



Quick guide to Reach School Results Online

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

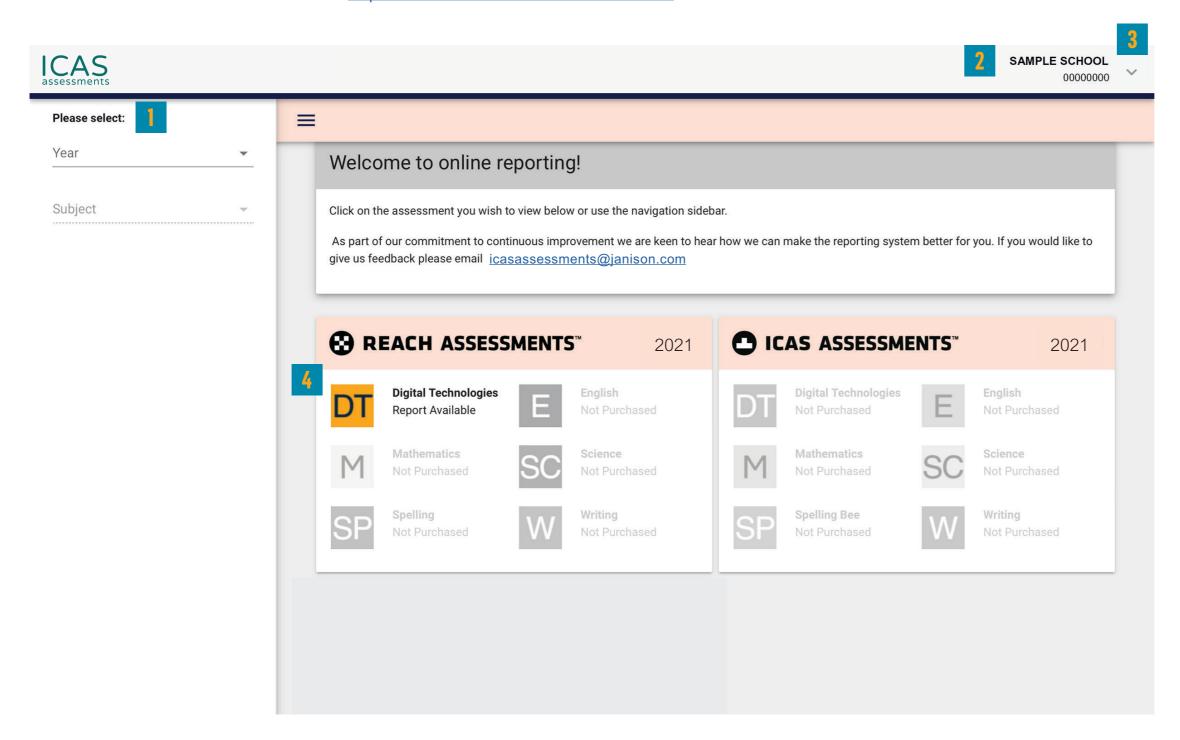






Navigating the landing page

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





Filter by using the 'drop-down' menu



Find the school profile here.



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



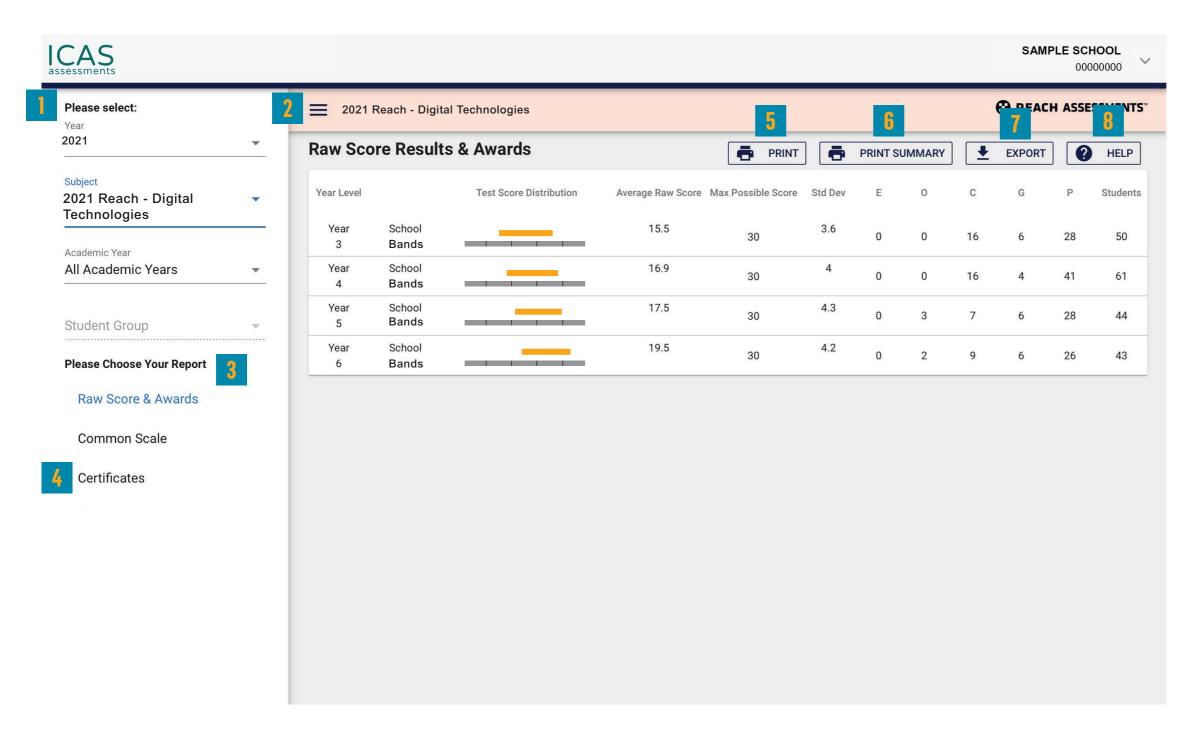
Choose the subject here. Subjects in colour are the ones that have been purchased.







Navigating school level results





Filter by using the 'drop-down' menu.



Click here to minimise the menu bar.



Choose the report you wish to view here.



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.



Print this page directly.



Print the school summary.



Click here to export to CSV or Excel.



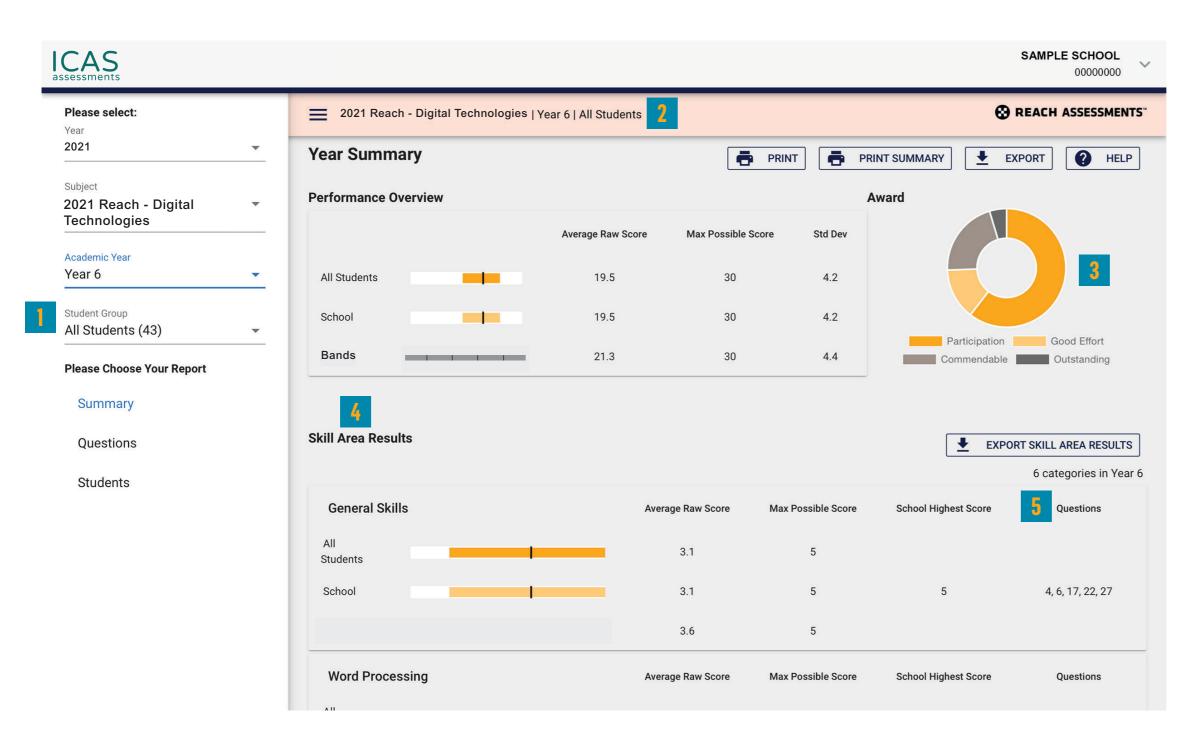
Help is available for every report.







Navigating year level results





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



This indicates the report you are viewing.

3

Find a summary of awards here.

4

Skill areas are shown down the left column.

5

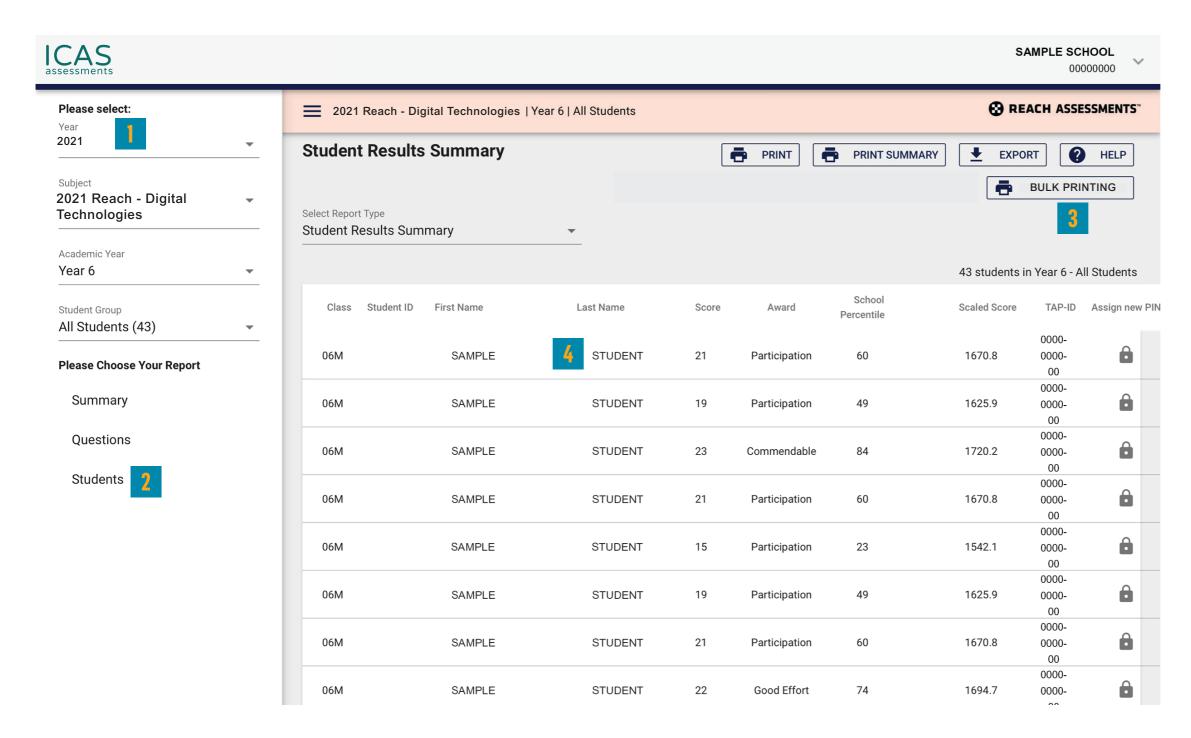
Use the 'Questions' options in the menu bar to view individual questions and distractor analysis.







Printing reports and certificates





Filter by year group, class or custom group.



Select 'Students'.



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.



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

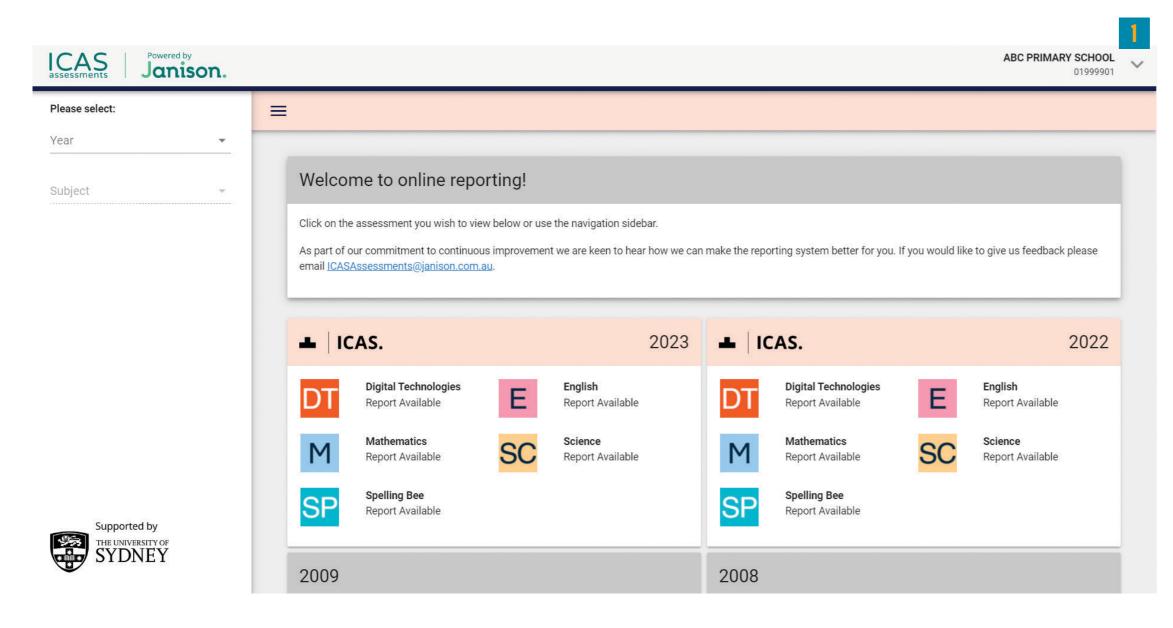
To search for a specific student in the list, press CTRL+F on your keyboard, type the exact student name and press ENTER. The name will highlight on the screen, assisting with fast idenitification of students.





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 <u>Results portal.</u>





From the top right corner, next to your school's name, click the drop-down arrow.

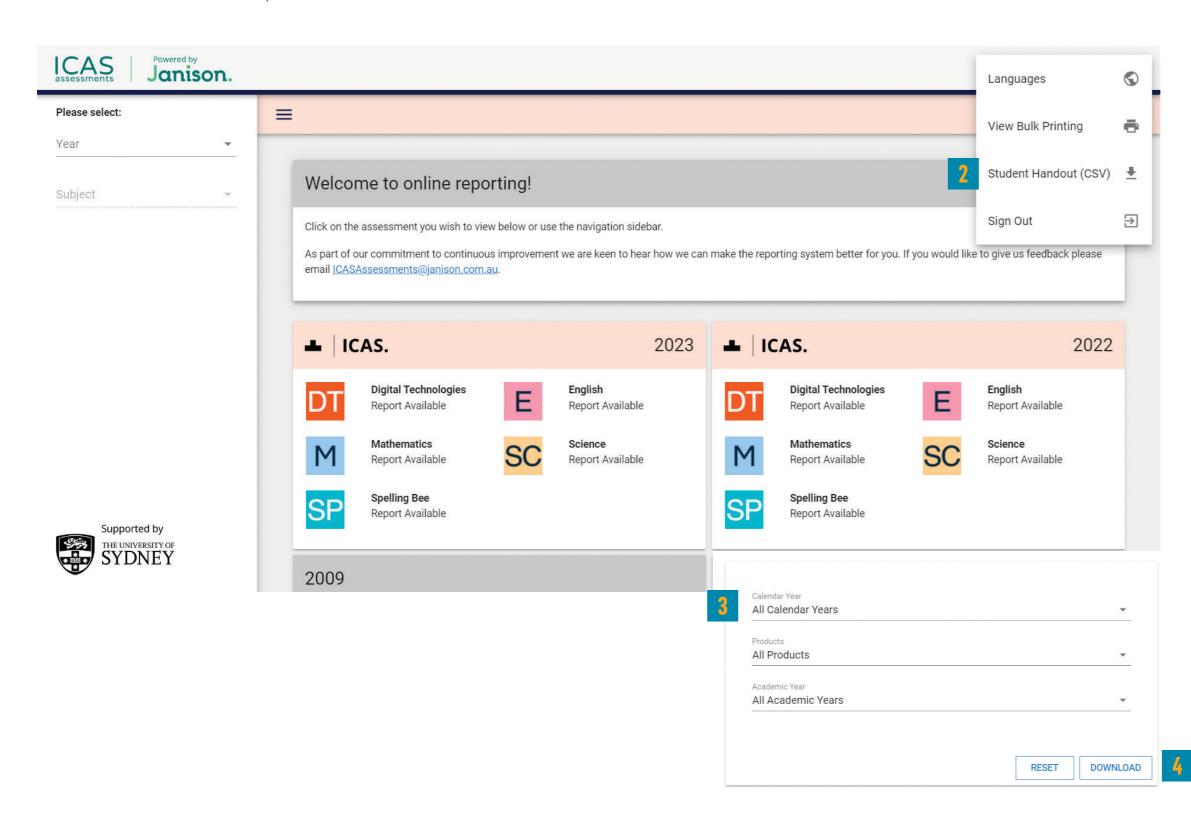






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2

Click the button "Student Handout (CSV)".



Select the "Calendar Year," "Product" and "Academic Year" you wish to view.



Click "Download" to begin downloading the CSV file.





HELP

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



