

# MDTP Diagnostic Tutorial

## Adding School Admins



**Note:** An account must be a full district admin or full school admin to use this feature.

1) Click on **“Add an Admin”** on the dashboard. Then select **School Admin”**.

A screenshot of the MDTP Diagnostic dashboard. At the top left, the text 'MDTP DIAGNOSTIC' is displayed. To the right, there is a user profile icon and the text 'Hi Only Full School Admin'. Below this, there are navigation tabs for 'Schools', 'Classes', and 'Resources', along with a search bar. The main dashboard area contains several action buttons: 'Only Full School Admin', 'Add an Admin', 'Add a Teacher', 'Add a Class', and 'Assign a Test'. The 'Add an Admin' button is circled in red, and a sub-menu is visible below it with the option '+ School Admin' also circled in red. Below the buttons, there is a section for 'District Schools' with a search bar containing 'Harmonia'. On the right side of the dashboard, there is a donut chart representing the district's schools, with 'Harmonia' in the center and various school codes (e.g., 7M, 6M, AM, GR, SS, 6M) around the perimeter.

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

The screenshot displays the MDTP Diagnostic web application interface. At the top left, the logo 'MDTP DIAGNOSTIC' is visible. Below it are navigation menus for 'Schools', 'Classes', and 'Resources'. A breadcrumb trail on the right side reads 'Dashboard / Schools / School Admins'. The main heading of the page is 'Add New School Admin'. A modal dialog box titled 'School Admins' is centered on the screen, containing the following text: '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.' At the bottom right of the modal is an 'Agree' button. In the background, the 'Add New School Admin' form is partially visible, showing input fields for 'Email', 'First Name', and 'Last Name'.

3) Populate required fields then 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

Cancel

