ReadyResults.net

2014

Frequently Asked Questions

For help, send email to:

help@readyresults.net

or call:

877-456-1547

Table of Contents

General

What are my User Name and Password?

Your administrator provides you with your User Name and an initial password. You may change your password after you have logged onto the site.

Can I change my Password?

Yes. Click **Utilities** from the top menu. Go to the **User Accounts** menu and choose **My Account**. Enter your **Current Password** and **New Password** in the text boxes provided. Enter the new password again in the **Repeat New Password** text box. Then click **Save Password.**

Note: To protect student confidentiality, 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.

What if I forget my User Name or Password?

If you forget your User Name, you may log in by entering your email address instead. 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 Help@ReadyResults.net and open it.
4. Click the link provided in the email message. This brings you back to the Password Reset page where you can now set up a new password.
5. Enter a new password into the **New Password** and the **Repeat New Password** text boxes.
6. Click **Save Password**.

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

Reports

How do I view/print reports?

To view a report:

1. Choose **Select a Test for Reporting** from the top menu bar in ReadyResults.
2. Once you have selected a Primary Test, you will come to the main Reports page.
3. Select a **Reporting Group** (Student, Class, School, or District.)
4. Select a **Report Type** from the drop-down menu.
5. Click the **Preview** button and see the report on the screen. Navigate through the pages with the **Next** and **Previous** arrows, drop down menus where applicable, and side and bottom scroll bars.

6. Click one of the options next to **Print** (top left of screen once you are on a report). Select PDF, Word, or Excel.

7. A yellow message appears that tells you to click on Download a Report. Click on **Download a Report**.

8. If your report is finished, you will see **Download** next to the report name. If it is still processing, it will say "Processing." Once the report is downloadable, click on **Download** and you are allowed to open or save the report. If you select **Open**, it will open on your computer in the format you requested. You can then save the report on your computer, or just print it. If you don't save the report, it will not be saved – but you can always run it again.

For more information on viewing and printing reports, refer to "Viewing, Printing and Customizing Reports" (accessible through **Help Documents** *on the left sidebar of the Welcome page).*

Can I print a list of students in a class without score information?

You can get a **Class Roster** report (if your account has permission) by going to Utilities and to the Utility Reports menu.

For more information on Utility Reports, refer to "Utility Reports" (accessible through **Help Documents** *on the left sidebar of the Welcome page).*

How do I compare groups of students on one report?

You may want to create comparisons between two or more groups of students if they all took the same test. The students may come from the same or different classes, schools, and districts. Go to Select a Test and choose a test that the students took. Choose any of the following Report Types:

- Objectives
- Objectives Summary
- Profile with Objectives
- Item Analysis
- Item Analysis Graph
- Multi-Group Frequency Distribution Graphs

The first group of students is selected by the main parameters. For example, you could use the **Special Code** parameter to select only Male students. Then use the **Gap Score** parameter to create/select a comparison group of students using other parameter settings.

For more information on using the Gap Score or Special Code parameter, refer to "Viewing, Printing and Customizing Reports" (accessible through **Help Documents** *on the left sidebar of the Welcome page).*

Can I create a report that compares scores on more than one test?

You can create either a Multi-Test report or a History report to see scores on more than one test. The Multi-Test report works well for multiple tests that have the same subtests as the primary test. To create a Multi-Test or History report, go to **Select a Test for Reporting** and select the first test (the primary test). Choose one of the following Report Types:

- Multi-Test

- Multi-Test Summary Graphs

- Multi-Test Frequency Distribution

- History

To select other tests, use the **Multi-Test** parameter or the **History** parameter.

For more information on using the Multi-Test parameter or the History parameter, refer to "Viewing, Printing and Customizing Reports" (accessible through **Help Documents** *on the left sidebar of the Welcome page).*

Additional Help

How do I find documentation?

The left sidebar (shaded blue) on the Home page has a link for **Help Documents**. There is also an online Help system containing information. Choose **Help** from the top menu bar to open it.

Is there a way to get personal help?

Yes. You may call ReadyResults.net Support toll-free at 877-456-1547.