

MDTP Assessment Tutorial




Adding District Admins



Note: If you are not a district administrator, you do not have access to this feature.

1) Select “**Districts**” in the top menu, then select “**District Admin**”

The screenshot shows the MDTP ASSESSMENT interface. 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 "Districts" menu is highlighted with a red box, and its dropdown menu is open, showing "Districts" and "District Admin" (also 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 "Home" button and a "+ Add New Class" button. The main content area displays "Current Classes (5)" and a table with the following 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 District Admin”



District Admins (4)

Filter by:

Filter

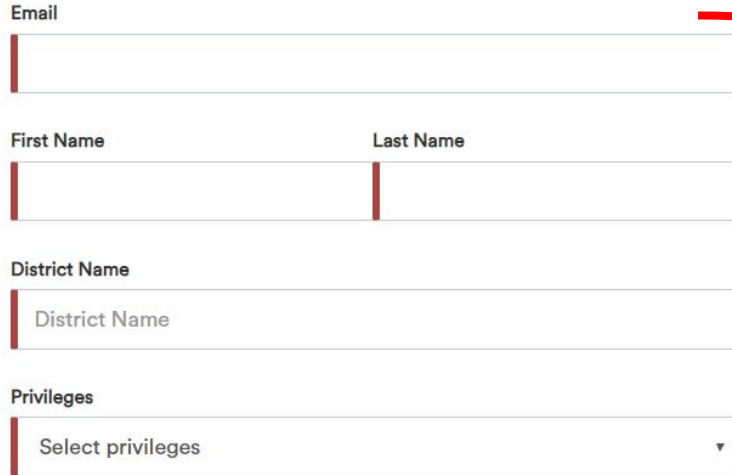
Reset Filter

+ Add New District Admin

	ADMIN NAME	DISTRICT NAME	PRIVILEGES	
1	Full District Admin, Only	Sunnyverse Unified	Full	
2	Limited District Admin, Full School Admin	Sunnyverse Unified	Limited	

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.

Add New District Admin



Email

First Name Last Name

District Name

Privileges

Select privileges

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

Save

Cancel