

MDTP Diagnostic Tutorial

Uploading a Class Roster



Note: This tutorial assumes a class has been created but a roster has not yet been uploaded. For more information on adding classes, see the **“Adding Classes”** tutorial.

1) Click on either **‘Classes’** in the top menu, and then **‘All Classes’** or the **‘All Classes’** option on the dashboard to view all classes.

The screenshot shows the MDTP Diagnostic dashboard. At the top left, the text 'MDTP DIAGNOSTIC' is displayed. On the right, there is a user profile 'Hi test test guy' and a search bar. Below the header, there are two main navigation tabs: 'Classes' and 'Resources'. A dropdown menu is open under 'Classes', with 'All Classes' highlighted by a red circle. Other options in the dropdown include 'All Assignments' and 'All Class Enrollments'. Below the navigation, there is a row of seven dashboard cards: 'Current Classes' (5), 'All Classes' (circled in red), 'All Assignments', 'Add a Class', 'Assign A Test', and 'Show / Hide'. Below this row, there is a section titled 'Current Classes & Current Assignments' with a sub-section 'Viewing Current Terms:' listing 'Summer 2023', 'School Year 2023-2024', and 'Fall 2023'. At the bottom right, there is a semi-circular gauge labeled 'Current Assignments' with a black segment labeled 'HS' and a green segment labeled 'GR'.

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



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Classes (13)

Filter by:

Class Name

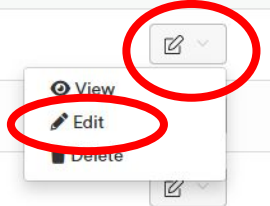
Select Terms ▾

Filter

Reset Filter

+ Add New Class

	INSTRUCTOR	SCHOOL NAME	TERM ↕	CLASS NAME	PERIOD	
1	test guy, test	Harmonia 2	Fall 2023	28OCT7	1	
2	test guy, test	Harmonia 2	Fall 2023	28OCT11	1	
3	test guy, test	Harmonia 2	School Year 2021-2022	OCTTEST2	2	
4	test guy, test	Harmonia 2	School Year 2023-2024	TESTOCT	1	



A context menu is open over the second row of the table. It contains three options: 'View' with an eye icon, 'Edit' with a pencil icon, and 'Delete' with a trash can icon. The 'Edit' option is circled in red. The 'Action menu icon' in the row above is also circled in red.

3) Click on the button “**Download the class roster Excel template here**” to download a blank template.

MDTP DIAGNOSTIC

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Editing Class

School Name

Harmonia 2

Instructor

test guy, test ▾

Second Instructor

▾

Class Name

28OCT7

Term

Fall 2023 ▾

Period

1

Click the download button to download the current class roster in an Excel file. If your class is empty, you will download a blank template instead.

Click the upload button to upload your roster or update the existing student information.



Download the class roster Excel template here

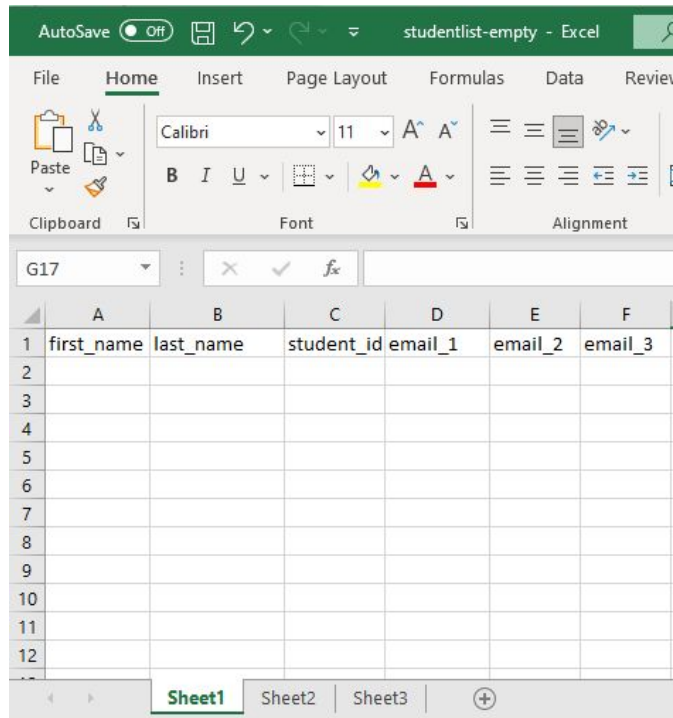


Upload your completed roster here
Select File...

Save

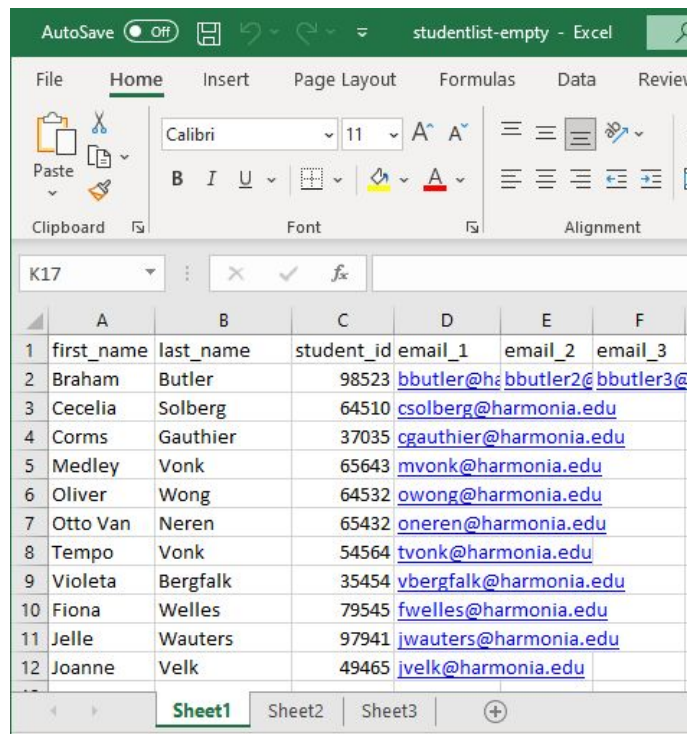
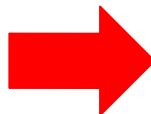
Cancel

4) Open the Excel file and enter the First Name, Last Name, and Student ID for each student. Student emails are **OPTIONAL** and used by the LEA only for emailing student letters. Leave the student email entries blank if you decide not to include student emails.



	A	B	C	D	E	F
1	first_name	last_name	student_id	email_1	email_2	email_3
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Reminder:
Check that the First Names and Last Names are in the correct columns



	A	B	C	D	E	F
1	first_name	last_name	student_id	email_1	email_2	email_3
2	Braham	Butler	98523	bbutler@harmonia.edu	bbutler2@harmonia.edu	bbutler3@harmonia.edu
3	Cecelia	Solberg	64510	csolberg@harmonia.edu		
4	Corms	Gauthier	37035	cgauthier@harmonia.edu		
5	Medley	Vonk	65643	mvonk@harmonia.edu		
6	Oliver	Wong	64532	owong@harmonia.edu		
7	Otto Van	Neren	65432	oneren@harmonia.edu		
8	Tempo	Vonk	54564	tvonk@harmonia.edu		
9	Violeta	Bergfalk	35454	vbergfalk@harmonia.edu		
10	Fiona	Welles	79545	fwelles@harmonia.edu		
11	Jelle	Wauters	97941	jwauters@harmonia.edu		
12	Joanne	Velk	49465	jvelk@harmonia.edu		

The blank Class Roster Template you downloaded

Example of a completed roster

The screenshot shows an Excel spreadsheet with the following data:

1	first_name	last_name	student_id	email_1	email_2	email_3
2	Branam	Butler	98523	bbutler@h	bbutler2@	bbutler3@
3	Cecelia	Solberg	64510	csolberg@harmonia.edu		
4	Corms	Gauthier	37035	cgauthier@harmonia.edu		
5	Medley	Vonk	65643	mvonk@harmonia.edu		
6	Oliver	Wong	64532	owong@harmonia.edu		
7	Otto Van	Neren	65432	oneren@harmonia.edu		
8	Tempo	Vonk	54564	tvonk@harmonia.edu		
9	Violeta	Bergfalk	35454	vbergfalk@harmonia.edu		
10	Fiona	Welles	79545	fwelles@harmonia.edu		
11	Jelle	Wauters	97941	jwauters@harmonia.edu		
12	Joanne	Velk	49465	jvelk@harmonia.edu		

The file **MUST HAVE** these listed headers as the first row even if the email columns are blank

The screenshot shows an Excel spreadsheet with the following data:

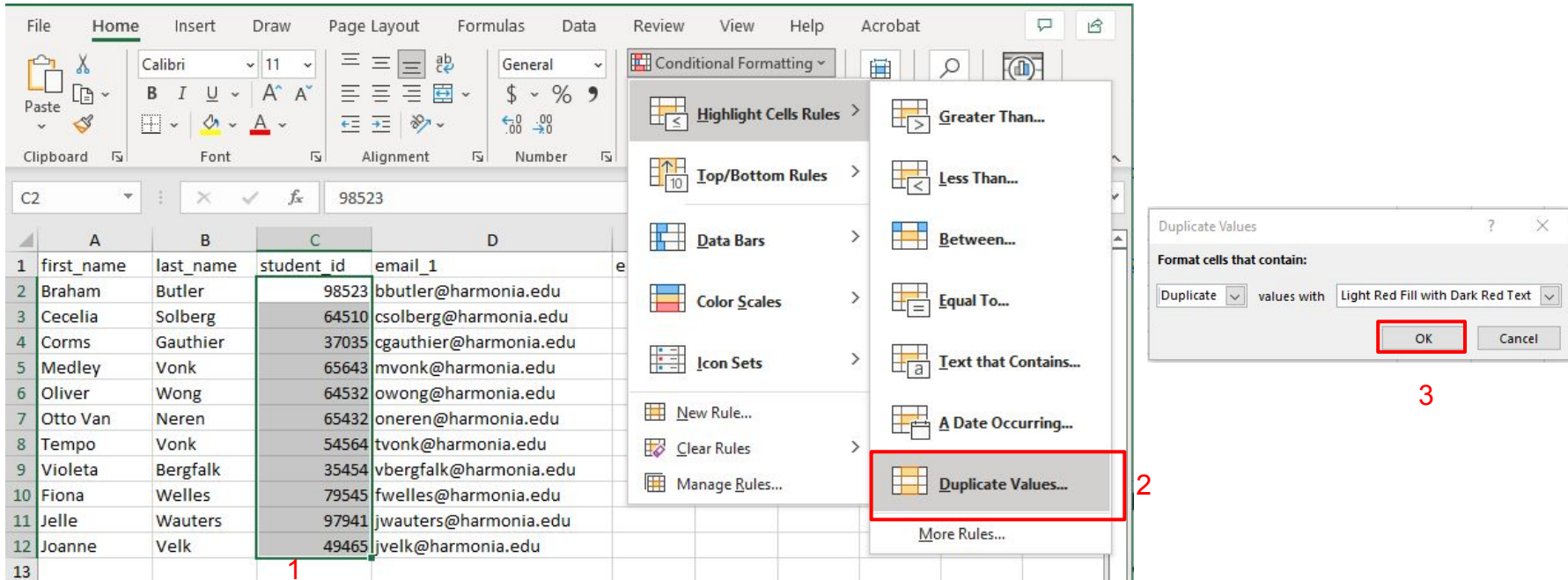
1	first name	last name	student id	email_1	email_2	email_3
2	Braham	Butler	98523	bbutler@h	bbutler2@	bbutler3@
3	Braham	Butler	98523	bbutler@harmonia.edu		
4		Gauthier	37035	cgauthier@harmonia.edu		
5	Medley	Vonk	65643	mvonk@harmonia.edu		
6	Oliver		64532	owong@harmonia.edu		
7	Otto Van	Neren	65432	oneren@harmonia.edu		
8	Tempo	Vonk		tvonk@harmonia.edu		
9	Violeta	Bergfalk	35454	vbergfalk@harmonia.edu		
10			79545	fwelles@harmonia.edu		
11	Jelle	Wauters	97941	jwauters@harmonia.edu		
12	Joanne	Velk	97941	jvelk@harmonia.edu		

Each student ID **MUST** be unique.

Students will not be rostered if any fields are incomplete or duplicate

-How to find duplicates in an Excel spreadsheet

1. Select the cells you want to check for duplicates.
2. Click Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values.
3. In the box next to values with, pick the formatting you want to apply to the duplicate values, and then click OK.



The screenshot shows the Excel interface with the following elements:

- Worksheet Data:**

	A	B	C	D
1	first_name	last_name	student_id	email_1
2	Braham	Butler	98523	bbutler@harmonia.edu
3	Cecelia	Solberg	64510	csolberg@harmonia.edu
4	Corms	Gauthier	37035	cgauthier@harmonia.edu
5	Medley	Vonk	65643	mvonk@harmonia.edu
6	Oliver	Wong	64532	owong@harmonia.edu
7	Otto Van	Neren	65432	oneren@harmonia.edu
8	Tempo	Vonk	54564	tvonk@harmonia.edu
9	Violeta	Bergfalk	35454	vbergfalk@harmonia.edu
10	Fiona	Welles	79545	fwelles@harmonia.edu
11	Jelle	Wauters	97941	jwauters@harmonia.edu
12	Joanne	Velk	49465	jvelk@harmonia.edu
13				

- Conditional Formatting Menu:** The 'Duplicate Values...' option is highlighted with a red box (2).
- Duplicate Values Dialog Box:** The 'OK' button is highlighted with a red box (3). The dialog shows 'Format cells that contain: Duplicate values with Light Red Fill with Dark Red Text'.

5) Click on the button **“Upload your completed roster here. Select File...”** to upload the finished file from your computer.

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Editing Class

School Name

Harmonia 2

Instructor

test guy, test ▾

Second Instructor

Class Name

28OCT7

Term

Fall 2023 ▾

Period

1

Click the download button to download the current class roster in an Excel file. If your class is empty, you will download a blank template instead.

Click the upload button to upload your roster or update it with new student information.



Download the class roster Excel template here



Upload your completed roster here
Select File...

Save

Cancel

A preview of the class roster will appear. Unselect any students you wish to exclude from the roster. Once you are satisfied with the roster, click “**Save**” and student information will appear under “**Enrolled Students**”.

Preview

Add changes	First Name	Last Name	Student ID	Email	Email 2	Email 3
<input checked="" type="checkbox"/>	Braham	Butler	98523	bbutler@harmonia.edu	bbutler2@harmonia.edu	bbutler3@harmonia.edu
<input checked="" type="checkbox"/>	Cecelia	Solberg	64510	csolberg@harmonia.edu		
<input checked="" type="checkbox"/>	Corms	Gauthier	37035	cgauthier@harmonia.edu		
<input checked="" type="checkbox"/>	Medley	Vonk	65643	mvonk@harmonia.edu		
<input checked="" type="checkbox"/>	Oliver	Wong	64532	owong@harmonia.edu		
<input checked="" type="checkbox"/>	Otto Van	Neren	65432	oneren@harmonia.edu		
<input checked="" type="checkbox"/>	Tempo	Vonk	54564	tvonk@harmonia.edu		
<input checked="" type="checkbox"/>	Violeta	Bergfalk	35454	vbergfalk@harmonia.edu		
<input checked="" type="checkbox"/>	Fiona	Welles	79545	fwelles@harmonia.edu		
<input checked="" type="checkbox"/>	Jelle	Wauters	97941	jwauters@harmonia.edu		
<input checked="" type="checkbox"/>	Joanne	Velk	49465	jvelk@harmonia.edu		