

Adding Student Emails to an Existing Class

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 'All Classes' (highlighted with a red box), 'All Assignments', 'All Class Enrollments', and 'Submissions'. On the dashboard, there are several buttons: 'All Classes' (highlighted with a red box), 'All Assignments', 'Add a Class', 'Assign A Test', and 'Show / Hide'. Below the buttons, there is a section titled 'Current Classes & Current Assignments' with a link to 'Viewing Current Terms: School Year 2025-2026'. This link leads to a list of terms: 'Spring 2026', 'Summer 2026', and 'Fall 2026'. To the right of the list is a semi-circular chart titled 'Current Assignments' with three segments labeled '6M', 'C2', and 'PR'.

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

MDTP ASSESSMENT

Hi Test Teacher ▾

Schools ▾ Classes ▾ Resources ▾ Open Response Items ▾

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Classes (6)

Filter by:

Faculty

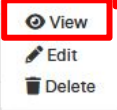
Class Name

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	
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) Click “**Edit Class**”.

MDTP ASSESSMENT

Hi Test Teacher

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

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

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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

Save



Upload your completed roster here
Select File...

Cancel



AutoSave Off class-students-list (... • Sa

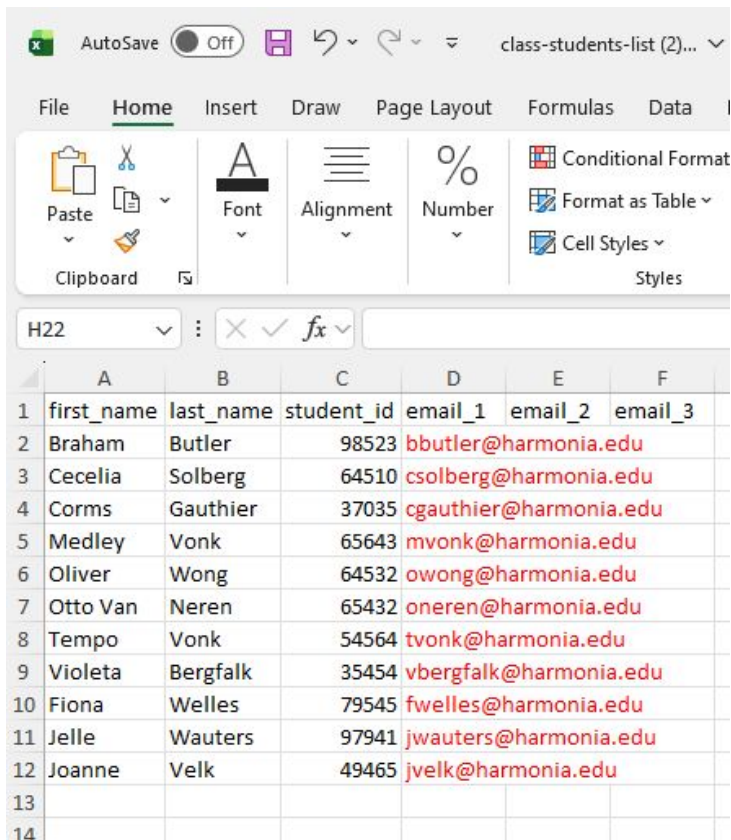
File Home Insert Draw Page Layout Formulas Data F

Paste Font Alignment Number Conditional Format Format as Table Cell Styles Styles

H18

	A	B	C	D	E	F
1	first_name	last_name	student_id	email_1	email_2	email_3
2	Braham	Butler	98523			
3	Cecelia	Solberg	64510			
4	Corms	Gauthier	37035			
5	Medley	Vonk	65643			
6	Oliver	Wong	64532			
7	Otto Van	Neren	65432			
8	Tempo	Vonk	54564			
9	Violeta	Bergfalk	35454			
10	Fiona	Welles	79545			
11	Jelle	Wauters	97941			
12	Joanne	Velk	49465			
13						

5) Add up to three emails for each student. Emails fields are **OPTIONAL** and only used by the LEA for emailing 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						
14						

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

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

Preview

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		

7) Alternatively, it is possible to add student emails from the report page. Click the action button associated with the test then click **“Report”** to enter the reports section of the system.

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	UCRJ	Yes	May 15, 2026, 11:59:00 PM (PST)	

Enrolled Students (11)

 Print preview

 View

 Edit

Close Exam

Print Instructions

Preview Exam

 Delete

	FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE
1	Braham	Butler	98523		Yes

8) This is the summary page for the report. Click **“Student Letters”** then click **“Email”**.

MDTP ASSESSMENT

Hi OOS S School Admin and Teacher a

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[Summary](#)Topic SummaryItem AnalysisAnswer TimingsIndividual Results

Assessment of Preparedness for Grade 7 Mathematics (7M40A15)

Student Results

Student Letters

Export as pdf

Email

PDF

☐ Include Student IDs

Class Name:

OOS S Test Class (pre-roster) (0)

Date:

02/12/2026

Number of students:

1

Number of items:

40

Average Score:

0 (0%)

Average Percentage Correct by Topic

The height of each bar represents the average percentage correct by topic. Hover over each bar to see the average number of correct questions divided by the total questions in that topic. Click on each bar to see the questions in that topic.

Tier Levels by Topic

Each colored section represents the total percentage of students in each tier by topic. Click on the highlighted sections in each bar to see the questions in that topic for students in that tier.

You can add student emails directly from this page before clicking “**Send**” to immediately send out student letters. To learn more about emailing the student letters, see the “**Student Letters**” tutorial for more details.

Email Test Submissions

Student test results will only be delivered to selected students.

Select All	First Name	Last Name	Student ID	Email
☐				Missing email addresses may be added here.
☐	Cody	Banks	1001	Email 1 Email 2 Email 3