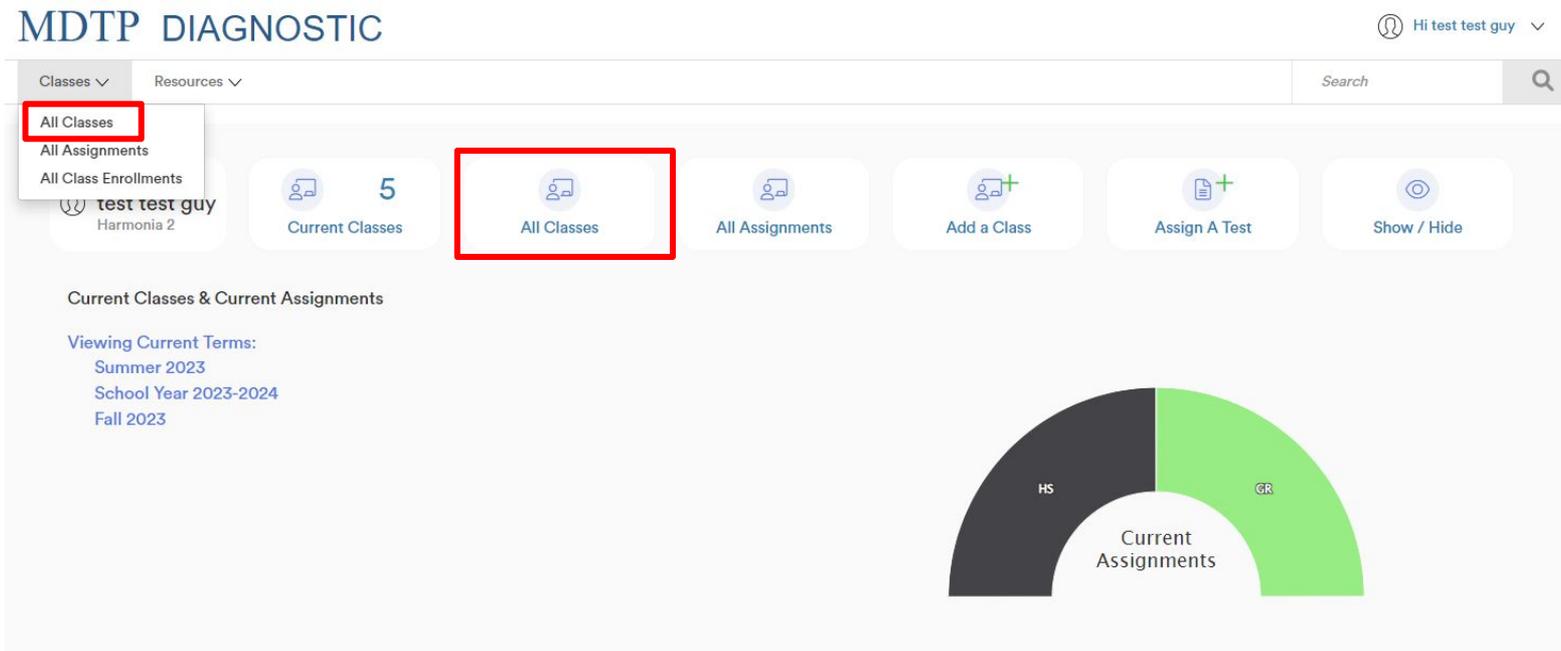


Adding Student Emails to an Existing Class

Note: This tutorial assumes a roster has been uploaded without student emails.

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. In the top right corner, there is a user profile icon and the text "Hi test test guy" with a dropdown arrow. Below this, there are two menu items: "Classes" and "Resources", both with dropdown arrows. A search bar with the text "Search" and a magnifying glass icon is located to the right of the menu items. The main dashboard area features a row of six cards: "Current Classes" (with a person icon and the number 5), "All Classes" (with a person icon and a red box around it), "All Assignments" (with a person icon), "Add a Class" (with a person icon and a plus sign), "Assign A Test" (with a document icon and a plus sign), and "Show / Hide" (with a target icon). Below the cards, there is a section titled "Current Classes & Current Assignments" with a sub-section "Viewing Current Terms:" containing three links: "Summer 2023", "School Year 2023-2024", and "Fall 2023". At the bottom right, there is a semi-circular gauge chart labeled "Current Assignments" with two segments: a dark grey segment labeled "HS" and a green segment labeled "GR".

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

MDTP DIAGNOSTIC

Hi test test guy ▾

Classes ▾ Resources ▾

Search



[← Back to Previous Page](#)

[Dashboard](#) / [Classes](#)

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 |  |

 View

 Edit

 Delete

This is the classpage. You are able to view class details, assigned tests, and enrolled students.

MDTP DIAGNOSTIC

 Hi test test guy ▾

Classes ▾ Resources ▾

Search



OCTTEST2

Instructor: test guy, test
School Name: Harmonia 2
Term: School Year 2023-2024
Period: 2

[Edit Class - Delete](#)

Assigned Tests (1)

+ Add New Assignment

| | SCHOOL NAME | FACULTY | TEST TITLE | START DATE | CODE | ACTIVE | CODE EXPIRES | |
|--------------------------|-------------|------------|----------------|--|------------|--------|--------------|---|
| <input type="checkbox"/> | 1 | Harmonia 2 | test guy, test | Second Year Algebra Readiness Test (SR45A19) | 07/13/2023 | No | |  ▾ |

Enrolled Students (3)

 Delete All Students

 Print preview

+ Add New Enrollment

| | FIRST NAME | LAST NAME | STUDENT ID | EMAIL | ACTIVE | |
|---|------------|-----------|------------|------------------|--------|--|
| 1 | Ally | Beck | aaabbb12 | aaabbb@gmail.com | Yes |  ▾ |
| 2 | Cody | Dang | ccdddd12 | ccdddd@gmail.com | Yes |  ▾ |
| 3 | Edward | Fernandez | eeffff12 | eeffff@gmail.com | Yes |  ▾ |

3) To add student emails, click “**Edit Class**”.

MDTP DIAGNOSTIC

Classes ▾ Resources ▾ Hi test test guy ▾

OCTTEST2

Instructor: test guy, test

School Name: Harmonia 2

Term: School Year 2023-2024

Period: 2

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

Assigned Tests (1)

+ Add New Assignment

| | SCHOOL NAME | FACULTY | TEST TITLE | START DATE | CODE | ACTIVE | CODE EXPIRES | |
|--------------------------|-------------|------------|----------------|--|------------|--------|--------------|--|
| <input type="checkbox"/> | 1 | Harmonia 2 | test guy, test | Second Year Algebra Readiness Test (SR45A19) | 07/13/2023 | No | | |

Enrolled Students (3)

[Delete All Students](#) [Print preview](#) [+ Add New Enrollment](#)

| | FIRST NAME | LAST NAME | STUDENT ID | EMAIL | ACTIVE | |
|---|------------|-----------|------------|------------------|--------|--|
| 1 | Ally | Beck | aaabbb12 | aaabbb@gmail.com | Yes | |
| 2 | Cody | Dang | ccdddd12 | ccdddd@gmail.com | Yes | |
| 3 | Edward | Fernandez | eeffff12 | eeffff@gmail.com | Yes | |

4) Click on the button “**Download the class roster Excel template here**” to download the current class roster in an Excel file.

MDTP DIAGNOSTIC

Classes ▾ Resources ▾

[← Back to Previous Page](#)

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

Open the Excel file you just downloaded and update the the email addresses you wish the student letters be sent to. You may add up to three emails for each student. Student emails are **OPTIONAL** and used by the LEA only for emailing student letters. See the “**Emailing Student Letters**” tutorial for more details. Once email address have been added, save Excel File

5) Click on the button **“Upload your completed roster here. Select File...”** to upload the updated file from your computer. A preview of the class roster will appear. Review the roster preview then click **“Save”**.

MDTP DIAGNOSTIC

Classes ▾ Resources ▾

[← Back to Previous Page](#)

Editing Class

School Name

Instructor

Second Instructor

Class Name

Term **Period**

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...

6) Alternatively, it is possible to add student emails from the report page. Click on the action button associated with the test, then click **“Report”** to enter the reports section of the system.

MDTP DIAGNOSTIC

Hi test test guy

Classes Resources

Search



OCTTEST2

Instructor: test guy, test
School Name: Harmonia 2
Term: School Year 2023-2024
Period: 2

[Edit Class - Delete](#)

Assigned Tests (1)

+ Add New Assignment

| | SCHOOL NAME | FACULTY | TEST TITLE | START DATE | CODE | ACTIVE | CODE EXPIRES | | |
|--------------------------|-------------|------------|----------------|--|------------|--------|--------------|---------------------------|--|
| <input type="checkbox"/> | 1 | Harmonia 2 | test guy, test | Second Year Algebra Readiness Test (SR45A19) | 07/13/2023 | RVZQE | No | Jul 13, 2023, 12:00:00 AM | |

Enrolled Students (3)

Print preview

| | FIRST NAME | LAST NAME | STUDENT ID | EMAIL | ACTIVE | |
|---|------------|-----------|------------|------------------|--------|--|
| 1 | Ally | Beck | aaabbb12 | aaabbb@gmail.com | Yes | |

- View
- Report
- Proctor Exam
- Preview Exam
- Delete

This is the summary page for the report. Click **“Student Letters”** and select **“Email”**.

Classes ▾ Resources ▾

Hi test test guy ▾

Search

Search

< Back to Previous Page

Dashboard / Assignments / Summary

Summary Topic Summary Item Analysis Answer Timings Individual Results

Algebra 1/Integrated Math 1 Readiness Test (AM45A24) Student Results

Student Letters

Report PDF

Email PDF

Include Student IDs

| | |
|---------------------|-------------|
| Class Name: | IM 1 (1) |
| Date: | 02/06/2025 |
| Number of students: | 2 |
| Number of items: | 45 |
| Average Score: | 2.5 (5.56%) |

Tier 1 Demonstrated readiness of the content in this topic needed for success in this course.

Tier 2 Approaching readiness of the content in this topic needed for success in this course.

Tier 3 Below readiness of the content in this topic needed for success in this course.

Average Percentage Correct by Topic

The height of each bar represents the average percentage correct by topic. Hover over each bar to see the average number of correct questions divided by the total questions in that topic. Click on each bar to see the questions in that topic.

Tier-Levels by Topic

Each colored section represents the total percentage of students in each tier by topic. Click on the highlighted sections in each bar to see the questions in that topic for students in that tier.

You may add student emails directly from this page before clicking the “**Send**” button to immediately send out the student letters. To learn more about emailing the student letters, see the “**Emailing Student Letters**” tutorial for more details.

Email Test Submissions

Student test results will only be delivered to selected students.

| Select All | First Name | Last Name | Student ID | Email |
|--------------------------|------------|-----------|------------|--|
| <input type="checkbox"/> | | | | Missing email addresses may be added here. |
| <input type="checkbox"/> | Cody | Banks | 1001 | <input type="text" value="Email 1"/> <input type="text" value="Email 2"/> <input type="text" value="Email 3"/> |