

# 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 “**Classes**” in the top menu, then click “**All Classes**”.

The screenshot shows the MDTP Diagnostic web interface. At the top left, the text "MDTP DIAGNOSTIC" is displayed. On the top right, there is a user profile icon and the name "Hi Jokull Sorensen" with a dropdown arrow. Below the header, there are two main menu items: "Classes" and "Resources", both with dropdown arrows. The "Classes" dropdown menu is open, and the option "All Classes" is circled in red. Other options in the menu include "Assigned Tests" and "Class Enrollment". To the right of the menu is a search bar with the text "Search" and a magnifying glass icon. Below the menu, there is a section titled "Current Classes (3)" with a link to "All My Classes" and a blue button labeled "+ Add New Class". Below this is a table with the following columns: INSTRUCTOR, SCHOOL NAME, TERM, CLASS NAME, and PERIOD. The table contains two rows of class data.

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Sorensen, Jokull	Harmonia	School Year 2020-2021	Sorensen 7th Grade Per 1	1	
2	Sorensen, Jokull	Harmonia	School Year 2020-2021	Sorensen 8th Grade Per 2	2	

Filtering options will vary based on user role.

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Districts ▾ Schools ▾ Classes ▾ Resources ▾

Search



[Back to Previous Page](#)

[Home](#) / [Classes](#)

## Classes (20)

Filter by:

Faculty

School Name

Select Term



Class Name



Filter

Reset Filter

+ Add New Class

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Fitzgerald, Mitzi	Harmonia	School Year 2020-2021	Check New Tests	0	
2	Fitzgerald, Mitzi	Harmonia	School Year 2020-2021	Demo test Class	1	View Edit Delete
3	Fitzgerald, Mitzi	Harmonia	School Year 2020-2021	Test Deleting	0	
4	Fitzgerald, Mitzi	Harmonia	School Year 2020-2021	Test Deleting 2	0	
5	Fitzgerald, Mitzi	Harmonia	School Year 2020-2021	Math 185	0	

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

Districts ▾ Schools ▾ Classes ▾ Resources ▾

Search



[← Back to Previous Page](#)

[Home](#) / [Classes](#)

## Classes (20)

Filter by:

Faculty

School Name

Select Term



Class Name

Filter

Reset Filter

+ Add New Class

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Fitzgerald, Mitzi	Harmonia	School Year 2020-2021	Check New Tests	0	
2	Fitzgerald, Mitzi	Harmonia	School Year 2020-2021	Demo test Class	1	View Edit Delete
3	Fitzgerald, Mitzi	Harmonia	School Year 2020-2021	Test Deleting	0	
4	Fitzgerald, Mitzi	Harmonia	School Year 2020-2021	Test Deleting 2	0	
5	Fitzgerald, Mitzi	Harmonia	School Year 2020-2021	Math 185	0	

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

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Districts ▾ Schools ▾ Classes ▾ Resources ▾

Search



[← Back to Previous Page](#)

[Home](#) / [Classes](#)

## Classes (2)

Filter by:

Faculty

School Name

Fall 2020



Class Name

Filter

Reset Filter

+ Add New Class

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Fitzgerald, Mitzi	Harmonia	Fall 2020	Demo test Class	1	
2	test guy, test	Harmonia	Fall 2020	Integrated Math 2	1	

Showing 2 out of 2 items

View

**Edit**

Delete

4) If you expect most of the students in the class to remain the same throughout the school year, select the “School Year 2022-2023” term.

Editing an old class terms to be a new class term must be done before the term end date.

Add New Class

School Name  
Harmonia

Instructor  
Sorensen, Jokull

Second Instructor  
Select Instructor

Class Name

Term  
Select Term

To upload your student roster use the Excel template provided below. You can also add students individually after saving your class.

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 2022-2023	07/01/2022	07/01/2023
Fall 2022	07/01/2022	01/31/2023
Winter 2023	12/01/2022	04/30/2023
Spring 2023	01/01/2023	06/30/2023
Summer 2023	05/01/2023	09/30/2023