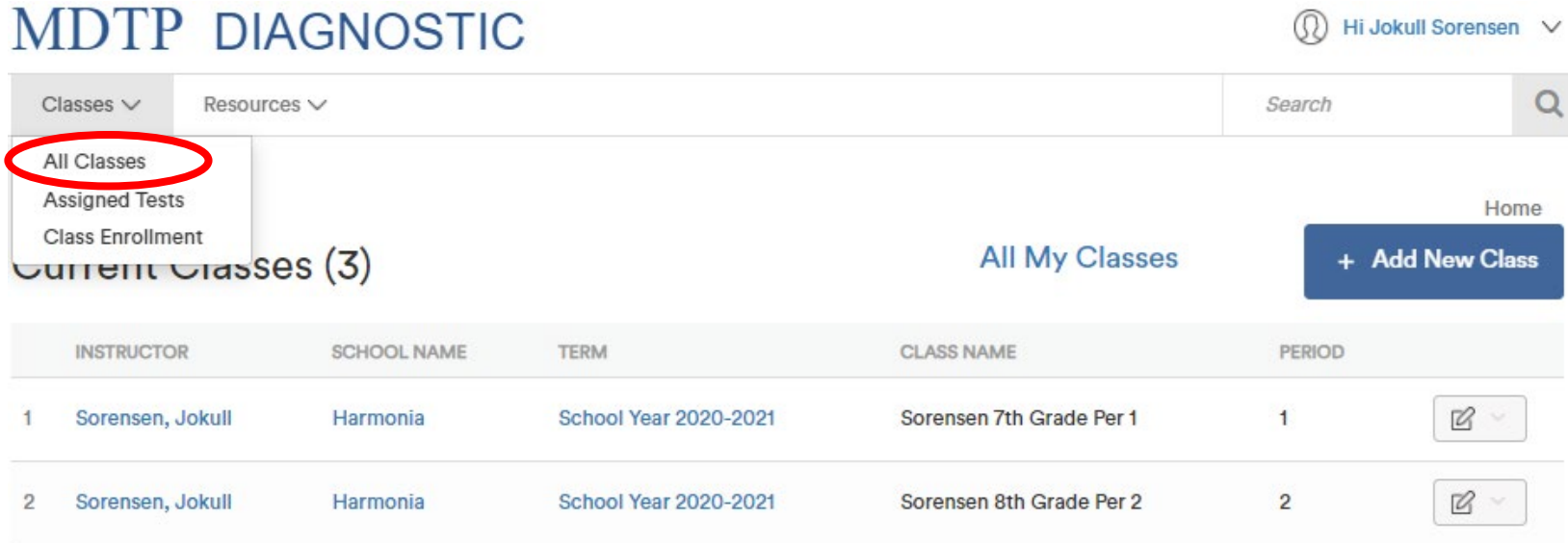




Uploading a Class Roster

Note: Instructions given in this document assume a class has already been created. For help creating a class, see the “**Adding Classes for Paper Testing**” tutorial.

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'. Below the logo, there is a horizontal menu with 'Classes' and 'Resources'. The 'Classes' dropdown menu is open, and 'All Classes' is circled in red. Other options in the menu are 'Assigned Tests' and 'Class Enrollment'. To the right of the menu is a search bar. Below the menu, there is a section titled 'Current Classes (3)' with a link to 'All My Classes' and a button to '+ Add New Class'. Below this is a table with the following data:

	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 “**Edit**” from the Action button.

Classes ▾

Resources ▾

Search



Home

Current Classes (3)

All My Classes

+ Add New Class

	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		<ul style="list-style-type: none"> View Edit Delete
3	Sorensen, Jokull	Harmonia	School Year 2020-2021	Sorensen 7th Grade Per 4	4	

3) Select “**Download the class roster Excel template here**” to download a blank template.

Editing Class

School Name

Instructor

Second Instructor


Class Name


Term

Period

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.

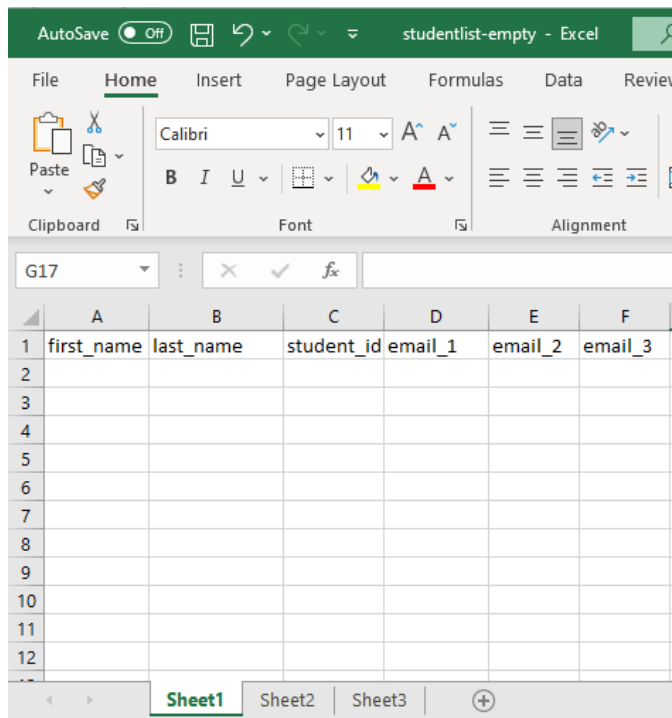
Click the upload button to upload your roster or update the existing student information.


Download the class roster Excel template here


Upload your completed roster here
Select File...

Note: Adding the roster can be completed when adding a class.

- 4) Open the Excel file. **Important: You must enter data into this file. Do not cut and paste the information in this file to your own document.** Enter the First Name, Last Name, and Student ID for each student. Ensure that there are no extra spaces before or after each entry. Student emails are **OPTIONAL** to allow the LEA to email MDTP Student Letters to students and/or parents. See the “**Emailing Student Letters**” tutorial for more details.



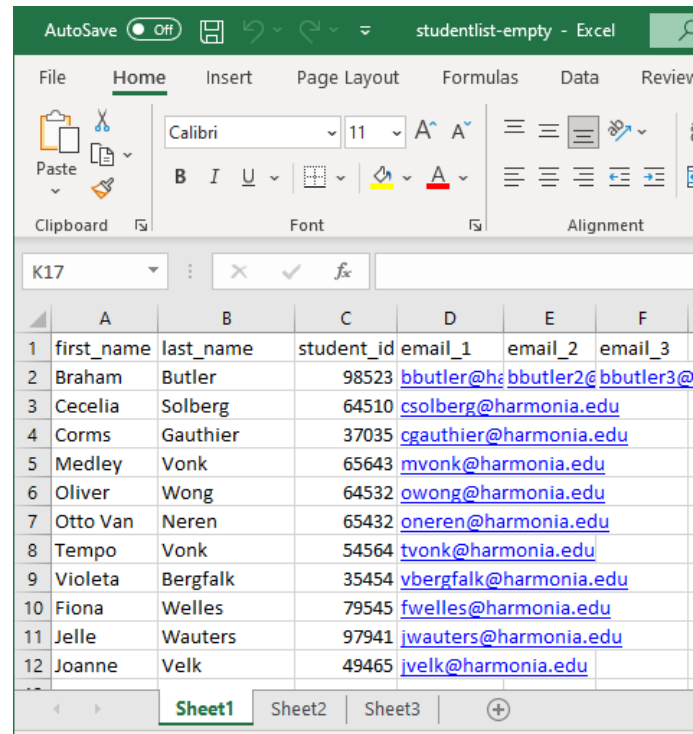
The screenshot shows an Excel spreadsheet with the following structure:

	A	B	C	D	E	F
1	first_name	last_name	student_id	email_1	email_2	email_3
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

The blank Class Roster Template you downloaded



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



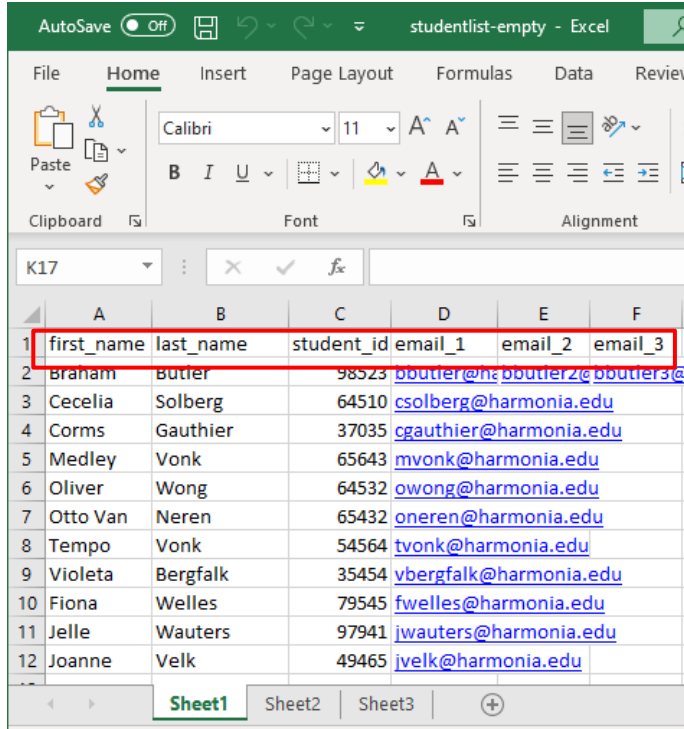
The screenshot shows the same Excel spreadsheet as the blank template, but now filled with student data:

	A	B	C	D	E	F
1	first_name	last_name	student_id	email_1	email_2	email_3
2	Braham	Butler	98523	bbutler@harmonia.edu	bbutler2@harmonia.edu	bbutler3@harmonia.edu
3	Cecelia	Solberg	64510	csolberg@harmonia.edu		
4	Corms	Gauthier	37035	cgauthier@harmonia.edu		
5	Medley	Vonk	65643	mvonk@harmonia.edu		
6	Oliver	Wong	64532	owong@harmonia.edu		
7	Otto Van	Neren	65432	oneren@harmonia.edu		
8	Tempo	Vonk	54564	tvonk@harmonia.edu		
9	Violeta	Bergfalk	35454	vbergfalk@harmonia.edu		
10	Fiona	Welles	79545	fwelles@harmonia.edu		
11	Jelle	Wauters	97941	jwauters@harmonia.edu		
12	Joanne	Velk	49465	jvelk@harmonia.edu		

Example of a completed roster

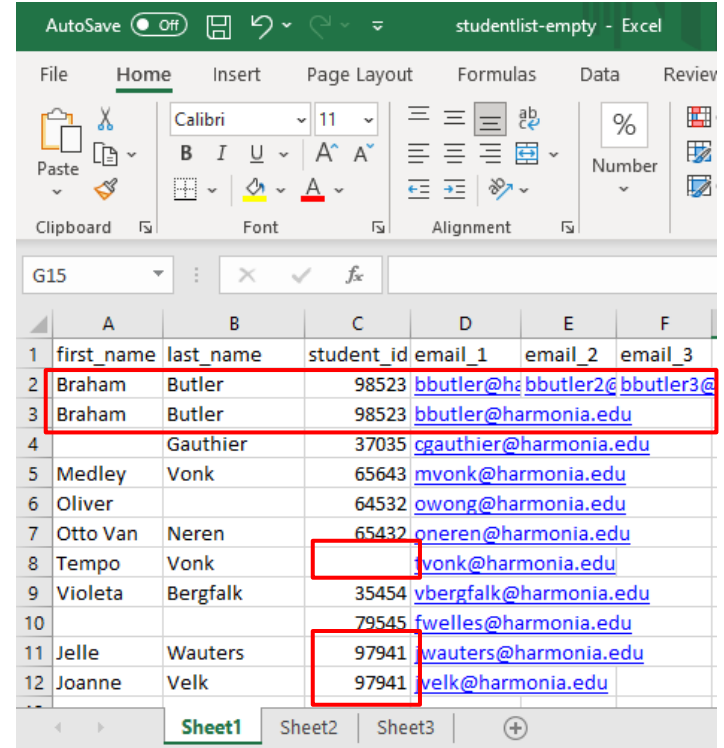
Steps to ensure that the roster will upload to the MDTP testing platform:

First: The file **MUST contain** all listed headers in Columns A-F on the first row even if email columns are blank.



	A	B	C	D	E	F
1	first_name	last_name	student_id	email_1	email_2	email_3
2	Braham	Butler	98523	bbutler@h:	bbutler2@	bbutler3@
3	Cecelia	Solberg	64510	csolberg@harmonia.edu		
4	Corms	Gauthier	37035	cgauthier@harmonia.edu		
5	Medley	Vonk	65643	mvonk@harmonia.edu		
6	Oliver	Wong	64532	owong@harmonia.edu		
7	Otto Van	Neren	65432	oneren@harmonia.edu		
8	Tempo	Vonk	54564	tvonk@harmonia.edu		
9	Violeta	Bergfalk	35454	vbergfalk@harmonia.edu		
10	Fiona	Welles	79545	fwelles@harmonia.edu		
11	Jelle	Wauters	97941	jwauters@harmonia.edu		
12	Joanne	Velk	49465	jvelk@harmonia.edu		

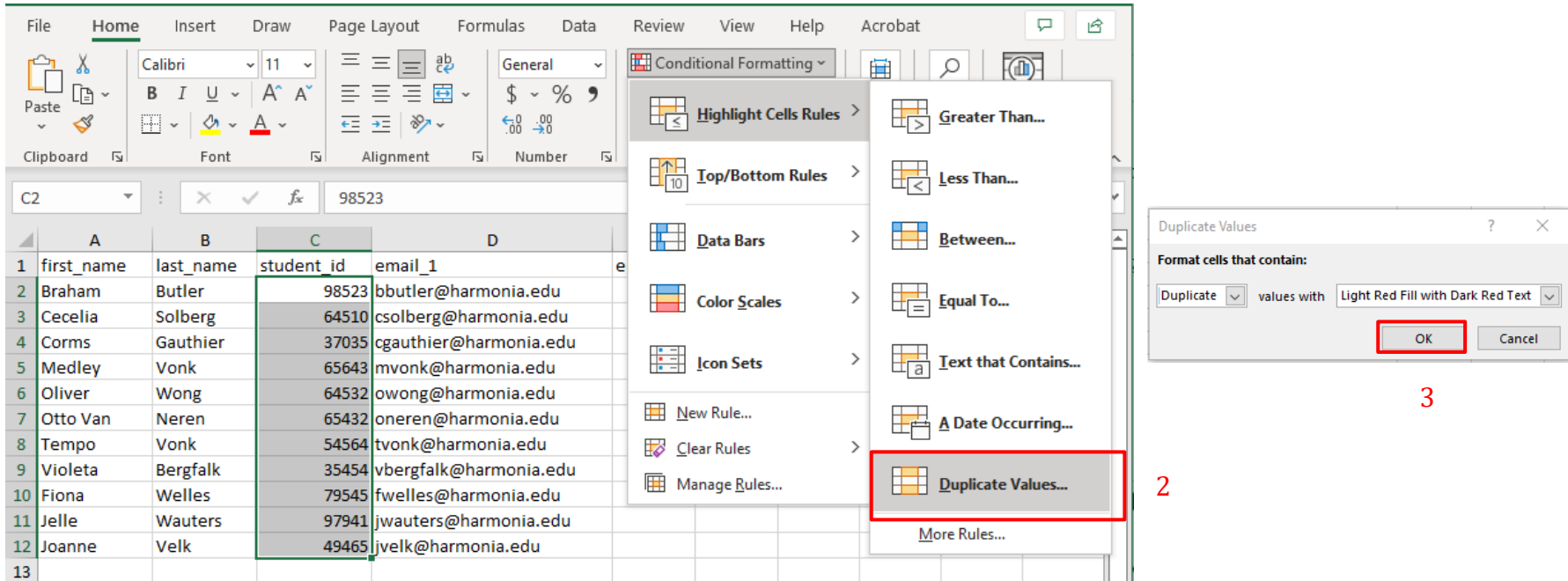
Second: Each **student ID must be unique**. Students will not be rostered if any fields are incomplete or duplicated.



	A	B	C	D	E	F
1	first_name	last_name	student_id	email_1	email_2	email_3
2	Braham	Butler	98523	bbutler@h:	bbutler2@	bbutler3@
3	Braham	Butler	98523	bbutler@harmonia.edu		
4		Gauthier	37035	cgauthier@harmonia.edu		
5	Medley	Vonk	65643	mvonk@harmonia.edu		
6	Oliver		64532	owong@harmonia.edu		
7	Otto Van	Neren	65432	oneren@harmonia.edu		
8	Tempo	Vonk		vonk@harmonia.edu		
9	Violeta	Bergfalk	35454	vbergfalk@harmonia.edu		
10			79545	fwelles@harmonia.edu		
11	Jelle	Wauters	97941	jwauters@harmonia.edu		
12	Joanne	Velk	97941	jvelk@harmonia.edu		

Finding duplicate entries in a roster:

- 1) Select the cells you want to check for duplicates.
- 2) Select “**Home**” then “**Conditional Formatting**” then “**Highlight Cells Rules**” then “**Duplicate Values**”.
- 3) In the pop-up, select the formatting to apply to the duplicate values, and then select “**OK**”.



The screenshot shows the Microsoft Excel interface. The 'Home' tab is active, and the 'Conditional Formatting' menu is open. The 'Duplicate Values...' option is highlighted with a red box (2). The 'Duplicate Values' dialog box is open, showing the 'Duplicate' option selected for 'Format cells that contain:' and 'Light Red Fill with Dark Red Text' selected for 'values with'. The 'OK' button is highlighted with a red box (3).

	A	B	C	D
1	first_name	last_name	student_id	email_1
2	Braham	Butler	98523	bbutler@harmonia.edu
3	Cecelia	Solberg	64510	csolberg@harmonia.edu
4	Corms	Gauthier	37035	cgauthier@harmonia.edu
5	Medley	Vonk	65643	mvonk@harmonia.edu
6	Oliver	Wong	64532	owong@harmonia.edu
7	Otto Van	Neren	65432	oneren@harmonia.edu
8	Tempo	Vonk	54564	tvonk@harmonia.edu
9	Violeta	Bergfalk	35454	vbergfalk@harmonia.edu
10	Fiona	Welles	79545	fwelles@harmonia.edu
11	Jelle	Wauters	97941	jwauters@harmonia.edu
12	Joanne	Velk	49465	jvelk@harmonia.edu

1

2

3

5) Select **“Upload your completed roster here. Select File...”** to upload the saved file from your computer.

Editing Class

School Name

Harmonia

Instructor

Zhou, Cherry

Second Instructor

Class Name

Algebra 1

Term



School Year 2021-2022

Period

1

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. Once you are satisfied with the roster, select **“Save”**.


Preview

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

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

Student names and IDs will appear under “**Enrolled Students (*)**”. Any new students added will appear below existing enrollments.

LaPointe Per 1

Instructor: LaPointe, Siri
School Name: Harmonia
Term: School Year 2020-2021
Period: 1

[Edit Class - Delete](#)

Assigned Tests (0)

[+ Add New Assignment](#)

SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES
-------------	---------	------------	------------	------	--------	--------------


No more records found

Enrolled Students (11)

[Delete All Students](#)

[Print preview](#)

[+ Add New Enrollment](#)

	FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE	
1	Braham	Butler	98523	bbutler@harmonia.edu	Yes	
2	Cecelia	Solberg	64510	csolberg@harmonia.edu	Yes	