

MDTP Assessment Tutorial

Adding District Admins



Note: If you are not a district administrator, you do not have access to this feature.

1) Click on **“Districts”** in the top menu, then click on **“District Admin”**

The screenshot shows the MDTP Assessment web application interface. At the top, there is a dark blue header with the text "MDTP ASSESSMENT" on the left and a user profile "Hi Peter Pascal" on the right. Below the header is a navigation bar with four dropdown menus: "Districts", "Schools", "Classes", and "Resources". A red arrow points to the "Districts" menu, which is open, showing "Districts" and "District Admin" options. The "District Admin" option is circled in red. To the right of the navigation bar is a search bar with the text "Search" and a magnifying glass icon. Below the navigation bar, there is a section titled "Current Classes (5)" with a "+ Add New Class" button. Below this is a table with five columns: "INSTRUCTOR", "SCHOOL NAME", "TERM", "CLASS NAME", and "PERIOD". The table contains three rows of data. Each row has a small icon in the "PERIOD" column, which is a pencil and a dropdown arrow.

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD
1	Fitzgerald, Mitzi	Harmonia - Post-Secondary	School Year 2019-2020	Math 185	0
2	Sorensen, Jokull	Harmonia - Post-Secondary	School Year 2019-2020	Math 150	0
3	Fitzgerald, Mitzi	Harmonia - Post-Secondary 2	School Year 2019-2020	Math 400	0

2) Click on “+ Add New District Admin”

District Admins (4)

Filter by:



	ADMIN NAME	DISTRICT NAME	PRIVILEGES	
1	Full District Admin, Only	Sunnyverse Unified	Full	
2	Limited District Admin, Full School Admin	Sunnyverse Unified	Limited	

3) Populate required fields and click “**Save**”. All characters in an email address must be lower case. Emails must be school or district affiliated. Private email addresses (ex. @gmail.com) cannot be added.

Add New District Admin

The form contains the following fields:

- Email:** A text input field.
- First Name:** A text input field.
- Last Name:** A text input field.
- District Name:** A text input field with the placeholder text "District Name".
- Privileges:** A dropdown menu with the placeholder text "Select privileges".
- Buttons:** A blue "Save" button and a white "Cancel" button.

A red bracket on the right side of the form groups the Email, First Name, Last Name, District Name, and Privileges fields. A red circle highlights the "Save" button.

Note: Only a district administrator with Full Privileges will be able to add another district administrator with Full Privileges. A district administrator with Limited Privileges will only be able to add another district administrator with Limited Privileges.