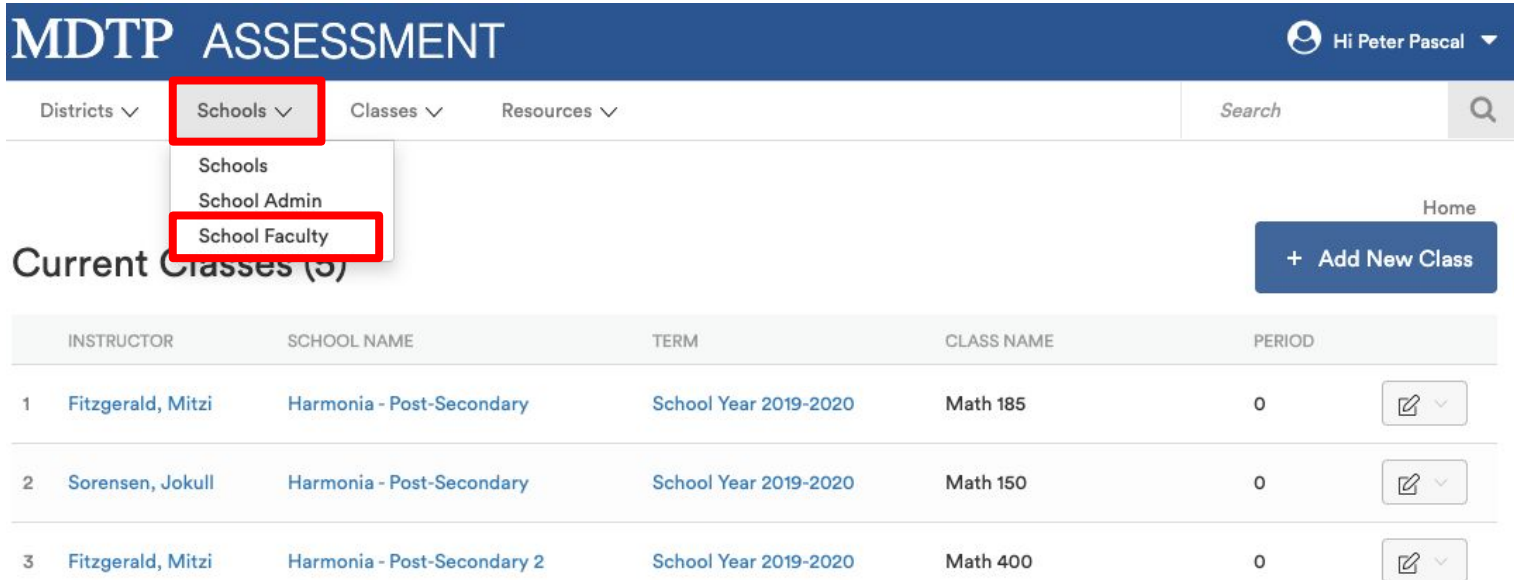


## Adding Faculty or Proctors

**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**”



The screenshot shows the MDTP ASSESSMENT dashboard. The top navigation bar is dark blue with the text 'MDTP ASSESSMENT' on the left and a user profile 'Hi Peter Pascal' on the right. Below the navigation bar are several menu items: 'Districts', 'Schools', 'Classes', and 'Resources'. The 'Schools' menu is highlighted with a red box, and its dropdown menu is open, showing 'Schools', 'School Admin', and 'School Faculty'. The 'School Faculty' option is also highlighted with a red box. To the right of the navigation bar is a search bar and a 'Home' button. Below the navigation bar is a section titled 'Current Classes (3)' with a '+ Add New Class' button. Below this is a table with columns: INSTRUCTOR, SCHOOL NAME, TERM, CLASS NAME, and PERIOD. The table contains three rows of class information.

	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 Faculty”

## School Faculty (11)



Filter by:

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

Save