MDTP Assessment Tutorial

Extending a Test’s End Date

Note: Instructions given in this document assume a test has already been proctored. For help assigning and proctoring tests for the first time, see the PDF document “Assigning an Exam”.

1) Click on “MDTP Assessment” in the top left of the screen to go to the dashboard.
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>Fitzgerald, Mitzi</td>
<td>Harmonia - Post-Secondary</td>
<td>School Year 2019-2020</td>
<td>Math 185</td>
<td>0</td>
</tr>
<tr>
<td>Fitzgerald, Mitzi</td>
<td>Harmonia - Post-Secondary 2</td>
<td>School Year 2019-2020</td>
<td>Math 400</td>
<td>0</td>
</tr>
<tr>
<td>Fitzgerald, Mitzi</td>
<td>Harmonia - Post-Secondary</td>
<td>School Year 2019-2020</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 (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 (3A40A19)</td>
<td>01/07/2020</td>
<td>02:00:00</td>
<td>QMXB</td>
<td>No</td>
<td>Jan 28, 2020, 11:59:00 PM</td>
</tr>
</tbody>
</table>

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

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3) Note that the test is not active and the code has already expired. Test codes automatically expire at 11:59 PM on the end date assigned.
4) Click on the action button next to the class and select “Edit” to edit the test.
5) Click the “End Date” and choose the new end date of the assignment. Click the blue “Save” button after.

**Editing Assignment**

- **Class Name**: Math 10
- **Test Title**: 9th Grade Assessment (9A40A19)
- **Start Date**: 01/07/2020 at 12:01 AM
- **End Date**: 02/11/2020 at 11:59 PM
- **Time Limit (HH:MM:SS)**: 02:00:00

Leave blank for no time limit.

[Save] [Cancel]
6) The test is now active. Students may now test until it expires automatically at 11:59 PM on the new End Date.