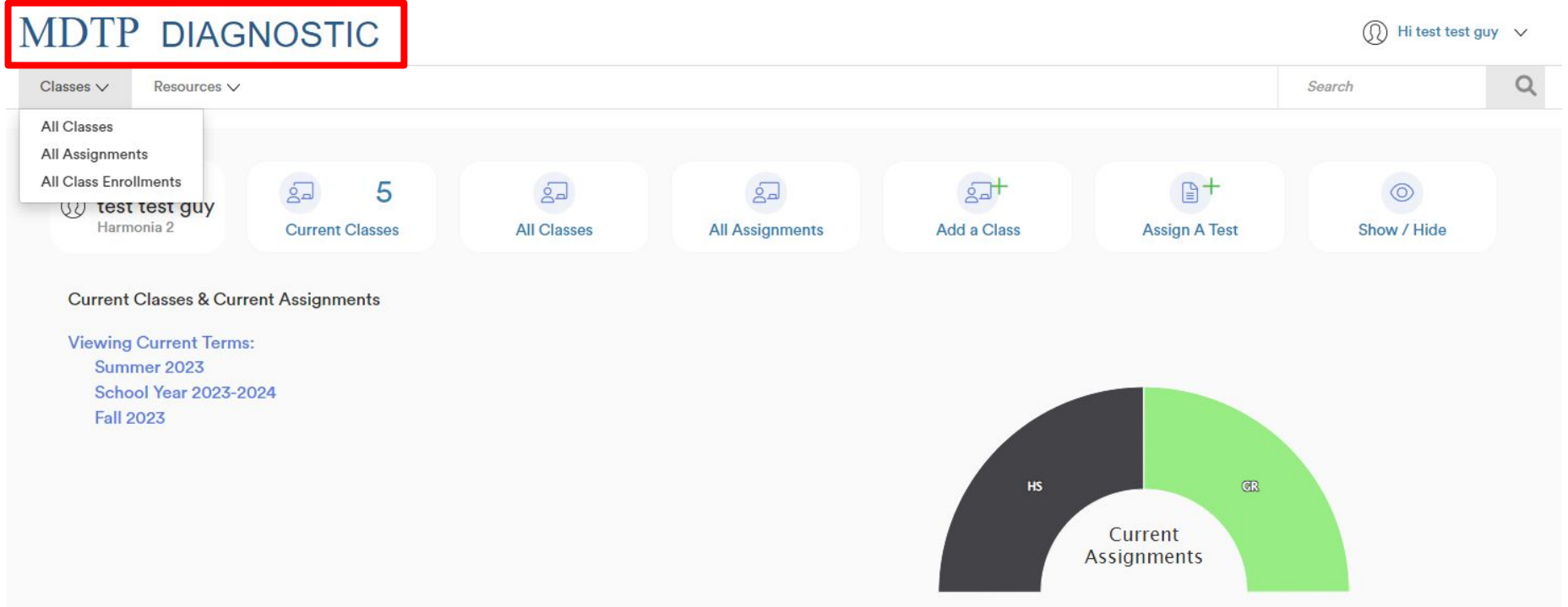


## Assigning a Test for Paper Testing

1) Click on “MDTP DIAGNOSTIC” in the top left of the screen to go to the dashboard.



The screenshot shows the MDTP Diagnostic dashboard. At the top left, the text "MDTP DIAGNOSTIC" is highlighted with a red rectangular box. To the right of this, there is a user profile icon and the text "Hi test test guy" with a dropdown arrow. Below the header, there are two tabs: "Classes" and "Resources". A search bar with the placeholder text "Search" and a magnifying glass icon is located on the right side. The main content area features a row of six cards: "Current Classes" (with a person icon and the number 5), "All Classes", "All Assignments", "Add a Class" (with a plus sign), "Assign A Test" (with a plus sign), and "Show / Hide" (with a target icon). Below this row, there is a section titled "Current Classes & Current Assignments" with a sub-section "Viewing Current Terms:" containing three links: "Summer 2023", "School Year 2023-2024", and "Fall 2023". At the bottom right, there is a semi-circular gauge chart labeled "Current Assignments" with two segments: a dark grey segment labeled "HS" and a green segment labeled "GR".

2) Click the “Add a Class” button and upload the student roster information to the new class. If classes have already been created and rostered, skip to the next step.

# MDTP DIAGNOSTIC

Hi test test guy

Classes Resources

Search



- All Classes
- All Assignments
- All Class Enrollments

test test guy  
Harmonia 2

5  
Current Classes

All Classes

All Assignments

Add a Class

Assign A Test

Show / Hide

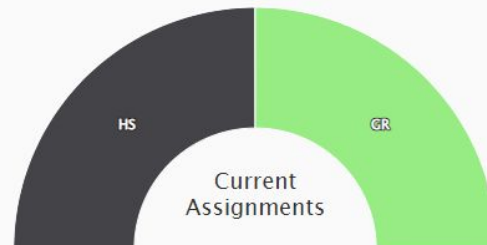
Current Classes & Current Assignments

Viewing Current Terms:

Summer 2023

School Year 2023-2024

Fall 2023



3) Click the “Assign a Test” button.

# MDTP DIAGNOSTIC

Hi test test guy

Classes Resources

Search



- All Classes
- All Assignments
- All Class Enrollments

test test guy  
Harmonia 2

5  
Current Classes

All Classes

All Assignments

Add a Class

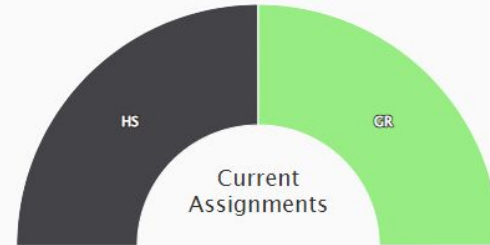
Assign A Test

Show / Hide

Current Classes & Current Assignments

Viewing Current Terms:

- Summer 2023
- School Year 2023-2024
- Fall 2023



4) Enter the class name, select a test from the drop down menu “**Test Title**”, and select a start date.

MDTP DIAGNOSTIC Hi test test guy

Classes Resources Search

[Back to Previous Page](#) [Dashboard](#) / [Classes](#) / [Assignments](#) / [Add New Assignment](#)

### Add New Assignment

Class Name  
OCTTEST2

Test Title  
Select Test

Start Date  
7/14/2023

Test Method

Paper

Online

5) Select the “**Paper**” option then click “**Save**”.

**Note:** Each assignment can contain only one test method. If you plan to test using both paper and online test method, create a separate test assignment for each test method within the same class.

# MDTP DIAGNOSTIC

Hi test test guy

Classes Resources

Search



[Back to Previous Page](#)

[Dashboard](#) / [Classes](#) / [Assignments](#) / Add New Assignment

## Add New Assignment

Class Name

OCTTEST2

Test Title

Select Test

Start Date

7/14/2023

Test Method

Paper

Online

Save

Cancel

6) After saving, you will immediately be redirected to the [Managing Paper Assignments page](#) . Select **Download Assignment Answer Sheets** if you are ready to save or print student answer sheets. Select **Return** if you predict changes in the student roster or prefer to print at another time.

## Managing Paper Assignments

Click the Download Assignment Answer Sheets button to print answer sheets for all students currently listed in this class. Student answer sheets are different for each assignment so please review the information at the top of answer sheets before testing.

Download Assignment Answer Sheets

After students have completed the test, scan the answer sheets and then click the Upload Completed Answer Sheets button to upload the completed answer sheets.

Upload Completed Answer Sheets

See the tutorial "Assigning a Paper Test" for step-by-step information on the full process.

< Return

**NOTE:** Answer sheet have a unique code that matches the student to the class and a particular test assignment. Test assignments must not be deleted if downloaded answer sheets are used.

Additionally, adding a new test assignments will generate new student answer sheets with updated codes. Thus, previously printed answer sheets will not match with the new test assignment.

7) If you navigate away from the Managing Paper Assignments page and need to return to the page, scroll down the dashboard to see your classes and assignments. Click on the triangle next to the assignment to see more options then click “**Manage Paper Test**”.

## Assignments

Period	Class Name	Term	Start Date	Active	Students Tested	Not Tested
1	TESTOCT	School Year 2023-2024				
		▶ Geometry Readiness Test (GR45A19)	07/13/2023	No		
2	OCTTEST2	School Year 2023-2024				
		▼ Precalculus Readiness Test (PR45A22)	07/20/2023			
		Test Method: paper <a href="#">Manage Paper Test</a>				<a href="#">View</a> <a href="#">Proctor Exam</a> <a href="#">Delete</a> <a href="#">Manage Paper Test</a> <a href="#">Delete</a> <a href="#">Hide From Dashboard</a>
		▶ Second Year Algebra Readiness Test (SR45A19)	07/13/2023	No	1	2

## FAQ

**Q: *Is it normal that the page takes a while to load when I try to download the student answer sheets?***

**A:** It depends on the number of enrolled students in the class. For larger class sizes, it may take up to two minutes for all the student answer sheets to load and display.

**Q: *Do I need to reprint the entire Student Answer sheet if I add a new student?***

**A:** No, you can just print the page that the newly added student is on. The scan code and barcode will remain the same for the rest of the class.

**Q: *I decided to assign another test assessment. Can I use the same Student Answer sheet I printed out for the old test assignment since the student roster did not change?***

**A:** No, the scan code and barcode is unique to the assessment it was printed for. If a new test assignment was created for the same class, you will need to print out a new set of student answer sheet with new scan codes.