MDTP Diagnostic Support

Uploading a Class Roster

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

1) Click on “MDTP” in the top left of the screen to go to the dashboard.
2) Click on the action button next to the class and select “Edit”.

This document has been prepared as a supportive tool to MDTP copyrighted materials and should not be modified without the consent of the MDTP Director’s Office.
3) Click on the button “Download the class roster Excel template here”. The downloaded file will be called “studentlist.xlsx”.

Add New Class

School Name
Harmonia

Instructor
Sørensen, Jokull

Second Instructor

Class Name
Sørensen 7th Grade Per 1

Term
School Year 2019-2020

Period
1

You may upload your student roster using the Excel template provided below. You will also have the opportunity to add students individually after saving your class.

Download the class roster Excel template here

This document has been prepared as a supportive tool to MDTP copyrighted materials and should not be modified without the consent of the MDTP Director’s Office.
4) Open the Excel file and enter the First Name, Last Name, and Student ID for each student.

The blank Class Roster Template you downloaded

Example of a completed roster

This document has been prepared as a supportive tool to MDTP copyrighted materials and should not be modified without the consent of the MDTP Director's Office.
The file **MUST HAVE** the headers as the first row.

The file **MUST HAVE** exactly three sheets.

Each student ID must be unique.

The file will not upload if any fields are incomplete.
5) Click on the button “Upload your completed roster here. Select File...” to upload the spreadsheet from your computer.

Add New Class

School Name
Harmonia

Instructor
Sorensen, Jokull

Second Instructor

Class Name
Sorensen 7th Grade Per 1

Term
School Year 2019-2020

Period
1

You may upload your student roster using the Excel template provided below. You will also have the opportunity to add students individually after seeing your class.

Download the class roster Excel template here

Upload your completed roster here. Select File...

Save
Cancel

This document has been prepared as a supportive tool to MDTP copyrighted materials and should not be modified without the consent of the MDTP Director’s Office.
6) A preview of the class roster will appear. You may unselect any students you wish to exclude from the roster. Once you are satisfied with the roster, click “Save”.

<table>
<thead>
<tr>
<th>S.No</th>
<th>First Name</th>
<th>Last Name</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>braham</td>
<td>butler</td>
<td>45930</td>
</tr>
<tr>
<td>2</td>
<td>cecelia</td>
<td>solberg</td>
<td>52490</td>
</tr>
<tr>
<td>3</td>
<td>corms</td>
<td>gauthier</td>
<td>78578</td>
</tr>
<tr>
<td>4</td>
<td>medley</td>
<td>vonk</td>
<td>62091</td>
</tr>
<tr>
<td>5</td>
<td>oliver</td>
<td>wong</td>
<td>52999</td>
</tr>
<tr>
<td>6</td>
<td>otto van</td>
<td>neren</td>
<td>35014</td>
</tr>
<tr>
<td>7</td>
<td>tempo</td>
<td>vonk</td>
<td>20274</td>
</tr>
<tr>
<td>8</td>
<td>violeta</td>
<td>bergfalk</td>
<td>85019</td>
</tr>
<tr>
<td>9</td>
<td>fiona</td>
<td>welles</td>
<td>18390</td>
</tr>
<tr>
<td>10</td>
<td>jelle</td>
<td>wauters</td>
<td>92325</td>
</tr>
<tr>
<td>11</td>
<td>joanne</td>
<td>velk</td>
<td>39038</td>
</tr>
</tbody>
</table>
7) Student names and IDs uploaded will appear under “Enrolled Students (*)”. Any new enrollments made will appear below existing enrollments.

This document has been prepared as a supportive tool to MDTP copyrighted materials and should not be modified without the consent of the MDTP Director’s Office.