

How Authorized School Personnel Can Look Up Student Scores on Minnesota Graduation Tests

1. Go to Department of Ed Website: <http://education.state.mn.us>
2. At the Data Link, choose "Data Submissions"
3. Scroll down to "Educator Portal" and select it. You are now at the login site for all secure websites of the Department
4. Enter your User ID and password and you will arrive at the main Educator Portal site
5. At the main Educator Portal, select the Test Results Download tab
6. Select "Grad" at the "Select Test Group" window. Below this window are two sections:
 - a. Test Results Data Downloads. This is where the District Student Results (DSR) files are located, not the Graduation List Data
 - b. Graduation Data List Download. This is what you want. Go to step 7
7. If you prefer results to be in an Excel file, in the Excel file row choose the current grade of the student whose scores you are searching for and select the download file button
8. A window comes up that asks if you want to Save or Open the file
9. The Excel file has three tabs
 - a. "Column Names" which briefly describes the 22 fields of data in the file.
 - b. "GradDataList" which has results for all graduation tests taken by every student in the grade selected in step 7. For example, if a student had taken the Reading GRAD retest three times, there would be a line for each of the three tests administered.
 - c. "FAQ" that answers these questions
 - i. What is this list?
 - ii. Where did the enrollment data come from?
 - iii. How was Estimated Graduation Rule determined for a student?
10. Questions? Contact mde.testing@state.mn.us