

# 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.

A screenshot of the MDTP ASSESSMENT dashboard. The top navigation bar is dark blue with the text "MDTP ASSESSMENT" in white, which is circled in red. To the right of the navigation bar, there is a user profile icon and the text "Hi Mitzi Fitzgerald". Below the navigation bar, there are two dropdown menus: "Classes" and "Resources". A red arrow points from the "MDTP ASSESSMENT" text to the "Classes" dropdown menu. The "Classes" dropdown menu is open, showing a list of options: "All Classes", "Assigned Tests", "Class Enrollment", and "Submissions". To the right of the dropdown menu, there is a search bar with the text "Search" and a magnifying glass icon. Below the search bar, there is a section titled "Classes (4)" with a blue button labeled "All My Classes" and a dark blue button labeled "+ Add New Class". Below this section, there is a table with columns: "INSTRUCTOR", "SCHOOL NAME", "TERM", "CLASS NAME", and "PERIOD". The table contains three rows of data, each with a class ID, instructor name, school name, term, class name, and period. Each row also has a small icon in the rightmost column, which appears to be a pencil and a dropdown arrow.

2) Click on the action button next to the class and select “View”.

**MDTP ASSESSMENT** Hi Mitzi Fitzgerald

Classes ▾ Resources ▾

Home [+ Add New Class](#)

## Current Classes (4) [All My Classes](#)

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Fitzgerald, Mitzi	Harmonia - Post-Secondary	School Year 2019-2020	Math 185	0	
2	Fitzgerald, Mitzi	Harmonia - Post-Secondary 2	School Year 2019-2020	Math 400		 View  Edit  Delete
3	Fitzgerald, Mitzi	Harmonia - Post-Secondary	School Year 2019-2020	Test Move Student Data	0	

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

[Edit Class - Delete](#)

## Assigned Tests (0)

[+ Add New Assignment](#)

SCHOOL NAME	FACULTY	TEST TITLE	START DATE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE EXPIRES
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No more records found

## Enrolled Students (0)

FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
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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

[Edit Class - Delete](#)

## Assigned Tests (0)

[+ Add New Assignment](#)

SCHOOL NAME	FACULTY	TEST TITLE	START DATE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE EXPIRES
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No more records found

## Enrolled Students (0)

FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
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No more records found

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.

## 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

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

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

[Edit Class](#) - [Delete](#)

## Assigned Tests (1)

[+ Add New Assignment](#)

	SCHOOL NAME	FACULTY	TEST TITLE	START DATE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE EXPIRES		
<input type="checkbox"/>	1	<a href="#">Harmonia - Secondary</a>	<a href="#">Fitzgerald, Mitzi</a>	9th Grade Assessment (9A40A19)	01/07/2020	02:00:00	QMXB	Yes	Jan 28, 2020, 11:59:00 PM	

## Enrolled Students (0)

FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
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No more records found