

Downloading or Printing Student Letters

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

1) Click on either **'Classes'** in the top menu, and then **'All Classes'** or the **'All Classes'** option on the dashboard

MDTP DIAGNOSTIC

Hi test test guy ▾

Classes ▾ Resources ▾

Search



All Classes
All Assignments
All Class Enrollments

test test guy
Harmonia 2

5
Current Classes

All Classes

All Assignments

Add a Class

Assign A Test

Show / Hide

Current Classes & Current Assignments

Viewing Current Terms:

Summer 2023

School Year 2023-2024

Fall 2023

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

Classes ▾ Resources ▾

Search



[Back to Previous Page](#)

[Dashboard](#) / [Classes](#)

Classes (13)

Filter by:

Class Name

Select Terms ▾

Filter

Reset Filter

+ Add New Class

	INSTRUCTOR	SCHOOL NAME	TERM ▲	CLASS NAME	PERIOD	
1	test guy, test	Harmonia 2	Fall 2023	28OCT7	1	
2	test guy, test	Harmonia 2	Fall 2023	28OCT11	1	
3	test guy, test	Harmonia 2	School Year 2021-2022	OCTTEST2	2	
4	test guy, test	Harmonia 2	School Year 2023-2024	TESTOCT	1	

View

Edit

Delete

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

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Classes ▼ Resources ▼

OCTTEST2

Instructor: [test guy, test](#)

School Name: [Harmonia 2](#)


Term: [School Year 2023-2024](#)

Period: [2](#)

[Edit Class - Delete](#)

Assigned Tests (1)

[+ Add New Assignment](#)

	SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES		
<input type="checkbox"/>	1	Harmonia 2	test guy, test	Second Year Algebra Readiness Test (SR45A19)	07/13/2023	FVCMU	Yes	Jul 14, 2023, 5:30:00 PM	

Enrolled Students (3)

[Print preview](#) [+](#)

	FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE
1	Ally	Beck	aaabbb12	aaabbb@gmail.com	Yes

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

4) Click the checkbox if you want to include student IDs in the student letter. Click on **Student Letters** then click **PDF**.



Second Year Algebra Readiness Test (SR45A19) Student Results

Class Name:	OCTTEST2 (2)
Date:	07/13/2023
Number of students:	1
Number of items:	45
Average Score:	1 (2.22%)

Student Letters **Report PDF**

Email **PDF** Include Student IDs

Class Average Topic Scores

For each topic, the height of its bar displays the average percent correct, the average number of correct

Students at or above Critical Level

[Export...](#)

5) A new window will open with the PDF version of the student letters. Download or print the student letters by clicking download or print button.

download 1 / 1 | - 90% + | [] [] [] []

California State University/University of California
Mathematics Diagnostic Testing Project
July 25, 2023

Harmonia 2

To: Beck, Ally

Here are the diagnostic results from the Second Year Algebra Readiness Test (SR45A19), that you have recently taken. Your Score, the Critical Level, and the Total Possible score for each topic are reported below. The Critical Level for each topic is what MDTP considers to be the minimum number of correct responses for you to show adequate preparation in that topic.

	Your Score	Critical Level	Total Possible
Your results indicate you need substantial review in the following topics:			
Data Analysis & Probability & Statistics	0	3	5
Exponents & Square Roots; Scientific Notation	1	4	6
Functions & their Representations	0	5	7
Geometry	0	5	7
Linear Equations & Inequalities	0	4	6
Polynomials & Quadratic Equations	0	6	9
Rational Expressions	0	3	5

Your total score is 1 out of 45, which is 2%. We hope you find this information helpful. Please contact your teacher for specific activities and assignments that will aid in any necessary review.

MDTP Diagnostic Tutorial

Emailing Student Letters



1) Locate your class and select report as mentioned in slides 1 - 4. Click **Student Letters** then click **Email**. Click the checkbox if you want to include student IDs in the student letter.

MDTP DIAGNOSTIC

Hi test test guy

Classes Resources

Search



Back to Previous Page

Dashboard / Assignments / Summary

Summary Topic Summary Item Analysis Answer Timings Individual Results

Second Year Algebra Readiness Test (SR45A19) Student Results

Class Name:	OCTTEST2 (2)
Date:	07/13/2023
Number of students:	1
Number of items:	45
Average Score:	1 (2.22%)

A set of action buttons for the 'Student Letters' feature. A red box highlights the 'Student Letters' button. A red arrow points to the 'Email' button. Below the 'Email' and 'PDF' buttons is a checkbox labeled 'Include Student IDs'.

Student Letters

Email PDF

Include Student IDs

Report PDF

Only students that have data for this assignment will appear on this page.

Select All	First Name	Last Name	Student ID	Email
<input checked="" type="checkbox"/>	Ally	Beck	aaabbb12	aaabbb@gmail.com

Missing email addresses may be added here.

Email 2

Email 3

Send

If student emails have been added, the emails will be displayed. Select which students to email their results.

If student emails have not been added, you may add student emails directly from this page.

To learn more about adding student emails to an entire class, see the **“Adding Student Emails to an Existing Class”** tutorial for more details.

This is what it looks like when the results have been sent. Emails may be sent during off-peak hours (7 PM - 6 AM).



Student result emails were sent successfully!

[Back to Previous Page](#)

[Dashboard](#) / [Assignments](#) / [Summary](#)

[Summary](#) [Topic Summary](#) [Item Analysis](#) [Answer Timings](#) [Individual Results](#)

Second Year Algebra Readiness Test (SR45A19) Student Results

Student Letters

Report PDF

Class Name:	OCTTEST2 (2)
Date:	07/13/2023
Number of students:	1
Number of items:	45
Average Score:	1 (2.22%)

This is an example of the email that students receive. Emails are sent from the address lea-noreply@ucsd.edu

MDTP Student Results

External

Inbox x



Do not reply <lea-noreply@ucsd.edu>
to mdtp ▾

10:46 AM (4 minutes ago)



Harmonia 2

To: Beck, Ally

Here are the diagnostic results from the Second Year Algebra Readiness Test (SR45A19), that you have recently taken. Your Score, the Critical Level, and the Total Possible score for each topic are reported below. The Critical Level for each topic is what MDTP considers to be the minimum number of correct responses for you to show adequate preparation in that topic.

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Geometry	0	5	7
Linear Equations & Inequalities	0	4	6
Polynomials & Quadratic Equations	0	6	9
Rational Expressions	0	3	5

Your total score is 1 out of 45, which is 2%. We hope you find this information helpful. Please contact your teacher for specific activities and assignments that will aid in any necessary review.

If a new student takes the test after an email has been sent, it is possible to send the results to only the new student. Add their email and select only the new student, then click “**Send**”.

Email Test Submissions

Student test results will only be delivered to selected students.

Select All	First Name	Last Name	Student ID	Email
<input type="checkbox"/>				Missing email addresses may be added here.
<input type="checkbox"/>	Ally	Beck	aaabbb12	aaabbb@gmail.com Email 2 Email 3
<input checked="" type="checkbox"/>	Cody	Dang	cccd12	cccd@gmail.com Email 2 Email 3

Send