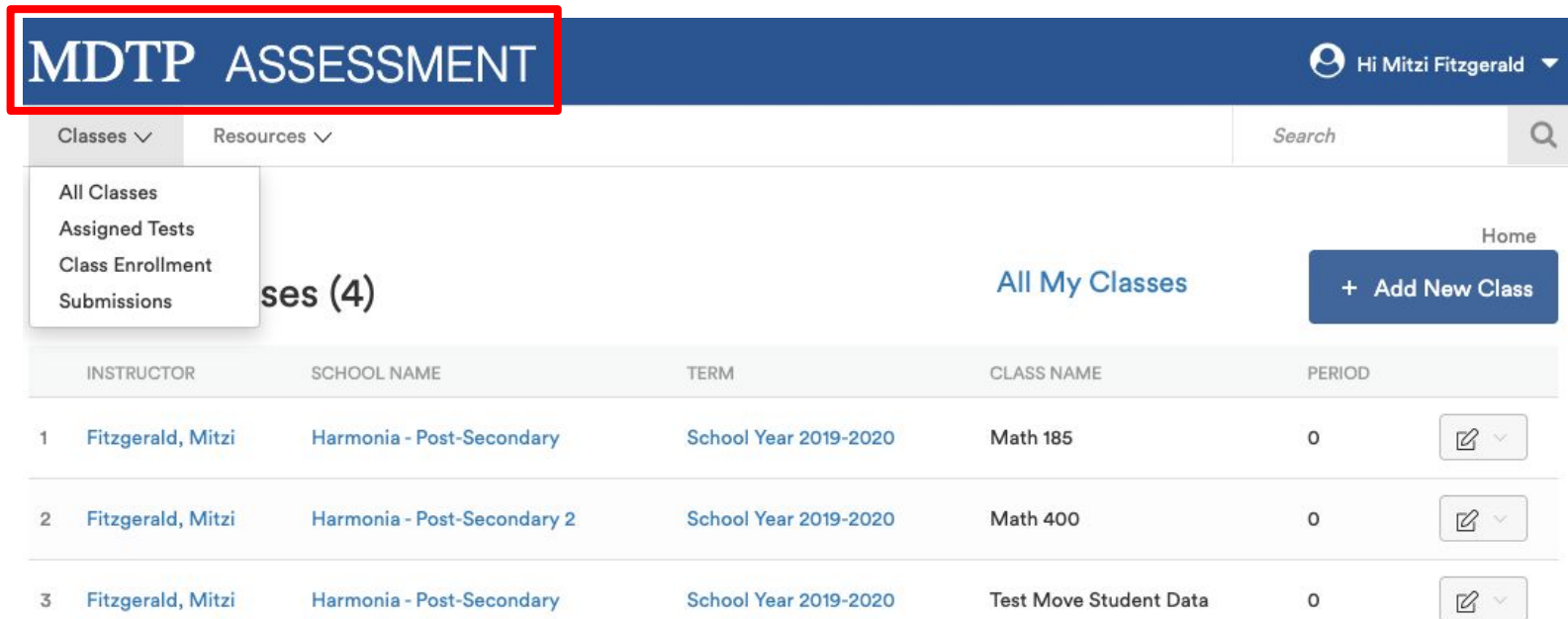


Assigning and Closing an Exam

1) Select “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) Select the action button next to the class and select “View”.

MDTP ASSESSMENT Hi Mitzi Fitzgerald

Classes ▾ Resources ▾

Home

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

This view shows your class details, assigned tests, and students.

Test Class

Instructor: [Teacher, Only](#)

School Name: [Test School](#)

Term: [School Year 2024-2025](#)

Period: 0

Class Registration: Self Registration

[Edit Class - Delete](#)

Assigned Tests (0)

[+ Add New Assignment](#)

SCHOOL NAME	FACULTY	TEST TITLE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE ACTIVE
-------------	---------	------------	-----------------------	------	--------	-------------

No more records found

Enrolled Students (0)

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

No more records found

3) Select the blue “+ Add New Assignment” button

Test Class

Instructor: [Teacher, Only](#)

School Name: [Test School](#)

Term: [School Year 2024-2025](#)

Period: [0](#)

Class Registration: [Self Registration](#)

[Edit Class - Delete](#)

Assigned Tests (0)

[+ Add New Assignment](#)

SCHOOL NAME	FACULTY	TEST TITLE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE ACTIVE
-------------	---------	------------	-----------------------	------	--------	-------------

No more records found

Enrolled Students (0)

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

No more records found

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

Add New Assignment

Class Name

Test Title

Start Date

at 12:01 AM

Save

Cancel

5) Select the start date and end date of the testing window in “**Start Date**” and “**End Date**” respectively. The test code will only be active during this period.

Add New Assignment

Class Name
Test Class

Test Title
Select Test

Start Date
1/8/2025
at 12:01 AM

End Date
at 11:59 PM

Time limit (HH:MM:SS)

Leave blank for no time limit

Save Cancel

6) Enter a time limit in “**Time limit**” with the specified format. Leave the entry blank for no time limit.

Add New Assignment

Class Name

Test Class

Test Title

Select Test

Start Date

1/8/2025

at 12:01 AM

End Date

at 11:59 PM

Time limit (HH:MM:SS)

Leave blank for no time limit

Save

Cancel

This view shows an active test assignment. Students can use the code to enter a test only during the code active window. The code will be inactive outside the testing window.

Test Class

Instructor: Teacher, Only

School Name: Test School

Term: School Year 2024-2025


Period: 0

Class Registration: Self Registration

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




Assigned Tests (1)

[+ Add New Assignment](#)

SCHOOL NAME	FACULTY	TEST TITLE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE ACTIVE	
<input type="checkbox"/> 1 Test School	Teacher, Only	9th Grade Assessment (9A40A19)	02:00:00	R94P	Yes	Jan 08, 2025 - Jan 31, 2025, 11:59:00 PM (PST)	

Enrolled Students (0)

FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE
No more records found				

-  View
-  Edit
- Close Exam
- Print Instructions
- Preview Exam
-  Delete

Codes automatically expire at 11:59pm on the end date. Codes can be manually closed at any time by selecting the action button then selecting “**Close Exam**”. Codes should be closed after testing has finished to prevent students from accessing and altering their completed test.

Test Class

Instructor: [Teacher, Only](#)

School Name: [Test School](#)

Term: [School Year 2024-2025](#)


Period: [0](#)

Class Registration: [Self Registration](#)

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






Assigned Tests (1)

[+ Add New Assignment](#)

	SCHOOL NAME	FACULTY	TEST TITLE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE ACTIVE		
<input type="checkbox"/>	1	Test School	Teacher, Only	9th Grade Assessment (9A40A19)	02:00:00	R94P	Yes	Jan 08, 2025 - Jan 31, 2025, 11:59:00 PM (PST)	

Enrolled Students (0)

FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE
No more records found				

-  View
-  Edit
- Close Exam**
-  Print Instructions
-  Preview Exam
-  Delete

When an exam is closed, the test code is not longer active and will show “No” under “Active”. The “Code Active” date will show the time the test was closed.

Test Class

Instructor: Teacher, Only

School Name: Test School

Term: School Year 2024-2025


Period: 0

Class Registration: Self Registration


[Edit Class - Delete](#)






Assigned Tests (1)

+ Add New Assignment

SCHOOL NAME	FACULTY	TEST TITLE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE ACTIVE	
<input type="checkbox"/> 1 Test School	Teacher, Only	9th Grade Assessment (9A40A19)	02:00:00	R94P	No	Jan 08, 2025, 09:05:12 AM (PST)	

Enrolled Students (1)

FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE	
1 A	A	a		Yes	

-  View
-  Report
-  Edit
-  Preview Exam
-  Delete