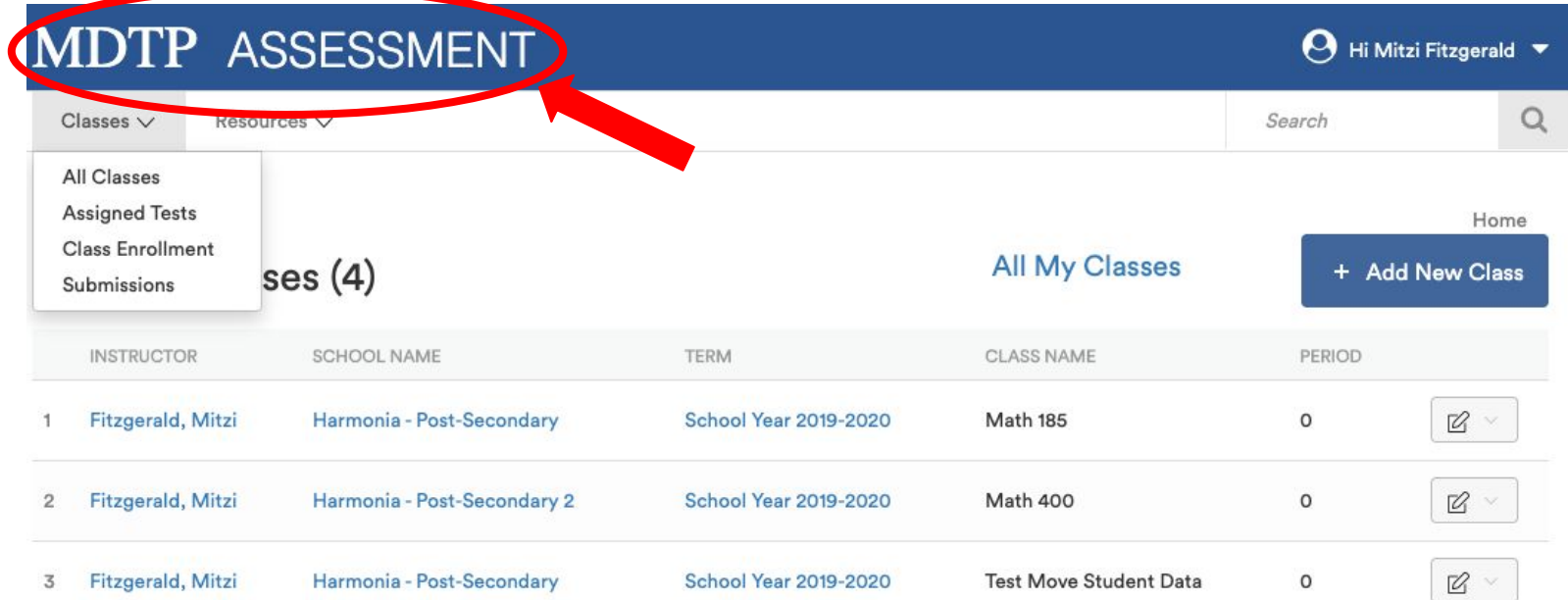








## Adding Classes

**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

**MDTP ASSESSMENT** Hi Mitzi Fitzgerald ▾

Classes ▾ Resources ▾

All Classes  
Assigned Tests  
Class Enrollment  
Submissions

Classes (4) [All My Classes](#) **+ Add New Class**

	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.**”

## Add New Class

School Name

Harmonia - Secondary

Instructor

Select Instructor

Second Instructor

Select Instructor

Class Name

Term

Select Term

Period

Save

Cancel

**Note:** This page can be reached from the homepage when logging in. Find the blue button “**+Add New Class**” on the right hand side

If you expect most of the students in the class to remain the same throughout the school year, select the “School Year 2021-2022” 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 2021-2022	07/01/2021	07/01/2022
Fall 2021	07/01/2021	01/31/2022
Winter 2022	12/01/2021	04/30/2022
Spring 2022	01/01/2022	06/30/2022
Summer 2022	05/01/2022	09/30/2022