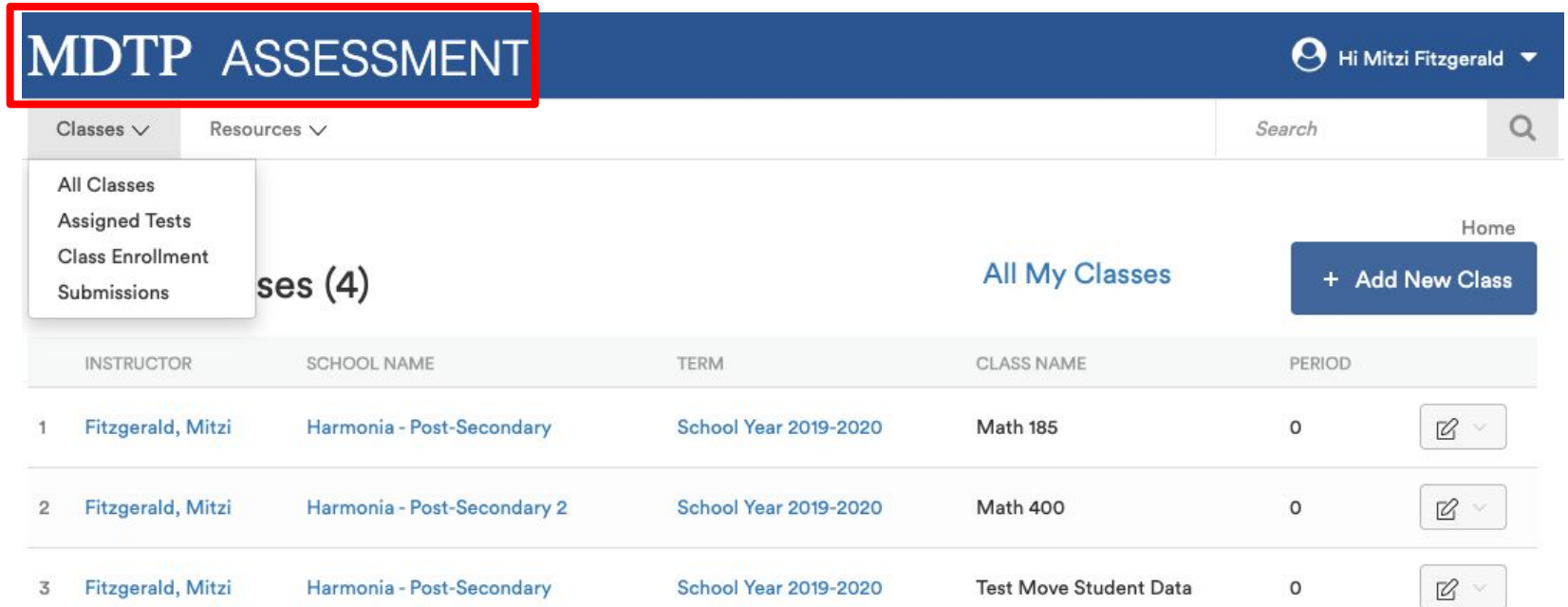


# Extending a Test's End Date

**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 left, the text "MDTP ASSESSMENT" is highlighted with a red box. To the right of this header, there is a user profile for "Hi Mitzi Fitzgerald" and a search bar. Below the header, there are two dropdown menus: "Classes" and "Resources". The "Classes" dropdown is open, showing a list of options: "All Classes", "Assigned Tests", "Class Enrollment", and "Submissions". To the right of the dropdown, the text "Classes (4)" is visible. Further right, there is a button labeled "All My Classes" and another button labeled "+ Add New Class". Below these elements is a table with the following columns: "INSTRUCTOR", "SCHOOL NAME", "TERM", "CLASS NAME", and "PERIOD". The table contains three rows of data:

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”.





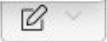
# MDTP ASSESSMENT

Hi Mitzi Fitzgerald

Classes ▾ Resources ▾ Search

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 (1)

[+ Add New Assignment](#)

	SCHOOL NAME	FACULTY	TEST TITLE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE ACTIVE		
<input type="checkbox"/>	1	<a href="#">Test School</a>	<a href="#">Teacher, Only</a>	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

Note that the code is not active. Test codes automatically expire at 11:59pm on the end date assigned or can be manually closed at any time.

## 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	<a href="#">Test School</a>	<a href="#">Teacher, Only</a>	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

3) Select the action button next to the class then select “**Edit**” to edit the 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	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

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.

## 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	<a href="#">Test School</a>	<a href="#">Teacher, Only</a>	<a href="#">9th Grade Assessment (9A40A19)</a>	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