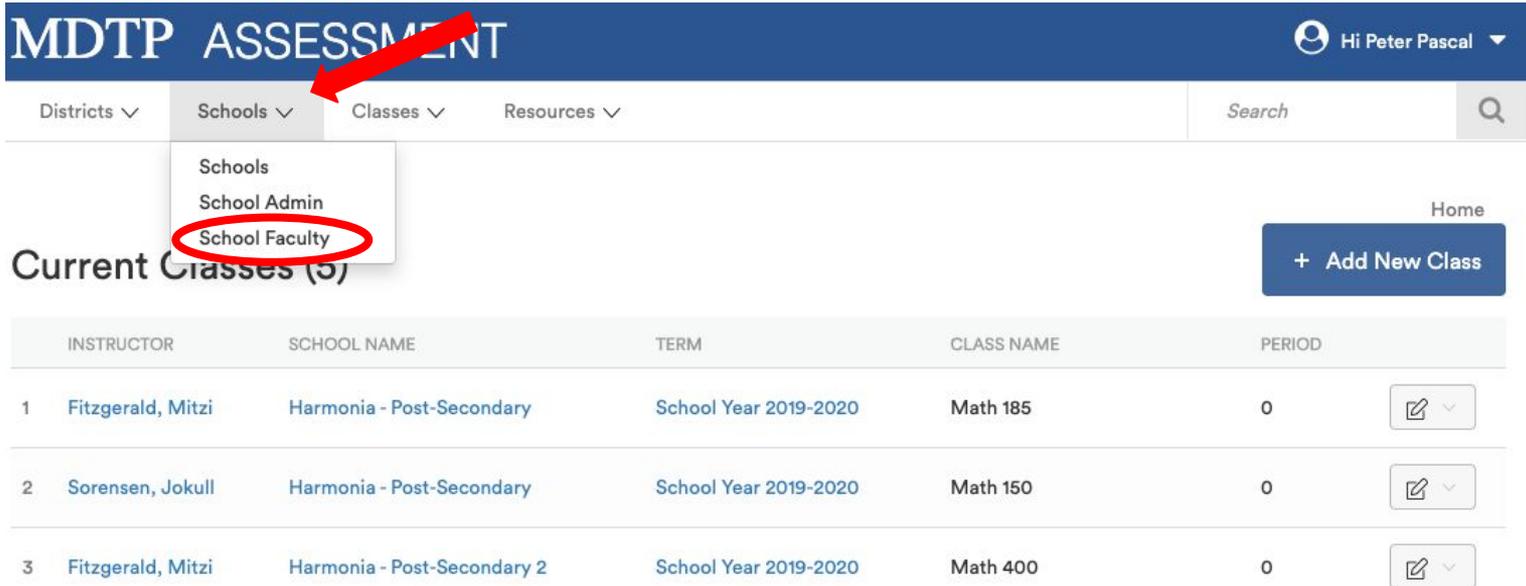


Adding Faculty or Proctors

Note: If you are a school or district administrator and would like to administer MDTP online tests to your class you will need to add yourself as a school faculty and then you will be able to add classes, upload rosters and assign tests.

1) Click on “**Schools**” in the top menu, then click on “**School Faculty**”



MDTP ASSESSMENT

Hi Peter Pascal

Districts ▾ Schools ▾ Classes ▾ Resources ▾

Search

Schools
School Admin
School Faculty

Home
+ Add New Class

Current Classes (3)

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Fitzgerald, Mitzi	Harmonia - Post-Secondary	School Year 2019-2020	Math 185	0	
2	Sorensen, Jokull	Harmonia - Post-Secondary	School Year 2019-2020	Math 150	0	
3	Fitzgerald, Mitzi	Harmonia - Post-Secondary 2	School Year 2019-2020	Math 400	0	

2) Click on “+ Add New School Faculty”

School Faculty (11)

Filter by:

Filter

Reset Filter

Export Faculty list

+ Add New School Faculty

	FACULTY NAME	SCHOOL NAME	
1	Drury, Wulfric	Harmonia 2	
2	Drury, Wulfric	Harmonia	

3) Populate required fields and 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.

[← Back to Previous Page](#)

Add New School Faculty

Email

First Name

Last Name

School Name

Save