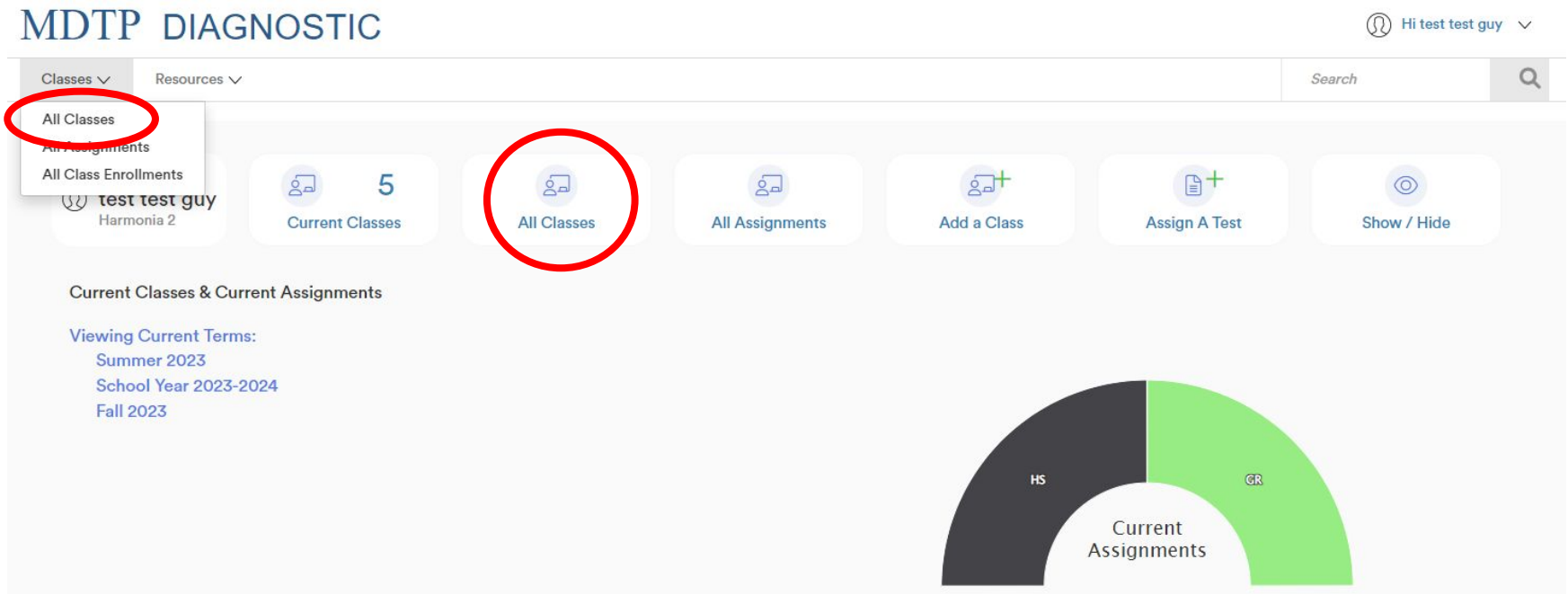
MDTP Diagnostic Tutorial

Reopening a Test

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, Proctoring and Closing Exams".**

1) Click on either **'Classes'** in the top menu, and then **'All Classes'** **or** the **'All Classes'** option on the dashboard



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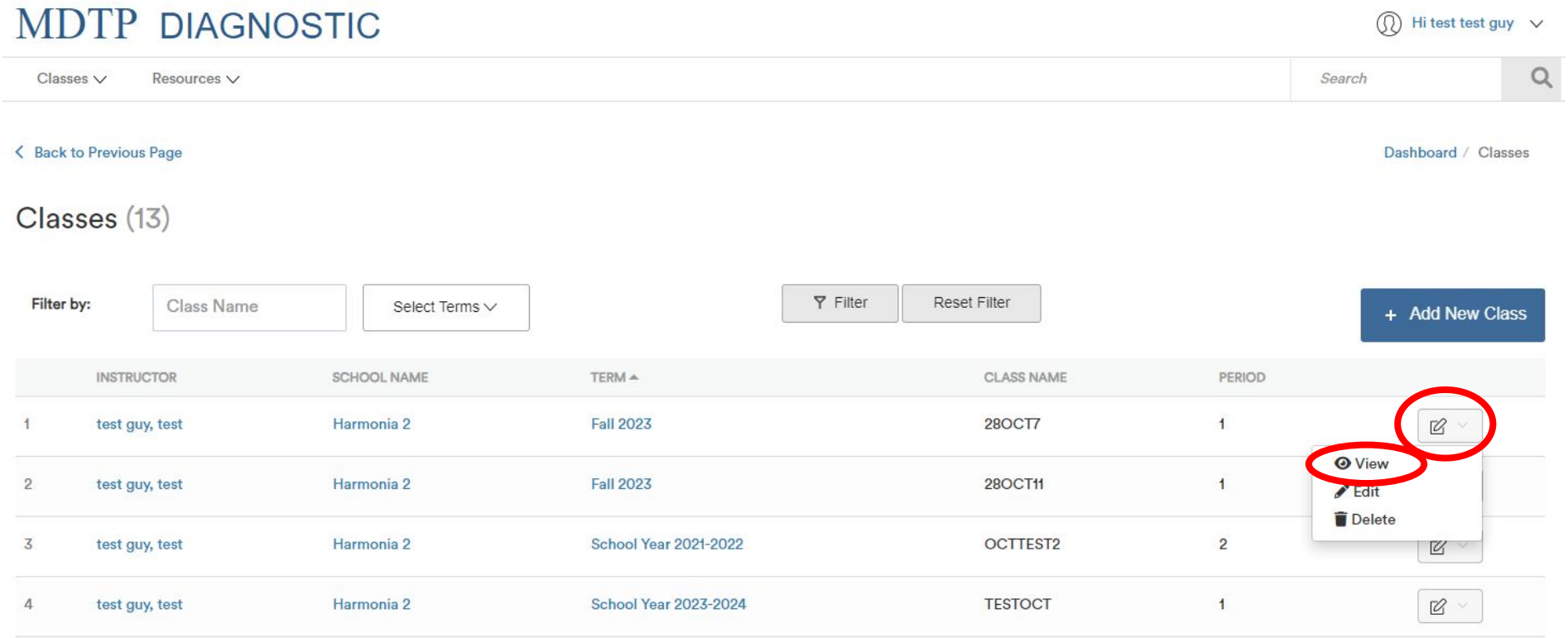
2) Click on the action button next to the class and select “**View**”.



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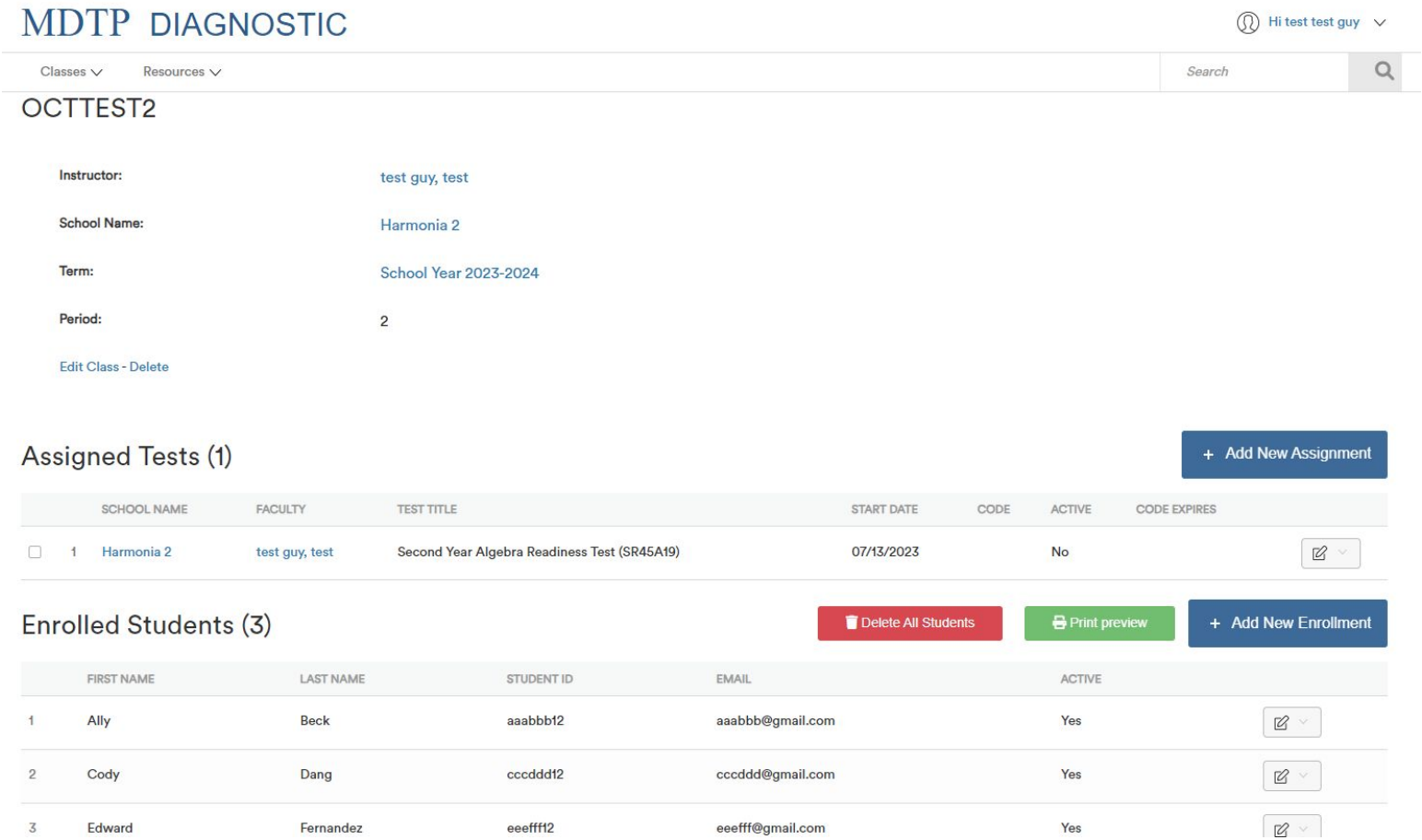
This is your class. You are able to view your class details, assigned tests, and enrolled students.



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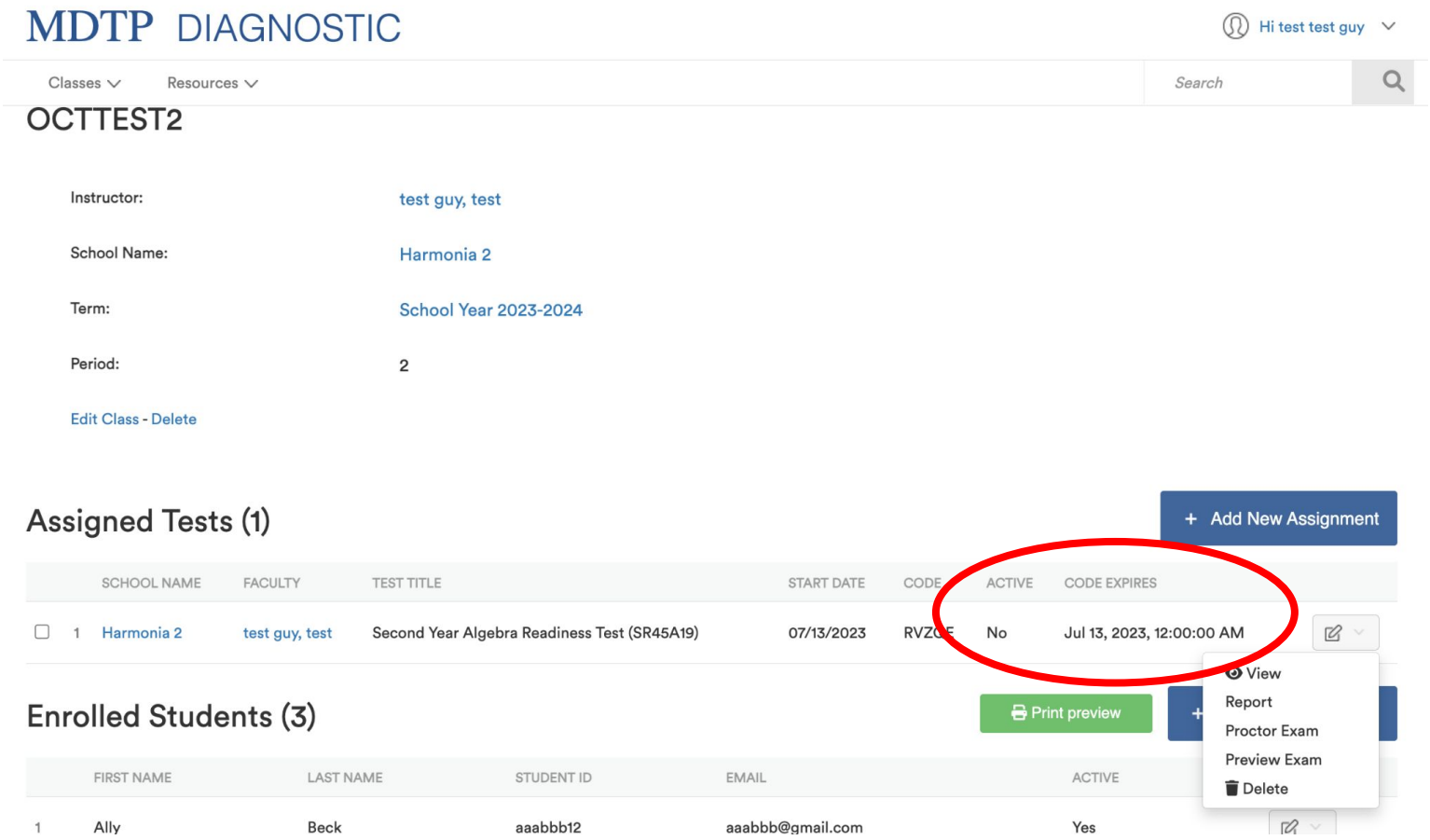
3) Note that the test is not active and the code has already expired.
Test codes automatically expire every day by 5:30 pm or can be manually closed by faculty after the class period has finished testing.



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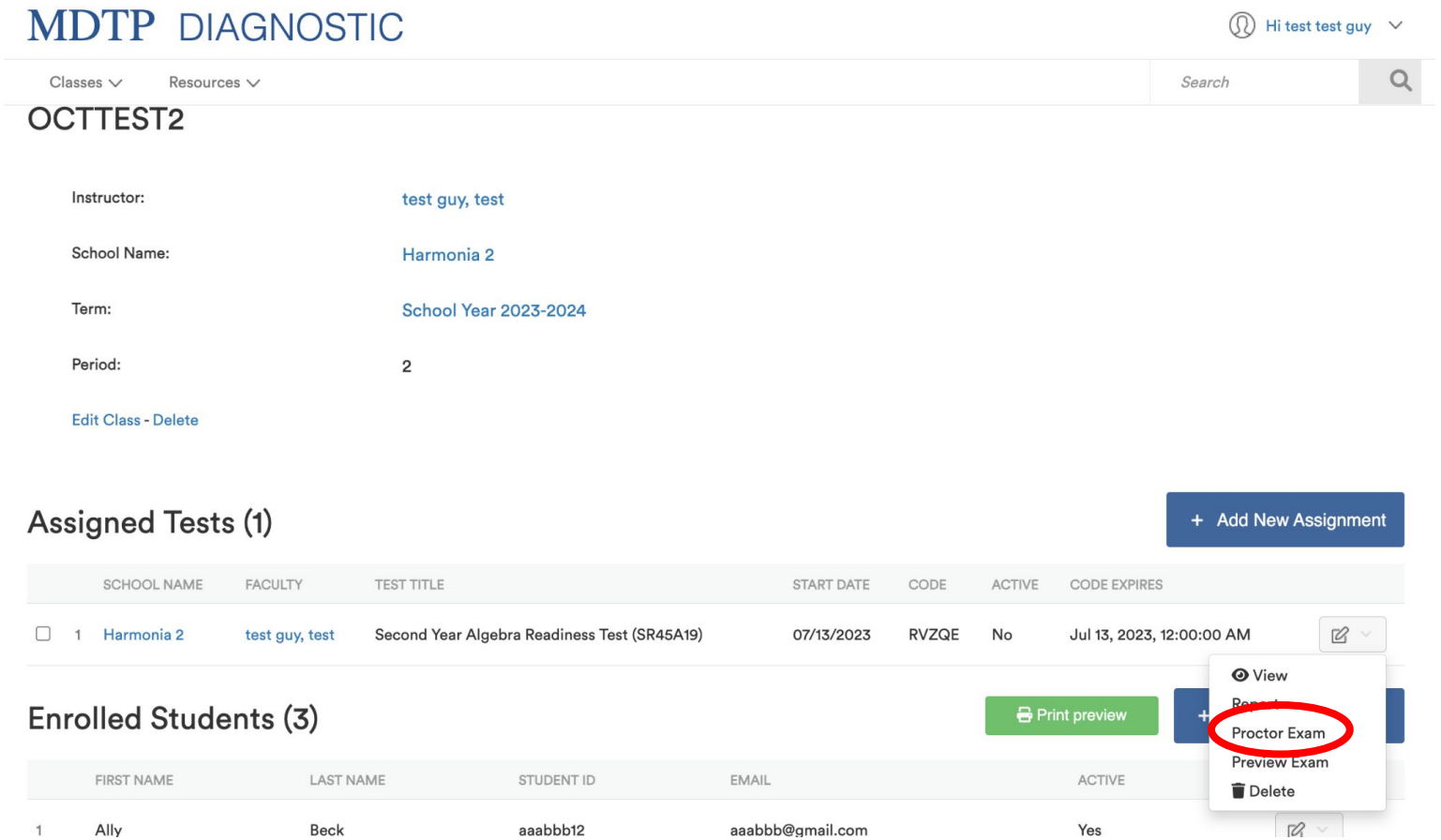
4) Click on the action button next to the class and select "**Proctor Exam**" or "**Generate new Code"** to reopen the test. If students started testing previously, their responses will have been saved and they may resume testing.



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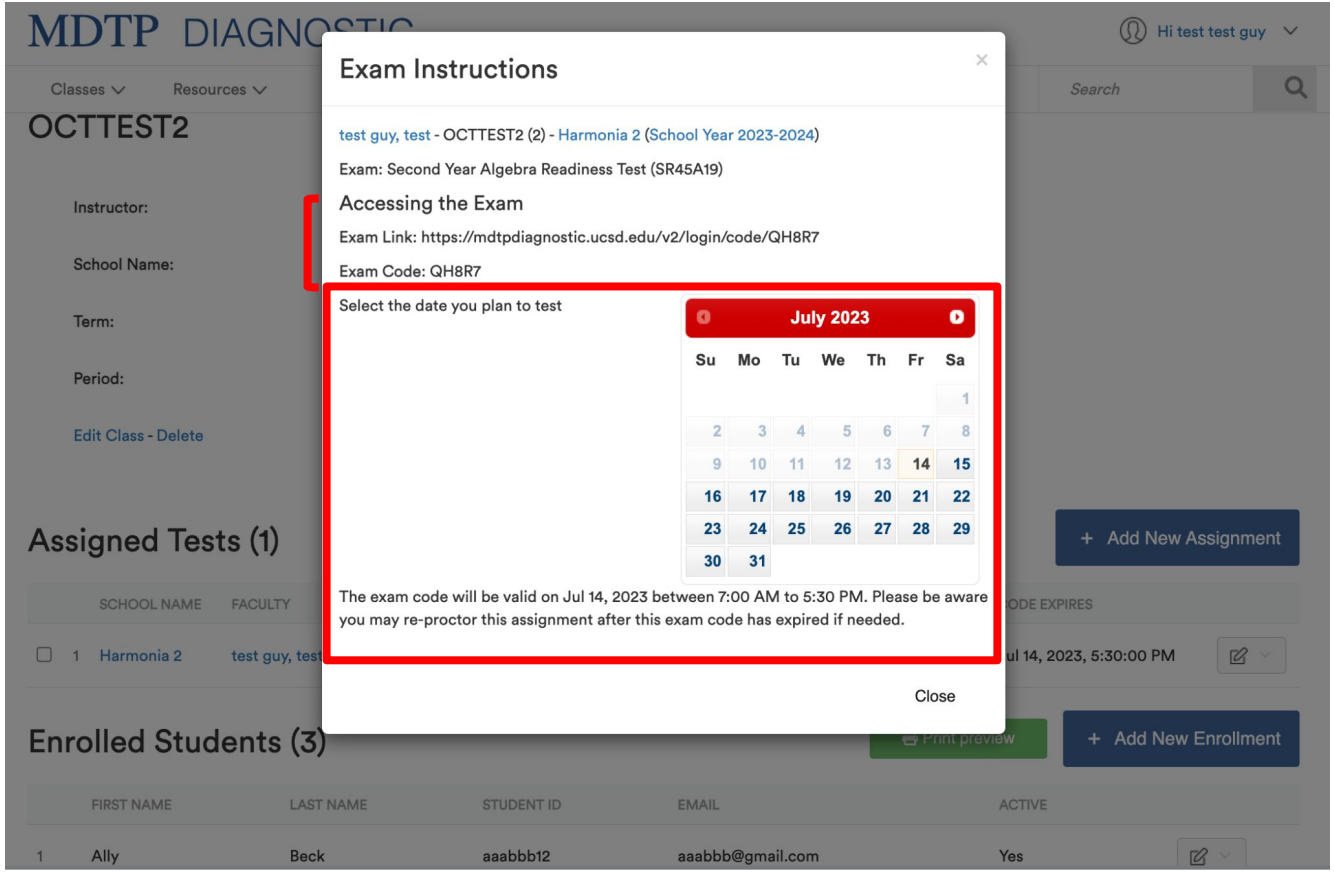
5) A new exam code is generated and the exam code will become activated on that date selected. The exam code and exam link can now be provided to the students for testing.



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