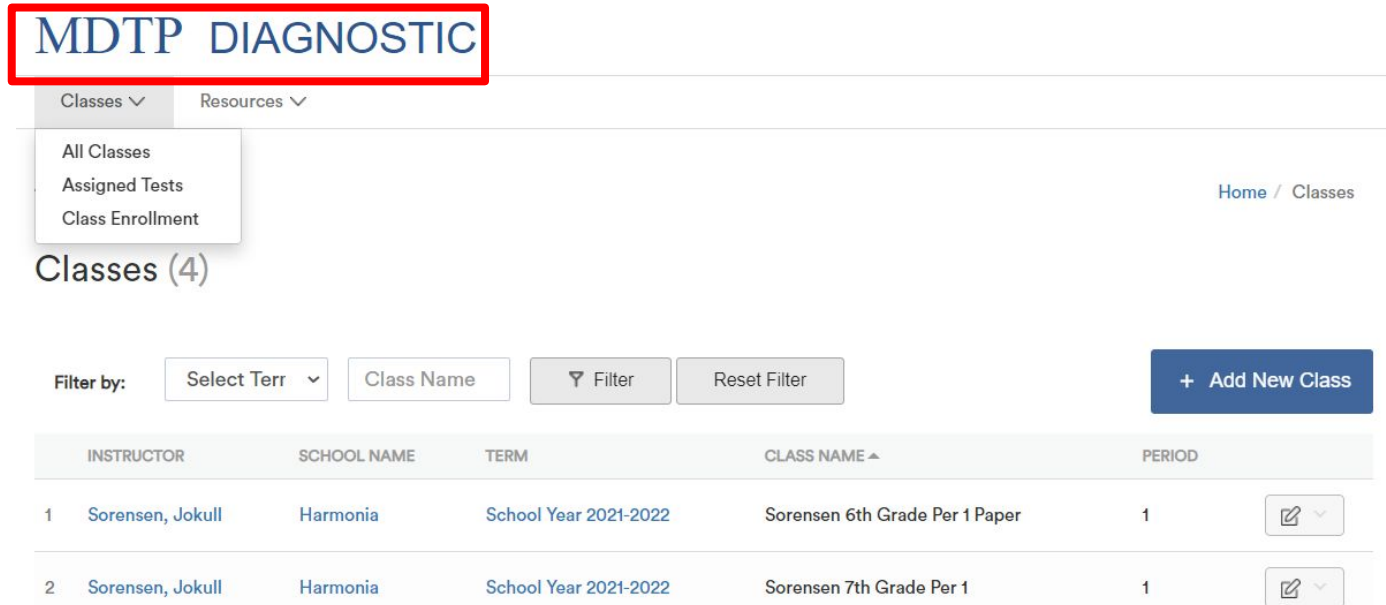




Uploading Student Answer Sheets After Scanning

Before uploading the student answer sheets, review the helpful hints from the **Scanning Answer Sheets** tutorial to ensure accuracy in your results.



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



The screenshot shows the MDTP Diagnostic dashboard. At the top left, the text "MDTP DIAGNOSTIC" is highlighted with a red rectangle. Below it are navigation tabs for "Classes" and "Resources". A dropdown menu is open under "Classes", showing options: "All Classes", "Assigned Tests", and "Class Enrollment". On the right side, there is a breadcrumb trail "Home / Classes". Below the navigation, the heading "Classes (4)" is displayed. A filter section includes a "Filter by:" label, a "Select Term" dropdown, a "Class Name" input field, a "Filter" button, and a "Reset Filter" button. To the right of the filter section is a blue button labeled "+ Add New Class". Below the filter section is a table with the following data:

| | INSTRUCTOR | SCHOOL NAME | TERM | CLASS NAME ▲ | PERIOD | |
|---|------------------|-------------|-----------------------|--------------------------------|--------|--|
| 1 | Sorensen, Jokull | Harmonia | School Year 2021-2022 | Sorensen 6th Grade Per 1 Paper | 1 |  |
| 2 | Sorensen, Jokull | Harmonia | School Year 2021-2022 | Sorensen 7th Grade Per 1 | 1 |  |

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**”.

| Period | Class Name | Term | Start Date | Active | Students Tested | Not Tested |
|--------|-------------------|---|------------|--------|---|--|
| 0 | 5 students | School Year 2022-2023 | | | | |
| | |  Algebra 1/Integrated Math 1 Readiness Test (AMR45A19) | 02/15/2022 | | 5  | 0 |
| | | Test Method: paper Manage Paper Test | | | View Full Report | View Proctor Exam Print Instructions Manage Paper Test Review Exam Hide From Dashboard |

3) Select **“Upload Completed Answer Sheets”** to upload the file with completed answer sheets. Keep in mind the file format requirements.

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.

< Return



Upload Answer Sheets

Use the button below to select the file(s) containing the completed answer sheets on your computer.

Scanning requirements:
File format: PDF or JPG
Resolution: 300dpi



Upload your ocr files (image or PDF)
Select File...


After you have uploaded the files, please allow 24 hours for MDTP staff to review and approve the results. Once approved, you will receive an email and your student's results will be accessible in the Report menu.

< Return



4) After the file has been processed, a summary of the file will appear for review. If this is correct, select “**Done**” to confirm and upload the file.


If this seems correct, you may click Done below to proceed. Otherwise, click Cancel to return to the upload page.

File Name

Practice 6M.pdf 

5) The class instructor (underlined in red) will receive an email receipt when the file has been successfully uploaded. Please allow 1 to 3 business days for MDTP staff to review and approve the results.

Answer Sheets For Paper Testing Have Been Uploaded Paper Orders/Paper Notifications x  

 **MDTP Testing Administrator** <mdtptesting@ucsd.edu> 10:54 AM (1 minute ago) ☆ ↶ ⋮
to jsc034, me, regionaladminonly ▾

MDTP

Joshua Cho has uploaded completed answer sheets for the following paper assignment:

Instructor: Sorensen, Jokull

Class: Sorensen 6th Grade Per 1 Paper

Period: 1

School: Harmonia

District: Sunnyverse Unified

Region: Test Region - Director's Office

Please allow 24 hours for MDTP staff to review and approve the results.

The instructor will receive another email when the results are ready to view.

Regards,
MDTP

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6) The class instructor (underlined in red) will receive an another email when the results have been verified by MDTP and are ready to view.

Report For Paper Testing is Now Ready External Paper Orders/Paper Notifications x



MDTP Testing Administrator <mdtptesting@ucsd.edu>
to jokullsoorensen, me, regionaladminonly

11:00 AM (1 minute ago) ☆ ↶ ⋮

MDTP

The assignment report for the instructor below is now ready to view.

[Click here to view the report](#)

Instructor: Sorensen, Jokull

Class: [Sorensen 6th Grade Per 1 Paper](#)

Period: 1

School: Harmonia

District :Sunnyverse Unified

Region: Test Region - Director's Office

Regards,
MDTP

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FAQ

Q: *Can students retake a test? Will the new upload override their old test scores?*

A: Yes, students can reuse the same answer sheet. The software will overwrite new scanned files with the same registration code. If the teacher wishes to retest the student, the answer sheets can be printed and used again.

Q: *What happens if student answer sheets are uploaded to a different assignment?*

A: There will be no issue. The student data will appear in the correct report in the class they were rostered into.

Q: *Can a teacher upload some answer sheets at one point in time and some other answer sheets at another time?*

A: Yes, answer sheets can be uploaded in whatever order and as many files needed.