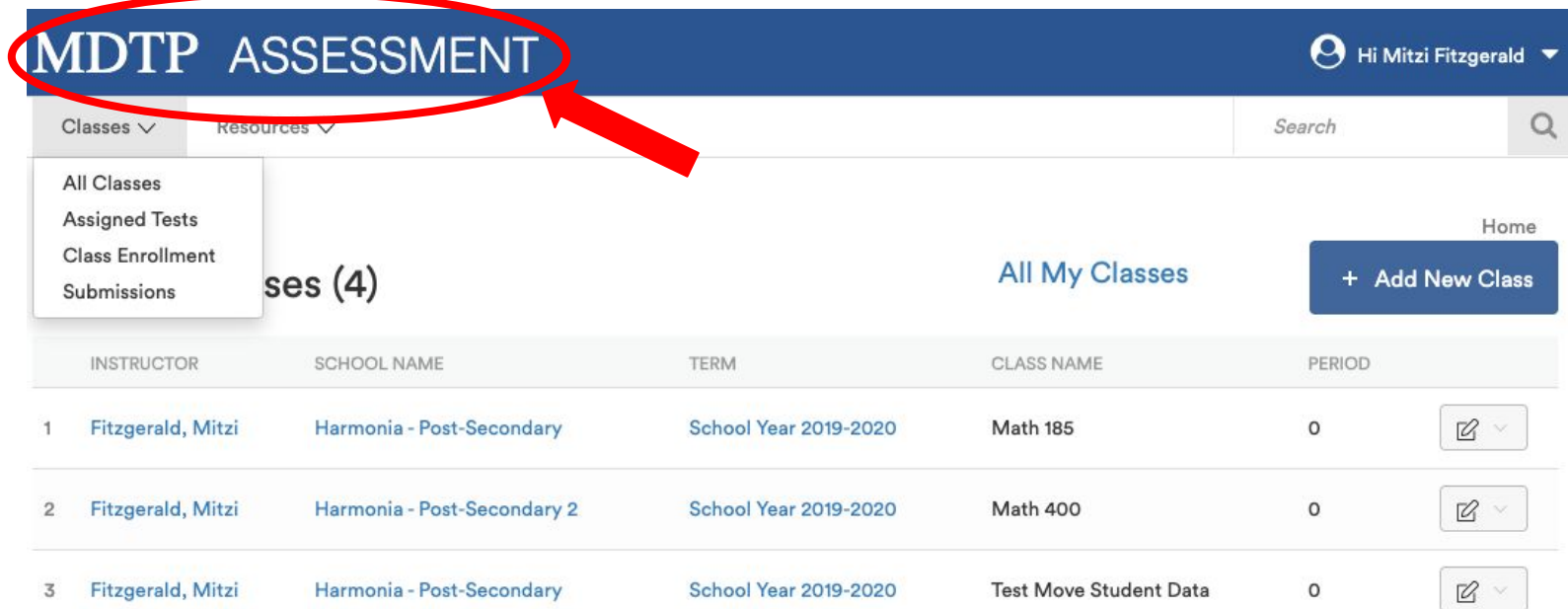





Downloading and Exporting Reports

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

Downloading a PDF of the test results:

1) Click on “MDTP ASSESSMENT” in the top left of the screen to go to the dashboard.



	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Fitzgerald, Mitzi	Harmonia - Post-Secondary	School Year 2019-2020	Math 185	0	
2	Fitzgerald, Mitzi	Harmonia - Post-Secondary 2	School Year 2019-2020	Math 400	0	
3	Fitzgerald, Mitzi	Harmonia - Post-Secondary	School Year 2019-2020	Test Move Student Data	0	






2) Click on the action button next to the class and select “View”.

MDTP ASSESSMENT Hi Mitzi Fitzgerald

Classes ▾ Resources ▾ 🔍

Home [+ Add New Class](#)

Current Classes (4) [All My Classes](#)

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Fitzgerald, Mitzi	Harmonia - Post-Secondary	School Year 2019-2020	Math 185	0	
2	Fitzgerald, Mitzi	Harmonia - Post-Secondary 2	School Year 2019-2020	Math 400		 View  Edit  Delete
3	Fitzgerald, Mitzi	Harmonia - Post-Secondary	School Year 2019-2020	Test Move Student Data	0	

This is your class. You are able to view your class details, assigned tests, and enrolled students.

Math 10

Instructor: [Fitzgerald, Mitzi](#)

School Name: [Harmonia - Secondary](#)

Term: [School Year 2019-2020](#)

Period: 0

[Edit Class - Delete](#)

Assigned Tests (1)

[+ Add New Assignment](#)

	SCHOOL NAME	FACULTY	TEST TITLE	START DATE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE EXPIRES		
<input type="checkbox"/>	1	Harmonia - Secondary	Fitzgerald, Mitzi	9th Grade Assessment (9A40A19)	01/07/2020	02:00:00	QMXB	Yes	Jan 31, 2020, 11:59:00 PM	 

Enrolled Students (1)

[Print preview](#)

	FIRST NAME	LAST NAME	STUDENT ID	ACTIVE	
1	medley	vonk	62091	Yes	 

3) Click on the action button next to the class and select “**Report**”.

Math 10

Instructor: [Fitzgerald, Mitzi](#)

School Name: [Harmonia - Secondary](#)


Term: [School Year 2019-2020](#)

Period: [0](#)

[Edit Class - Delete](#)




Assigned Tests (1)

[+ Add New Assignment](#)

	SCHOOL NAME	FACULTY	TEST TITLE	START DATE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE EXPIRES		
<input type="checkbox"/>	1	Harmonia - Secondary	Fitzgerald, Mitzi	9th Grade Assessment (9A40A19)	01/07/2020	02:00:00	QMXB	Yes	Jan 31, 2020, 11:59:00 PM	

Enrolled Students (1)

	FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
1	medley	vonk	62091	Yes

-  View
- Report**
-  Edit
- Close Exam
- Print Instructions
- Preview Exam
-  Delete

4) School Admins with Full access will see all five sections: “Summary”, “Topic Summary”, “Item Analysis”, “Answer Timings”, and “Individual Results”.

Faculty will only see the “Summary” and “Individual Results” sections.

MDTP ASSESSMENT ADMIN VIEW

Regions ▾ Districts ▾ Schools ▾ Classes ▾ Tests ▾ Admin ▾ Resources ▾ Search

[Back to Previous Page](#) Home / Assignments / Summary

Summary Topic Summary Item Analysis Answer Timings Individual Results

9th Grade Assessment (9A40A19) Student Results Student Letters Report PDF

MDTP ASSESSMENT FACULTY VIEW

Classes ▾ Resources ▾ Search

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Summary Individual Results

9th Grade Assessment (9A40A19) Student Results Student Letters Report PDF

5) Within the reports window, click on the red “**Student Letters**” or “**Report PDF**” and green “**Export as Excel**” buttons to download MDTP reports.
For examples of MDTP reports, please view the PDF tutorial “**Sample Reports**”.

MDTP ASSESSMENT Hi Mitzi Fitzgerald

Classes ▾ Resources ▾ Search

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[Summary](#) Individual Results

9th Grade Assessment (9A40A19) Student Results

Student Letters **Report PDF**

Class Name:	Math 10 (0)
Date:	02/17/2022
Number of students:	5
Number of items:	40
Average Score:	0.6 (1.5%)

Class Average Topic Scores

For each topic, the height of its bar displays the average percent correct, the average number of correct responses is printed in its column. You may also hover over each bar to view the ratio of the number of

TOPIC ▲	ITEM COUNT	PERCENT CORRECT
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Export as Excel