

MDTP Assessment Tutorial

Adding School Admins



Note: You must be a district administrator or a school administrator to use this feature.

1) Select “**Schools**” in the top menu, then select “**School Admin**”

The screenshot shows the MDTP ASSESSMENT dashboard. At the top, there is a dark blue header with the text 'MDTP ASSESSMENT' on the left and a user profile 'Hi Peter Pascal' on the right. Below the header is a navigation bar with several dropdown menus: 'Districts', 'Schools', 'Classes', and 'Resources'. The 'Schools' dropdown menu is open, showing three options: 'Schools', 'School Admin', and 'School Faculty'. The 'School Admin' option is highlighted with a red box. To the right of the navigation bar is a search bar with the text 'Search' and a magnifying glass icon. Below the navigation bar, there is a section titled 'Current Classes (3)' with a '+ Add New Class' button. The 'Add New Class' button is blue with white text. Below this section is a table with the following columns: 'INSTRUCTOR', 'SCHOOL NAME', 'TERM', 'CLASS NAME', and 'PERIOD'. The table contains three rows of data:

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Fitzgerald, Mitzi	Harmonia - Post-Secondary	School Year 2019-2020	Math 185	0	
2	Sorensen, Jokull	Harmonia - Post-Secondary	School Year 2019-2020	Math 150	0	
3	Fitzgerald, Mitzi	Harmonia - Post-Secondary 2	School Year 2019-2020	Math 400	0	

2) Select “Add New School Admin”



School Admins (4)

Filter by:

Admin First Name Admin Last Name School Name

Select Privileges Filter Reset Filter

Export Admin list **+ Add New School Admin**

	ADMIN NAME	SCHOOL NAME	PRIVILEGES	
1	Drury, Wulfric	Harmonia	Full	
2	Full School Admin, Only	Harmonia	Full	

3) Notice a FERPA agreement appears. Be sure to read and fully understand compliance to data access guidelines before continuing the process of adding an administrator.

The screenshot shows the MDTP user interface. At the top left is the MDTP logo. Below it are navigation links for 'Districts' and 'Schools'. On the right, there is a user profile for 'Hi Carl Gauss' and a search bar. The main heading is 'Add New School Admin'. A modal box titled 'School Admins' is overlaid on the page, containing the following text: 'Individuals assigned as school administrators will be able to access student data for all faculty at their sites. By adding a new school administrator, you indicate your agreement that access granted will be in compliance with FERPA guidelines and faculty contracts, and that MDTP data will not be used to evaluate faculty. MDTP is not liable for inappropriate use of data by users of MDTP Online Testing who were added by district administrators.' An 'Agree' button is located at the bottom right of the modal box. Below the modal, the form fields for 'Email', 'First Name', 'Last Name', and 'School Name' are visible.

4) Populate required fields and select “**Save**”. All characters in an email address must be lower case. Emails must be school or district affiliated. Private email addresses (ex. @gmail.com) cannot be added.

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Add New School Admin

Email

First Name Last Name

School Name

Privileges

Select privileges ▼

Save

Note: Only a school administrator with Full Privileges will be able to add another school administrator with Full Privileges. A school administrator with Limited Privileges will only be able to add another school administrator with Limited Privileges.