

**ReadyResults.net**  
2014

## **Quick Start**

**For help, send email to:**

**[help@readyresults.net](mailto:help@readyresults.net)**

**or call:**

**877-456-1547**

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# Introduction

ReadyResults.net is a web-based software application for analyzing test data and creating meaningful reports. You may log into ReadyResults.net from any personal computer (including a Macintosh) or laptop using a Web browser.

This guide is designed to help you get started regardless of the permissions associated with your user account. However, the extent to which you may update or view student level data does depend on the level of permission you have.

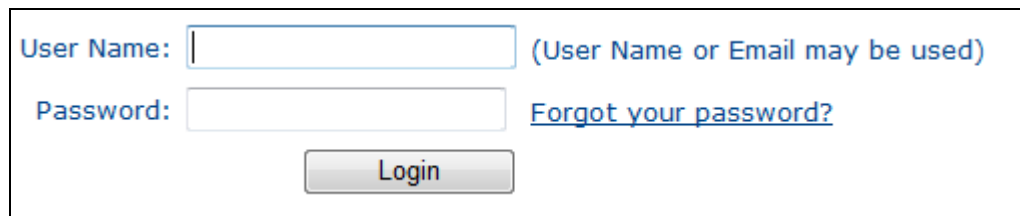
## Prerequisites

Before you can use ReadyResults.net, you need to have installed:

- ▶ A Web browser. ReadyResults.net has been tested on the following Web browsers:
  - Microsoft® Internet Explorer versions 9 and 10.0.9200 for Windows
  - Mozilla™ Firefox® version 27.0.1
  - Apple® Safari™ version 5.1.7
  - Google Chrome™ versions 33.0.1750.146 m
- ▶ Adobe® Reader® or Adobe Acrobat® for printing reports.

## Logging into ReadyResults.net

1. At the Login Page, enter your **User Name** and **Password** (provided by your administrator). Passwords are case-sensitive.



The screenshot shows a login form with the following elements:

- User Name:** A text input field followed by the text "(User Name or Email may be used)".
- Password:** A text input field followed by a blue link "Forgot your password?".
- Login:** A grey button with the text "Login".

**Note:** If you forget your user name, you may enter the email address associated with your user account. If you forget your password, refer to the instructions below.

2. Click **Login**.

You see a Home page such as the following:

ReadyRESULTS.net  
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All Rights Reserved.

Home Page

Click [Select a Test](#) to choose a test administration and create reports.

Or

Click [Utilities](#) to manage tests or work with the student records database.

**Forgot your password?** Now you can reset it yourself. Just click the "Forgot your password?" link located to the right of the Password box on the Login screen. The Password Reset page opens. On this page, enter your User Name or your email address into the text box provided and click Submit. You will receive an email containing a link to a page where you can create a new password.

[See Other Helpful Tips](#)

Powered by  
Certica Solutions, Inc.

(Note that logos and the wording shown on the Home page can vary from what is shown here.)

## If You Forget Your Password

If you forget your password, follow these steps:

1. Click the [Forgot your password?](#) link located to the right of the **Password** text box. The Password Reset page appears.
2. Enter either your user name or email address into the text box and click **Submit**.
3. Look in your email for a message from ReadyResults support and open it.
4. Click the link provided in the email message. This brings you to the Password Reset page where you can now set up a new password.

**Password Reset**

To reset your password, enter a new password into both boxes below.  
Then click **Save Password**.  
Your password will then be reset.

**Note:** You will be required to enter a password that meets the minimum security level. Use of mixed case letters, numbers, and symbols help to make your password more secure. The meter below will rate your password.

New Password:

Repeat New Password:

**Password Strength**

5. Enter a new password into the **New Password** and the **Repeat New Password** text boxes. **Note:** TestWiz requires strong passwords. A password should be at least eight characters long and include a

combination of uppercase and lowercase letters, numbers, and a punctuation mark, such as “!”. Otherwise, it may be considered too weak. The passwords are case-sensitive.

6. Click **Save Password**.

The Login page appears. You may now log in using the new password.

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## Navigating and Getting Help

After you log in, the Home page appears. Look for these areas on the Welcome page and on the other pages.

### Location Status

The bar at the very top shows your location.

You are here: >Home > **Home Page**

### Menu Bar

The menu bar has several options.

**>Home** **Select a Test for Reporting** **Quick Reports** **Download a Report** **Utilities** **Logout** **Help**

**Home**—Takes you to the Welcome page to access any online documentation.

**Select a Test for Reporting**—Go here to select a test and create a report.

**Quick Reports**—Enables you to use a custom report that you or someone in your group created. If there are no Quick Reports available, this menu item does not appear.

**Download a Report**—After you select to print a report, access it here.

**Utilities**—Go here to manage accounts, tests, student data, or to change your password. You can also change your password by clicking on your user name (top right) of the Welcome page.

**Logout**—Logs you out of ReadyResults.net. (*Note:* If you remain inactive for at least one hour, you are automatically logged out of ReadyResults.net.)

**Help**—Opens the Table of Contents for the ReadyResults.net online help system.

## Sidebar

The blue shaded sidebar shows the options you have on the page you are viewing.

Report Parameters		Title on R
Student	All	
Teacher	All	
School	All	
District	All	
Spc.Code Filter	None Specified	
Subtests	All	

Click **More about this Screen...** on the sidebar to open a Help page that describes each part of the page, along with links to other helpful information.

## Selecting and Viewing Reports

To create a report, you need to select a test.

1. If you see a **Quick Reports** option on the menu line, you may click on that option to see a list of tests for which quick reports have already been created. See more details on Quick Reports in the next section. If you do not see a **Quick Reports** menu option, or if you wish to create your own reports, click **Select a Test for Reporting** from the top menu bar to go to the Select a Test for Reporting page.

The tests you can view or for which you can print reports are listed here. You can filter by Grade or Year. You can also enter part of a test name to find a subset of tests.

Select a test by clicking anywhere on the row.

Grade	Date Given	Name	Abbr	Admin Name
4	Apr 29, 2009	SAT 10 Int. 1/A - Spring Compl. Batt.	SAT10A04S06N7F011	Spring 2009 with '07 Norms
5	May 06, 2010	SELP Elementary/A - Grade 5 Spring	SELPA05231	Total Composite
5	May 15, 2010	SELP Elementary/A Scores - Grade 5 Spring	SELPA05231SCS	Grade 5 09_10 Spring

- The **Create Reports** page appears:

**Create Reports** Select another Test

Test: SAT 10 Int. 2/A - Spring Compl. Batt.  
 Test Date: Apr 29, 2010  
 Reporting Group:  Student  Class  School  District  Multi-District  
 Report Type: 1.0 Student - Profile  
 Teacher Type/Location: Current Location  
 My Customizations: None Selected Create/Edit  
 Quick Reports: None Selected Create/Edit

Preview Report    Set as Defaults    Clear Parameters

Report Parameters		Title on Report: Student Profile	
Student	All	Letter	None Specified
Teacher	All	Statistics	Mean
School	All	Obj Cutoff	Less than 75%
District	All	Multi-Test	None Specified
Spc.Code Filter	None Specified	Spc.Code Display	None Specified
Subtests	All	Display Score	Raw Score
Scores	All	History	None Specified
Cutoff	None Specified	Cross-Tab	None Specified
Rank Order	None Specified	Gap Score	None Specified

- Select a **Reporting Group**. The reporting group you choose determines the types of reports you are able to select next.

Reporting Group:  Student  Class  School  District  Multi-District

- Select a report from the **Report Type** drop-down list.


Report Type: 2.0 Class - Student List

- For **Teacher Type/Location**, choose “Original Location” if you want teachers/schools that were associated with the students when they took this test. For other types of teachers, make another selection from the drop-down menu. If you choose “Current Location,” the students will be organized by grade within a school.

Teacher Type/Location: Original Location

- Click **Preview Report** to preview a report. The report appears on the screen.

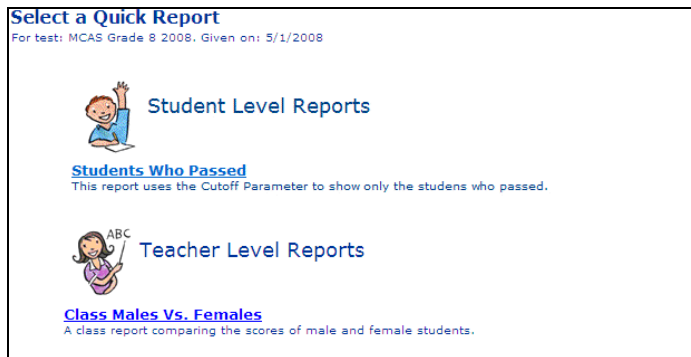
Home		Select a Test	Printable Reports		Upload																																																																						
Print:	PDF	Word	Excel	Class: Teacher M <-Back																																																																							
<b>Class Student List</b>																																																																											
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- Use the  arrow buttons at the top of the page to move from one page to another. Use the **Class** drop-down list (or **Student**, **School**, or **District** drop-down list, depending on the report you are viewing) to go to a specific part of the report.
- To print the report, click on one of the **Print** options (top left of the page): PDF, Word, or Excel. You will see a yellow message advising you to click on **Download a Report** where you can view a printable version and save it to your computer. More details are below.

## Quick Reports

To view any customized reports you or others in your group have saved as Quick Reports:

- Click on **Quick Reports** from the top menu.
- Select a test from the list of Test Administrations. The available Quick Reports appear.

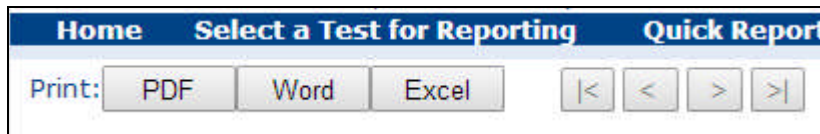


- Click on a Quick Report from any of the categories. The report appears on the screen.

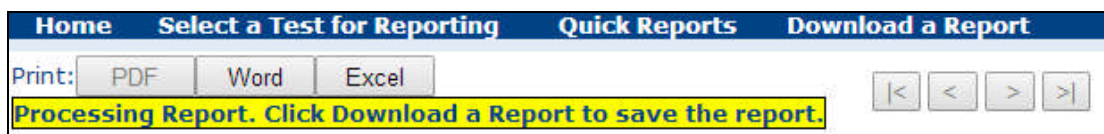
## Printing a Report

To print a report, first choose a print format. After your report has been processed, you can print it or save it to a file. Follow these steps to print the report:

- From the preview screen, click the **PDF** button next from the top of the preview.



A yellow pop-up text message appears:



**Note:** This message disappears after several seconds.

- Click **Download a Report** from the top menu bar. This brings you to the **Download a Report** page, showing the report(s) you have exported.



**Download a Report**

When report is ready the status will change to a "Download" link. Click Download to download your report. You should save the report on your local system for future viewing. A download link will be available to download it.

Status	Report	Format	Submitted
<a href="#">Download</a>	<a href="#">Cancel</a> 2.0 Class - Student List	PDF	12:22 PM 31,775 bytes

1

[Refresh](#) [Create Reports](#)

**Note:** When a report is ready and you are in another area of ReadyResults.net, **Reports Are Ready** appears on the menu bar. Click that option to get to the **Download a Report** page.

3. Click **Download** in the **Status** column for the report you want. **Note:** If the link says "Processing," you can periodically click the **Refresh** button to see if the report is ready for download.
4. The report opens in Adobe Acrobat or Adobe Reader.
5. To print the report, choose **Print** from the **File**. To save the report and print it later, choose **Save As** from the **File** menu and supply a filename and location.

You can also print or save reports in Word or Excel. Click the **Word** or **Excel** buttons in the Report Preview window. The steps for printing or saving are similar to those previously described.

## Customizing a Report

ReadyResults.net reports are created based on a set of parameters. You can change these parameters on the Create Reports page.

1. After you select a test the **Create Reports** page appears.

**Create Reports** [Select another Test](#)

Test: SAT 10 Int. 2/A - Spring Compl. Batt.  
 Test Date: Apr 29, 2010  
 Reporting Group:  Student  Class  School  District  Multi-District  
 Report Type: 1.0 Student - Profile  
 Teacher Type/Location: Current Location  
 My Customizations: None Selected [Create/Edit](#)  
 Quick Reports: None Selected [Create/Edit](#)

[Preview Report](#) [Set as Defaults](#) [Clear Parameters](#)

**Report Parameters** Title on Report: Student Profile

Student	All	Letter	None Specified
Teacher	All	Statistics	Mean
School	All	Obj Cutoff	Less than 75%
District	All	Multi-Test	None Specified
Spc.Code Filter	None Specified	Spc.Code Display	None Specified
Subtests	All	Display Score	Raw Score
Scores	All	History	None Specified
Cutoff	None Specified	Cross-Tab	None Specified
Rank Order	None Specified	Gap Score	None Specified

2. Look at the buttons under **Report Parameters**.

Report Parameters			
Student	All	Letter	None Specified
Teacher	All	Statistics	Mean
School	All	Obj Cutoff	Less than 75%
District	All	Multi-Test	None Specified
Spc. Code Filter	None Specified	Spc. Code Display	None Specified
Subtests	All	Display Score	Raw Score
Scores	All	History	1 Test Selected
Cutoff	None Specified	Cross-Tab	None Specified
Rank Order	None Specified	Gap Score	Selected

Notice that the parameter buttons have displays next to them to indicate whether a parameter has been specified. Parameter buttons that are gray are unavailable for the report type you selected.

- Click the button for the parameter you want to change. For example, click on **Teacher** and the **Select Teacher** screen appears. This screen contains a list of teachers associated with the selected test, enabling you to choose the teacher(s) whose students you want to see in the report.

Select Teachers			
	Teacher	School	District
<input type="checkbox"/>	Teacher C	School AAA	A District
<input type="checkbox"/>	Teacher H	School AAA	A District
<input checked="" type="checkbox"/>	Teacher M	School DDD	A District
1			
Select All		Clear All	OK
		Cancel	

- After changing a parameter, click **OK** to return to the **Create Reports** screen.

Report Parameters		Title on Report:	Class Student List
Student	All	Letter	None Specified
Teacher	1 Teacher Teacher M	Statistics	Mean
School	All	Obj Cutoff	Less than 75%
District	All	Multi-Test	None Specified
Spc. Code Filter	None Specified	Spc. Code Display	None Specified
Subtests	All	Display Score	Raw Score
Scores	All	History	None Specified
Cutoff	None Specified	Cross-Tab	None Specified
Rank Order	None Specified	Gap Score	Selected

Notice that after you change a parameter, the display lists specific selections or “Selected.”

- After making changes to any other parameters, click the **Preview Report** button to display the customized report on your screen.

For more information on customizing reports, click on **Help Documents** from the Home page and then: “Viewing, Printing, and Customizing Reports.”