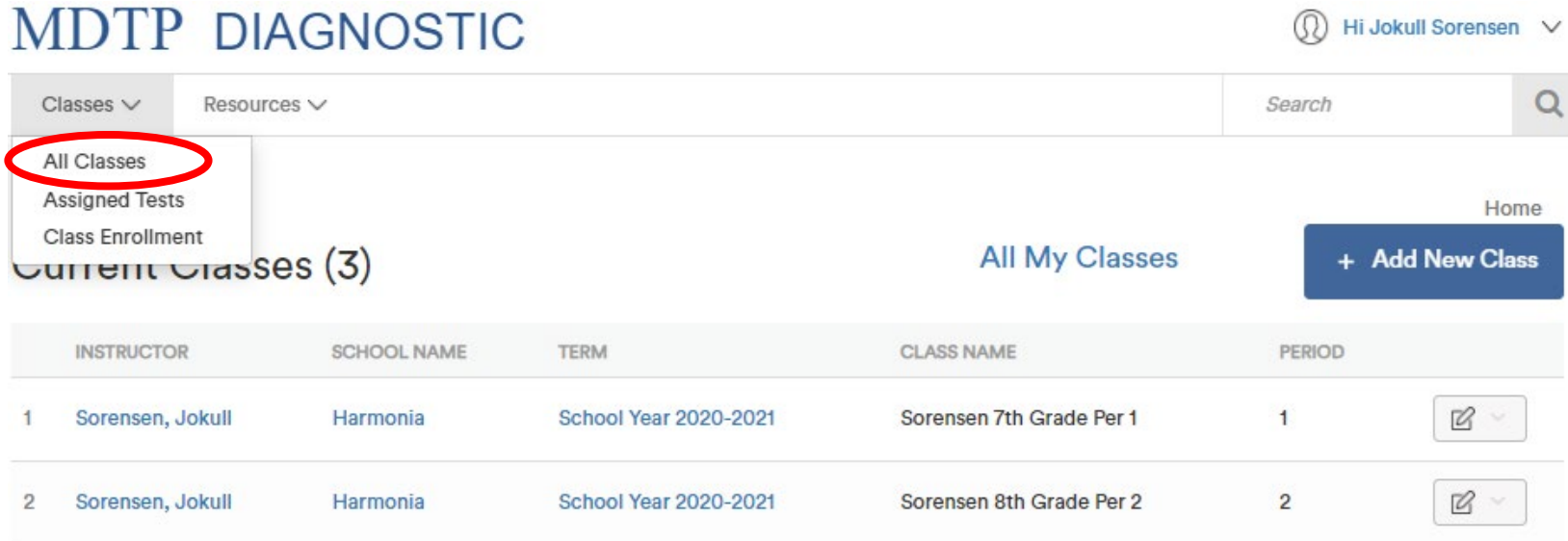




Adding Classes

Note: Instructions given in this document assumes faculty are already in the MDTP system. For guidance on adding faculty in the system, see the PDF document “**Adding Faculty or Proctors.**”

1) Select “**Classes**” on the horizontal menu and select “**All Classes**” to see your current classes.



The screenshot shows the MDTP Diagnostic interface. At the top left is the logo 'MDTP DIAGNOSTIC'. On the right, there is a user profile for 'Hi Jokull Sorensen' and a search bar. Below the logo, there is a horizontal menu with 'Classes' and 'Resources'. The 'Classes' dropdown menu is open, and 'All Classes' is highlighted with a red circle. Below the menu, there is a section titled 'Current Classes (3)' with a '+ Add New Class' button. A table lists the current classes.

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Sorensen, Jokull	Harmonia	School Year 2020-2021	Sorensen 7th Grade Per 1	1	
2	Sorensen, Jokull	Harmonia	School Year 2020-2021	Sorensen 8th Grade Per 2	2	

2) Select “+ Add New Class”

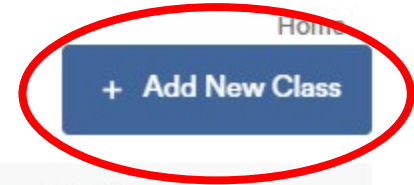
Classes ▾ Resources ▾

Search



Current Classes (3)

All My Classes



	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Sorensen, Jokull	Harmonia	School Year 2020-2021	Sorensen 7th Grade Per 1	1	
2	Sorensen, Jokull	Harmonia	School Year 2020-2021	Sorensen 8th Grade Per 2		
3	Sorensen, Jokull	Harmonia	School Year 2020-2021	Sorensen 7th Grade Per 4	4	

- View
- Edit
- Delete

3) Complete the required fields and select “**Save.**” If you have a class roster, you may upload it at this step. For guidance on uploading a roster, see the PDF document “**Uploading a Class Roster.**”

Add New Class

School Name
Harmonia

Instructor
Sorensen, Jokull

Second Instructor
Select Instructor


Class Name


Term
Select Term

Period

Note: A class roster does not need to be uploaded in this step and can be uploaded at a later time.

To upload your student roster use the Excel template provided below. You can also add students individually after saving your class.


Download the class roster Excel template here


Upload your completed roster here
Select File...

Save

Cancel

- 4) Selecting the **appropriate term is an important step**. Most classes should be assigned “School Year” as the term unless the course is on a 4x4 schedule, on the quarter system, or is a special program that runs for a limited amount of time (such as a summer program). Specifying the appropriate term allows you to keep the same roster of students for the entire term.

Add New Class

School Name
Harmonia


Instructor
Sorensen, Jokull


Second Instructor
Select Instructor

Class Name

Term
Select Term

To upload your student roster use the Excel template provided below. You can also add students individually after saving your class.

 Download the class roster Excel template here

 Upload your completed roster here
Select File...

Save Cancel

Note: Classes are automatically archived after the term end date.

Term Name	Term Start	Term End
School Year 2022-2023	07/01/2022	07/01/2023
Fall 2022	07/01/2022	01/31/2023
Winter 2023	12/01/2022	04/30/2023
Spring 2023	01/01/2023	06/30/2023
Summer 2023	05/01/2023	09/30/2023