MDTP Diagnostic Support

Accessing Aggregate and Single Class Reports

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

**To view reports for a single class set of data:**
1) Click on the action button for the class in which you would like to view the reports and data, click “**View**.”

![](image.png)

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>SCHOOL NAME</th>
<th>TERM</th>
<th>CLASS NAME</th>
<th>PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crabapple, Edna</td>
<td>Springfield</td>
<td>School Year 2017-2018</td>
<td>Algebra 1</td>
<td>0</td>
</tr>
<tr>
<td>Crabapple, Edna</td>
<td>Springfield</td>
<td>School Year 2017-2018</td>
<td>Algebra 2</td>
<td>5</td>
</tr>
<tr>
<td>Crabapple, Edna</td>
<td>Springfield</td>
<td>School Year 2016-2017</td>
<td>Geometry</td>
<td>2</td>
</tr>
</tbody>
</table>
2) Click on the action button associated with the test, click “Report” to enter the reports section of the system. For more information on how to pull MDTP reports within the reports section please view the PDF tutorial “Downloading and Exporting Reports.”
To view reports of **combined data**:
1) Click on “Classes” in the top menu, then click “Assigned Tests.”

![Diagram of MDTP interface showing classes and assigned tests]

2) Using the dropdown arrows, select the filtering options for the user access level. *In order to view a report, one filter must be a selected test.* When selections are complete, click the rectangle “Filter.”

![Diagram of MDTP interface showing filter options]

*Note: A combined report cannot be pulled for multiple tests at once. If you select a 7th Grade Readiness assignment and a High School Readiness assignment the “View Combined Report” button will not appear.*
3) Click grey rectangle on the top row (shown here in the red circle) or click in the grey rectangle next to each record you would like included in the combined report.

4) Once more than one test record is selected, click on the green “View Combined Report” button on the right side of the window in order to enter the reports section of the system.