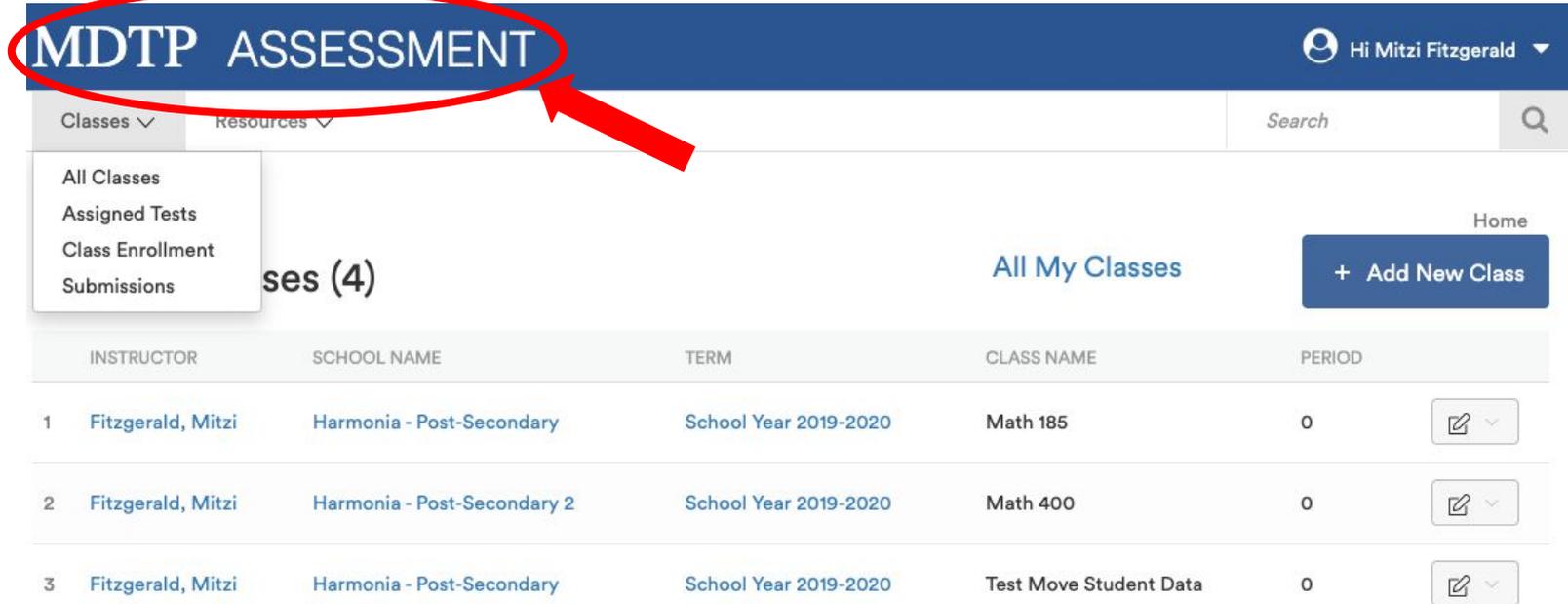


Adding Classes

Note: Instructions given in this document assumes faculty are already in the MDTP system. For guidance on adding faculty in the system, see the PDF document “**Adding Faculty or Proctors.**”

1) Click on “**MDTP ASSESSMENT**” in the top left of the screen to go to the dashboard.



	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Fitzgerald, Mitzi	Harmonia - Post-Secondary	School Year 2019-2020	Math 185	0	
2	Fitzgerald, Mitzi	Harmonia - Post-Secondary 2	School Year 2019-2020	Math 400	0	
3	Fitzgerald, Mitzi	Harmonia - Post-Secondary	School Year 2019-2020	Test Move Student Data	0	

2) Click the “+ Add New Class” button

The screenshot shows the MDTP ASSESSMENT dashboard. At the top, there is a blue header with the text "MDTP ASSESSMENT" and a user profile for "Hi Mitzi Fitzgerald". Below the header, there are navigation tabs for "Classes" and "Resources", and a search bar. A dropdown menu is open under "Classes", listing "All Classes", "Assigned Tests", "Class Enrollment", and "Submissions". The main content area displays "Classes (4)" and "All My Classes". A blue button labeled "+ Add New Class" is circled in red. Below this is a table with columns: INSTRUCTOR, SCHOOL NAME, TERM, CLASS NAME, and PERIOD. The table contains three rows of class data.

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Fitzgerald, Mitzi	Harmonia - Post-Secondary	School Year 2019-2020	Math 185	0	
2	Fitzgerald, Mitzi	Harmonia - Post-Secondary 2	School Year 2019-2020	Math 400	0	
3	Fitzgerald, Mitzi	Harmonia - Post-Secondary	School Year 2019-2020	Test Move Student Data	0	

3) 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 entering the exam.

Pre-Roster Class - Rosters will 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 this will be found on the next slides.

Note: The Class Registration option will become locked (grayed out) after assigning a test in the class. If you wish to change the class registration type after students have tested, you will need to create a new class.

School Year 2023-2024

Class Registration

- Self Registration
- Pre-Roster Class

Click the download button to download the current class roster in an Ex

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

Class Name

Term ▼ Period

Class Registration

Self Registration

Pre-Roster Class

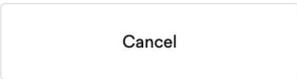
Click the download button to download the current class roster in an Excel file. If your class is empty, you will download a blank template instead.

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


Download the class roster Excel template here

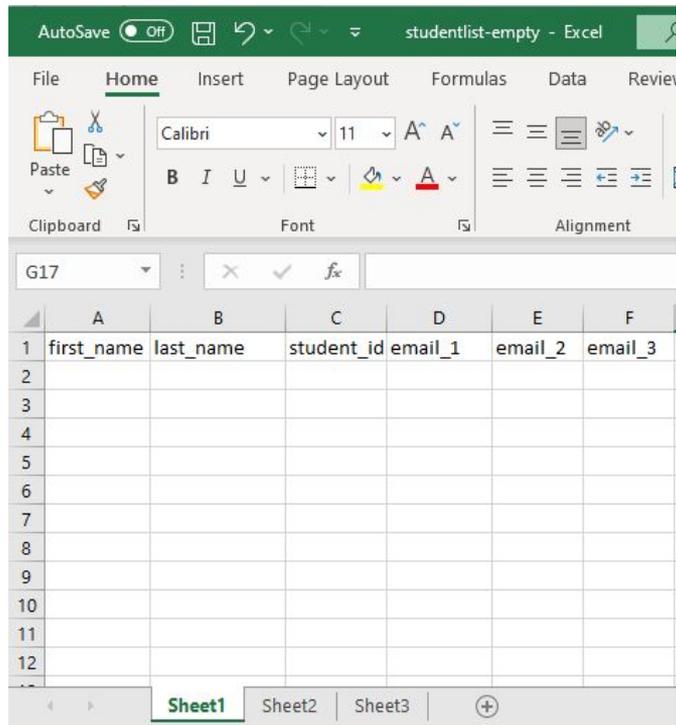

Upload your completed roster here
Select File...

 Save

 Cancel

Click on “Download the class roster Excel template”

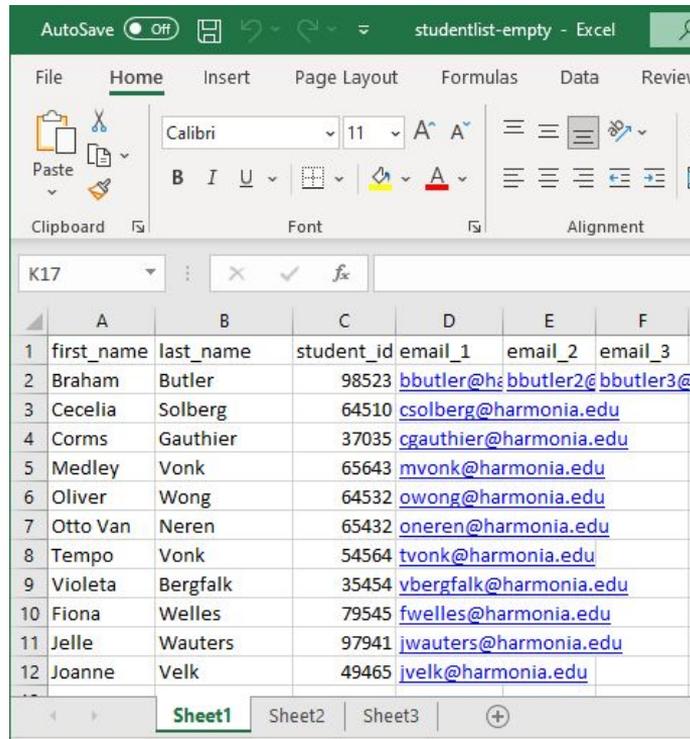
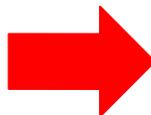
When **Pre-Roster Class** is selected and the template has been downloaded, open the Excel file and enter the First Name, Last Name, and Student ID for each student. Emails fields are **OPTIONAL** and only used by the LEA for emailing student letters. Leave the email fields blank if you do not plan to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



	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



	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	bbutler2@harmonia.edu	bbutler3@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		

The blank Class Roster Template you downloaded

Example of a completed roster

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	first_name	last_name	student_id	email_1	email_2	email_3
2	Branam	Butler	98523	bbutler@h	bbutler2@	bbutler3@
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		

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

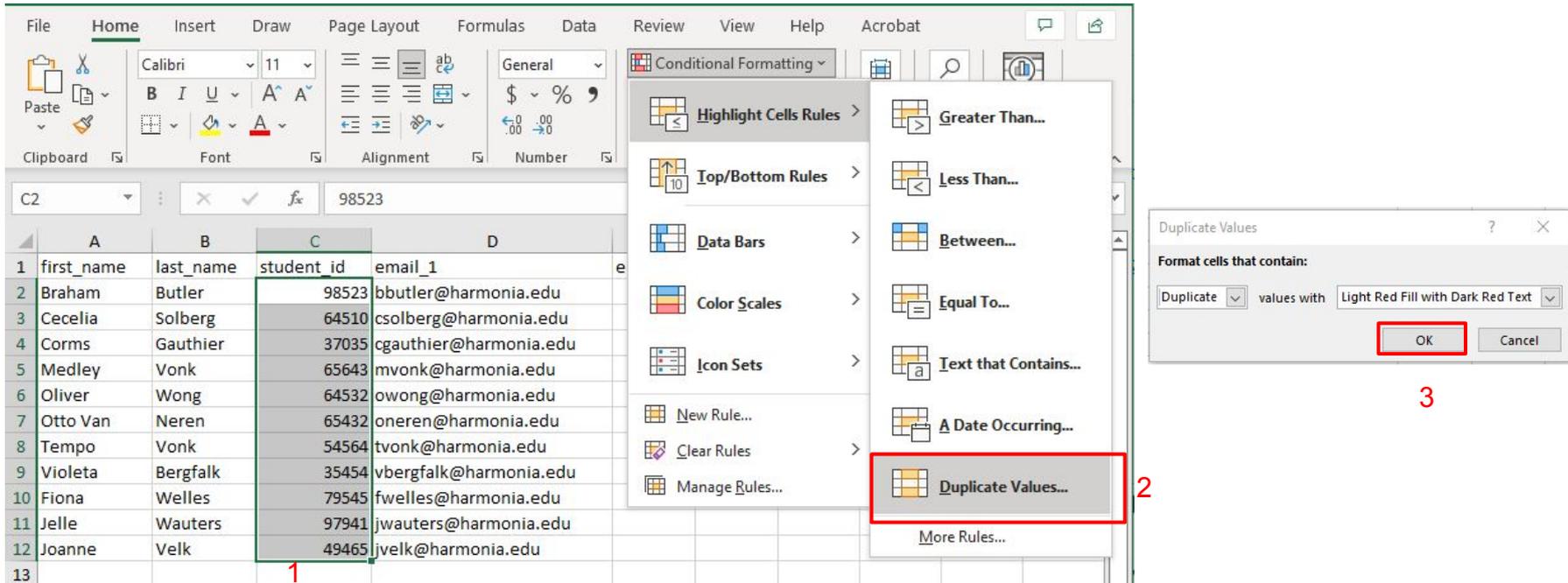
The screenshot shows an Excel spreadsheet with the following data:

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

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: Duplicate values with Light Red Fill with Dark Red Text'.

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

Select Term ▼

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		

NOTE: If you expect most of the students in the class to remain the same throughout the school year, select the “School Year 2024-2025” term. If you only expect to have the students for one term (e.g. 4x4, quarter, etc.), select the appropriate seasonal 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 2024-2025	07/01/2024	07/01/2025
Fall 2024	07/01/2024	01/31/2025
Winter 2025	12/01/2024	04/30/2025
Spring 2025	01/01/2025	06/30/2025
Summer 2025	05/01/2025	09/30/2025