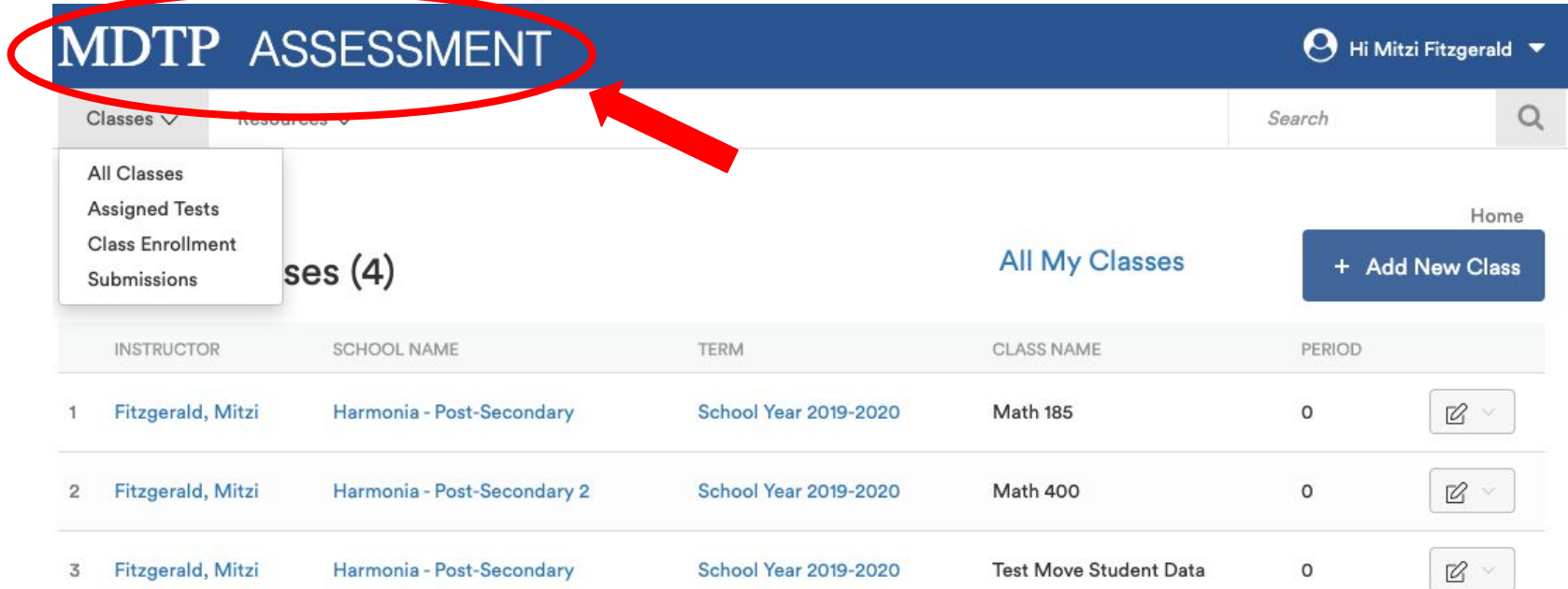


Extending a Test's End Date

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.



MDTP ASSESSMENT

Hi Mitzi Fitzgerald

Classes Resources Search

- All Classes
- Assigned Tests
- Class Enrollment
- Submissions

Classes (4)

All My Classes

+ Add New Class

	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	0	
3	Fitzgerald, Mitzi	Harmonia - Post-Secondary	School Year 2019-2020	Test Move Student Data	0	


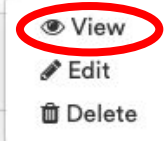

2) Click on the action button next to the class and select “View”.

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		
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 (1)

[+ Add New Assignment](#)

SCHOOL NAME	FACULTY	TEST TITLE	START DATE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE EXPIRES	
<input type="checkbox"/> 1 Harmonia - Secondary	Fitzgerald, Mitzi	9th Grade Assessment (9A40A19)	01/07/2020	02:00:00	QMXB	No	Jan 28, 2020, 11:59:00 PM	

Enrolled Students (0)


FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
------------	-----------	------------	--------

No more records found

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.

Assigned Tests (1)

+ Add New Assignment

SCHOOL NAME	FACULTY	TEST TITLE	START DATE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE EXPIRES	
1 Harmonia - Secondary	Fitzgerald, Mitzi	9th Grade Assessment (9A40A19)	01/07/2020	02:00:00	QMXB	No	Jan 28, 2020, 11:59:00 PM	

Enrolled Students (0)

FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
------------	-----------	------------	--------


No more records found

-  View
-  Edit
-  Delete

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

Assigned Tests (1)

+ Add New Assignment

SCHOOL NAME	FACULTY	TEST TITLE	START DATE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE EXPIRES	
1 Harmonia - Secondary	Fitzgerald, Mitzi	9th Grade Assessment (9A40A19)	01/07/2020	02:00:00	QMXB	No	Jan 28, 2020, 11:59:00 PM	

Enrolled Students (0)

FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
------------	-----------	------------	--------

No more records found

View
Edit
Delete

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

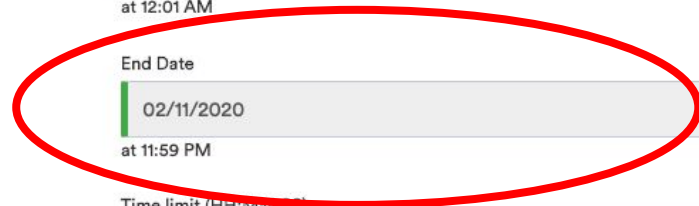
Test Title
9th Grade Assessment (9A40A19)

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.

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 Harmonia - Secondary	Fitzgerald, Mitzi	9th Grade Assessment (9A40A19)	01/07/2020	02:00:00	QMXB	Yes	Feb 11, 2020, 11:59:00 PM	

Enrolled Students (0)

FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
No more records found			