

MDTP Diagnostic Support

Adding School Admins



Note: You must be a district administrator or a school administrator to use this feature.

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

The screenshot shows the MDTP web application interface. At the top left is the "MDTP" logo. To the right of the logo is a user profile icon and the text "Hi Carl Gauss" with a dropdown arrow. Below the logo and user info is a horizontal navigation menu with four items: "Districts" (with a dropdown arrow), "Schools" (with a dropdown arrow and a red arrow pointing to it), "Classes" (with a dropdown arrow), and "Resources" (with a dropdown arrow). To the right of the navigation menu is a search bar with the placeholder text "Search" and a magnifying glass icon. Below the navigation menu, the "Schools" dropdown menu is open, showing three options: "Schools", "School Admin" (which is circled in red), and "School Faculty". Below the dropdown menu, the text "Current Classes (4)" is visible. To the right of this text is a blue button with a white plus sign and the text "+ Add New Class". Below the button is a table with the following columns: "INSTRUCTOR", "SCHOOL NAME", "TERM", "CLASS NAME", and "PERIOD". The table contains three rows of data. The first row shows instructor "Sorensen, Jokull", school "Harmonia", term "School Year 2019-2020", class name "Sorensen 7th Grade Per 1", and period "1". The second row shows instructor "Fitzgerald, Mitzi", school "Harmonia", term "School Year 2019-2020", class name "Math 185", and period "0". The third row shows instructor "Sorensen, Jokull", school "Harmonia", term "School Year 2019-2020", class name "Sorensen 8th Grade Per 2", and period "2". Each row has a small icon in the rightmost column, consisting of a pencil and a dropdown arrow.


2) Click on “Add New School Admin”

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School Admins (2)



Filter by:

 Filter

Reset Filter

 Export Admin list

+ Add New School Admin

	ADMIN NAME	SCHOOL NAME	PRIVILEGES	
1	Drury, Wulfric	Harmonia	Limited	 ▾
2	Gauss, Carl	Harmonia	Full	 ▾

3) Notice a FERPA agreement appears. Be sure to read and fully understand compliance to data access guidelines before continuing the process of adding an administrator.

The screenshot shows the MDTP interface with a modal box titled "School Admins" highlighted in red. The modal contains the following text:

School Admins


Individuals assigned as school administrators will be able to access student data for all faculty at their sites. By adding a new school administrator, you indicate your agreement that access granted will be in compliance with FERPA guidelines and faculty contracts, and that MDTP data will not be used to evaluate faculty. MDTP is not liable for inappropriate use of data by users of MDTP Online Testing who were added by district administrators.

The background page is titled "Add New School Admin" and includes a "Back to Previous Page" link. The page has a header with "MDTP" and "Hi Carl Gauss" with a dropdown arrow. There are navigation links for "Districts" and "Schools", and a search bar. The form fields visible are "Email", "First Name", "Last Name", and "School Name".

4) 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 Admin



Email

First Name Last Name

School Name

Privileges

Save