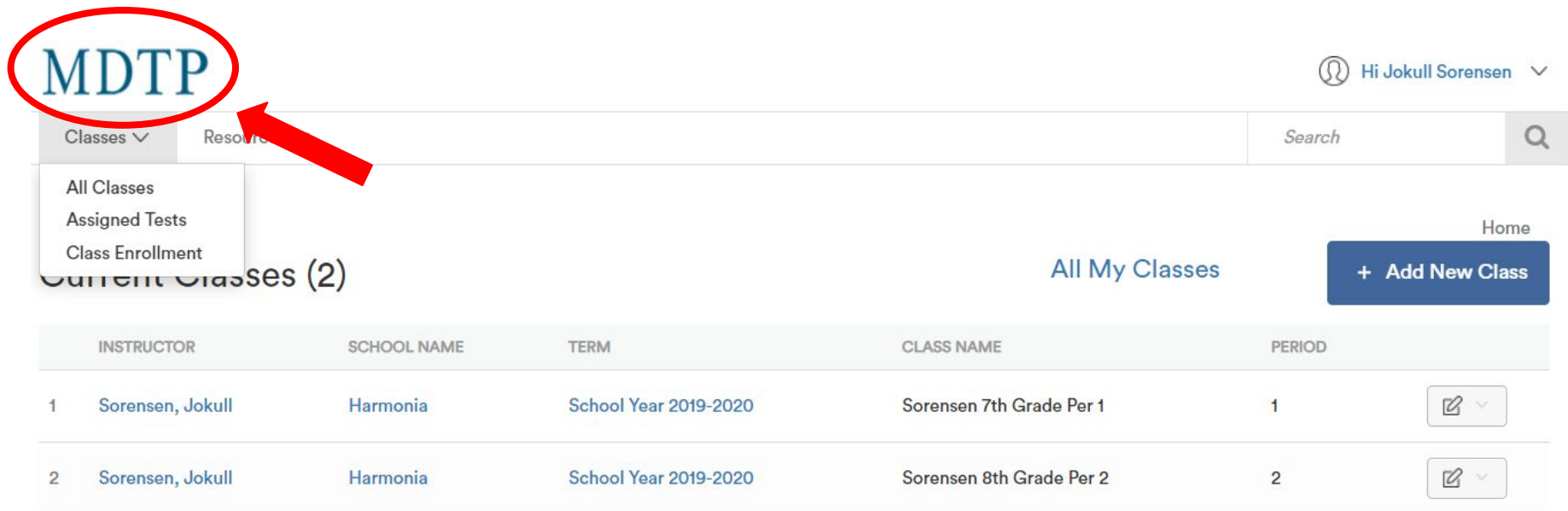




Adding Single Student Enrollment

Note: Instructions given in this document assumes a class has already been created. For guidance on creating a class, see the tutorial “**Adding Classes.**”

1) Click on “**MDTP**” in the top left of the screen to go to the dashboard.



The screenshot shows the MDTP dashboard interface. In the top left corner, the 'MDTP' logo is circled in red, with a red arrow pointing to it. The navigation menu is open, showing 'All Classes', 'Assigned Tests', and 'Class Enrollment'. The main content area shows 'Current Classes (2)' with a table of class information and a '+ Add New Class' button.



	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Sorensen, Jokull	Harmonia	School Year 2019-2020	Sorensen 7th Grade Per 1	1	
2	Sorensen, Jokull	Harmonia	School Year 2019-2020	Sorensen 8th Grade Per 2	2	




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

Current Classes (2)

All My Classes

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	Sorensen, Jokull	Harmonia	School Year 2019-2020	Sorensen 8th Grade Per 2	2	

-  View
-  Edit
-  Delete

Current Assigned Tests (4)

All My Assignments

Filter by:

3) Click the “+ Add New Enrollment” button



Sorensen 7th Grade Per 1

Instructor: Sorensen, Jokull
School Name: Harmonia
Term: School Year 2019-2020
Period: 1

[Edit Class](#) - [Delete](#)

Assigned Tests (2)

+ Add New Assignment

	SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES	
1	Harmonia	Sorensen, Jokull	Assessment of Preparedness for Grade 7 Mathematics (7M40A15)	04/22/2019	22F7K	No	Jul 30, 2019, 5:30:00 PM	
2	Harmonia	Sorensen, Jokull	Assessment of Preparedness for Grade 7 Mathematics (7M40A15)	05/15/2019	S8NCJ	No	Jun 22, 2019, 5:30:00 PM	

Enrolled Students (9)

Print preview

+ Add New Enrollment

	FIRST NAME	LAST NAME	STUDENT ID	ACTIVE	
1	braham	butler	10	Yes	

4) Complete all fields, and then click **“Save.”**

Add New Enrollment

Class Name

Sorensen 7th Grade Per 1

First Name

Last Name

Student ID

Save

Cancel

5) The new enrollment will appear at the bottom of the list of “**Enrolled Students**”

MDTP Hi Jokull Sorensen

Classes Resources Search

Sorensen 7th Grade Per 1

Instructor: Sorensen, Jokull
School Name: Harmonia
Term: School Year 2019-2020
Period: 1

[Edit Class](#) - [Delete](#)

Assigned Tests (2) + Add New Assignment

	SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES	
1	Harmonia	Sorensen, Jokull	Assessment of Preparedness for Grade 7 Mathematics (7M40A15)	04/22/2019	22F7K	No	Jul 30, 2019, 5:30:00 PM	
2	Harmonia	Sorensen, Jokull	Assessment of Preparedness for Grade 7 Mathematics (7M40A15)	05/15/2019	S8NCJ	No	Jun 22, 2019, 5:30:00 PM	

Enrolled Students (9) Print preview + Add New Enrollment

	FIRST NAME	LAST NAME	STUDENT ID	ACTIVE	
1	braham	butler	10	Yes	

6) To allow a newly enrolled student to take an existing assigned test, reopen the existing test using the action button next to the assigned test and select **“Proctor Exam.”** A new five-digit code will appear which you will use to administer to the new enrollment.

Note: The enrollment will need to be added before the test is reopened for the system to allow the newly enrolled student to take the test.

The screenshot shows the MDTP interface. At the top, there is a navigation bar with 'Classes' and 'Resources' dropdowns, a search bar, and a user profile for 'Hi Jokull Sorensen'. Below this is a breadcrumb trail: 'Home / Classes / View Class'. The main heading is 'Sorensen 7th Grade Per 1'. Underneath, there are details for the instructor (Sorensen, Jokull), school name (Harmonia), term (School Year 2019-2020), and period (1). There is an 'Edit Class - Delete' link. Below this is a section for 'Assigned Tests (2)'. A table lists two tests, both titled 'Assessment of Preparedness for Grade 7 Mathematics (7M40A15)'. The first test has a start date of 04/22/2019 and expires on Jul 30, 2019. The second test has a start date of 05/15/2019 and expires on Jun 22, 2019. A red arrow points to the dropdown menu for the first test, which is open and shows options: View, Report, Edit, Proctor Exam (circled in red), Preview Exam, and Delete. Below the table is a 'Print preview' button and a '+ Add New Assignment' button. At the bottom, there is a section for 'Enrolled Students (9)'.

	SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES	
1	Harmonia	Sorensen, Jokull	Assessment of Preparedness for Grade 7 Mathematics (7M40A15)	04/22/2019	22F7K	No	Jul 30, 2019, 5:30:00 PM	
2	Harmonia	Sorensen, Jokull	Assessment of Preparedness for Grade 7 Mathematics (7M40A15)	05/15/2019	S8NCJ	No	Jun 22, 2019, 5:30:00 PM	

DO NOT assign a new test in the class if you would like the newly enrolled student’s test data to be included in the overall class test data.

A newly assigned test will require opening a separate report for the test assigned and will only include the newly enrolled student test data.