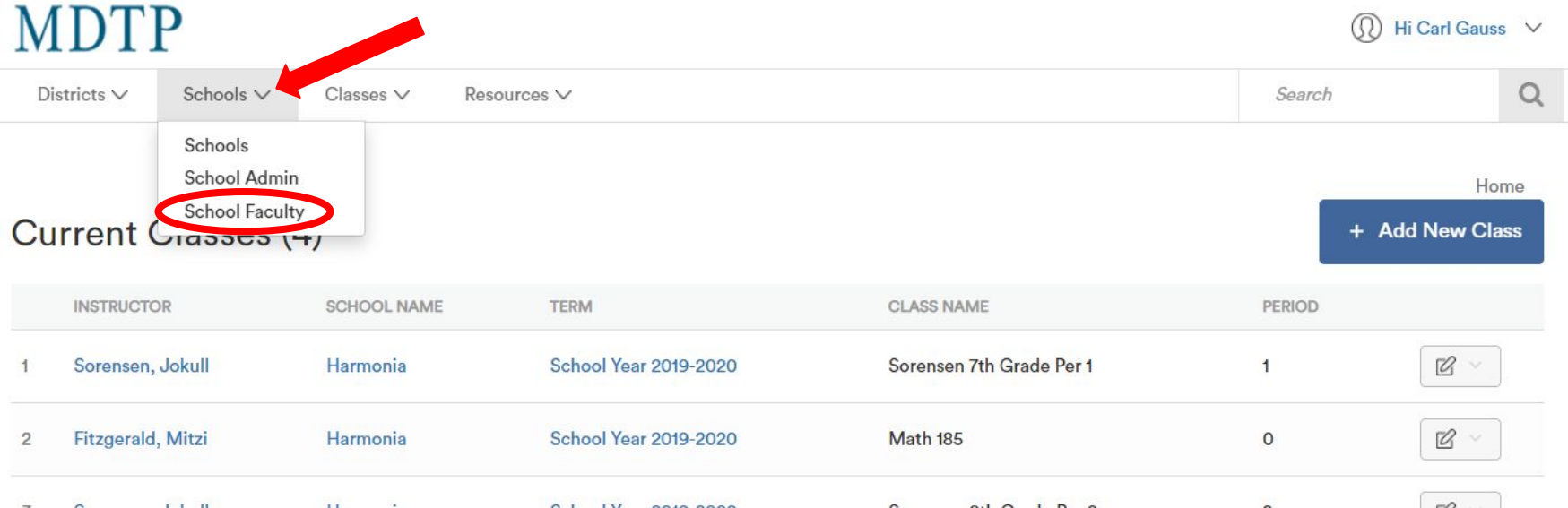


Adding Faculty or Proctors

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

1) Click on “**Schools**” in the top menu, then click on “**School Faculty**”



MDTP

Hi Carl Gauss

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Search

Home

+ Add New Class

INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD
1 Sorensen, Jokull	Harmonia	School Year 2019-2020	Sorensen 7th Grade Per 1	1
2 Fitzgerald, Mitzi	Harmonia	School Year 2019-2020	Math 185	0

2) Click on “+ Add New School Faculty”

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School Faculty (7)

Filter by:

Filter

Reset Filter

Export Faculty list

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	FACULTY NAME	SCHOOL NAME	
1	Drury, Wulfric	Harmonia	
2	Fitzgerald, Mitzi	Harmonia	

3) Populate required fields and click “**Save**”. All characters in an 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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Add New School Faculty

Email

First Name

Last Name

School Name

Save