





Quick guide to ICAS school results online.

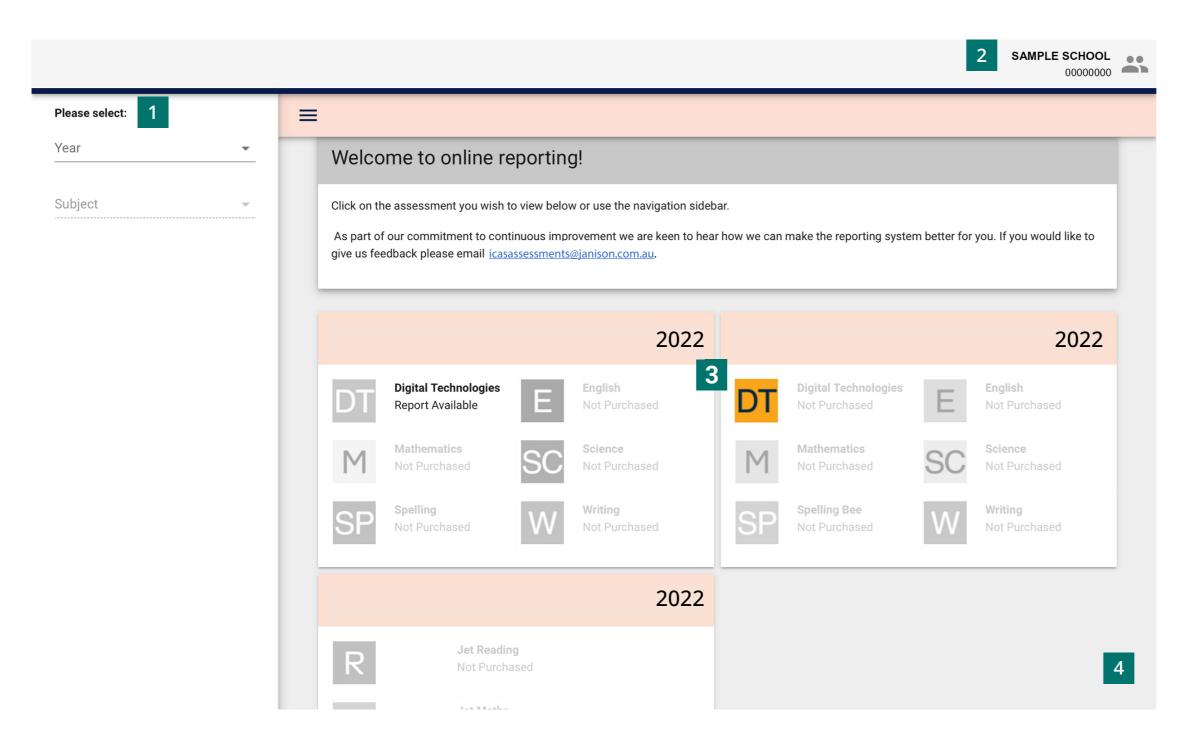
Use this guide to complete all tasks in Step 5 - Reviewing results







Navigating the landing page.



1

Filter by using the 'drop-down' menu

2

Find the school profile here.

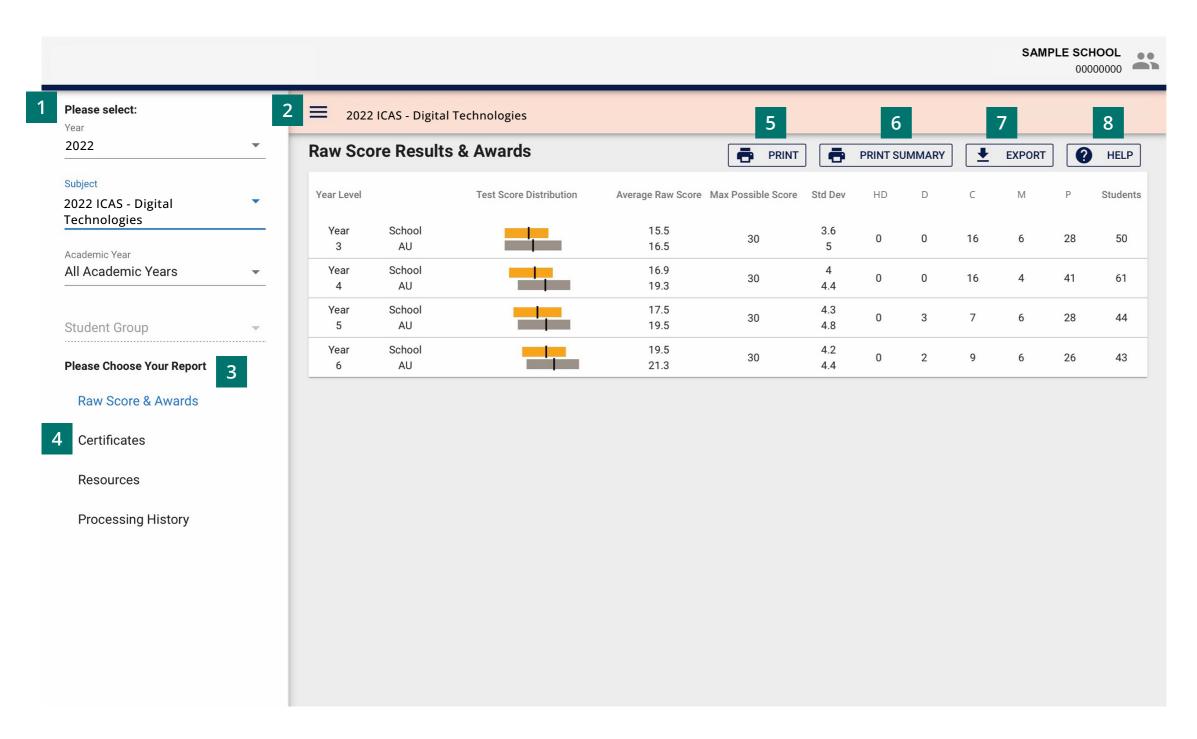
3

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

4

Open this to see results from past years.

Navigating school level results.



Filter by using the 'drop-down' menu.

2

Click here to minimise the menu bar.

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.

5

Print this page directly.

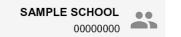
6

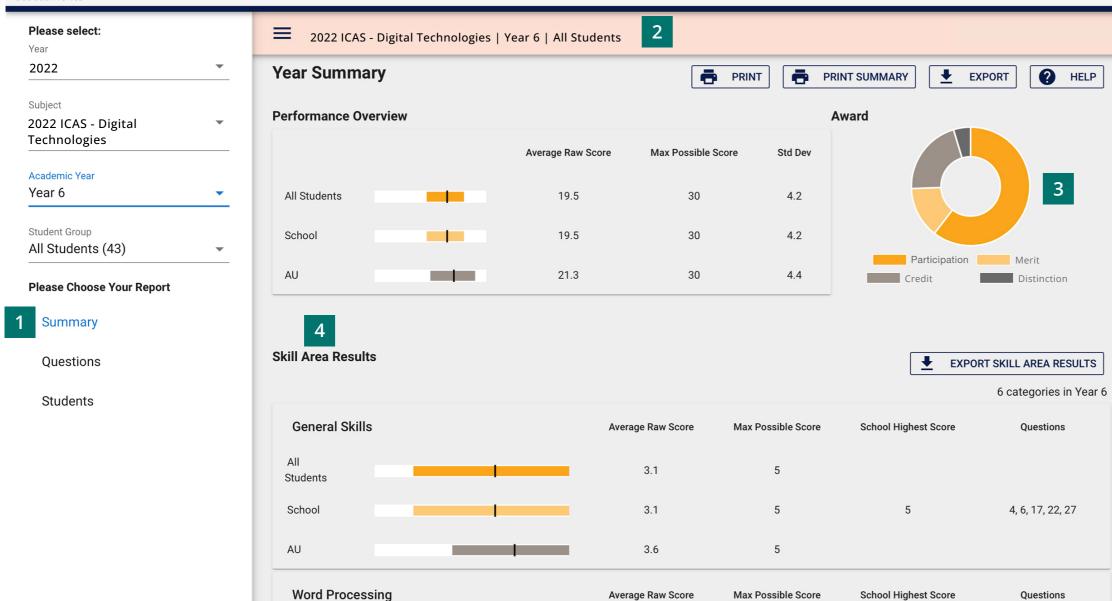
Print the school summary.

Click here to export to CSV or Excel.

Help is available for every report.







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.

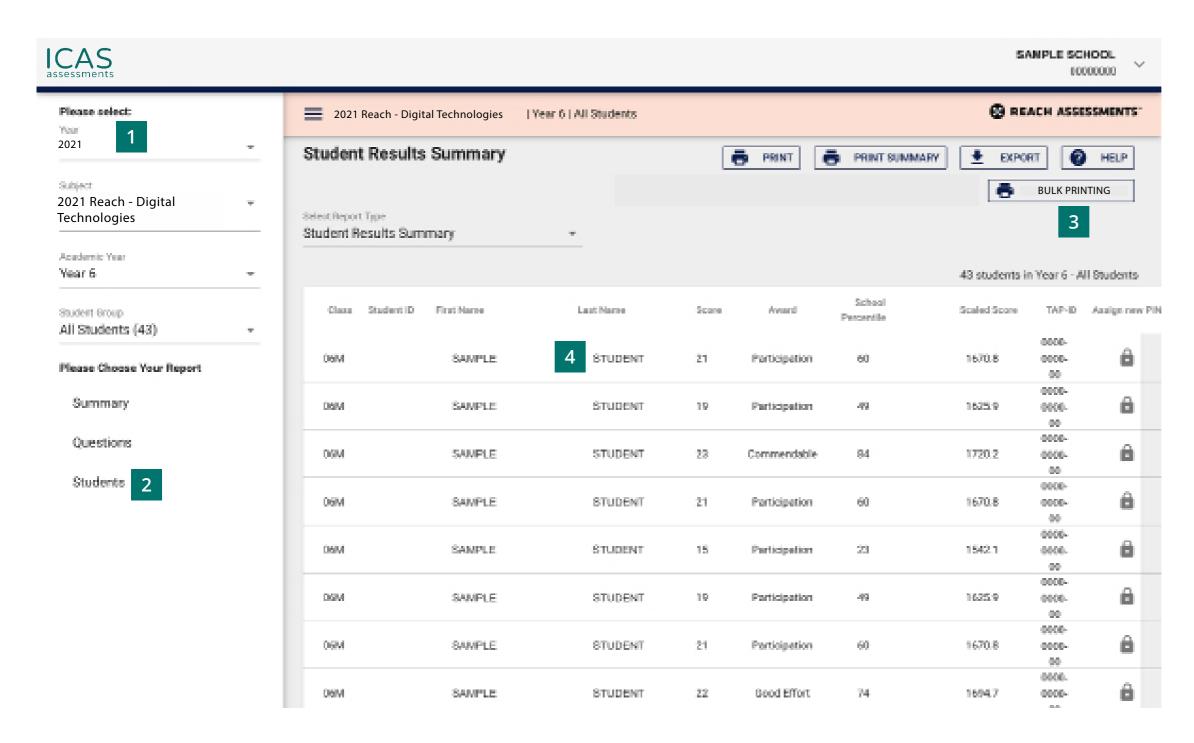


Find a summary of awards here.



Skill areas are shown down the left column.

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.

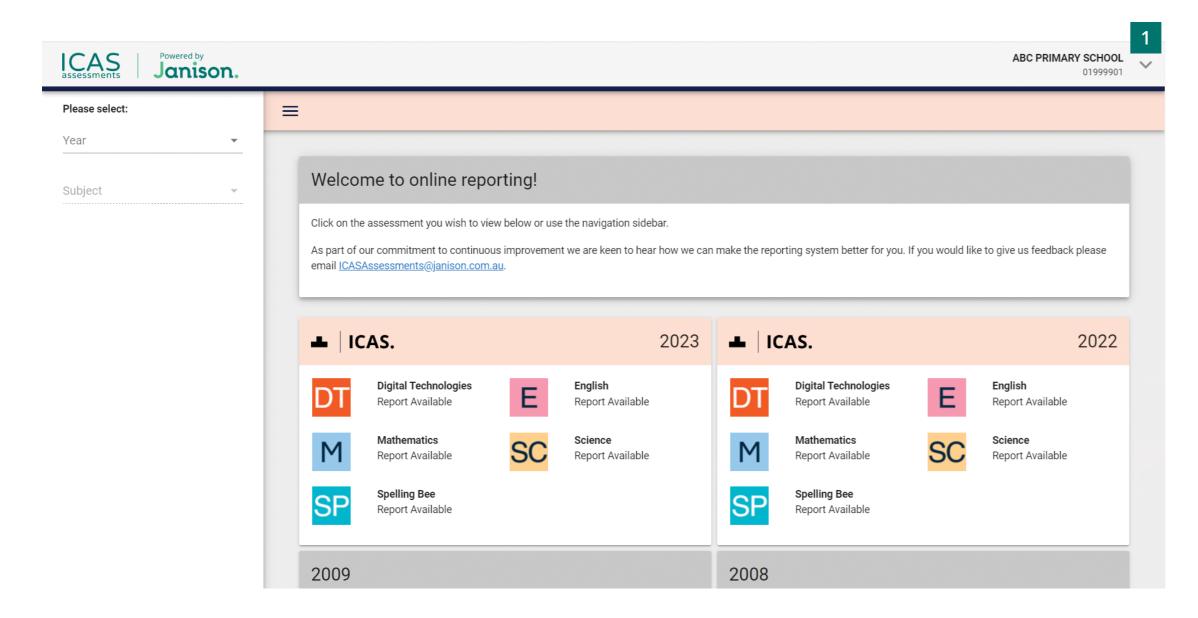
4

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.

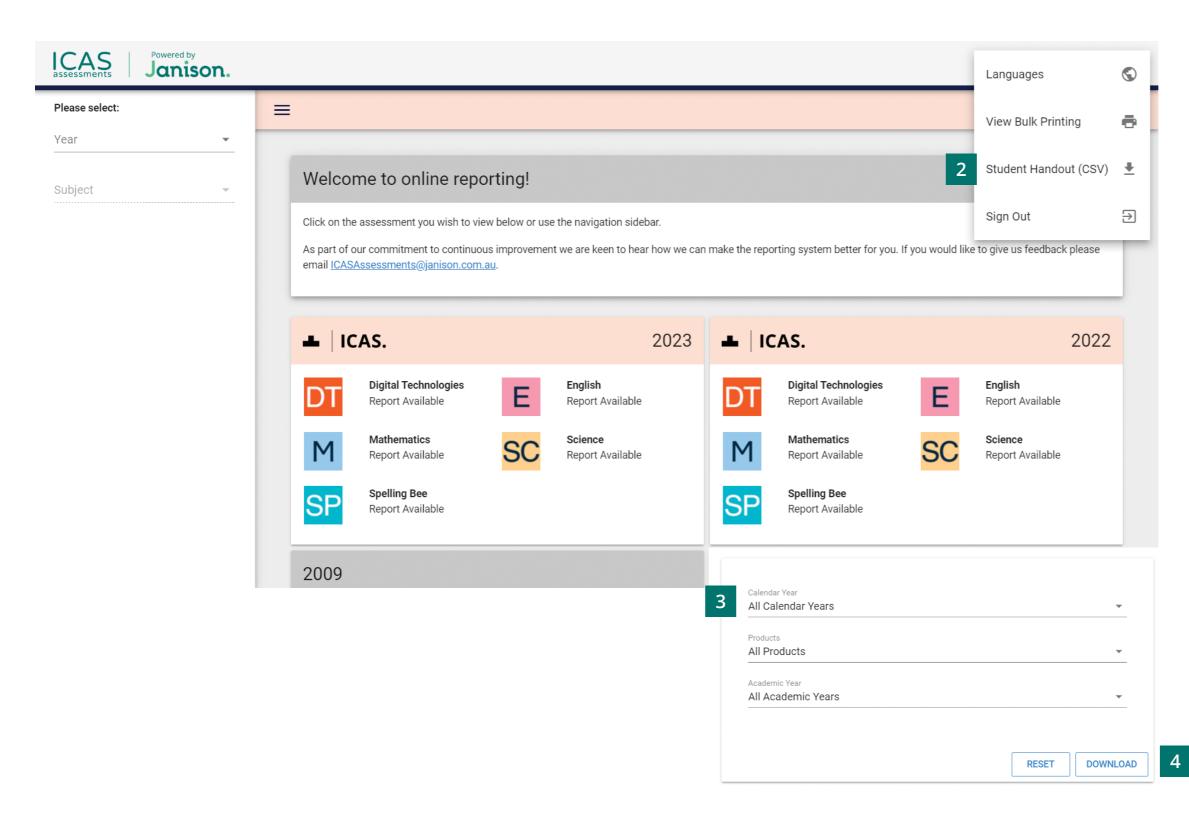
The name will highlight on the screen, assisting with fast idenitification of students.

Printing certificates and locating Parents/Students Results Portal login details.





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



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.

Contact us.

Need some help? Reach out to our friendly customer service team via our contact us form.

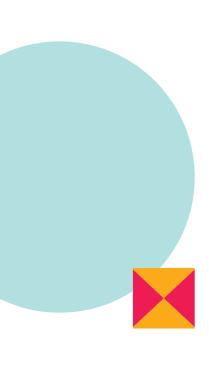
If you would like to learn more about our ICAS Assessment Consultants, head to our team page.

Call us today

 Australia toll-free:
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