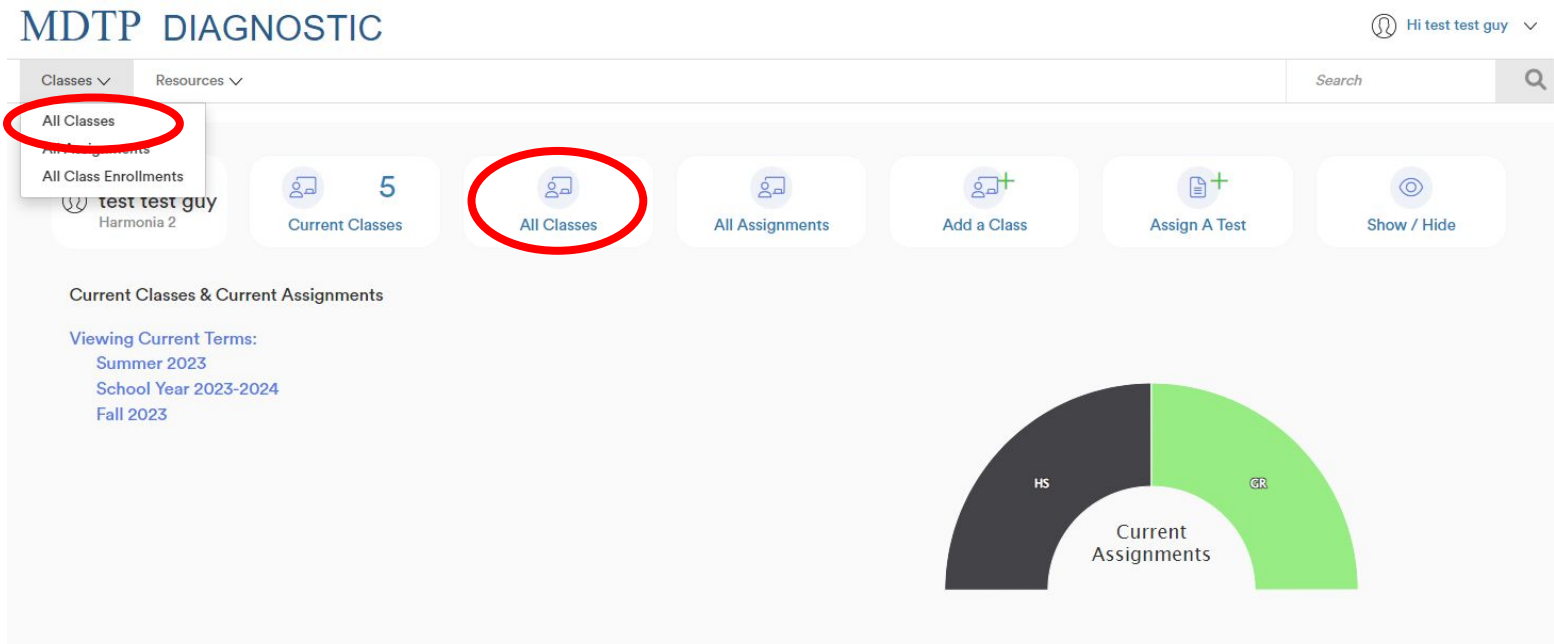


Adding Student Emails to an Existing Class

Note: This tutorial assumes a roster has been uploaded without student emails.

1) Click on either **'Classes'** in the top menu, and then **'All Classes'** or the **'All Classes'** option on the dashboard to view all classes.



The screenshot shows the MDTP Diagnostic dashboard. At the top left, the text "MDTP DIAGNOSTIC" is displayed. In the top right corner, there is a user profile icon and the text "Hi test test guy" with a dropdown arrow. Below this, there are two dropdown menus: "Classes" and "Resources". The "Classes" dropdown menu is open, showing options: "All Classes" (circled in red), "All Class Enrollments", and "test test guy Harmonia 2". In the main dashboard area, there are several cards: "Current Classes" with a number "5", "All Classes" (circled in red), "All Assignments", "Add a Class", "Assign A Test", and "Show / Hide". Below these cards, 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 right, there is a semi-circular gauge chart labeled "Current Assignments" with two segments: a dark grey segment labeled "HS" and a green segment labeled "GR".

2) Click on the action button next to the class and select “View”.

MDTP DIAGNOSTIC

Hi test test guy ▾

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[Dashboard](#) / [Classes](#)

Classes (13)

Filter by:

Class Name

Select Terms ▾

Filter

Reset Filter

+ Add New Class

	INSTRUCTOR	SCHOOL NAME	TERM ▲	CLASS NAME	PERIOD	
1	test guy, test	Harmonia 2	Fall 2023	28OCT7	1	
2	test guy, test	Harmonia 2	Fall 2023	28OCT11	1	
3	test guy, test	Harmonia 2	School Year 2021-2022	OCTTEST2	2	
4	test guy, test	Harmonia 2	School Year 2023-2024	TESTOCT	1	

View

Edit

Delete

This is the classpage. You are able to view class details, assigned tests, and enrolled students.

MDTP DIAGNOSTIC

 Hi test test guy ▾

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OCTTEST2

Instructor: [test guy, test](#)

School Name: [Harmonia 2](#)

Term: [School Year 2023-2024](#)

Period: 2

[Edit Class - Delete](#)

Assigned Tests (1)

[+ Add New Assignment](#)




	SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES	
<input type="checkbox"/>	1	Harmonia 2	test guy, test	Second Year Algebra Readiness Test (SR45A19)	07/13/2023	No		 ▾

Enrolled Students (3)

[Delete All Students](#)

[Print preview](#)

[+ Add New Enrollment](#)

	FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE	
1	Ally	Beck	aaabbb12	aaabbb@gmail.com	Yes	 ▾
2	Cody	Dang	ccdddd12	ccdddd@gmail.com	Yes	 ▾
3	Edward	Fernandez	eeffff12	eeffff@gmail.com	Yes	 ▾

3) To add student emails, click “**Edit Class**”.

MDTP DIAGNOSTIC

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Search

OCTTEST2

Instructor: test guy, test

School Name: Harmonia 2

Term: School Year 2023-2024

Period: 2

[Edit Class - Delete](#)

Assigned Tests (1)

+ Add New Assignment

	SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES	
<input type="checkbox"/>	1	Harmonia 2	test guy, test	Second Year Algebra Readiness Test (SR45A19)	07/13/2023	No		

Enrolled Students (3)

[Delete All Students](#) [Print preview](#) [+ Add New Enrollment](#)

	FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE	
1	Ally	Beck	aaabbb12	aaabbb@gmail.com	Yes	
2	Cody	Dang	ccdddd12	ccdddd@gmail.com	Yes	
3	Edward	Fernandez	eeffff12	eeffff@gmail.com	Yes	

4) Click on the button **“Download the class roster Excel template here”** to download the current class roster in an Excel file.

MDTP DIAGNOSTIC

Classes ▾ Resources ▾

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Editing Class

School Name

Harmonia 2

Instructor

test guy, test

Second Instructor

Class Name

28OCT7

Term

Fall 2023

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

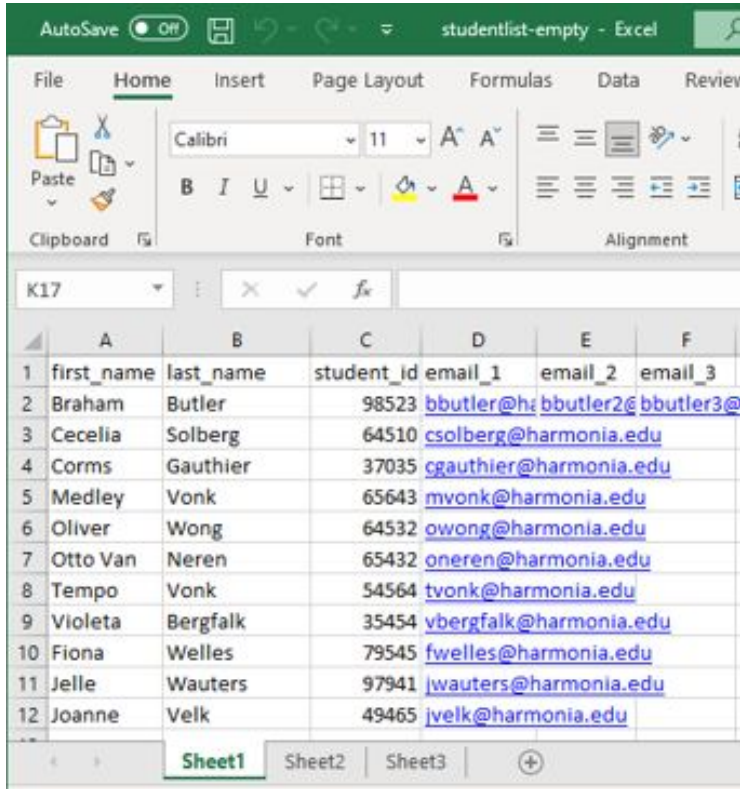


Upload your completed roster here
Select File...

Save

Cancel

5) Update the Excel file with the email addresses you wish the student letters be sent to. You may add up to three emails for each student. Student emails are **OPTIONAL** and used by the LEA only for emailing student letters. See the “**Emailing Student Letters**” tutorial for more details.



	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		

Once email address have been added, save Excel File

Old Roster Uploaded

6) Click on the button “**Upload your completed roster here. Select File...**” to upload the updated file from your computer.

MDTP DIAGNOSTIC

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Editing Class

School Name
Harmonia 2

Instructor
test guy, test ▾

Second Instructor
▾


Class Name
28OCT7


Term
Fall 2023 ▾


Period
1

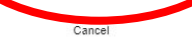
Click the download button to download the current class roster in an Excel file. If your class is empty, you will download a blank template instead.

Click the upload button to upload your roster of updates, including 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. If all the rows are highlighted yellow, then that means all the emails were successfully matched with existing student IDs. Review the roster preview then click “**Save**”.

7) Alternatively, it is possible to add student emails from the report page. Click on the action button associated with the test, then click **“Report”** to enter the reports section of the system.

MDTP DIAGNOSTIC

Hi test test guy

Classes Resources

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OCTTEST2

Instructor: test guy, test
School Name: Harmonia 2
Term: School Year 2023-2024
Period: 2

[Edit Class - Delete](#)

Assigned Tests (1)

+ Add New Assignment

	SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES		
<input type="checkbox"/>	1	Harmonia 2	test guy, test	Second Year Algebra Readiness Test (SR45A19)	07/13/2023	RVZQE	No	Jul 13, 2023, 12:00:00 AM	

Enrolled Students (3)

Print preview

	FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE	
1	Ally	Beck	aaabbb12	aaabbb@gmail.com	Yes	

- View
- Report**
- Print Exam
- Preview Exam
- Delete

This is the summary page for the report. Click **“Student Letters”** and select **“Email Student Results”**.

MDTP DIAGNOSTIC

Hi Teacher Test

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[Summary](#) | [Topic Summary](#) | [Item Analysis](#) | [Individual Results](#)

Algebra 1/Integrated Math 1 Readiness Test (AMR45A19) Student Results

Student Letters

Report PDF

Class Name: 1 (1)
Date: 07/28/2023
Number of students: 1
Number of items: 45
Average Score: 1 (2.22%)

Email

PDF

Include Student IDs

Class Average Topic Scores

For each topic, the height of its bar displays the average percent correct, the average number of correct responses is printed in its column. You may also hover over each bar to view the ratio of the number of items correct and the total number of items in each topic, and click each bar to drill into the topic's items.



Students at or above Critical Level

Export...

TOPIC	ITEM COUNT	CRITICAL LEVEL	NO.OF STUDENTS	STUDENT PERCENT
DAPS: Data Analysis & Probability & Statistics	5	3	0	0%
DECM: Decimals, including Applications; Percents; Absolute Value	6	4	0	0%

You may add student emails directly from this page before clicking the “**Send**” button to immediately send out the student letters. To learn more about emailing the student letters, see the “**Emailing Student Letters**” tutorial for more details.

Email Test Submissions

Student test results will only be delivered to selected students.

Select All	First Name	Last Name	Student ID	Email
<input type="checkbox"/>				Missing email addresses may be added here.
<input type="checkbox"/>	Cody	Banks	1001	<input type="text" value="Email 1"/> <input type="text" value="Email 2"/> <input type="text" value="Email 3"/>