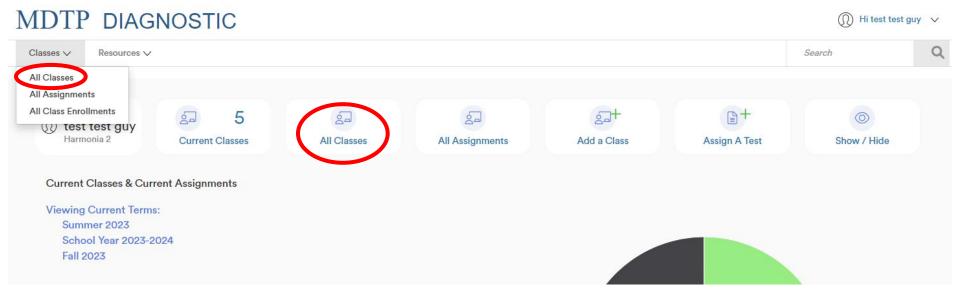
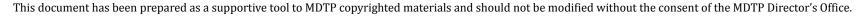
**MDTP Diagnostic Tutorial** 

# **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







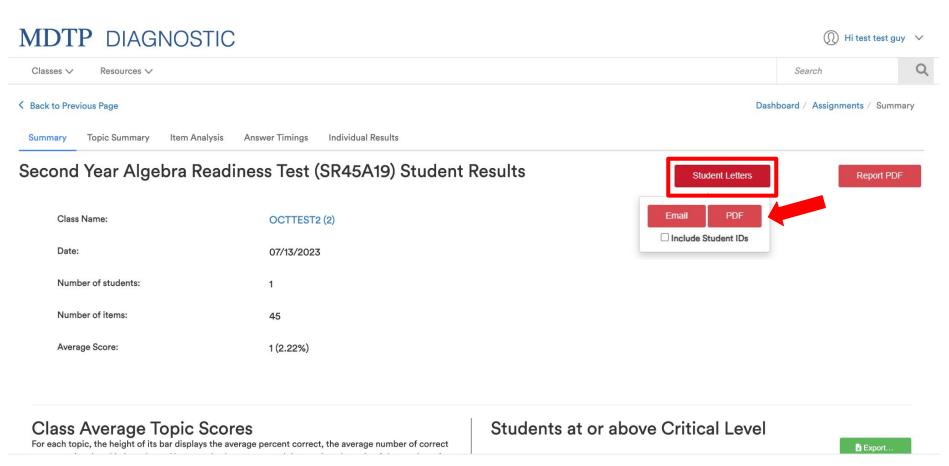
2) Click on the action button next to the class and select "View".

MDTP DIAGNOSTIC									
Classe	es 🗸 Resources 🗸					Search	Q		
< Back to	Dashboard /	Classes							
Class	Classes (13)								
Filter by	Y: Class Name	Select Terms V		Y Filter Reset Filter		+ Add New	r Class		
	INSTRUCTOR	SCHOOL NAME	TERM 📥	CLASS NAME	PERIOD	$\sim$			
1	test guy, test	Harmonia 2	Fall 2023	280CT7	1				
2	test guy, test	Harmonia 2	Fall 2023	280CT11	1	⊘ View ✓ Edit			
3	test guy, test	Harmonia 2	School Year 2021-2022	OCTTEST2	2	Telete			
4	test guy, test	Harmonia 2	School Year 2023-2024	TESTOCT	1				

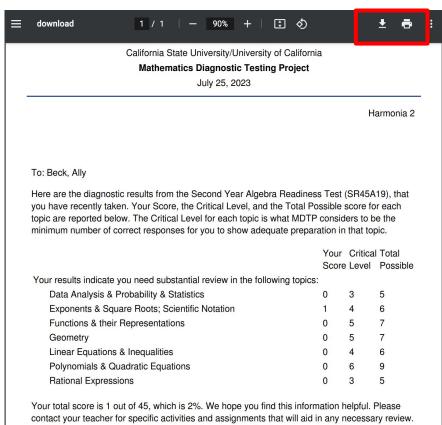
3) Click on the action button next to the test and select "Report".

MDTP DIAC	🔘 Hi test test guy 🗸 🗸						
Classes V Resources V	/					Search	Q
OCTTEST2							
Instructor:	test g	ıy, test					
School Name:	Harmo	onia 2					
Term:	Schoo	l Year 2023-2024					
Period:	2						
Edit Class - Delete							
Assigned Tests (	1)					+ Add New Assigr	nment
Assigned lesis (	1)						
SCHOOL NAME FAC	ULTY TEST TITLE		START DATE	CODE	ACTIVE CODE I	EXPIRES	
1 Harmonia 2 test	guy, test Second Ye	ar Algebra Readiness Test (S	R45A19) 07/13/2023	FVCMU	Yes Jul 14,		2 ~
Enrolled Students (3)							
FIRST NAME	LAST NAME	STUDENT ID	EMAIL		ACTIVE		10
1 Ally	Beck	aaabbb12	aaabbb@gmail.com		Yes	Telete	

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



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.



**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 V Search Classes V Resources V K Back to Previous Page Dashboard / Assignments / Summary **Topic Summary** Item Analysis Answer Timings Individual Results Summary Second Year Algebra Readiness Test (SR45A19) Student Results Student Letters Report PDF Email Class Name: OCTTEST2 (2) Include Student IDs Date: 07/13/2023 Number of students: 1 Number of items: 45

Average Score: 1 (2.22%)

This document has been prepared as a supportive tool to MDTP copyrighted materials and should not be modified without the consent of the MDTP Director's Office.

**A** Tool For Teachers

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

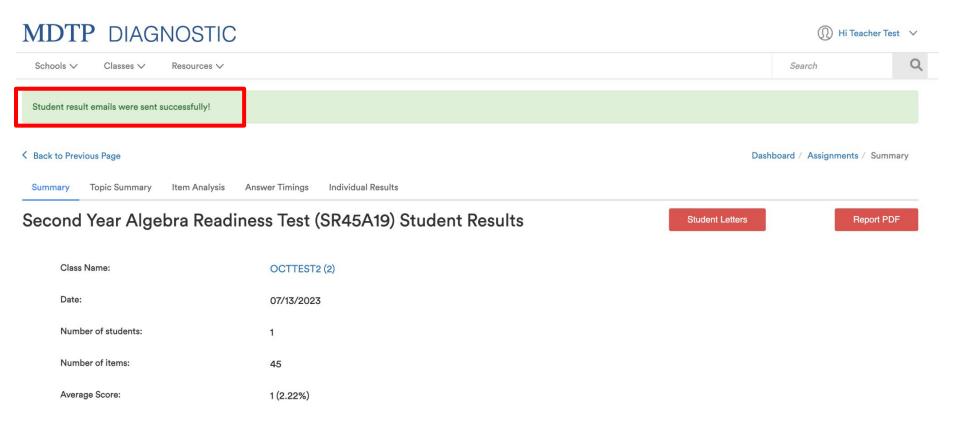
10	I'D DIACNOCTIC mail Test Submissions ident test results will only be delivered to selected students.					
k Select All	First Name	Last Name	Student ID	Email Missing email addresses may be added here.	1	
	Ally	Beck	aaabbb12	aaabb@gmail.com Email 2 Email 3		
					Send	

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).



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 ×

.

Do not reply <lea-noreply@ucsd.edu> to mdtp - 10:46 AM (4 minutes ago) 🕁 🕤 🗄

Harmonia 2

8 C

### 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
You	r 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.

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**".

26	Email Test Submissions tudent test results will only be delivered to selected students.					
Select All	First Name	Last Name	Student ID	Email Missing email addresses may be added here.		
en C	Ally	Beck	aaabbb12	aaabbb@gmail.com Email 2 Email 3		
	Cody	Dang	cccddd12	cccddd@gmail.com Email 2 Email 3		
-					Send	