

## MDTP Diagnostic Support

# Downloading and Exporting Reports

**Note:** Instructions given in this document assumes at least one class has taken an exam.

### To download a PDF of the test results:

1) From the home screen, click on the action button next to the test, then click **“Report.”**

The screenshot shows the MDTP web interface. At the top left is the MDTP logo. On the right, the user is logged in as 'Hi Edna Crabapple'. Below the navigation bar, there are filters for 'Districts', 'Schools', and 'Classes'. A search bar and a 'Support' link are also present. The main content area is titled 'Active Assignments (70)'. Below this title, there are filter boxes for 'School Name', 'Faculty', 'Select Test', and 'Select Term', along with 'Filter' and 'Reset Filter' buttons. A table of assignments is displayed with the following columns: SCHOOL NAME, FACULTY, CLASS NAME, TEST TITLE, START DATE, CODE, ACTIVE, and CODE EXPIRES. The table contains four rows of data. A dropdown menu is open for the first row, showing options: View, Report, Edit, Proctor Exam, Preview Exam, and Delete. The 'Report' option is circled in red, and a red arrow points to it.

	SCHOOL NAME	FACULTY	CLASS NAME	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES
1	Springfield	Crabapple, Edna	Algebra 1	High School Readiness Test (CCCSSM-Aligned)	09/26/2016	UE3V	No	May 1, 2018, 5:30:00 PM
2	Springfield	Crabapple, Edna	Algebra 1	High School Readiness Test (CCCSSM-Aligned)	10/29/2016	RS6T	No	Mar 23, 2018, 5:30:00 PM
3	Springfield	Crabapple, Edna	Algebra 1	High School Readiness Test (CCCSSM-Aligned)	12/19/2016	86TD	No	Dec 19, 2016, 5:30:00 PM
4	Springfield	Crabapple, Edna	Algebra	High School Readiness Test (CCCSSM-Aligned)	01/23/2017	KYC6	No	Jan 23, 2017, 5:30:00 PM

2) Within the reports window, click on the red **“Export as pdf”** button to open a full MDTP class report for the assigned test

The screenshot displays the MDTP web interface. At the top left is the MDTP logo. The top right shows a user profile for 'Hi Edna Crabapple'. Below the logo are navigation menus for 'Districts', 'Schools', and 'Classes'. A search bar and a 'Support' link are also present. A breadcrumb trail reads 'Home / Assignments / Summary'. A secondary navigation bar includes 'Summary', 'Topic Summary', 'Item Analysis', 'Answer Timings', and 'Individual Results'. The main heading is 'High School Readiness Test (CCCSSM-Aligned) (HS45A15) Student Results'. To the right of this heading is a red button labeled 'Export as pdf' with a document icon, which is pointed to by a red arrow. Below the heading is a table of summary statistics:

Class Name:	Algebra 1 (3)
Date:	09/26/2016
Number of students:	11
Number of items:	45
Average Score:	12.18 (27.07%)

## Students at or above Critical Level Excel Report

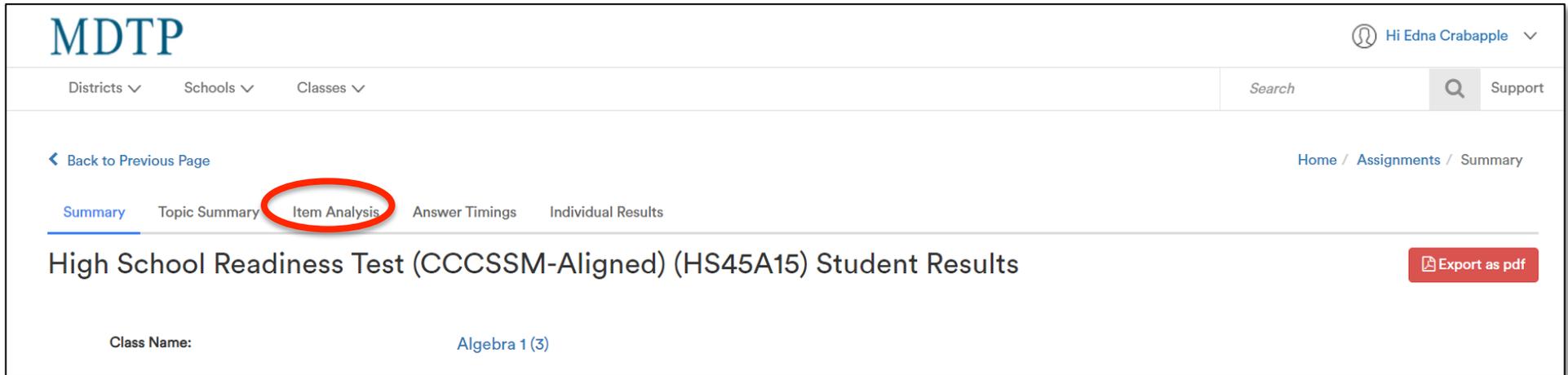
1) From the main reports dashboard, scroll down the window, and click on the green “Export as Excel” report.

The screenshot shows the MDTP dashboard interface. At the top left is the MDTP logo. To the right of the logo are navigation menus for 'Districts', 'Schools', and 'Classes'. Further right is a search bar and a 'Support' link. The main content area is split into two panels. The left panel, titled 'Class Average Topic Scores', contains a bar chart with five bars representing different topics. The y-axis shows percentages from 30% to 50%. The values for each bar are 30.91, 38.64, 27.27, 28.57, and 40.00. The right panel, titled 'Students at or above Critical Level', contains a table with five columns: 'TOPIC', 'ITEM COUNT', 'CRITICAL LEVEL', 'NO.OF STUDENTS', and 'STUDENT PERCENT'. A green button labeled 'Export as Excel' is located at the top right of this table, with a red arrow pointing to it.

TOPIC	ITEM COUNT	CRITICAL LEVEL	NO.OF STUDENTS	STUDENT PERCENT
Data Analysis & Probability & Statistics	5	4	1	9%
Decimals, including Applications; Percents: Absolute Value	7	5	0	0%
Exponents & Square Roots; Scientific Notation	4	3	1	0%

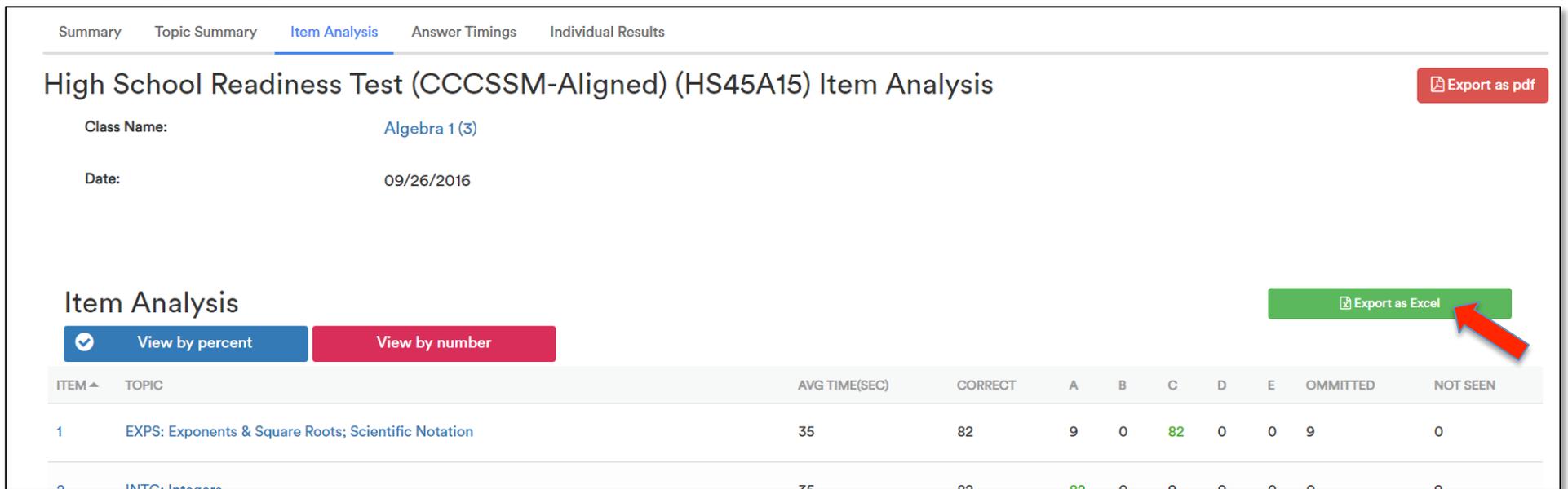
## Item Analysis Excel Report

1) Click on the “**Item Analysis**” tab at the top of the main reports dashboard.



The screenshot shows the MDTP dashboard. At the top left is the MDTP logo. To the right of the logo are navigation menus for 'Districts', 'Schools', and 'Classes'. Further right is a search bar and a 'Support' link. Below these is a breadcrumb trail: 'Home / Assignments / Summary'. A row of tabs includes 'Summary', 'Topic Summary', 'Item Analysis' (circled in red), 'Answer Timings', and 'Individual Results'. The main heading is 'High School Readiness Test (CCCSSM-Aligned) (HS45A15) Student Results'. Below this, it says 'Class Name: Algebra 1 (3)'. A red 'Export as pdf' button is in the top right corner.

2) Click on the green “**Export as Excel**” button.



The screenshot shows the 'Item Analysis' page. At the top, there are tabs for 'Summary', 'Topic Summary', 'Item Analysis' (selected), 'Answer Timings', and 'Individual Results'. The main heading is 'High School Readiness Test (CCCSSM-Aligned) (HS45A15) Item Analysis'. Below this, it says 'Class Name: Algebra 1 (3)' and 'Date: 09/26/2016'. A red 'Export as pdf' button is in the top right corner. Below the heading, there is a section titled 'Item Analysis' with two buttons: 'View by percent' (selected) and 'View by number'. A green 'Export as Excel' button is highlighted with a red arrow. Below this is a table with the following data:

ITEM	TOPIC	AVG TIME(SEC)	CORRECT	A	B	C	D	E	OMMITTED	NOT SEEN
1	EXPS: Exponents & Square Roots; Scientific Notation	35	82	9	0	82	0	0	9	0
2	INTC: Integers	75	82	82	0	0	0	0	0	0

## Individual Results Reports

1) Click on the “**Individual Results**” tab at the top of the main reports dashboard.

The screenshot shows the MDTP dashboard. At the top left is the MDTP logo. To the right is a user profile for 'Hi Edna Crabapple'. Below the logo are filters for 'Districts', 'Schools', and 'Classes'. A search bar and a 'Support' link are on the right. A navigation bar contains tabs: 'Summary', 'Topic Summary', 'Item Analysis', 'Answer Timings', and 'Individual Results', which is circled in red. Below the navigation bar is the title 'High School Readiness Test (CCCSSM-Aligned) (HS45A15) Student Results' and a red 'Export as pdf' button. Below this, the class name 'Algebra 1 (3)' and the date '09/26/2016' are displayed.

2) You can pull reports three different ways in this page:

- The red “**Export as pdf**” button will open a pdf document of the full MDTP class report
- The green “**Individual Details**” button will provide topic, answer summaries and student responses for each student in Excel.
- The green “**Individual Summary**” button will provide topic and answer summaries for each student in Excel.

The screenshot shows the MDTP dashboard with the 'Individual Results' tab selected. The title 'High School Readiness Test (CCCSSM-Aligned) (HS45A15) Student Results' is at the top. Below it are the class name 'Algebra 1 (3)' and the date '09/26/2016'. A red 'Export as pdf' button is circled in red. Below this is the 'Individual Results' section, which includes a table of student data and two green buttons: 'Individual details' and 'Individual summary', both circled in red with arrows pointing to them.

STUDENT NAME ▲	PERCENT CORRECT	RAW SCORE	TOPICS PROFICIENT	ITEMS MARKED	LAST MARKED	FNCT	FRAC	EXPS	GEOM	INTG	LINR	DAPS	SM	NUMBER OMITTED
Fudd, Elmer	47	21/45	3/8	23	24	2*	2	2	2	4*	3	4*	2	22
Goff, Todd	38	17/45	1/8	45	45	0	3	3*	1	3	1	3	3	0