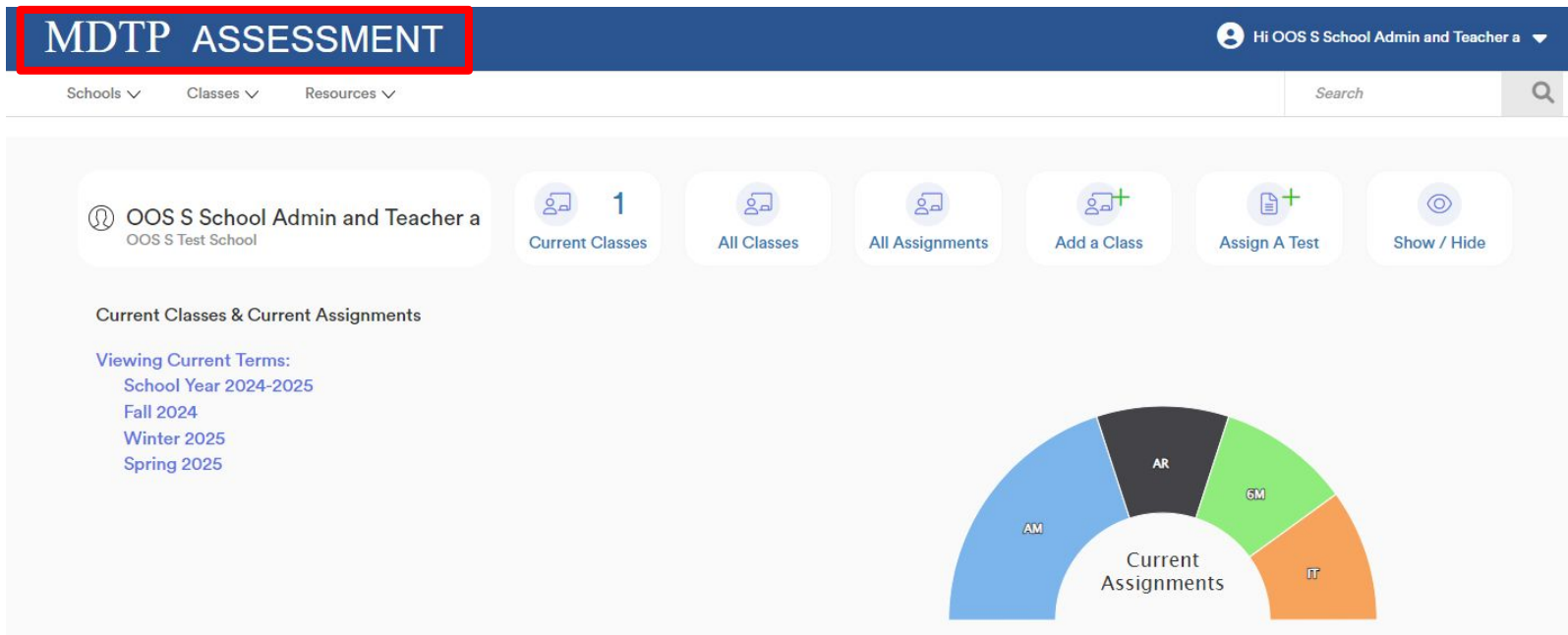


Extending a Test's End Date

Note: The information in this tutorial supports activities after an exam has been assigned. See the tutorial **“Assigning and Closing an Exam”** for help assigning a test prior to this tutorial.

1) Select **“MDTP Assessment”** in the top left of the screen to go to the dashboard.

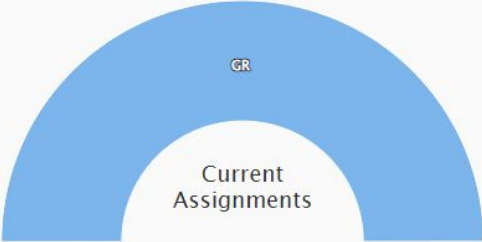


The screenshot shows the MDTP Assessment dashboard. At the top, a dark blue navigation bar contains the text "MDTP ASSESSMENT" in white, which is highlighted with a red rectangular box. To the right of this bar, the user's name "Hi OOS S School Admin and Teacher a" is displayed next to a dropdown arrow. Below the navigation bar, there are three menu items: "Schools", "Classes", and "Resources", each with a downward arrow. A search bar with the text "Search" and a magnifying glass icon is located to the right of these menu items. The main content area features a row of seven interactive cards: "OOS S School Admin and Teacher a" (with a user icon and "OOS S Test School" below), "Current Classes" (with a class icon and the number "1"), "All Classes" (with a class icon), "All Assignments" (with a class icon), "Add a Class" (with a class icon and a plus sign), "Assign A Test" (with a document icon and a plus sign), and "Show / Hide" (with an eye icon). Below this row, the text "Current Classes & Current Assignments" is displayed. Underneath, the section "Viewing Current Terms:" lists "School Year 2024-2025" with sub-items "Fall 2024", "Winter 2025", and "Spring 2025". At the bottom right, a semi-circular gauge chart titled "Current Assignments" shows five segments: a large blue segment labeled "AM", a black segment labeled "AR", a green segment labeled "6M", an orange segment labeled "IT", and a small white segment at the bottom.

2) Scroll to the bottom of the dashboard to see all of your classes and assignments. Note that the code is not active. Test codes automatically expire at 11:59pm (Pacific Time) on the end date assigned or can be manually closed at any time.

Current Classes & Current Assignments

Viewing Current Terms:
School Year 2024-2025
Fall 2024
Winter 2025
Spring 2025

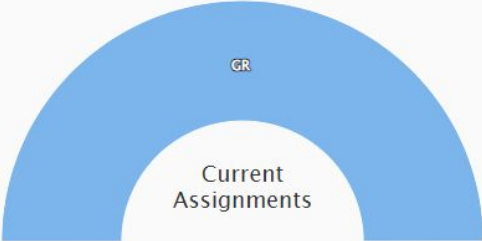


Period	Class Name	Term	Active	Students Tested	Not Tested
0	Test Class 2	School Year 2024-2025	No		
▼ Geometry Readiness Test					
Exam Code: Z844 Code Active: Jan 08, 2025, 10:32:29 AM (PST) View Details				View Edit Close Exam Print Instructions Preview Exam Delete	

3) Select **“Edit”** to edit the test.

Current Classes & Current Assignments

Viewing Current Terms:
School Year 2024-2025
Fall 2024
Winter 2025
Spring 2025



Period	Class Name	Term	Active	Students Tested	Not Tested
0	Test Class 2	School Year 2024-2025			
		▼ Geometry Readiness Test	No		
		Exam Code: Z844 Code Active: Jan 08, 2025, 10:32:29 AM (PST) View Details			View Edit Close Exam Print Instructions Preview Exam Delete

4) Select a new assignment end date in “**End Date**” to extend the testing window. Select the blue “**Save**” button after.

Editing Assignment

Class Name
Test Class

Test Title
9th Grade Assessment (9A40A19) ▼

Start Date
01/08/2025
at 12:01 AM

End Date
01/31/2025
at 11:59 PM

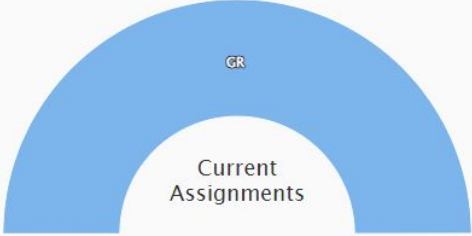
Time limit (HH:MM:SS)
02:00:00
Leave blank for no time limit

Save Cancel

5) This view shows an active test code with a new active testing window.

Current Classes & Current Assignments

Viewing Current Terms:
School Year 2024-2025
Fall 2024
Winter 2025
Spring 2025



Period	Class Name	Term	Active	Students Tested	Not Tested
0	Test Class 2	School Year 2024-2025			
		▼ Geometry Readiness Test	Yes		
		<div style="border: 2px solid red; padding: 5px;"><p>Exam Code: Z844 Code Active: Jan 08, 2025 - Jan 31, 2025, 11:59:00 PM (PST) View Details</p></div>		View Edit Close Exam Print Instructions Preview Exam Delete	