

MDTP Diagnostic Tutorial

Editing Class Terms



Note: Editing an old class terms to be a new class term must be done before the term end date (see page 5).

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.

MDTP DIAGNOSTIC

Hi test test guy ▾

Classes ▾ Resources ▾

Search



All Classes
All Assignments
All Class Enrollments

test test guy
Harmonia 2

5
Current Classes

All Classes

All Assignments

Add a Class

Assign A Test

Show / Hide

Current Classes & Current Assignments

Viewing Current Terms:

Summer 2023
School Year 2023-2024
Fall 2023

Filtering options will vary based on user role.



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Classes (22)

Filter by:

Faculty





Class Name




Select Terms ▼

 Filter

Reset Filter

[+ Add New Class](#)

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Object, Test1	Harmonia	Winter 2023	Section A02	Jan 2023	 ▼
2	Drury, Wulfric	Harmonia	School Year 2023-2024	test	2	 ▼
3	Fitzgerald, Mitzi	Harmonia	School Year 2023-2024	Check New Tests	0	 ▼
4	Fitzgerald, Mitzi	Harmonia	School Year 2023-2024	Test Deleting	0	 ▼

-  View
-  Edit
-  Delete

2) Using the dropdown arrow, select the filtering options of the classes you wish to edit. When selections are complete, click “**Filter**”.



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Classes (22)

Filter by:

Faculty

Class Name

Select Terms ▾

Filter

Reset Filter

+ Add New Class

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3	Fitzgerald, Mitzi	Harmonia	School Year 2023-2024	Check New Tests	0	
4	Fitzgerald, Mitzi	Harmonia	School Year 2023-2024	Test Deleting	0	

- View
- Edit
- Delete

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



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Classes (22)

Filter by:

Faculty

Class Name

Select Terms ▾

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Reset Filter

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	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
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4) If you expect most of the students in the class to remain the same throughout the school year, select the “School Year 2023-2024” term. Editing an old class terms to be a new class term must be done before the term end date.

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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...

Save

Cancel

Note: Classes are removed from the front page and new tests cannot be assigned in this class after the term end date. To view old classes, click on “**Classes**” in the top menu, then click “**All Classes**”.

Term Name	Term Start	Term End
School Year 2023-2024	07/01/2023	06/30/2024
Fall 2023	07/01/2023	01/31/2024
Winter 2024	12/01/2023	04/30/2024
Spring 2024	01/01/2024	06/30/2024
Summer 2024	05/01/2024	09/30/2024