

Adding Classes



Note: Faculty must be added before adding classes. For more information on adding faculty, see the “**Adding Faculty or Proctors**” tutorial.

1) Click on “**MDTP Diagnostic**” in the top left corner to go to the dashboard. Then click ‘**Add a Class**’ on the dashboard.

A screenshot of the MDTP Diagnostic dashboard. At the top left, the text 'MDTP DIAGNOSTIC' is circled in red. Below this, there are navigation links for 'Schools', 'Classes', and 'Resources'. On the right side of the top navigation bar, there is a user profile icon labeled 'Hi Teacher Test' and a search bar. The main dashboard area contains several action buttons: 'Teacher Test Harmonia', 'Current Classes 2', 'All Classes', 'All Assignments', 'Add a Class' (circled in red), 'Assign A Test', and 'Show / Hide'. Below these buttons, there is a section titled 'Current Classes & Current Assignments' with a sub-section 'Viewing Current Terms:' containing links for 'Summer 2023', 'School Year 2023-2024', and 'Fall 2023'. At the bottom of the dashboard, there is a large blue semi-circular graphic with the text 'AM' and 'Current Assignments' inside it.

2) Complete all required fields and click “Save.” If you have a class roster, you may upload it at this step. For more information about uploading a roster, see the “**Uploading a Class Roster**” tutorial.

MDTP DIAGNOSTIC

Schools ▾ Classes ▾ Resources ▾

Add New Class

School Name

Harmonia

Instructor

Test, Teacher ▾

Second Instructor

Select Instructor ▾

Class Name

Term

Select 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



Upload your completed roster here
Select File...

Save

Cancel

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

3) If you expect most of the students in the class to remain the same throughout the school year, select the “School Year 2023-2024” term. If you only expect to have the students for one term (e.g. 4x4, quarter, etc.), select the appropriate seasonal term.

MDTP DIAGNOSTIC

Schools ▾ Classes ▾ Resources ▾

Add New Class

School Name

Instructor

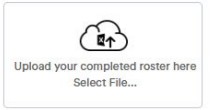
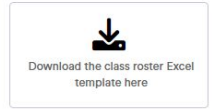
Second Instructor

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.



Save

Cancel

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

Term Name	Term Start	Term End
School Year 2023-2024	07/01/2023	06/30/2024
Fall 2023	07/01/2023	01/31/2024
Winter 2024	12/01/2023	04/30/2024
Spring 2024	01/01/2024	06/30/2024
Summer 2024	05/01/2024	09/30/2024