

MDTP Diagnostic Tutorial

Adding Faculty or Proctors



Note: If you are a district or school admin and would like to administer MDTP tests, you will need to first add yourself as a school faculty then you will be able to add classes, upload rosters, and assign tests.

1) Click on **“Add a Teacher”** on the dashboard.

The screenshot shows the MDTP Diagnostic dashboard. At the top, there is a navigation bar with 'Schools', 'Classes', and 'Resources' dropdown menus, a search bar, and a user profile icon labeled 'Hi Teacher Test'. Below the navigation bar, there are five main action buttons: 'Teacher Test', 'Add an Admin', 'Add a Teacher' (circled in red), 'Add a Class', and 'Assign a Test'. Each button has a corresponding icon. Below the buttons, there is a section for 'District Schools' with a search bar and a dropdown menu showing 'Harmonia'. A table lists the faculty members for Harmonia, including their names, current assignments, and a 'View' button for each row. To the right of the table is a donut chart showing the distribution of assignments across various categories, with 'Harmonia' labeled in the center.

Faculty	Current Assignments	View
Wulfric Drury	2	⋮
Mitzi Fitzgerald	44	⋮
Siri LaPointe	1	⋮
Pastoria Porter	2	⋮
Jokull Sorensen	5	⋮
Teacher Test	1	⋮

2) Populate the required fields and click “**Save**”. All characters in the 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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Dashboard / Schools / School Faculty / Add New School Faculty

Add New School Faculty

Email

First Name Last Name

School Name



Save

Cancel