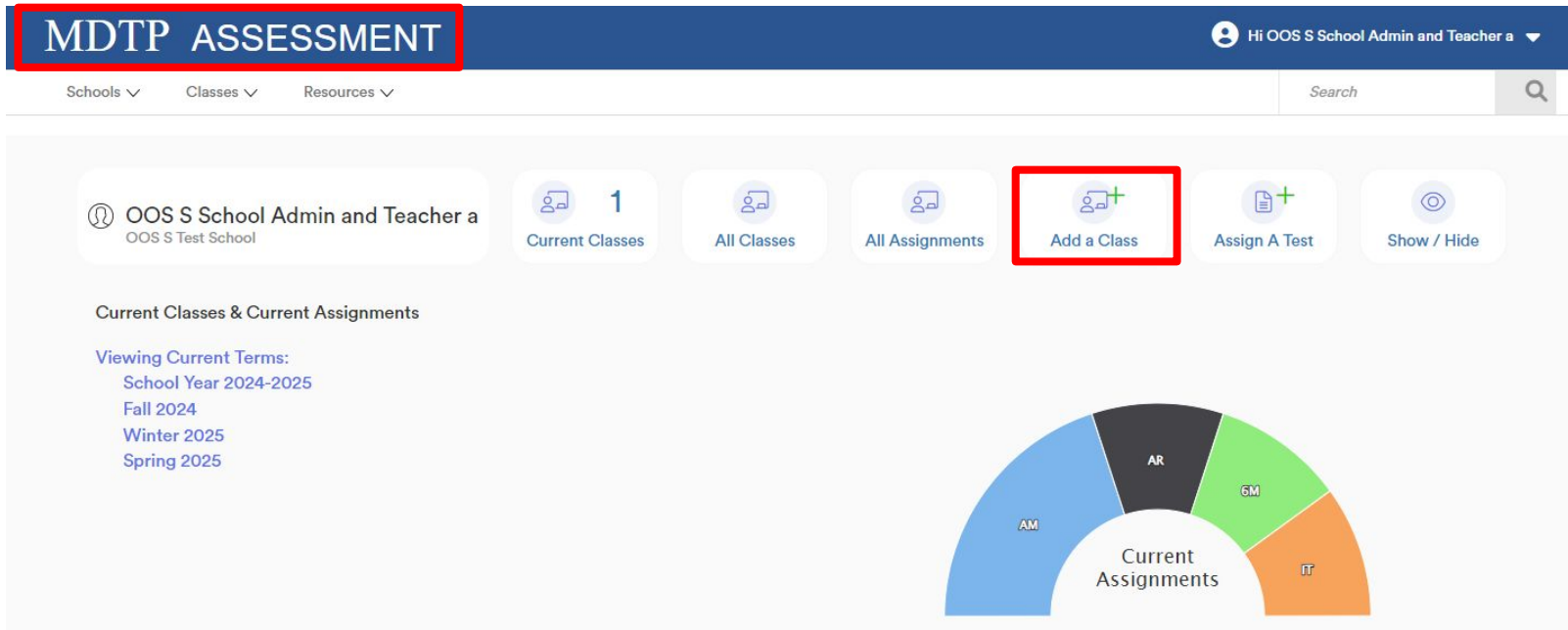


## Adding Classes

**Note:** The information in this tutorial supports faculty who already have an account on the MDTP platform. See the tutorial **“Adding Faculty or Proctors”** for help on adding faculty.

1) Click on **“MDTP ASSESSMENT”** in the top left of the screen to go to the dashboard. Then click **‘Add a Class’** on the dashboard.



MDTP ASSESSMENT

Hi OOS S School Admin and Teacher a

Schools ▾ Classes ▾ Resources ▾

Search

OOS S School Admin and Teacher a  
OOS S Test School

1  
Current Classes

All Classes

All Assignments

Add a Class

Assign A Test

Show / Hide

Current Classes & Current Assignments

Viewing Current Terms:  
School Year 2024-2025  
Fall 2024  
Winter 2025  
Spring 2025

AM AR 6M IT  
Current Assignments

2) Complete all required fields and click “Save”.

MDTP ASSESSMENT Hi Mitzi Fitzgerald

Navigation Search

### Add New Class

School Name  
Harmonia - Secondary

Instructor  
Fitzgerald, Mitzi

Second Instructor  
Select Instructor

Class Name

Term  
Select Term

Period

Class Registration

Self Registration

Pre-Roster Class

Save Cancel

### CLASS REGISTRATION OPTIONS:

**Self Registration** - Class rosters do not need to be uploaded in advance. Students will input their full name and student ID when given the exam code and upon entering the exam.

**Pre-Roster Class** - Rosters need to be uploaded in advance. Teachers will need to download the class roster template, enter students' full name and student ID, and then upload the roster. More information on rostering students is found in following slides.

**Note:** The Class Registration option will become locked (transparent) after assigning a test in the class (like the example below). If you wish to change the class registration type after students have tested, create a new class instead.

Class Registration

Self Registration

Pre-Roster Class

**NOTE:** If you expect most of the students in the class to remain the same throughout the school year, select the “School Year 2025-2026” term. If you only expect to have the students for one term (e.g. 4x4, quarter, etc.), select the appropriate term.

## Add New Class

School Name  
Harmonia - Secondary

Instructor  
Select Instructor

Second Instructor  
Select Instructor

Class Name

Term  
Select Term

Period

Save Cancel

**Note:** Classes are automatically archived after the term end date.

Term Name	Term Start	Term End
School Year 2025-2026	07/01/2025	07/01/2026
Fall 2025	07/01/2025	02/28/2026
Winter 2026	12/01/2025	04/30/2026
Spring 2026	01/01/2026	06/30/2026
Summer 2026	05/01/2026	09/30/2026

When **Pre-Roster Class** is selected, download the class roster Excel template shown below.

Class Name

Term  ▼      Period

Class Registration


Self Registration


Pre-Roster Class

Click the download button to download the current class roster in an Excel file. If your class is empty, you will download a blank template instead.

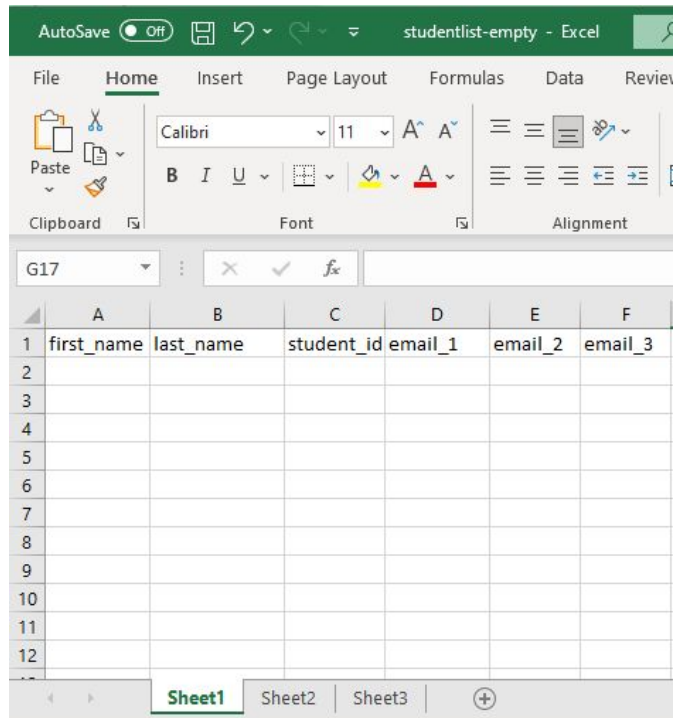
Click the upload button to upload your roster or update the existing student information.

Click on “Download the class roster Excel template”

  
Download the class roster Excel template here

  
Upload your completed roster here  
Select File...

When **Pre-Roster Class** is selected and the template has been downloaded, open the Excel file and enter the First Name, Last Name, and Student ID for each student. Emails fields are **OPTIONAL** and only used by the LEA for emailing student letters. Leave the email fields blank if you do not plan to email student letters.

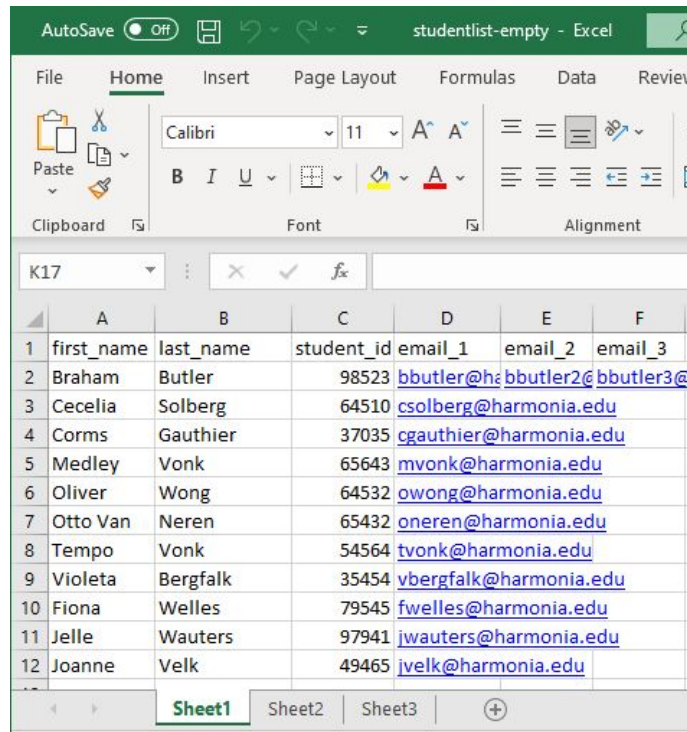
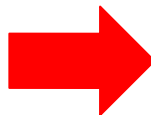


The screenshot shows an Excel spreadsheet with the following columns: first\_name, last\_name, student\_id, email\_1, email\_2, and email\_3. The spreadsheet is currently blank, with only the header row populated.

	A	B	C	D	E	F
1	first_name	last_name	student_id	email_1	email_2	email_3
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

**Reminder:**

Check that the First Names and Last Names are in the correct columns



The screenshot shows the same Excel spreadsheet as the blank template, but now filled with student data. The columns are: first\_name, last\_name, student\_id, email\_1, email\_2, and email\_3. The data is as follows:

	A	B	C	D	E	F
1	first_name	last_name	student_id	email_1	email_2	email_3
2	Braham	Butler	98523	<a href="mailto:bbutler@harmonia.edu">bbutler@harmonia.edu</a>	<a href="mailto:bbutler2@harmonia.edu">bbutler2@harmonia.edu</a>	<a href="mailto:bbutler3@harmonia.edu">bbutler3@harmonia.edu</a>
3	Cecelia	Solberg	64510	<a href="mailto:csolberg@harmonia.edu">csolberg@harmonia.edu</a>		
4	Corms	Gauthier	37035	<a href="mailto:cgauthier@harmonia.edu">cgauthier@harmonia.edu</a>		
5	Medley	Vonk	65643	<a href="mailto:mvonk@harmonia.edu">mvonk@harmonia.edu</a>		
6	Oliver	Wong	64532	<a href="mailto:owong@harmonia.edu">owong@harmonia.edu</a>		
7	Otto Van	Neren	65432	<a href="mailto:oneren@harmonia.edu">oneren@harmonia.edu</a>		
8	Tempo	Vonk	54564	<a href="mailto:tvonk@harmonia.edu">tvonk@harmonia.edu</a>		
9	Violeta	Bergfalk	35454	<a href="mailto:vbergfalk@harmonia.edu">vbergfalk@harmonia.edu</a>		
10	Fiona	Welles	79545	<a href="mailto:fwelles@harmonia.edu">fwelles@harmonia.edu</a>		
11	Jelle	Wauters	97941	<a href="mailto:jwauters@harmonia.edu">jwauters@harmonia.edu</a>		
12	Joanne	Velk	49465	<a href="mailto:jvelk@harmonia.edu">jvelk@harmonia.edu</a>		

The blank Class Roster Template you downloaded

Example of a completed roster

The screenshot shows an Excel spreadsheet with the following data:

1	A	B	C	D	E	F
	first_name	last_name	student_id	email_1	email_2	email_3
2	Branam	Butler	98523	<a href="mailto:bbutler@harmonia.edu">bbutler@harmonia.edu</a>	<a href="mailto:bbutler2@harmonia.edu">bbutler2@harmonia.edu</a>	<a href="mailto:bbutler3@harmonia.edu">bbutler3@harmonia.edu</a>
3	Cecelia	Solberg	64510	<a href="mailto:csolberg@harmonia.edu">csolberg@harmonia.edu</a>		
4	Corms	Gauthier	37035	<a href="mailto:cgauthier@harmonia.edu">cgauthier@harmonia.edu</a>		
5	Medley	Vonk	65643	<a href="mailto:mvonk@harmonia.edu">mvonk@harmonia.edu</a>		
6	Oliver	Wong	64532	<a href="mailto:owong@harmonia.edu">owong@harmonia.edu</a>		
7	Otto Van	Neren	65432	<a href="mailto:oneren@harmonia.edu">oneren@harmonia.edu</a>		
8	Tempo	Vonk	54564	<a href="mailto:tvonk@harmonia.edu">tvonk@harmonia.edu</a>		
9	Violeta	Bergfalk	35454	<a href="mailto:vbergfalk@harmonia.edu">vbergfalk@harmonia.edu</a>		
10	Fiona	Welles	79545	<a href="mailto:fwelles@harmonia.edu">fwelles@harmonia.edu</a>		
11	Jelle	Wauters	97941	<a href="mailto:jwauters@harmonia.edu">jwauters@harmonia.edu</a>		
12	Joanne	Velk	49465	<a href="mailto:jvelk@harmonia.edu">jvelk@harmonia.edu</a>		

The file **MUST HAVE** these listed headers as the first row even if the email columns are blank

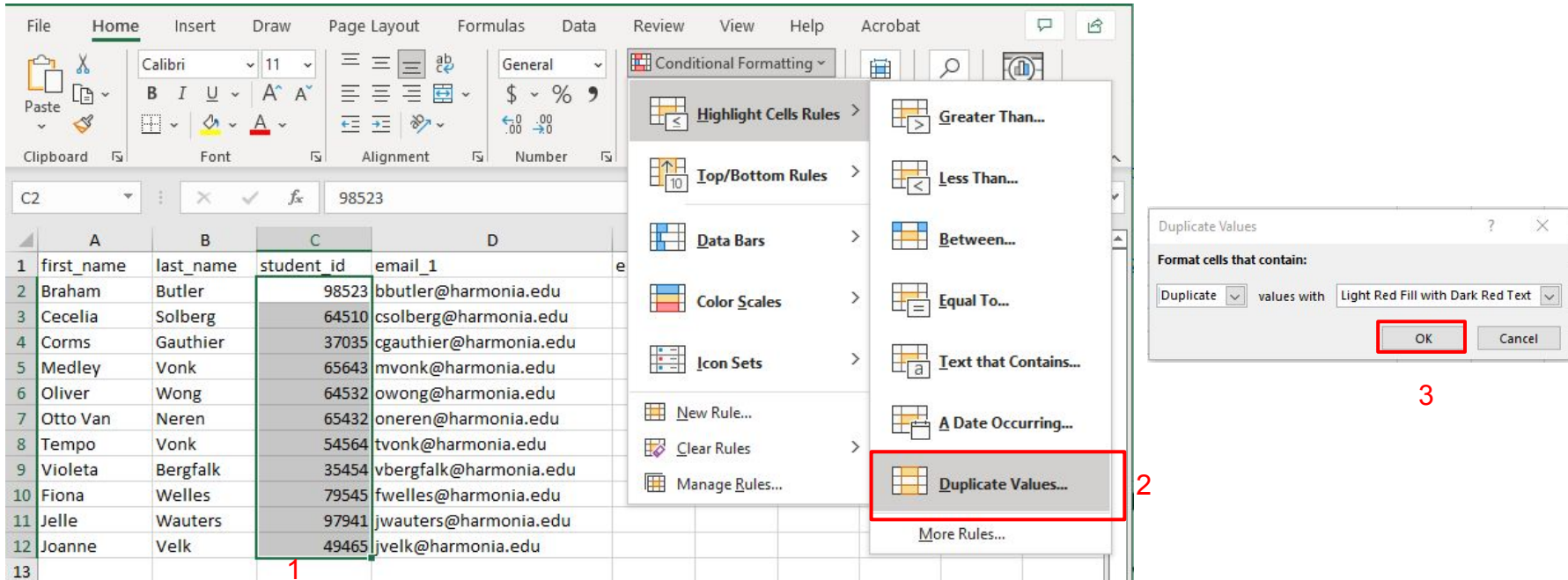
The screenshot shows an Excel spreadsheet with the following data:

1	A	B	C	D	E	F
	first name	last name	student id	email 1	email 2	email 3
2	Braham	Butler	98523	<a href="mailto:bbutler@harmonia.edu">bbutler@harmonia.edu</a>	<a href="mailto:bbutler2@harmonia.edu">bbutler2@harmonia.edu</a>	<a href="mailto:bbutler3@harmonia.edu">bbutler3@harmonia.edu</a>
3	Braham	Butler	98523	<a href="mailto:bbutler@harmonia.edu">bbutler@harmonia.edu</a>		
4		Gauthier	37035	<a href="mailto:cgauthier@harmonia.edu">cgauthier@harmonia.edu</a>		
5	Medley	Vonk	65643	<a href="mailto:mvonk@harmonia.edu">mvonk@harmonia.edu</a>		
6	Oliver		64532	<a href="mailto:owong@harmonia.edu">owong@harmonia.edu</a>		
7	Otto Van	Neren	65432	<a href="mailto:oneren@harmonia.edu">oneren@harmonia.edu</a>		
8	Tempo	Vonk		<a href="mailto:tvonk@harmonia.edu">tvonk@harmonia.edu</a>		
9	Violeta	Bergfalk	35454	<a href="mailto:vbergfalk@harmonia.edu">vbergfalk@harmonia.edu</a>		
10			79545	<a href="mailto:fwelles@harmonia.edu">fwelles@harmonia.edu</a>		
11	Jelle	Wauters	97941	<a href="mailto:jwauters@harmonia.edu">jwauters@harmonia.edu</a>		
12	Joanne	Velk	97941	<a href="mailto:jvelk@harmonia.edu">jvelk@harmonia.edu</a>		

Each student ID **MUST** be unique.  
Students will not be rostered if any fields are incomplete or if IDs are duplicated

## -How to find duplicates in an Excel spreadsheet

1. Select the cells you want to check for duplicates.
2. Click Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values.
3. In the box next to values with, pick the formatting you want to apply to the duplicate values, and then click OK.



The screenshot shows the Excel interface with the following elements:

- Worksheet Data:**

	A	B	C	D
1	first_name	last_name	student_id	email_1
2	Braham	Butler	98523	bbutler@harmonia.edu
3	Cecelia	Solberg	64510	csolberg@harmonia.edu
4	Corms	Gauthier	37035	cgauthier@harmonia.edu
5	Medley	Vonk	65643	mvonk@harmonia.edu
6	Oliver	Wong	64532	owong@harmonia.edu
7	Otto Van	Neren	65432	oneren@harmonia.edu
8	Tempo	Vonk	54564	tvonk@harmonia.edu
9	Violeta	Bergfalk	35454	vbergfalk@harmonia.edu
10	Fiona	Welles	79545	fwelles@harmonia.edu
11	Jelle	Wauters	97941	jwauters@harmonia.edu
12	Joanne	Velk	49465	jvelk@harmonia.edu
13				

- Conditional Formatting Menu:** The 'Duplicate Values...' option is highlighted with a red box (2).
- Duplicate Values Dialog Box:** The 'OK' button is highlighted with a red box (3). The dialog shows 'Format cells that contain:' with 'Duplicate' selected in the dropdown and 'Light Red Fill with Dark Red Text' selected in the format dropdown.

Once the Excel file is completed with student information, click on the button **“Upload your completed roster here. Select File...”** to upload the finished file from your computer.

Class Name

Term

Period

Class Registration

Self Registration

Pre-Roster Class

Click the download button to download the current class roster in an Excel file. If your class is empty, you will download a blank template instead.

Click the upload button to upload your roster or update the existing student information.



Download the class roster Excel  
template here



Upload your completed roster here  
Select File...

Save

Cancel

A preview of the class roster will appear. Unselect any students you wish to exclude from the roster. After reviewing, click “**Save**” and the student information will appear under “**Enrolled Students**”.

## Preview

Add changes	First Name	Last Name	Student ID	Email	Email 2	Email 3
<input checked="" type="checkbox"/>	Braham	Butler	98523	bbutler@harmonia.edu	bbutler2@harmonia.edu	bbutler3@harmonia.edu
<input checked="" type="checkbox"/>	Cecelia	Solberg	64510	csolberg@harmonia.edu		
<input checked="" type="checkbox"/>	Corms	Gauthier	37035	cgauthier@harmonia.edu		
<input checked="" type="checkbox"/>	Medley	Vonk	65643	mvonk@harmonia.edu		
<input checked="" type="checkbox"/>	Oliver	Wong	64532	owong@harmonia.edu		
<input checked="" type="checkbox"/>	Otto Van	Neren	65432	oneren@harmonia.edu		
<input checked="" type="checkbox"/>	Tempo	Vonk	54564	tvonk@harmonia.edu		
<input checked="" type="checkbox"/>	Violeta	Bergfalk	35454	vbergfalk@harmonia.edu		
<input checked="" type="checkbox"/>	Fiona	Welles	79545	fwelles@harmonia.edu		
<input checked="" type="checkbox"/>	Jelle	Wauters	97941	jwauters@harmonia.edu		
<input checked="" type="checkbox"/>	Joanne	Velk	49465	jvelk@harmonia.edu		