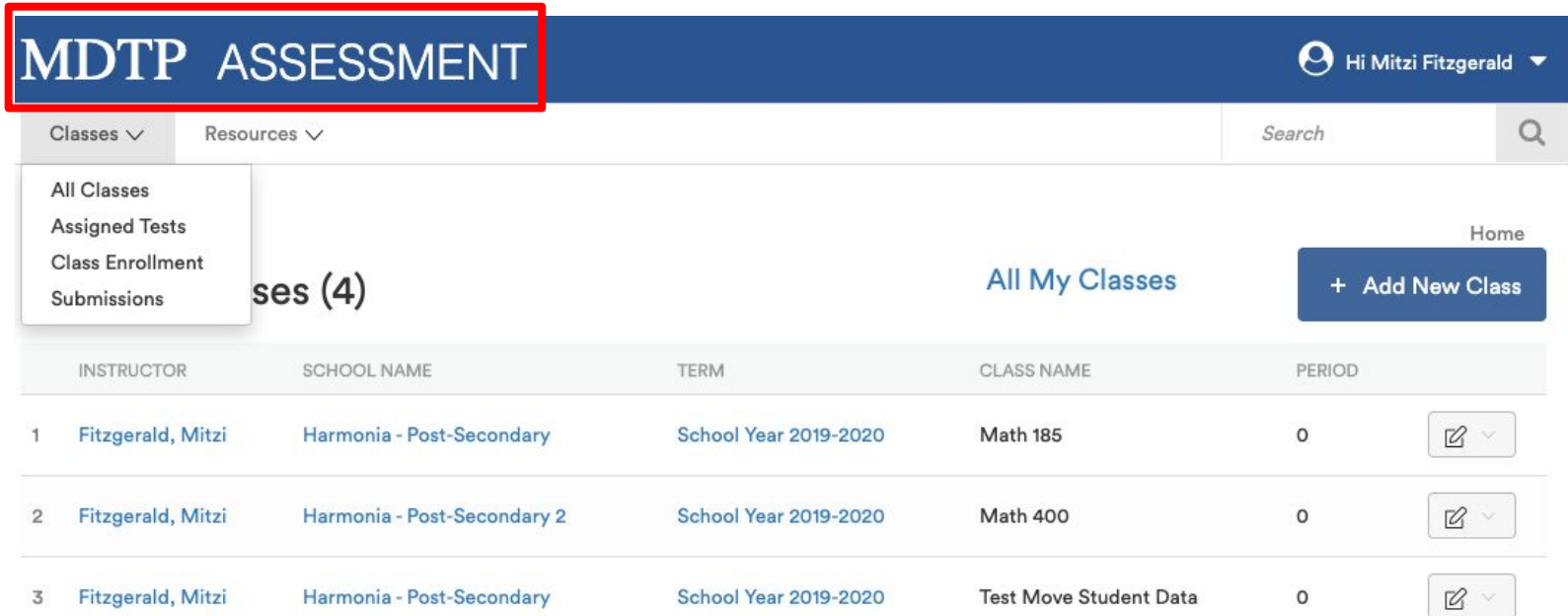# Adding Classes

Note: This tutorial assumes faculty are already added to the MDTP platform. See the tutorial **"Adding Faculty or Proctors"** for help on adding faculty.

1) Select "**MDTP ASSESSMENT**" in the top left of the screen to go to the dashboard.

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2) Select the "**+ Add New Class**" button

3) Complete all required fields and select "**Save**".

CLASS REGISTRATION OPTIONS:

Self Registration - Class rosters do not need to be uploaded in advance. Students will input their full name and student ID when entering the exam.

Pre-Roster Class - Rosters will be uploaded in advance. Teachers will need to download the class roster template, enter students' full name and student ID and then upload the roster. More information on this will be found on the next slides.

Note: The Class Registration option will become locked (transparent) after assigning a test in the class (like the example below). If you wish to change the class registration type after students have tested, create a new class instead.

NOTE: If you expect most of the students in the class to remain the same throughout the school year, select the "School Year 2024-2025" term. If you only expect to have the students for one term (e.g. 4x4, quarter, etc.), select the appropriate 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 2024-2025	07/01/2024	07/01/2025
Fall 2024	07/01/2024	01/31/2025
Winter 2025	12/01/2024	04/30/2025
Spring 2025	01/01/2025	06/30/2025
Summer 2025	05/01/2025	09/30/2025

When **Pre-Roster Class** is selected, download the class roster Excel template shown below.

Class Name

Term

Select Term

Period

Class Registration
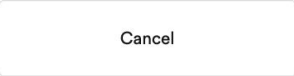
○ Self Registration

● Pre-Roster Class

Click the download button to download the current class roster in an Excel file. If your class is empty, you will download a blank template instead.

Click the upload button to upload your roster or update the existing student information.

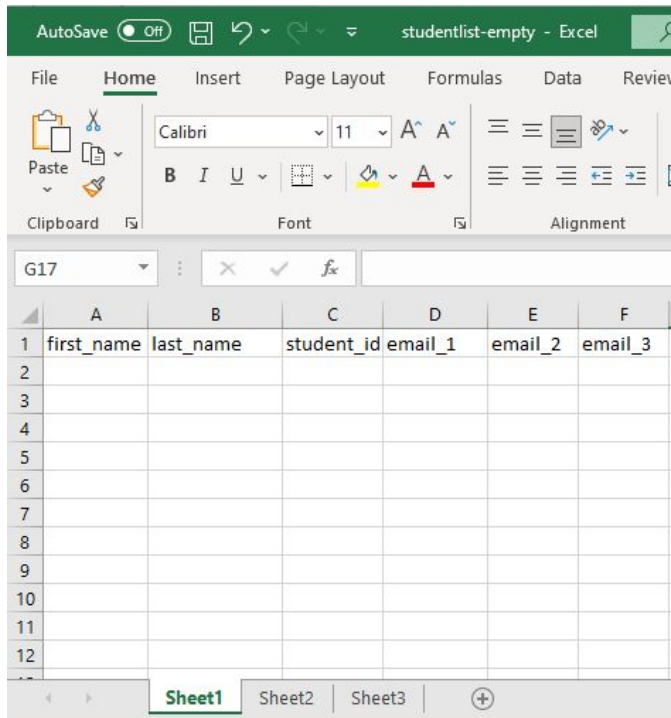Select "Download the class roster Excel template"

Download the class roster Excel template here

Upload your completed roster here Select File...

Save

Cancel

When **Pre-Roster Class** is selected and the template has been downloaded**,** open the Excel file and enter the First Name, Last Name, and Student ID for each student. Emails fields are **<u>OPTIONAL</u>** and only used by the LEA for emailing student letters. Leave the email fields blank if you do not plan to email student letters.
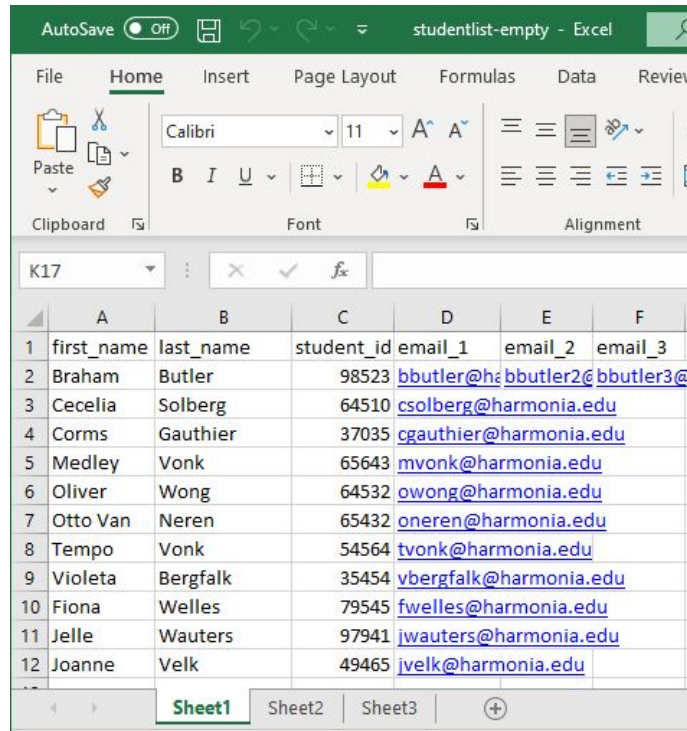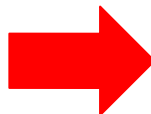

Reminder:
Check that the First Names and Last Names are in the correct columns

The blank Class Roster Template you downloaded

Example of a completed roster

The file **MUST HAVE** these listed headers as the first row even if the email columns are blank

Each student ID **MUST** be unique. Students will not be rostered if any fields are incomplete or if IDs are duplicated

-How to find duplicates in an Excel spreadsheet

1. Select the cells you want to check for duplicates.
2. Select Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values.
3. In the box next to "values with", pick the formatting you want to apply to the duplicate values, and then select OK.

Once the Excel file is completed with student information, select the button "**Upload your completed roster here. Select File...**" to upload the finished file from your computer.

Class Name

Term

Select Term ⌄

Period

Class Registration

○ Self Registration

● Pre-Roster Class

Click the download button to download the current class roster in an Excel file. If your class is empty, you will download a blank template instead.

Click the upload button to upload your roster or update the existing student information.

Download the class roster Excel template here

Upload your completed roster here Select File...

Save

Cancel

A preview of the class roster will appear. Unselect any students you wish to exclude from the roster. After reviewing, select "**Save**"and the student information will appear under "**Enrolled Students**".

Preview

Add changes	First Name	Last Name	Student ID	Email	Email 2	Email 3
☑	Braham	Butler	98523	bbutler@harmonia.edu	bbutler2@harmonia.edu	bbutler3@harmonia.edu
☑	Cecelia	Solberg	64510	csolberg@harmonia.edu		
☑	Corms	Gauthier	37035	cgauthier@harmonia.edu		
☑	Medley	Vonk	65643	mvonk@harmonia.edu		
☑	Oliver	Wong	64532	owong@harmonia.edu		
☑	Otto Van	Neren	65432	oneren@harmonia.edu		
☑	Tempo	Vonk	54564	tvonk@harmonia.edu		
☑	Violeta	Bergfalk	35454	vbergfalk@harmonia.edu		
☑	Fiona	Welles	79545	fwelles@harmonia.edu		
☑	Jelle	Wauters	97941	jwauters@harmonia.edu		
☑	Joanne	Velk	49465	jvelk@harmonia.edu		