

# MDTP User Roles

Roles assigned to an account determine which functionalities the user has access to.

**DISTRICT ADMINS FULL** - Users with District Admin Full access can:

- Create accounts for district admin, school admin and school faculty within their district.
- Create classes, upload rosters, assign and proctor new assignments, and edit student enrollment (student name/ID) for teachers across their district.
- View student test data for schools in their district.

**DISTRICT ADMIN LIMITED** - Has all the functionalities as above, except viewing student tests data and creating admin accounts.

**SCHOOL ADMINS FULL** - Users with School Admin Full access can:

- Create accounts for school admin and school faculty within their school.
- Create classes, upload rosters, assign and proctor new assignments, and edit student enrollment (student name/ID) for teachers within their school.
- View student test data for their school school

**SCHOOL ADMIN LIMITED** - Has all the functionalities as above, except viewing student tests data and creating admin accounts.

**SCHOOL FACULTY** - Can create classes, upload rosters, assign and proctor new assignments, and edit student enrollment (student name/ID) for their own classes. Can only view their own student test data.

**Note:** If you are a school or district administrator and would like to administer MDTP online tests to your class, you will first need to add yourself as a school faculty and then you will be able to create your own class.

1) To check your accounts' roles, click on the drop down arrow by your name on the upper right corner of the dashboard and select **My Profile**.

The screenshot displays the MDTP Diagnostic dashboard. At the top left, the logo "MDTP DIAGNOSTIC" is visible. Below it are navigation links for "Schools", "Classes", and "Resources". On the right side, the user's name "Hi Teacher Test" is shown with a dropdown arrow. The dropdown menu is open, and the "My Profile" option is circled in red. Other options in the menu include "Logout" and "Teacher Dashboard".

Below the navigation bar, there are five main action buttons: "Teacher Test", "Add an Admin", "Add a Teacher", "Add a Class", and "Assign a Test". Each button has an icon representing its function.

Underneath these buttons, the text "Viewing Current Terms: Summer 2023 / School Year 2023-2024 / Fall 2023" is displayed. Below this is a section titled "District Schools" with a search bar labeled "School Name". Two schools are listed: "Harmonia" and "Harmonia 2", each with a dropdown arrow and a menu icon.

On the right side of the dashboard, there is a large circular sunburst chart. The center of the chart is labeled "Harmonia". The outer rings of the chart are divided into segments of various colors, each labeled with a grade level: "7M", "8M", "6M", "AM", "GR", and "De".



## My Profile

Role(s): School Administrator with Full Access at Harmonia  
School Administrator with Limited Access at Harmonia 2  
Faculty at Harmonia

Email: a@a.com

First Name

Last Name

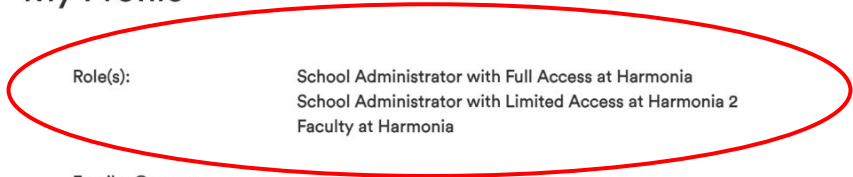
Teacher

Test

Password requirements:

- Minimum of 8 characters in length
- Must use both upper and lower case alpha characters
- Must have at least one numeric character
- Must have at least one special character -!@#\$\$%^&()\_

Password



2) To check account role of other users within your district/school (assuming you have access as stated in page 1), select **School Admin** or **School Faculty** under Schools. Note, dashboards may look different depending on your user role

# MDTP DIAGNOSTIC

Hi Teacher Test ▾

Schools ▾ Classes ▾ Resources ▾

Search



Schools

School Admin

School Faculty

Teacher Test

Add an Admin

Add a Teacher

Add a Class

Assign a Test

Viewing Current Terms: Summer 2023 / School Year 2023-2024 / Fall 2023

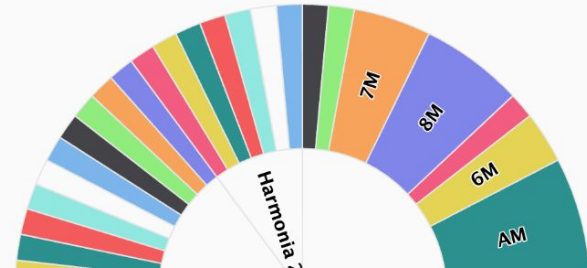
## District Schools

School Name

▶ Harmonia



▶ Harmonia 2



3) You can either filter by name or click on the names in blue

[Back to Previous Page](#)

[Dashboard](#) / [Schools](#) / [School Admins](#)

## School Admins (6)

Filter by:

Admin First Nam





Admin Last Nan

Select Privile ▾

Filter

Reset Filter

+ Add New School Admin

	ADMIN NAME	SCHOOL NAME	PRIVILEGES	
1	<a href="#">Drury, Wulfric</a>	Harmonia	Full	 ▾
2	<a href="#">Full School Admin, Only</a>	Harmonia	Full	 ▾
3	<a href="#">Limited District Admin, Full School Admin</a>	Harmonia	Full	 ▾
4	<a href="#">Limited School Admin, Only</a>	Harmonia	Limited	 ▾

4) Scroll to the bottom of the page to view roles belonging to a particular user.

## Wulfric Drury

User Type: Site User  
Email: wulfricdrury@harmonia.edu  
Active user: Yes  
[Edit Profile](#)

## Classes

+ Add New Class

	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Harmonia	School Year 2023-2024	test	2	

## Roles

+ Add New Role

	ROLE	PRIVILEGES	AT	
1	School Admin	FULL	Harmonia	
2	School Teacher		Harmonia	

## Requesting Additional Roles

If you wish to request a new role, first contact your MDTP school admin or MDTP district admin. If you do not have an MDTP school or district admin, then contact your [MDTP regional office staff](#).

### **Full District Admin**

To comply with FERPA and protect student privacy, requesting Full District Admin access will require the email authorization of the district's superintendent or assistant superintendent for you to view all student data at your district. Once MDTP staff receive the authorization, you can be granted access.

### **Full School Admin**

To comply with FERPA and protect student privacy, requesting Full School Admin access will require the email authorization of the school's principal or vice principal for you to view all student data at your school. Once MDTP staff receive the authorization, you can be granted access.