MDTP Assessment Tutorial

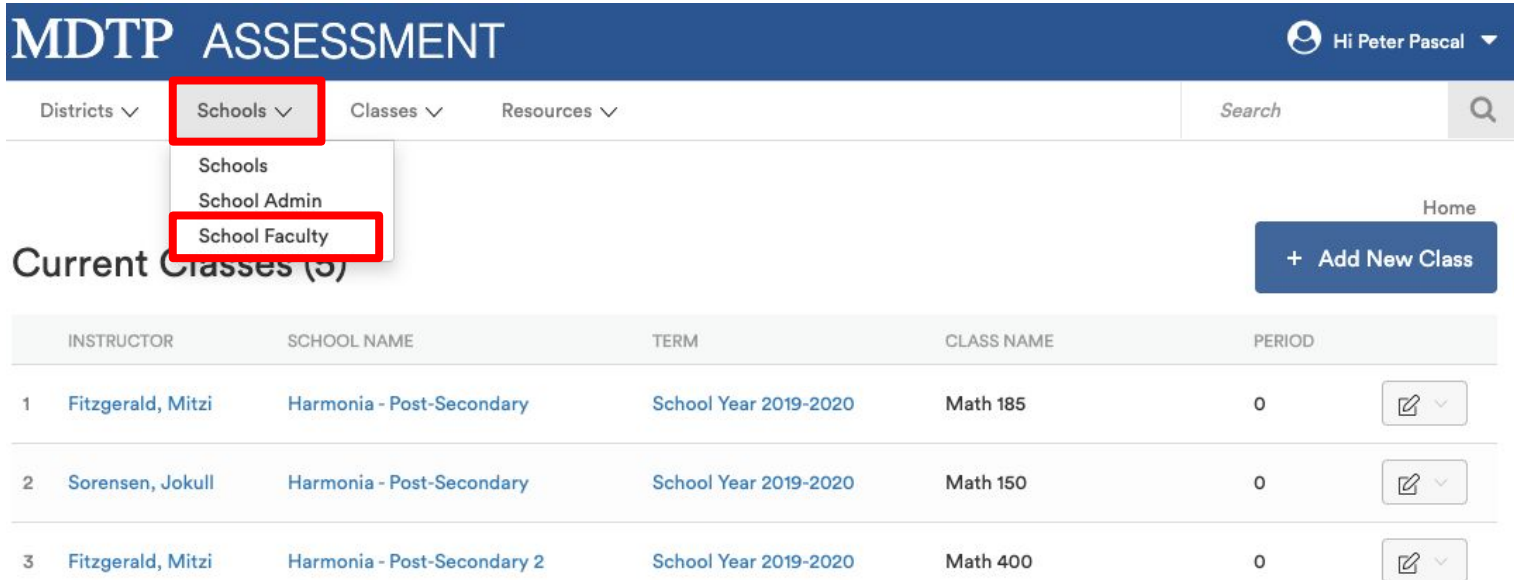# Adding Faculty or Proctors

Note: If you are a school or district administrator, and would like to administer MDTP tests to your own class, you need to add yourself as "School Faculty". Then you will be able to add classes, upload rosters, and assign tests.

1) Select "**Schools**" in the top menu, then select "**School Faculty**"

2) Select "+ **Add New School Faculty**"

School Faculty (11)

Filter by:

Faculty First Name	Faculty Last Name	School Name

[⏷ Filter] [Reset Filter]

[🗐 Export Faculty list] [**+ Add New School Faculty**]

	FACULTY NAME	SCHOOL NAME	
1	Drury, Wulfric	Harmonia 2	[✎ ⌄]
2	Drury, Wulfric	Harmonia	[✎ ⌄]

3) 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 Faculty

Email

First Name   Last Name

School Name

School Name

Save