

# Completing a MDDS Form

## ➤ Find a student

### 1. Evaluations and Review Sidebar

- a) Choose Add an Intermediate Review.
- b) Choose Transfer Student (Out of State).
- c) Fill in required fields.
- d) Click SAVE.

### 2. Click Evaluations and Review Sidebar

- a) Choose Add Area of Assessment Results.
- b) Choose the “Review” by using the binoculars.
- c) Click the *Shiny New Icon*, and populate the fields.  
*(This information will transfer to the MDDS form.)*
- d) Click SAVE.

### 3. Click The Questionnaire Sidebar

- a) Choose MDDS.
- b) Complete the questionnaire.
- c) Click SAVE.