MDTP Assessment Tutorial

Assigning an Exam

Note: Assigning an exam must be done before an exam can be proctored. Assigning an exam can be done at any time prior to testing.

Assigning an exam:

1) Click on “MDTP ASSESSMENT” in the top left of the screen to go to the dashboard.

This document has been prepared as a supportive tool to MDTP copyrighted materials and should not be modified without the consent of the MDTP Director’s Office.
2) Click on the action button next to the class and select **“View”**.

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>SCHOOL NAME</th>
<th>TERM</th>
<th>CLASS NAME</th>
<th>PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fitzgerald, Mitzi</td>
<td>Harmonia - Post-Secondary</td>
<td>Math 185</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>Fitzgerald, Mitzi</td>
<td>Harmonia - Post-Secondary 2</td>
<td>Math 400</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>Fitzgerald, Mitzi</td>
<td>Harmonia - Post-Secondary</td>
<td>Test Move Student Data</td>
<td>0</td>
</tr>
</tbody>
</table>
This is your class. You are able to view your class details, assigned tests, and enrolled students.

**Math 10**

**Instructor:** Fitzgerald, Mitzi  
**School Name:** Harmonia - Secondary  
**Term:** School Year 2019-2020  
**Period:** 0

**Assigned Tests (0)**

<table>
<thead>
<tr>
<th>SCHOOL NAME</th>
<th>FACULTY</th>
<th>TEST TITLE</th>
<th>START DATE</th>
<th>TIME LIMIT (HH:MM:SS)</th>
<th>CODE</th>
<th>ACTIVE</th>
<th>CODE EXPIRES</th>
</tr>
</thead>
</table>

No more records found

**Enrolled Students (0)**

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>STUDENT ID</th>
<th>ACTIVE</th>
</tr>
</thead>
</table>

No more records found
3) Click on the blue “+ Add New Assignment” button

**Math 10**

- **Instructor:** Fitzgerald, Mitzi
- **School Name:** Harmonia - Secondary
- **Term:** School Year 2019-2020
- **Period:** 0

**Assigned Tests (0)**

<table>
<thead>
<tr>
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</table>

No more records found

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4) Verify that you are assigning the test to the correct class name. Select the test from the dropdown menu “Test Title.”

Add New Assignment

Class Name
Math 10

Test Title
Select Test

Start Date
1/7/2020 at 12:01 AM

End Date
- at 11:59 PM

Time limit (HH:MM:SS)
Leave blank for no time limit

Save Cancel
5) Select the start date for the test assignment in the “Start Date” field. This date is simply the assignment of the test and does not need to correspond to the start of testing. However, the date must be prior to the start of the intended test date.

Add New Assignment

Class Name
- Math 10

Test Title
- Select Test

Start Date
- 1/7/2020
at 12:01 AM

End Date
- at 11:59 PM

Time limit (HH:MM:SS)
- Leave blank for no time limit

Save Cancel
6) Select the end date for the test assignment in the “End Date” field. Test codes will automatically expire at 11:59 PM on the end date.
7) Specify a time limit in the “**Time limit**” field in the specified format. Leave the entry blank for no time limit.

Add New Assignment

Class Name
- Math 10

Test Title
- Select Test

Start Date
- 1/7/2020 at 12:01 AM

End Date
- 1/7/2020 at 11:59 PM

Time limit (HH:MM:SS)

Leave blank for no time limit

Save  Cancel
This is what an assigned exam looks like. The test code has been generated and students may now begin testing using the code. Exams automatically close at 11:59 PM on the end date assigned.

Math 10

Instructor: Fitzgerald, Mitzi
School Name: Harmonia - Secondary
Term: School Year 2019-2020
Period: 0

Assigned Tests (1)

<table>
<thead>
<tr>
<th>SCHOOL NAME</th>
<th>FACULTY</th>
<th>TEST TITLE</th>
<th>START DATE</th>
<th>TIME LIMIT (HH:MM:SS)</th>
<th>CODE</th>
<th>ACTIVE</th>
<th>CODE EXPIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harmonia - Secondary</td>
<td>Fitzgerald, Mitzi</td>
<td>9th Grade Assessment (9A40A19)</td>
<td>01/07/2020</td>
<td>02:00:00</td>
<td>QMXB</td>
<td>Yes</td>
<td>Jan 28, 2020, 11:59:00 PM</td>
</tr>
</tbody>
</table>

Enrolled Students (0)

<table>
<thead>
<tr>
<th>FIRST NAME</th>
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<th>STUDENT ID</th>
<th>ACTIVE</th>
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