

Adding New Students to an Existing Class

Note: This feature is only available for “Pre-Roster Class” type classes.

1) Click on either ‘Classes’ in the top menu and then ‘All Classes’ or the ‘All Classes’ option on the dashboard to view all classes.

The screenshot shows the MDTP ASSESSMENT dashboard. At the top, there is a dark blue header with the text "MDTP ASSESSMENT" and a user profile "Hi Test Teacher". Below the header is a navigation bar with tabs: "Schools", "Classes", "Resources", and "Open Response Items". The "Classes" tab is selected, and a dropdown menu is open, showing options: "All Classes", "All Assignments", "All Class Enrollments", and "Submissions". The "All Classes" option is highlighted with a red box. Below the navigation bar, there is a dashboard area with several buttons: "All Classes", "All Assignments", "Add a Class", "Assign A Test", and "Show / Hide". The "All Classes" button is highlighted with a red box. Below the buttons, there is a section titled "Current Classes & Current Assignments" with a link "Viewing Current Terms". Below this link, there is a list of terms: "School Year 2025-2026", "Summer 2025", and "Fall 2025". To the right of the list, there is a semi-circular chart titled "Current Assignments" with three segments: "6M" (blue), "C2" (black), and "PR" (green).

2) Click on the action button next to the class then click “**View**”.

MDTP ASSESSMENT

Hi Test Teacher

Schools ▾ Classes ▾ Resources ▾ Open Response Items ▾

Search



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Classes (6)

Filter by:

Faculty

Class Name

Select Terms ▾

Filter

Reset Filter

+ Add New Class

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	a, OOS S Teacher Only	OOS S Test School	School Year 2025-2026	OOS S Test Class (pre-roster)	0	 ▾
2	a, OOS S Teacher Only	OOS S Test School	School Year 2025-2026	OOS S Test Class (self-registration)	0	 View  Edit  Delete
3	Teacher, Test	OOS S Test School	School Year 2025-2026	Testing KTRregion	6	 ▾
4	a, OOS S Teacher Only	OOS S Test School	School Year 2024-2025	Pre Roster Class test	0	 ▾
5	a, OOS S Teacher Only	OOS S Test School	School Year 2024-2025	Test Class 2	0	 ▾
6	a, OOS S Teacher Only	OOS S Test School	School Year 2024-2025	Test Comparison Report	0	 ▾

3) If you want to manually add a new student, click “+ Add New Enrollment”.

Note: This feature is only available for “Pre-Roster Class” type classes.

MDTP ASSESSMENT

Hi Test Teacher

Schools

Classes

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Home / Classes / View Class

OOS S Test Class (pre-roster)

Instructor:

a, OOS S Teacher Only

Second Instructor:

a, OOS S School Admin and Teacher

School Name:

OOS S Test School

Term:

School Year 2025-2026

Period:

0

Class Registration:

Pre-Roster Class

Edit Class - Delete

Assigned Tests (1)

+ Add New Assignment

	SCHOOL NAME	FACULTY	TEST TITLE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE ACTIVE		
☐	1	OOS S Test School	a, OOS S Teacher Only	Assessment of Preparedness for Grade 7 Mathematics (7M40A15)	00:00:00	NHUW	No	Feb 12, 2026 - Feb 28, 2026, 11:59:00 PM (PST)	

Enrolled Students (12)

Print preview

+ Add New Enrollment

4) Complete the mandatory field (marked with a red bar) then click “**Save.**” Emails are optional fields.

Add New Enrollment

Class Name

OOS S Test Class (pre-roster)

First Name

Last Name

Email 1

Email 2

Email 3

Student ID

Save

Cancel

5) If you want to add many new students, click “**Edit Class**”.

Note: This feature is only available for “Pre-Roster Class” type classes.

MDTP ASSESSMENT

Hi Test Teacher

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Classes

Resources

Open Response Items

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Home / Classes / View Class

OOS S Test Class (pre-roster)

Instructor:

a, OOS S Teacher Only

Second Instructor:

a, OOS S School Admin and Teacher

School Name:

OOS S Test School

Term:

School Year 2025-2026

Period:

0

Class Registration:

Pre-Roster Class

Edit Class - delete

Assigned Tests (1)

+ Add New Assignment

	SCHOOL NAME	FACULTY	TEST TITLE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE ACTIVE		
☐	1	OOS S Test School	a, OOS S Teacher Only	Assessment of Preparedness for Grade 7 Mathematics (7M40A15)	00:00:00	NHUW	No	Feb 12, 2026 - Feb 28, 2026, 11:59:00 PM (PST)	

Enrolled Students (12)

Print preview

+ Add New Enrollment

6) Click “**Download the class roster Excel template here**” to download the existing rostered students.

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Editing Class

School Name
OOS S Test School

Instructor
a, OOS S Teacher Only

Second Instructor
a, OOS S School Admin and Teacher
[Remove](#)

Class Name
OOS S Test Class (pre-roster)

Term
School Year 2025-2026

Period
0

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.

Maximum file size 8MB


Download the class roster Excel template here


Upload your completed roster here
Select File...

[Save](#) [Cancel](#)



AutoSave Off class-students-list (...)

File Home Insert Draw Page Layout Formulas Data

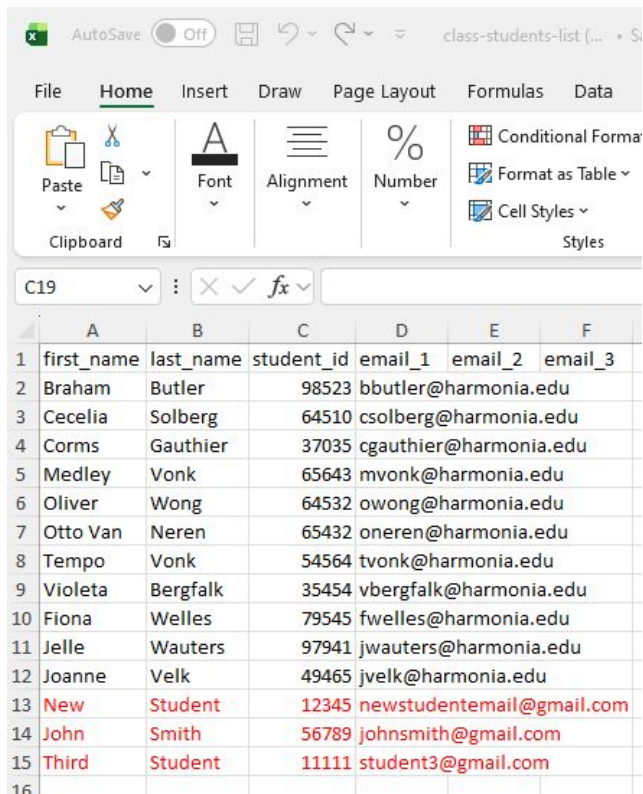
Paste Font Alignment Number Conditional Formatting Format as Table Cell Styles

J19

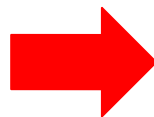
	A	B	C	D	E	F
1	first_name	last_name	student_id	email_1	email_2	email_3
2	Braham	Butler	98523	bbutler@harmonia.edu		
3	Cecelia	Solberg	64510	csolberg@harmonia.edu		
4	Corms	Gauthier	37035	cgauthier@harmonia.edu		
5	Medley	Vonk	65643	mvonk@harmonia.edu		
6	Oliver	Wong	64532	owong@harmonia.edu		
7	Otto Van	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						
14						
15						

7) Add new student information as new rows. Required fields for each student are First Name, Last Name, and Student ID. 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.

Save the changes then upload the edited file.



	A	B	C	D	E	F
1	first_name	last_name	student_id	email_1	email_2	email_3
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	New	Student	12345	newstudentemail@gmail.com		
14	John	Smith	56789	johnsmith@gmail.com		
15	Third	Student	11111	student3@gmail.com		



Editing Class

School Name

Instructor

Second Instructor

[Remove](#)

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.

Maximum file size 8MB



Download the class roster Excel template here



Upload your completed roster here
Select File...

Save **Cancel**

8) A preview of the class roster will appear. Confirm the new changes in yellow then click “**Save**”.

Preview

Please review the uploaded roster information carefully before saving. Students with duplicate IDs or problems are highlighted in red. New students and edits to existing students are highlighted in yellow.

Add changes	First Name	Last Name	Student ID	Email	Email 2	Email 3
☐	Braham	Butler	98523	bbutler@harmonia.edu		
☐	Cecelia	Solberg	64510	csolberg@harmonia.edu		
☐	Corms	Gauthier	37035	cgauthier@harmonia.edu		
☐	Medley	Vonk	65643	mvonk@harmonia.edu		
☐	Oliver	Wong	64532	owong@harmonia.edu		
☐	Otto Van	Neren	65432	oneren@harmonia.edu		
☐	Tempo	Vonk	54564	tvonk@harmonia.edu		
☐	Violeta	Bergfalk	35454	vbergfalk@harmonia.edu		
☐	Fiona	Welles	79545	fwelles@harmonia.edu		
☐	Jelle	Wauters	97941	jwauters@harmonia.edu		
☐	Joanne	Velk	49465	jvelk@harmonia.edu		
☒	New	Student	12345	newstudentemail@gmail.com		
☒	John	Smith	56789	johnsmith@gmail.com		
☒	Third	Student	11111	student3@gmail.com		