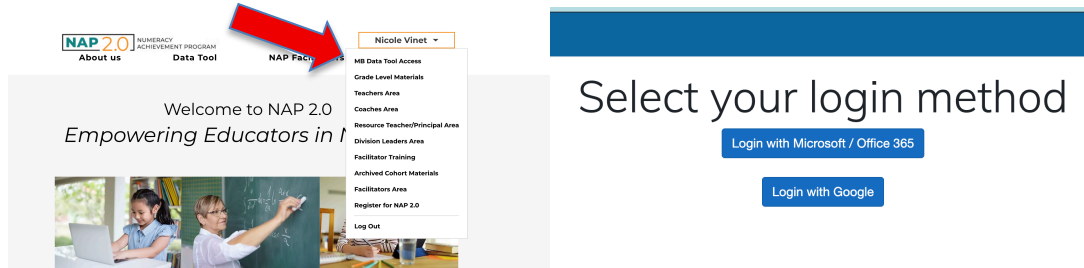


Manitoba Data Tool Quick Guide for Teachers

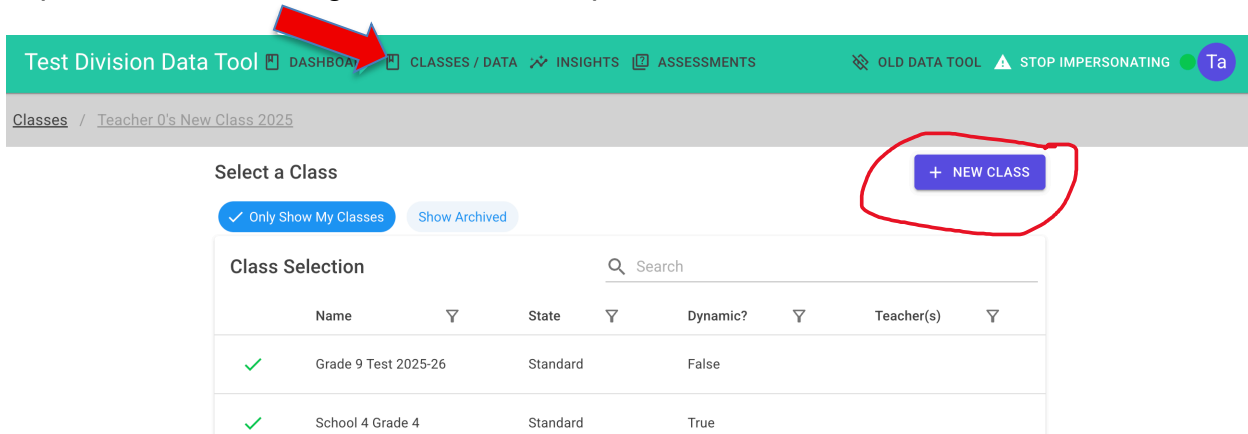
1. Accessing the Manitoba Data Tool

- Go to NAPmb.ca
- Login via Microsoft Office 365 or Google (divisional email and password)



2. Creating classes

Classes / Data is now your starting point. Select a class to enter data, view student lists, and explore class-level insights - all from one place.



- Click the NEW CLASS button to create a new class.
- There are two types of classes – manual and dynamic.
 - **Manual class** (default): Create your class manually by selecting students in the *Advanced Search* drop-down menu. You will only need to do this once and will be able to use this class when entering data for each upcoming assessment.
 - **Dynamic Class**: Switch to dynamic class if you are the **only** teacher in your school who teaches math to that grade. Create your class by choosing the

school and one grade. **If you teach more than one grade, you should create a new class for each grade.**

- Teachers: Add other teachers or colleagues to your class by using the drop-down menu. You may want to add a Resource Teacher, a Principal or someone you co-teach with. If you go on a leave, your replacement teacher can be added here.

Your class will be automatically saved.

3. Reviewing current data

- Click on the name of a specific class when wanting to look at your current data or class.

The screenshot shows the 'Test Division Data Tool' interface. At the top, there is a navigation bar with links for DASHBOARD, CLASSES / DATA, INSIGHTS, and ASSESSMENTS. Below this, there is a breadcrumb trail: 'Classes / Teacher 0's New Class 2025'. The main content area is titled 'Select a Class' and includes a '+ NEW CLASS' button. There are two filter buttons: 'Only Show My Classes' (which is selected) and 'Show Archived'. Below the filters is a 'Class Selection' table with a search bar. The table has columns for Name, State, Dynamic?, and Teacher(s). Two rows are visible: 'Grade 9 Test 2025-26' and 'School 4 Grade 4'. The 'Grade 9 Test 2025-26' row is circled in red.

Name	State	Dynamic?	Teacher(s)
Grade 9 Test 2025-26	Standard	False	
School 4 Grade 4	Standard	True	

- You will see several options in the left margin:

- A.
- B.
- C.
- D.
- E.

A. ADD DATA: Click on this and choose an assessment to add data.

B. CLASS INSIGHTS: This is where you will get most of your information on the current assessment.

Begin by clicking on the year:

You will see a snapshot of the trends in the Formative Quizzes by strand and by outcome.

Formative 1 to 2 for Grade 6 | 6 students currently in grade 6

Strand	Trend	1	2
SS		11%	67%
SP		17%	75%
N		67%	65%
PR		100%	100%

Formative 1 to 2 for Grade 6 | 6 students currently in grade 6

Outcome	1	2	Statement
6N3	83%	75%	Demonstrate an understanding of factors and multiples by determining multiples and factors of numbers less than 100, identifying prime and composite numbers, and solving problems involving factors or multiples.
6N4	33%	25%	Relate improper fractions to mixed numbers.
6N7	67%	75%	Demonstrate an understanding of integers, concretely, pictorially, and symbolically.

Click on the latest quiz (or any former quiz) and pull up a variety of views. Click on a former Baseline Assessment and scroll down to see a variety of ways to view your data:

Printable Instruction Organizer – easily group your students so you can respond as a whole class, in a small group setting or individually. The questions will not print to give you space to take notes on your organizer.

Answer Table – View data horizontally for individual students or vertically for specific outcomes. Click on each student to see their historical data

Distractor Analysis – **New!** – Content generated by AI to make statements about student answers. Please use with caution as the information has not been manually verified as accurate by a person.

Answers by Question - View in full screen or download the image so you can do a data talk with your class without accidentally seeing the student names.

Know and Grow: Organize from highest to lowest, lowest to highest or by strand to glean different information



Easily download the assessment to have a look at a specific question.

6 students

INSTRUCTION ORGANIZER ANSWER TABLE ANSWERS BY QUESTION KNOW & GROW DISTRACTOR ANALYSIS

Instruction Organizer for v3 Formative 2 Grade 6 | ... | Data from March 2026

Full Group Instruction

Small Group Instruction

Every 2 days Emma practices piano. Every 5 days she goes to the library, and every four days she visits her grandparents. If Emma does all 3 activities on the last day of February, when will she do all three activities again?

6N3

D Added some of the numerals: $2 + 5 + 3$.

List the following fractions from least to greatest: $19/6$, $2\ 2/8$, $18/5$, $2\ 1/2$


6N4

C Reversed order.

Place the following integers in descending order: -10, 9, -8, 4, 12, -24

6N7

D Put the integers in ascending order.

Find the  on the top right of an image and click on Data Explorer to drill down even deeper.

[DATA SET DETAILS](#) [DATA EXPLORER](#) [VIEW DATA](#)

Use the drop-down menu to choose all students, one student or a group of students. This can be helpful if you are wanting to segregate your data for particular reasons.

Test Division Data Tool | DASHBOARD | CLASSES / DATA | INSIGHTS | ASSESSMENTS | OLD DATA TOOL | STOP IMPERSONATING

Classes / Teacher O's New Class 2025 / View Insights / Manage Class / Multiple Assessments for Grades 5 to 9 | 14 students currently in grades 6-7.9.10.11.12

DATA SET DETAILS **DATA EXPLORER** VIEW DATA

Students

Visualization: Answer Table

	4	5	6	7	8	9	10
6NR	6NR	6PR2	6SS1	6SS3	6SS3	6SP1	
C	C	C	C	D	B	D	A
	79%	57%	43%	64%	43%	64%	50%
A	A	B	-	C	-	B	
A	A	A	C	C	B	C	
C	A	A	-	A	-	-	
B	B	A	D	B	B	C	
C	A	B	D	C	D	B	
C	C	-	-	C	b	B	
C	C	C	C	C	D	B	A
70%	C	B	C	C	A	C	A
70%	B	A	C	C	B	D	A
70%	-	A	C	C	B	D	A
80%	C	C	C	C	C	C	C

Choose different ways to view your data in the second drop-down menu. Please note, this data will be only for the students you choose in the first drop-down menu.



VIEW DATA is only used if you want to see the raw data.

C. CLASS DATA EXPLORER: Use this to explore data from your class over time. Click on Class Data Explorer – Data Explorer and use the drop-down menus to choose different teachers, students, baseline assessments or visualizations.

D. MANAGE CLASS: Use this to add teachers to the class, delete or add students, delete the class or archive/unarchive the class.

E. STUDENT LIST: Use this to see your student list and view all of their assessments over time. This is another option to click on specific students as their names are underlined and clickable.

4. Reviewing data year over year - INSIGHTS

When using **Insights** on the green bar at the top of the data tool, you will explore all of **your** data over years. Choose this when you want to learn from your data over time.



Assessment Timeline: Explore your data year over year looking at heat maps and Know and Grows over time. Scroll down to see your entire history.

Assessment Timeline

- August 2018

BASELINE 2018 GRADE 6
- September 2018

BASELINE 2018 GRADE 6
- September 2019

BASELINE 2019 GRADE 7

BASELINE 2019 GRADE 6
- February 2020

FORMATIVE 1 GRADE 7

FORMATIVE 1 GRADE 6
- March 2020

FORMATIVE 2 GRADE 6

Baseline Grade 6 for years 2018 to 2025 | 68 students currently in grades 7 to 12

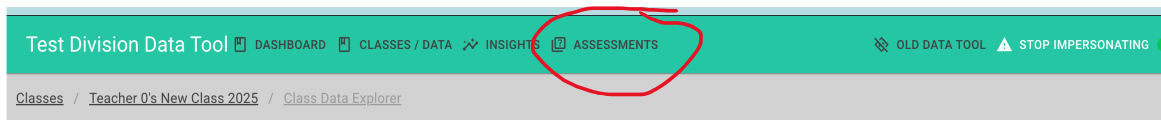
Outcomes Trend

6SS9	67%	90%	40%	64%	45%	57%	58%
6N9	71%	70%	40%	64%	41%	64%	67%
6SS8	75%	80%	30%	45%	55%	43%	67%
6N8	75%	80%	90%	82%	68%	64%	63%
6SS7				9%			
6N7	83%	80%	80%	91%	64%	71%	75%
6SS6	29%	40%		36%	32%	36%	25%
6N6	67%	90%	80%	55%	73%	57%	58%
6SS5	46%	85%	40%	82%	55%	71%	63%
6N5	71%	80%	60%	73%	68%	71%	54%
6SP4	75%	100%	60%	82%	82%	71%	75%
6SS4	50%	40%	20%	45%	36%	14%	17%
6N4	58%	60%	50%	73%	64%	36%	33%
6PR4	50%	20%		36%	45%	14%	25%
6SS3	81%	90%	53%	67%	64%	76%	53%
6SP3	83%	100%		55%	55%	43%	25%
6N3	58%	70%	80%	64%	77%	57%	54%
6PR3	92%	90%	60%	50%	73%	57%	56%
6SP2	50%	40%	40%	64%	45%	43%	50%

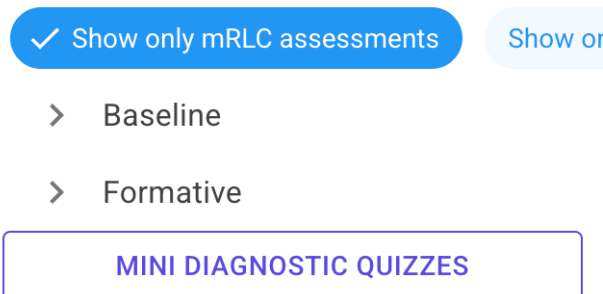
Choose a specific assessment on the Assessment timeline down the left and you will see a variety of views of data during that year.

Find the **i** (top right) and click on **Data Explorer**. Use the drop down menus to choose different views.

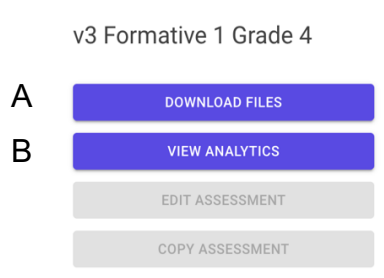
5. Finding and downloading assessments



Use Assessments on the top green bar to find all the Formative Assessments, Year-End Assessments and Mini Diagnostic Quizzes. Click the arrow beside Baseline or Formative to find your specific grade and assessment.



You can choose to download files or view the analysis of the assessment.



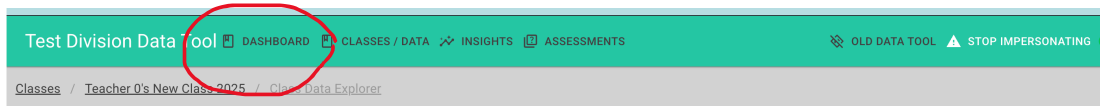
A. DOWNLOAD FILES

For Baseline (Year-End) Assessments and Formative Assessments, Click on the expanding menu. Expand the Grade and click on the desired assessment to download (v3 indicates version number 3).

B. VIEW ANALYTICS

See the distractor rationale for every question and see how students scored globally on each assessment.

6. Viewing all your classes in the DASHBOARD



See a snapshot of all your classes on your dashboard.

You will see all active (unarchived) classes. If you make it a practice to archive your classes at the end of each year, you will have quick and easy access to your current classes to add data or to explore and manage your classes. Archived classes still show up in all areas where you view past data.

If you find classes that were accidentally made where there are no students in the class, it is easy to click on manage class and delete the class.