

MDTP Diagnostic Support

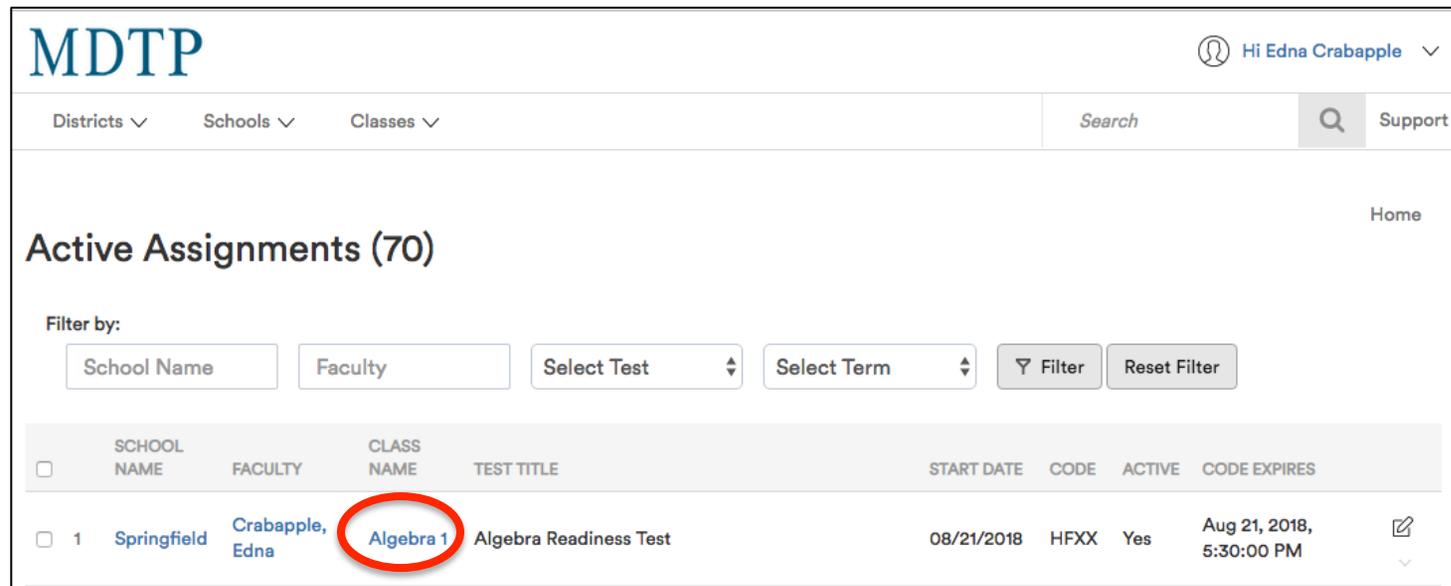
Adding Single Student Enrollment

Note: Instructions given in this document assumes a class has already been created. For guidance on creating a class, see the PDF document “Adding Classes.”

To add a single student:

- 1) **For administrators:** Click the **class name**

Note: Faculty and Proctors see a different home window. Please go to the next step if you are faculty or a proctor.



The screenshot shows the MDTP web interface. At the top left is the MDTP logo. On the right, there is a user profile for 'Hi Edna Crabapple'. Below the navigation bar, there are dropdown menus for 'Districts', 'Schools', and 'Classes', along with a search bar and a 'Support' button. The main content area is titled 'Active Assignments (70)' and includes a 'Filter by:' section with input fields for 'School Name', 'Faculty', 'Select Test', and 'Select Term', along with 'Filter' and 'Reset Filter' buttons. Below the filters is a table of active assignments. The table has columns for 'SCHOOL NAME', 'FACULTY', 'CLASS NAME', 'TEST TITLE', 'START DATE', 'CODE', 'ACTIVE', and 'CODE EXPIRES'. The first row in the table is highlighted, and the 'CLASS NAME' 'Algebra 1' is circled in red.

	SCHOOL NAME	FACULTY	CLASS NAME	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES
<input type="checkbox"/>	1 Springfield	Crabapple, Edna	Algebra 1	Algebra Readiness Test	08/21/2018	HFX	Yes	Aug 21, 2018, 5:30:00 PM

2) **For faculty or proctors:** Click the action button next to the class and select **“View”**

The screenshot shows the MDTP (My Digital Teaching Platform) interface. At the top left is the MDTP logo. On the top right, there is a user profile icon labeled 'Hi Test Teacher' and a 'Support' link. Below the header, there is a 'Classes' dropdown menu, a search bar, and a 'Support' button. The main content area is divided into two sections: 'Current Classes (1)' and 'Assigned Tests (1)'. The 'Current Classes (1)' section features a table with the following columns: INSTRUCTOR, SCHOOL NAME, TERM, CLASS NAME, and PERIOD. A single row of data is visible: 1 Teacher, Test; Springfield; School Year 2018-2019; Class 1; 1. To the right of the table, there is a 'Home' link, an 'Add New Class' button, and a dropdown menu with 'View', 'Edit', and 'Delete' options. The 'View' option is circled in red. Below the table, there are filter controls for 'Select Test' and 'Select Term', and buttons for 'Filter' and 'Reset Filter'.

INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD
1 Teacher, Test	Springfield	School Year 2018-2019	Class 1	1

3) Click the “+ Add New Enrollment” button

The screenshot shows the MDTP web interface. At the top left is the MDTP logo. On the top right, there is a user profile for 'Hi Edna Crabapple'. Below the logo are navigation links for 'Districts', 'Schools', and 'Classes'. A search bar and a 'Support' link are also present. The main content area is titled 'Algebra 1' and includes details for the instructor (Crabapple, Edna), school name (Springfield), term (School Year 2017-2018), and period (0). There is a link for 'Edit Class - Delete'. Below this is a section for 'Assigned Tests (1)' with a table containing one entry: Algebra Readiness Test. A '+ Add New Assignment' button is located to the right of the table. At the bottom, there is a section for 'Enrolled Students (406)' with a 'Print preview' button and a '+ Add New Enrollment' button, which is circled in red.

MDTP Hi Edna Crabapple

Districts Schools Classes Search Support

Back to Previous Page Home / Classes / View Class

Algebra 1

Instructor: Crabapple, Edna

School Name: Springfield

Term: School Year 2017-2018

Period: 0

[Edit Class - Delete](#)

Assigned Tests (1)

[+ Add New Assignment](#)

SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES
1 Springfield	Crabapple, Edna	Algebra Readiness Test	08/21/2018	HFXX	Yes	Aug 21, 2018, 5:30:00 PM

Enrolled Students (406)

[Print preview](#) [+ Add New Enrollment](#)

FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
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4) Complete all mandatory fields then click **“Save.”**

The screenshot shows the MDTP web application interface. At the top left is the MDTP logo. At the top right, there is a user profile icon and the name "Hi Edna Crabapple" with a dropdown arrow. Below the header is a navigation bar with "Districts", "Schools", and "Classes" dropdown menus, a "Search" box with a magnifying glass icon, and a "Support" link. The main content area has a breadcrumb trail: "Home / Classes / Class Enrollments / Add New Enrollment". A link "Back to Previous Page" is on the left. The title "Add New Enrollment" is prominently displayed. The form contains the following fields:

- Class Name:** A text input field containing "Algebra 1".
- First Name:** An empty text input field.
- Last Name:** An empty text input field.
- Student ID:** An empty text input field.

A red bracket on the right side of the form groups the First Name, Last Name, and Student ID fields, indicating they are mandatory. A blue "Save" button is located at the bottom of the form.

5) The new enrollment will appear at the bottom of the list of “Enrolled Students”

The screenshot shows the MDTP interface for a class named "Algebra 1". The instructor is Edna Crabapple at Springfield, for the School Year 2017-2018, Period 0. Below the class details is a section for "Assigned Tests (1)" with one test: "Algebra Readiness Test" on 08/21/2018. At the bottom, the "Enrolled Students (406)" section is highlighted with a red circle, and a red arrow points to the first student in the list: Sandra Smith, Student ID 123456, who is active.

SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES
1 Springfield	Crabapple, Edna	Algebra Readiness Test	08/21/2018	HFXX	Yes	Aug 21, 2018, 5:30:00 PM

FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
1 Sandra	Smith	123456	Yes