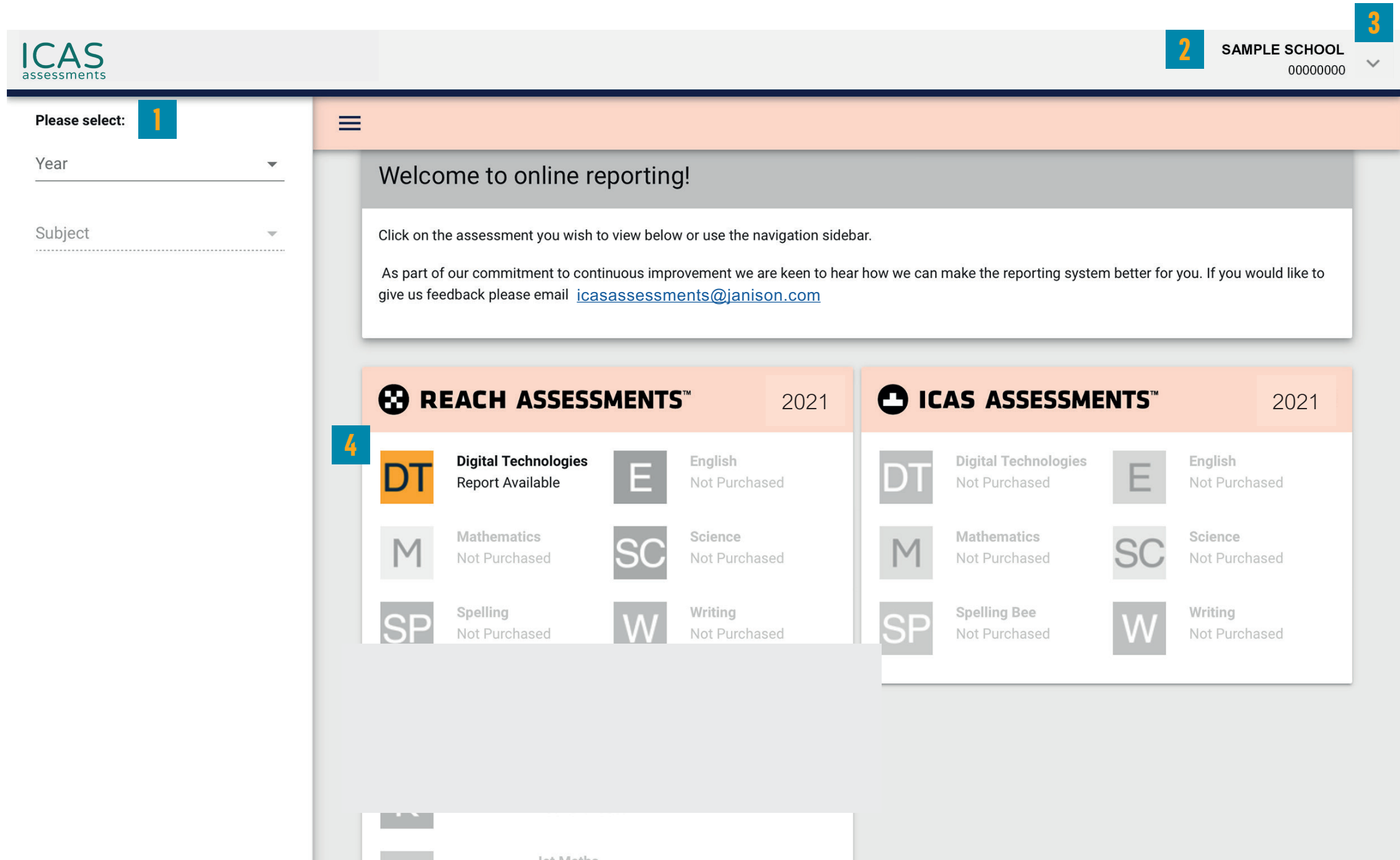
ICAS
assessments

5

Review results

Navigating the landing page

The schools Results Portal can be found at https://orti.icasassessments.com/ortiSchool

1

Filter by using the 'drop-down' menu

2

Find the school profile here.

3

Click on the down arrow to change language, view bulk printing or sign out.

4

Choose the subject here. Subjects in colour are the ones that have been purchased.

Navigating school level results

ICAS assessments

SAMPLE SCHOOL
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1 Please select:

Year
2021

Subject
2021 Reach - Digital Technologies

Academic Year
All Academic Years

Student Group

Please Choose Your Report 3

Raw Score & Awards

Common Scale

4 Certificates

2 2021 Reach - Digital Technologies

REACH ASSESSMENTS™

Raw Score Results & Awards

5 PRINT **6** PRINT SUMMARY **7** EXPORT **8** HELP

Year Level		Test Score Distribution	Average Raw Score	Max Possible Score	Std Dev	E	O	C	G	P	Students
Year 3	School Bands		15.5	30	3.6	0	0	16	6	28	50
Year 4	School Bands		16.9	30	4	0	0	16	4	41	61
Year 5	School Bands		17.5	30	4.3	0	3	7	6	28	44
Year 6	School Bands		19.5	30	4.2	0	2	9	6	26	43

1
Filter by using the 'drop-down' menu.

2
Click here to minimise the menu bar.

3
Choose the report you wish to view here.

4
Click here to print the School Certificate, the Certificate of appreciation and the Principal's Award. Individual student certificates can also be printed from this system. Please see section 'Printing student handouts, reports and certificates' for details.

5
Print this page directly.

6
Print the school summary.

7
Click here to export to CSV or Excel.

8
Help is available for every report.

ICAS assessments

Navigating year level results

1 Filter by year group, class or custom group, then select the report you wish to view.

2 This indicates the report you are viewing.

3 Find a summary of awards here.

4 Skill areas are shown down the left column.

5 Use the 'Questions' options in the menu bar to view individual questions and distractor analysis.

Printing reports and certificates

1
Filter by year group, class or custom group.

2
Select 'Students'.

3
Click 'BULK PRINTING'. Select from the list of items that can be printed in bulk.

Student Full Report, Student Summary, Student Questions, Student Development
Once selected a bulk print message will appear 'Your request has been added to the queue. Go to the down arrow next to your school's name and click on 'View Bulk Printing' to see the status and download the PDF.' Click 'Okay'.

Go to 'View Bulk Printing'. The 'Bulk Printing Queue' screen will appear. Click 'Download' for the relevant report and print as required.

Student Handout, Certificates, Certificates without Participation
Once selected a PDF preview will appear. The PDF can be downloaded and printed.

4
Individual student printing: Click on the student's name and select the relevant print option.

To search for a specific student in the list, press CTRL+F on your keyboard, type the exact student name and press ENTER.
The name will highlight on the screen, assisting with fast idenitification of students.

Printing Student Handouts (TAP ID and PIN)

IMPORTANT: Bulk print the 'Student Handout' and distribute to students. The handouts provide students with their TAP ID and PIN to view their own results in the students Results portal.

1 Filter by year group, class or custom group.

2 Select 'Students'.

3 Click 'BULK PRINTING' which will open up a drop down menu.

4 Click 'Student Handout'. This will open a PDF with your students' TAP ID & PIN.

HELP

Contact the Reach Assessments coordinator at your school or the local Reach Assessments representative icasassessments.com/contact-us