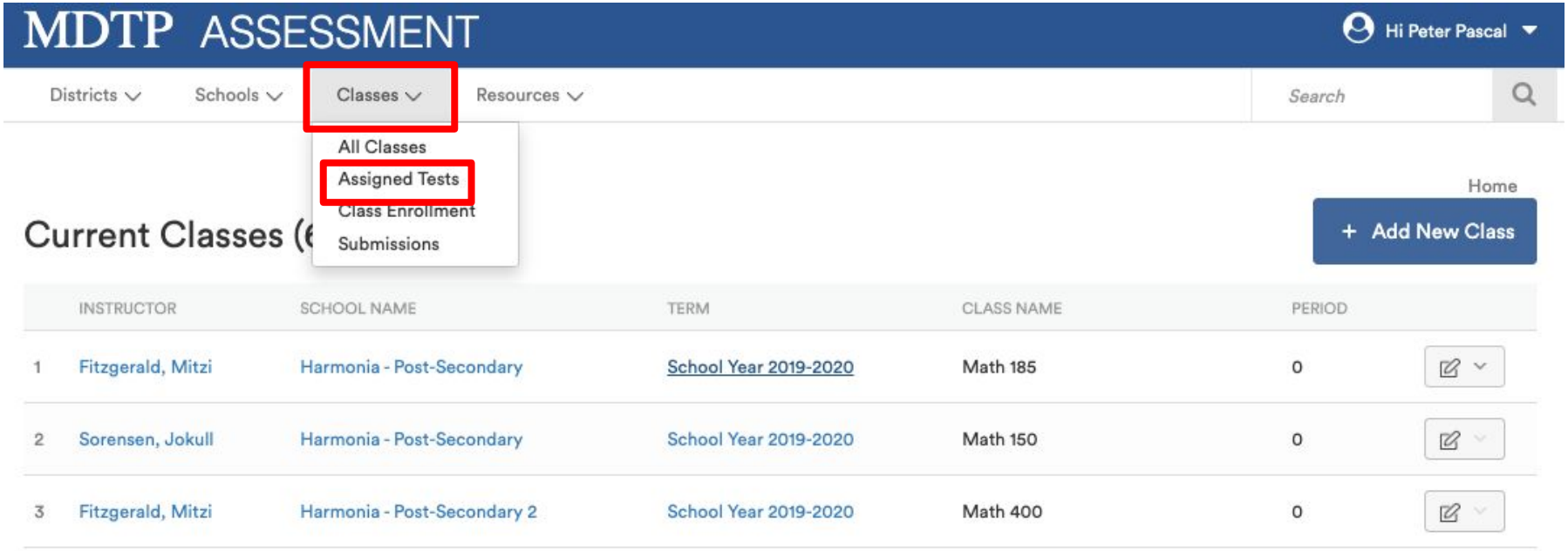
Viewing a Combined Report

Note: Admins with "Limited" privileges are unable to view other teachers' student data.

Viewing reports of <u>combined data</u>:

1) Select "C**lasses**" in the top menu then select "**Assigned Tests**".



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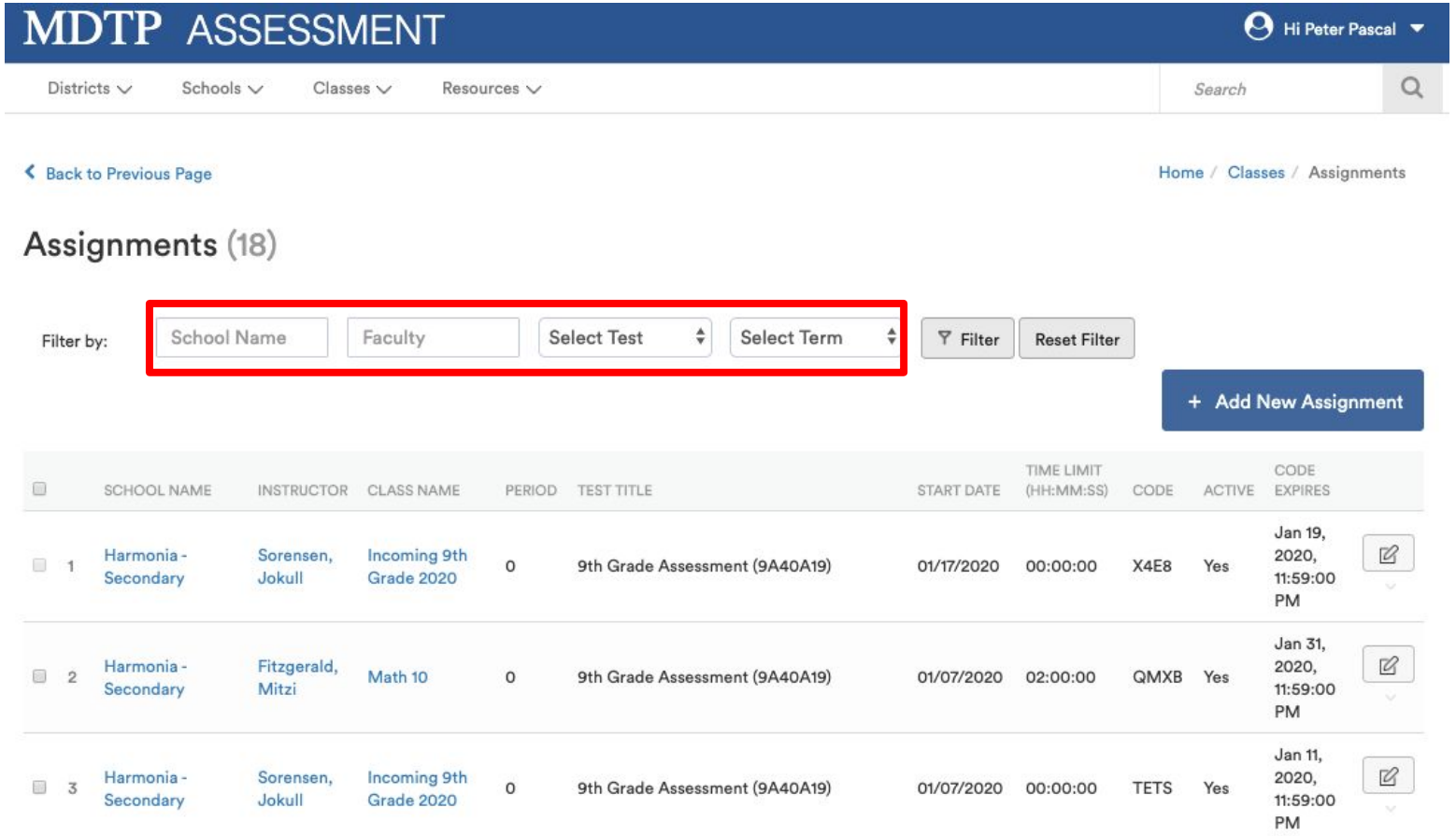
2) Filtering options will vary based on user role and access level.



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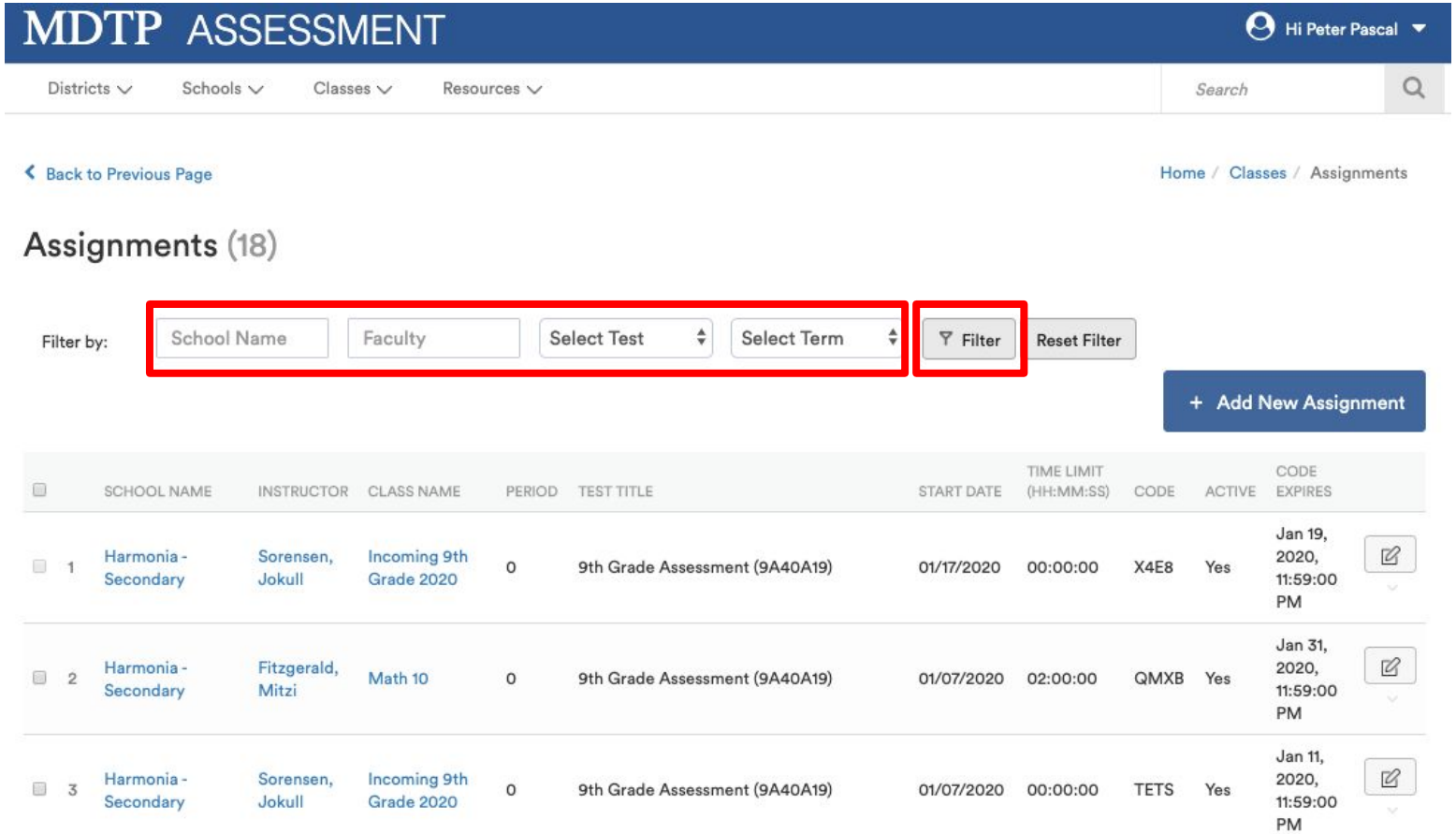
3) Using the dropdown arrows, select the filtering options to sort the assignments. In order to view a combined report, you must filter by a test name. When selections are complete, select "**Filter**".



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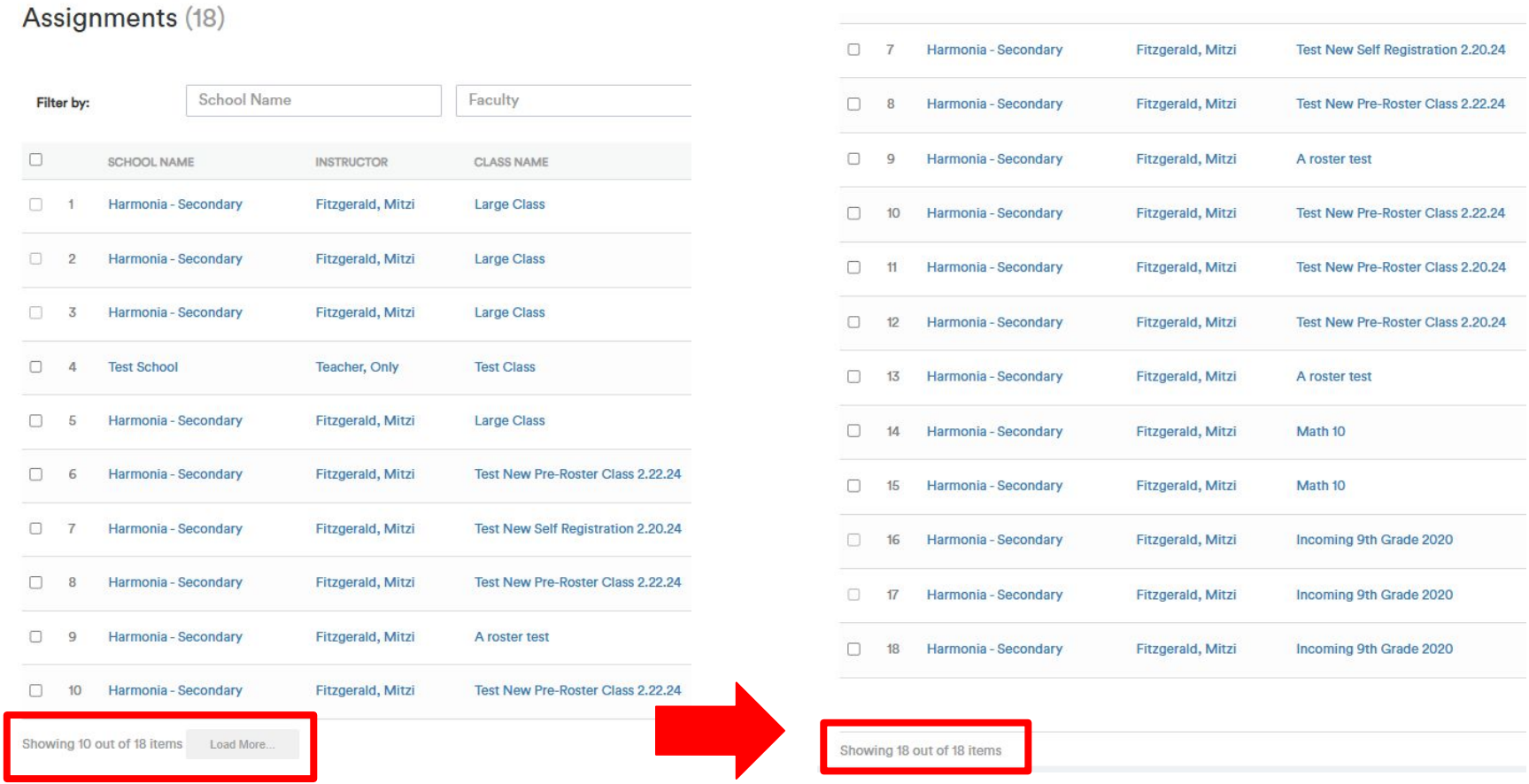
4) Scroll down the page to load all the assignments. Make sure that the text is showing **ALL** the assignments are loaded before the next step.



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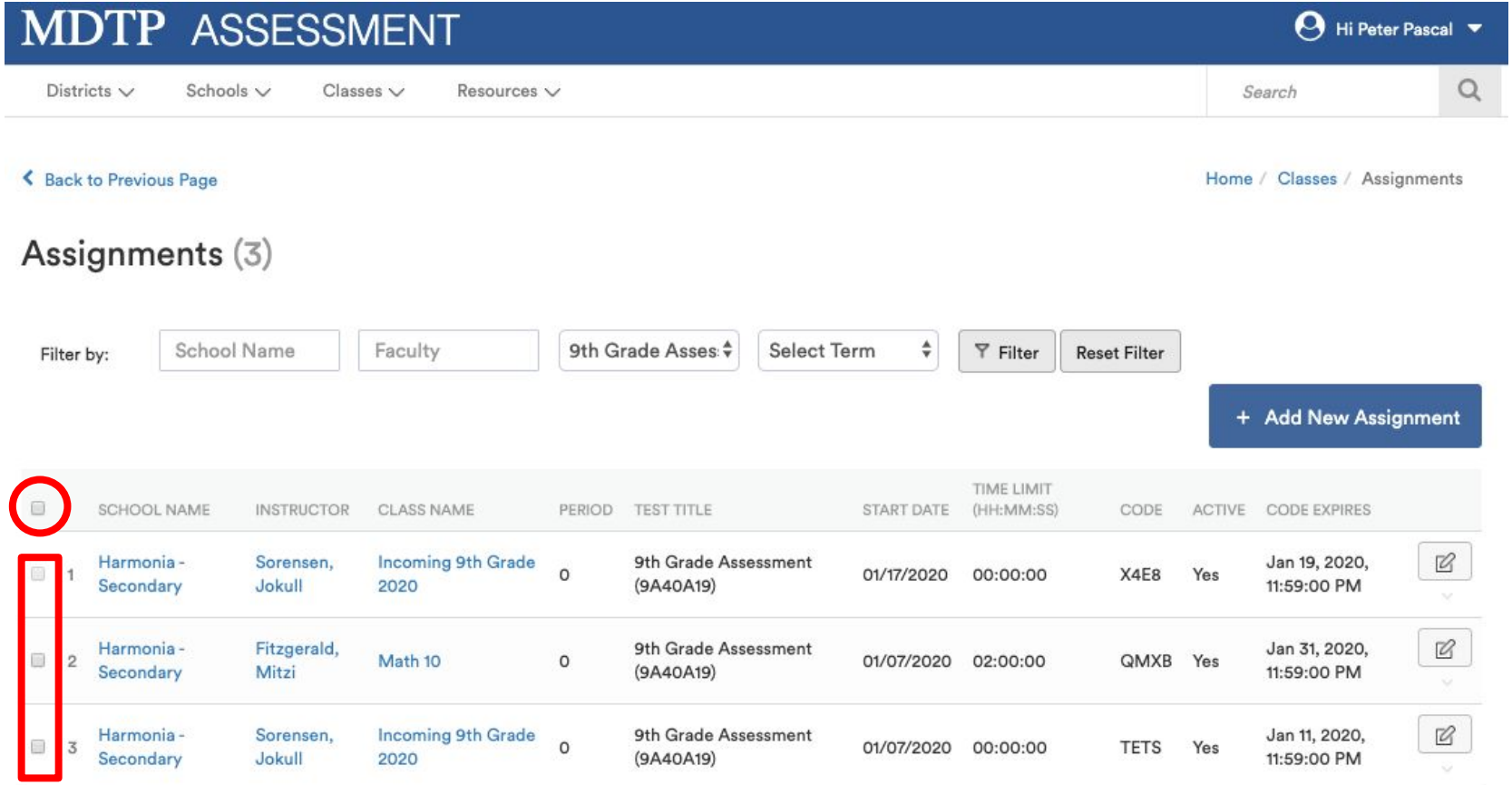
5) Select the gray rectangle on the top row (red circle) to select ALL assignments WITH DATA.
Alternatively, select the gray rectangles (red rectangle) to combine only specific test reports.



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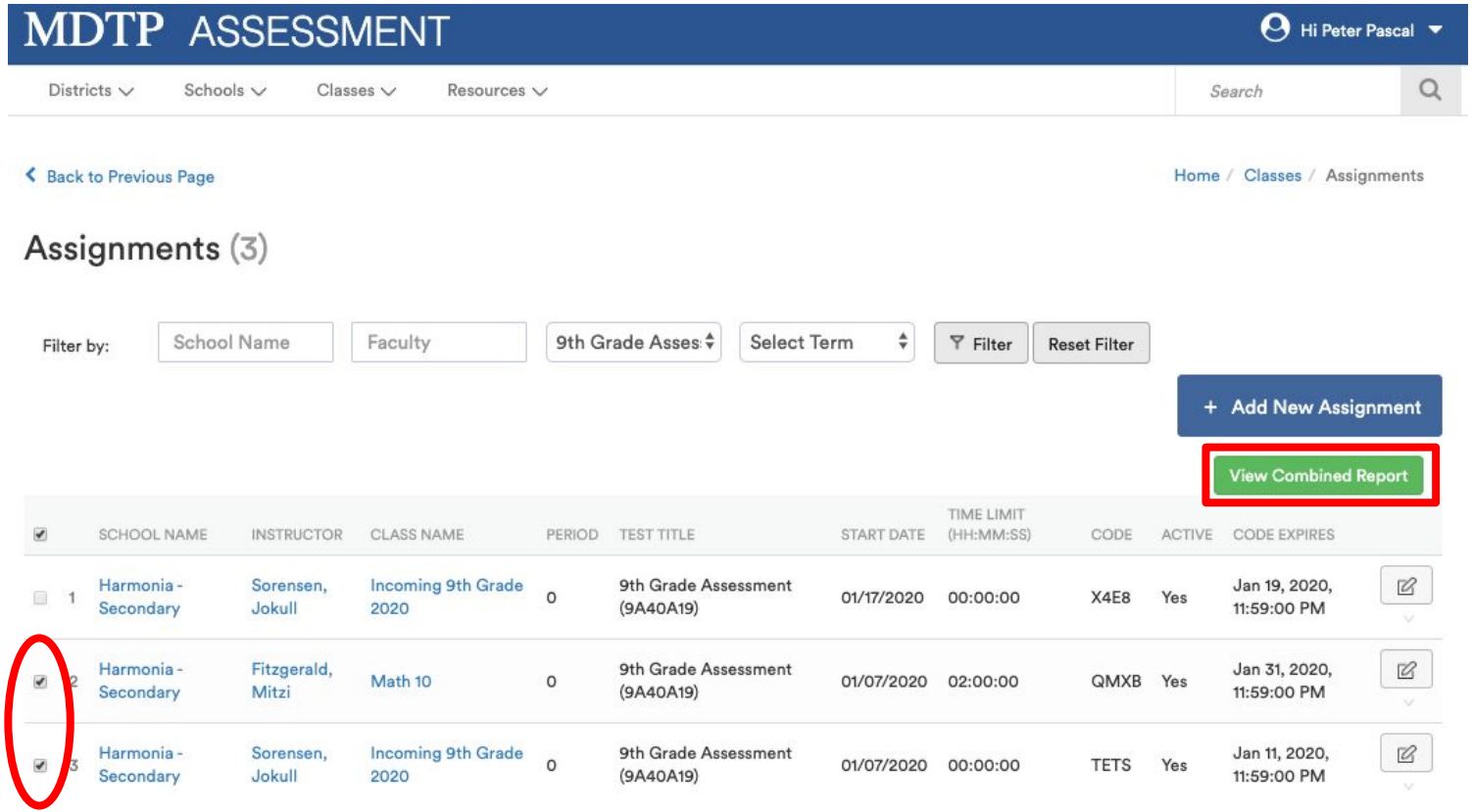
6) After two or more test records are selected, select the green "**View Combined Report**".

***Note:** A combined report cannot be generated for different test types. If you select a 9th Grade Assessment and a Geometry Assessment, the "**View Combined Report**" button will not appear.



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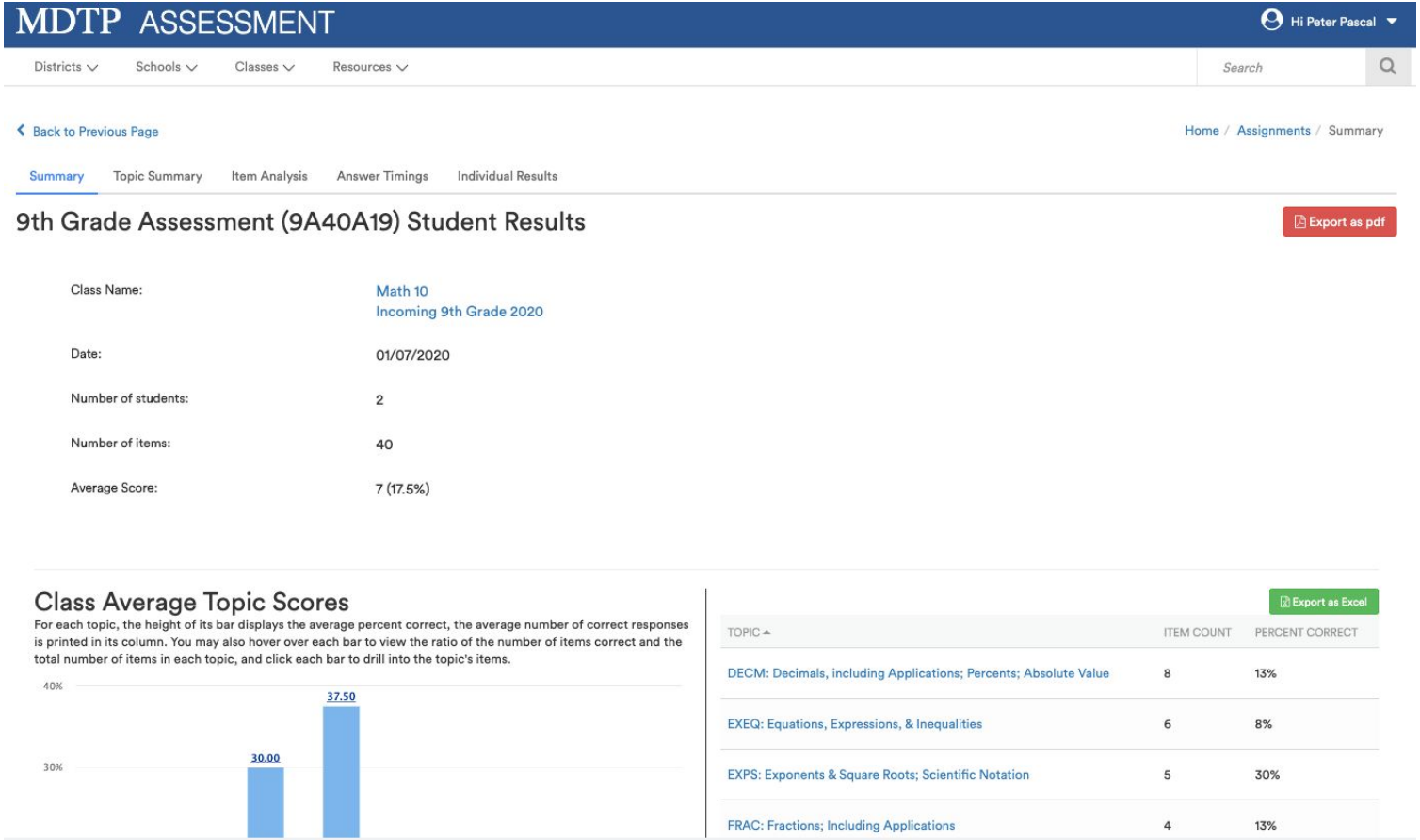
7) This view shows the summary page for the combined report. For more information on how to navigate and understand MDTP reports, view the tutorial "**Navigating the Diagnostic Data and Reports Section**".



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