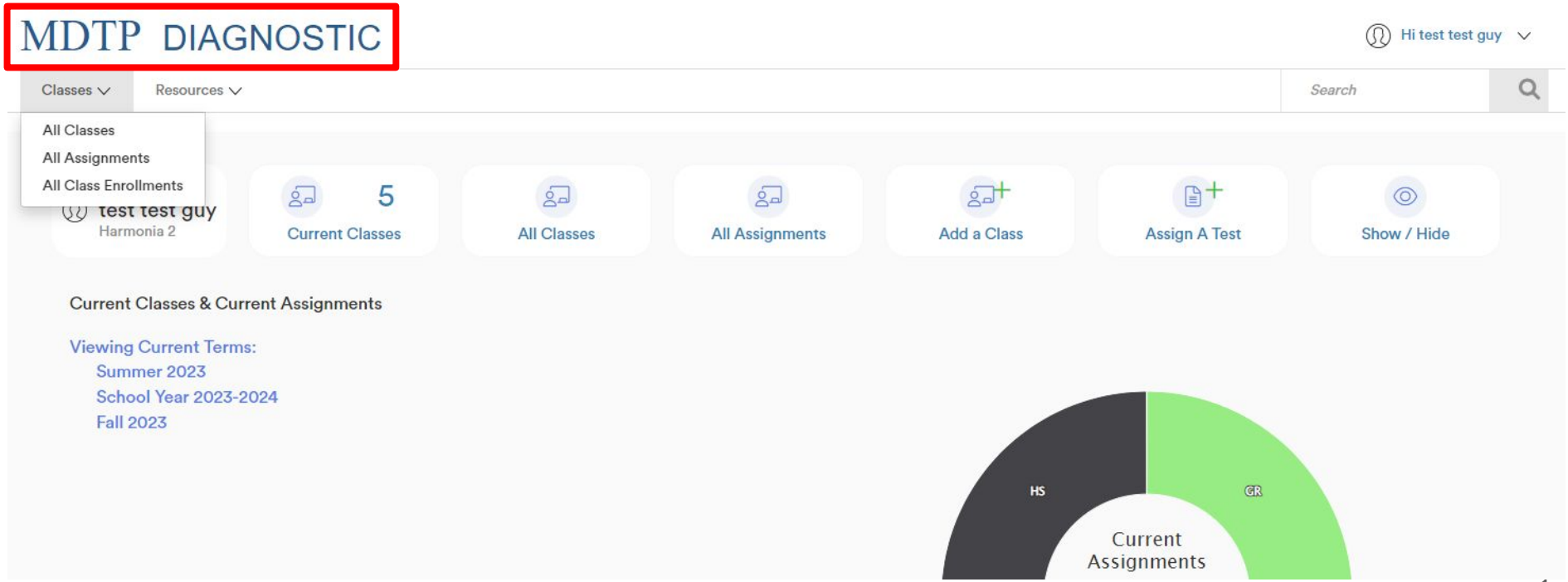
Downloading and Printing Student Answer Sheets for Paper Testing

1) Click on "**MDTP DIAGNOSTIC**" in the top left of the screen to go to the dashboard.



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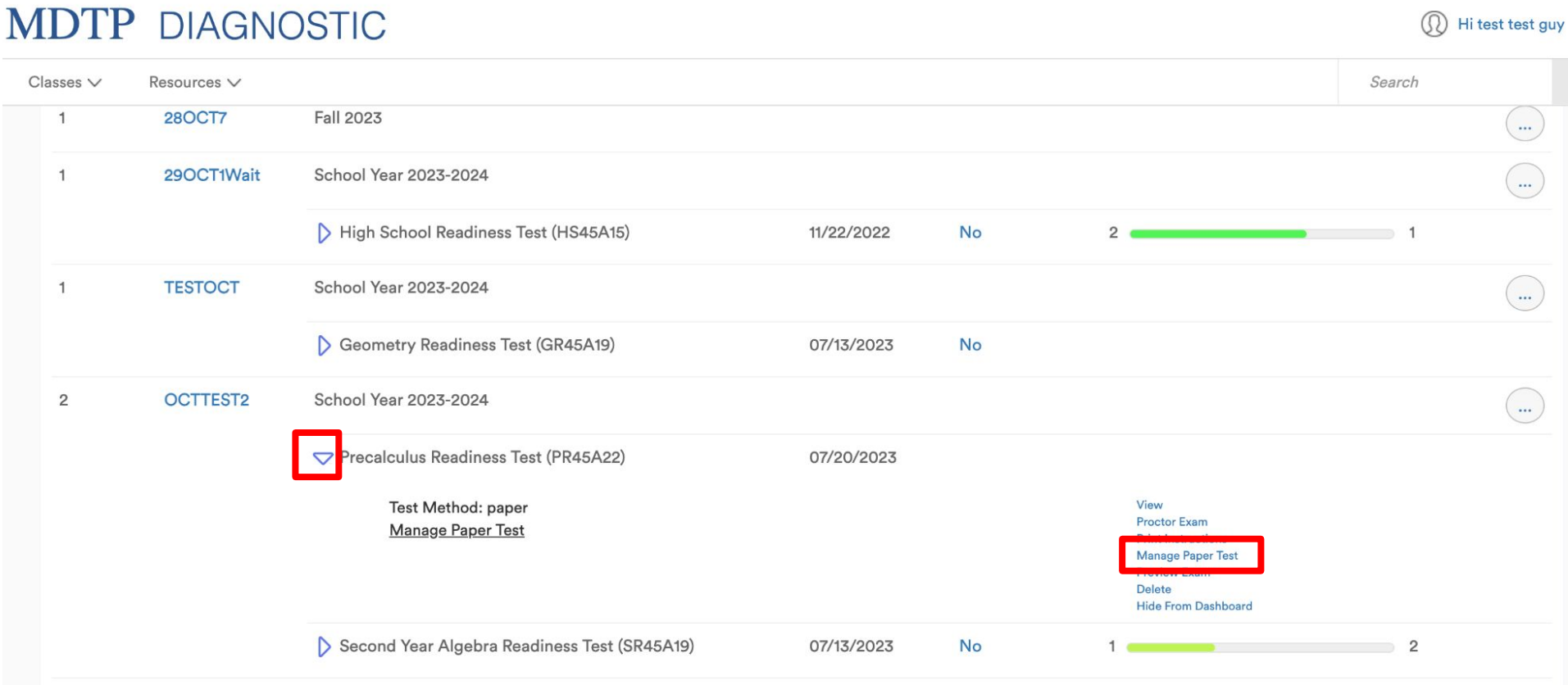
2) Scroll down the dashboard to see your classes and assignments. Click on the triangle next to the assignment to see more options then click "**Manage Paper Test**".



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3) Select "**Download Assignment Answer Sheets**" to print answer sheets for each rostered student.

MDTP DIAGNOSTIC

Hi test test guy

Classes Resources

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Managing Paper Assignments

Click the Download Assignment Answer Sheets button to print answer sheets for all students currently listed in this class. Student answer sheets are different for each assignment so please review the information at the top of answer sheets before testing.

Download Assignment Answer Sheets

After students have completed the test, scan the answer sheets and then click the Upload Completed Answer Sheets button to upload the completed answer sheets.

Upload Completed Answer Sheets

See the tutorial "Assigning a Paper Test" for step-by-step information on the full process.

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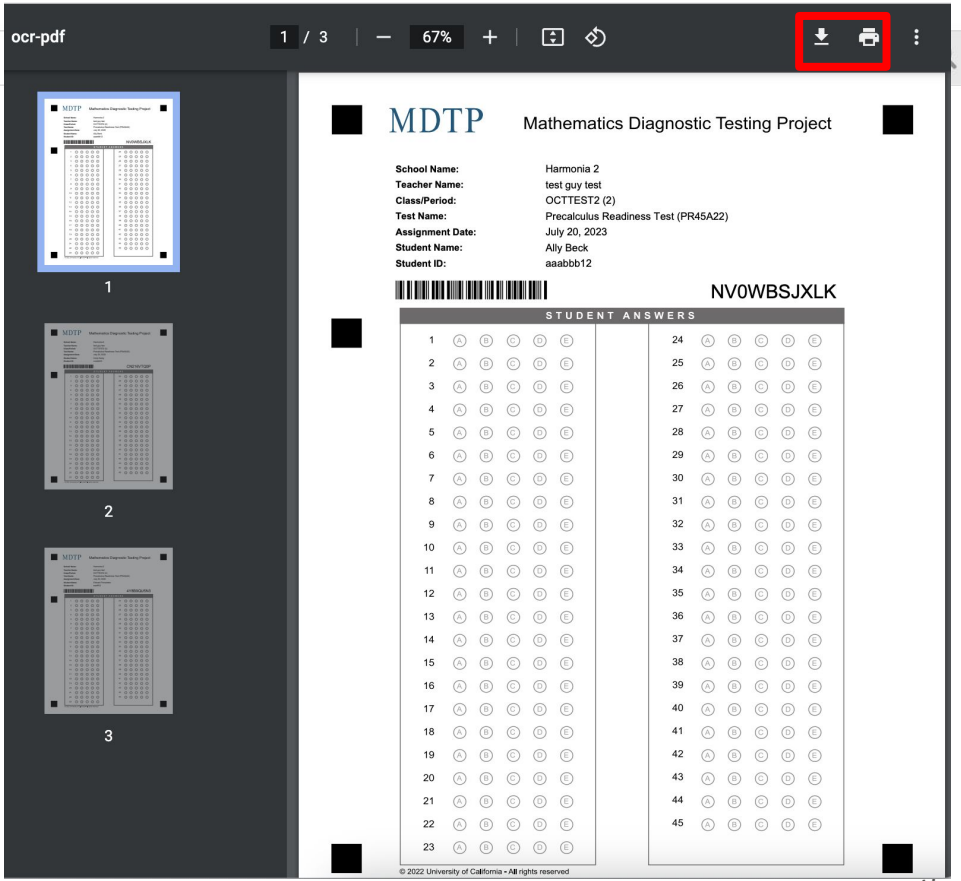

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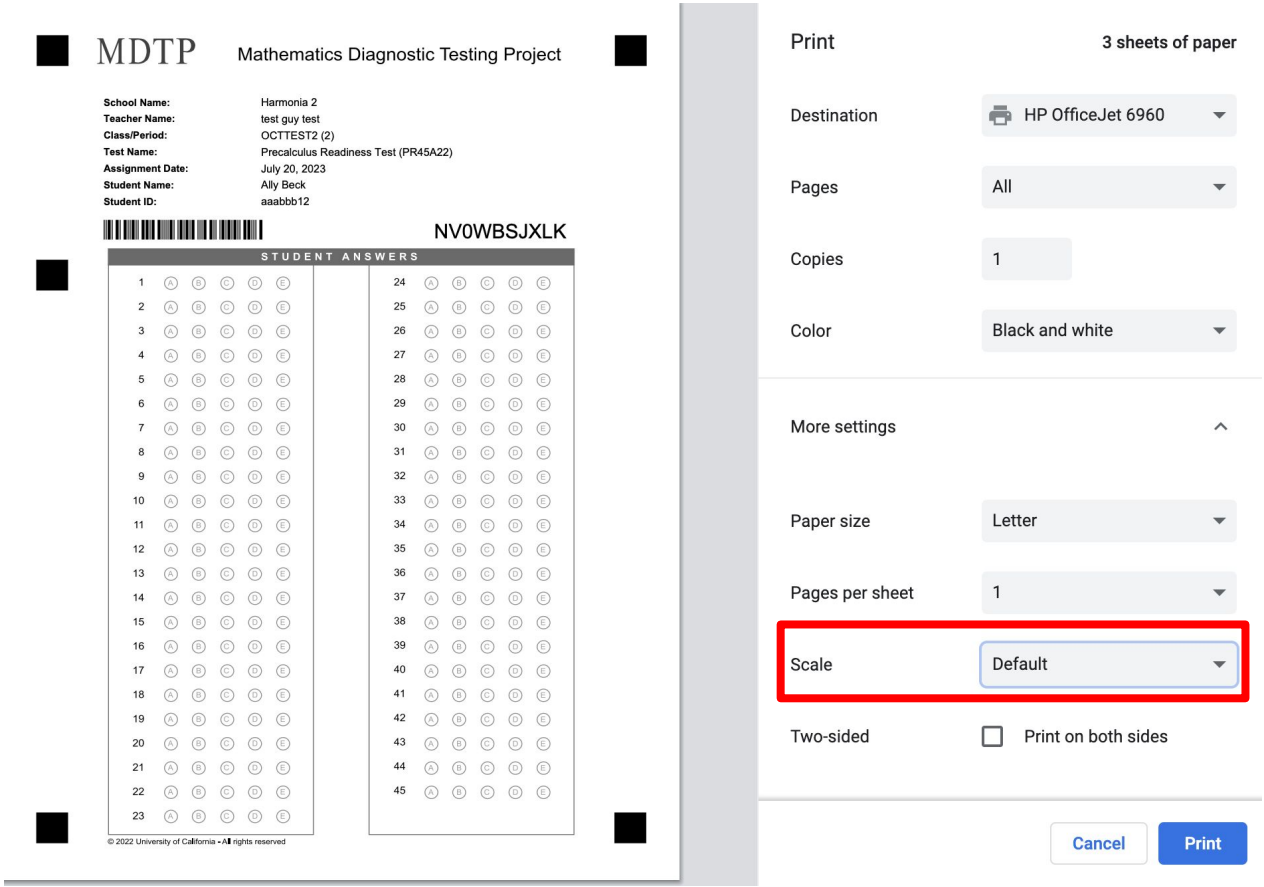
4) Before printing, please double check that the scale is set to default. Printing the answer sheets at any other scale may cause delays with the scoring.



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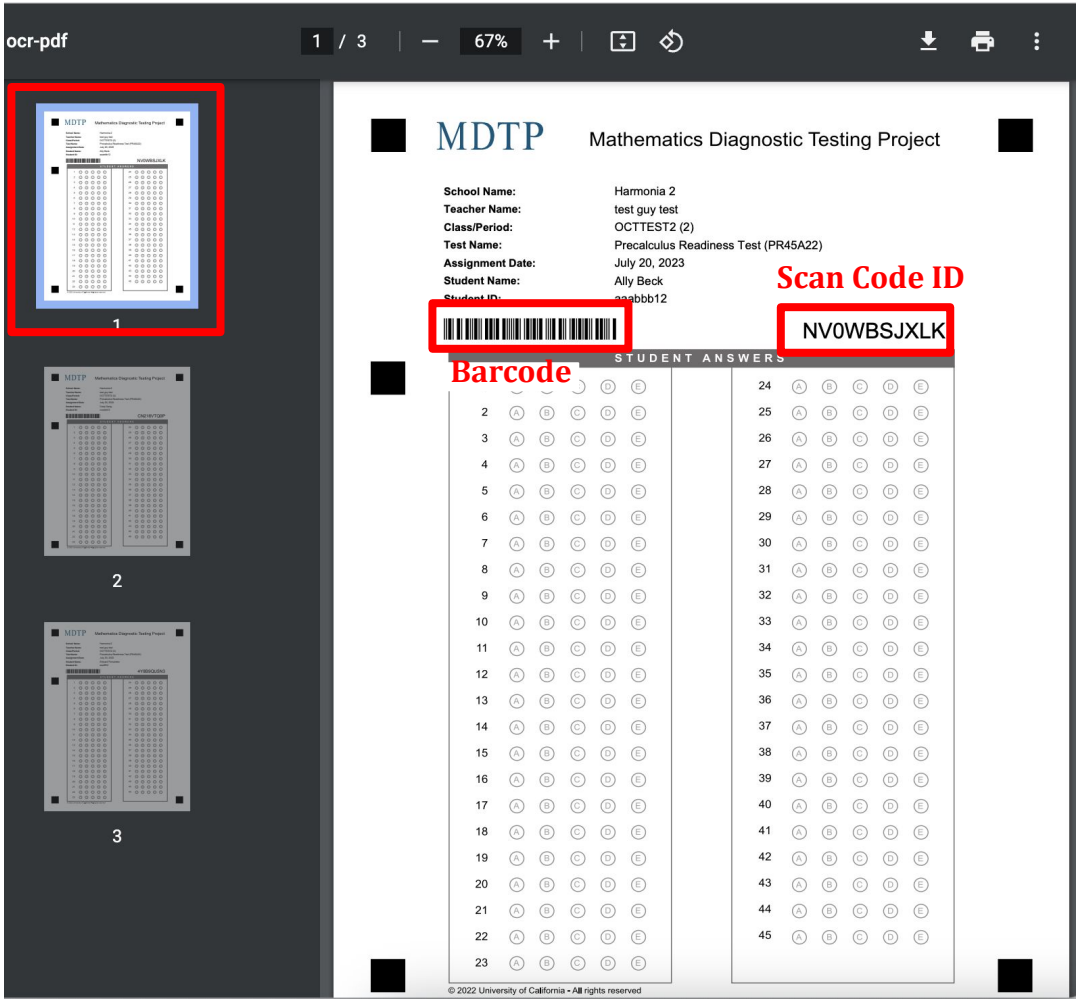
5) The Scan Code ID number and Barcode is unique for each student. It matches the student answer sheet to the teacher, class and test assignment.
Changing/obscuring either piece may cause the results to be inaccurate or delayed.



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6) If a new student is added to the roster, select **“Download Assignment Answer Sheets”** to generate a new PDF file. The newly added student will be found at the end of the file. You can just print the page that the newly added student is on.

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Upload Completed Answer Sheets

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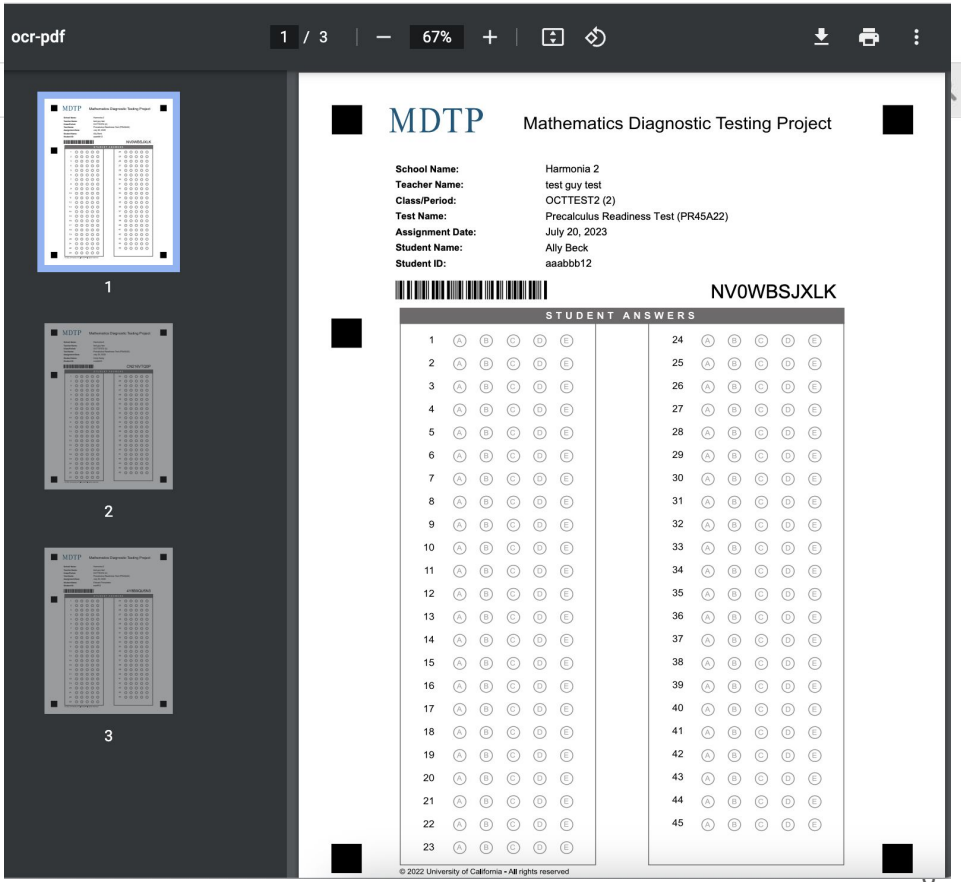
< Return



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FAQ

Q: ***Is it normal that the page takes a while to load when I try to download the student answer sheets?***
A: It depends on the number of enrolled students in the class. For larger class sizes, it may take up to two minutes for all the student answer sheets to load and display.

Q: ***Do I need to reprint the entire Student Answer sheet if I add a new student?***
A: No, you can just print the page that the newly added student is on. The scan code and barcode will remain the same for the rest of the class.

Q: ***I decided to assign another test assessment. Can I use the same Student Answer sheet I printed out for the old test assignment since the student roster did not change?***
A: No, the scan code and barcode is unique to the assessment it was printed for. If a new test assignment was created for the same class, you will need to print out a new set of student answer sheet with new scan codes.

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