

Assigning a Test for Paper Testing

Please note: Paper Test Booklets MUST be ordered through
<https://sites.google.com/cloud.ucsd.edu/accessingmdtptests/mdtp-paper-tests>

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

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

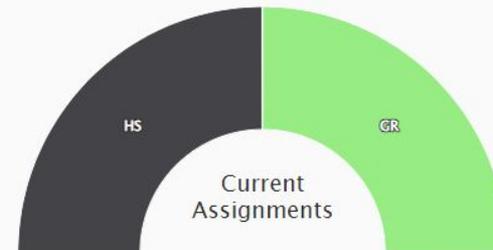
Assign A Test

Show / Hide

Current Classes & Current Assignments

Viewing Current Terms:

Summer 2023
School Year 2023-2024
Fall 2023



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.

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Current Classes

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Add a Class

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Show / Hide

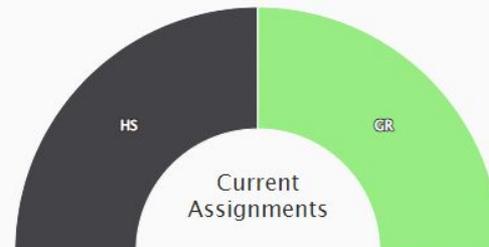
Current Classes & Current Assignments

Viewing Current Terms:

Summer 2023

School Year 2023-2024

Fall 2023



3) Click the “Assign a Test” button.

MDTP DIAGNOSTIC

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Classes ▾ Resources ▾

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Harmonia 2

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Current Classes

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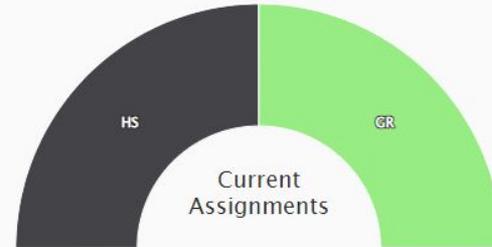
Current Classes & Current Assignments

Viewing Current Terms:

Summer 2023

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Fall 2023



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

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Navigation

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

Add New Assignment

Class Name

Test Method
 Online
 Paper

Test Title

Start Date



Save

Cancel

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.

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 Manage Paper Test | | | | |
| | | | | | | |
| | | ▶ Second Year Algebra Readiness Test (SR45A19) | 07/13/2023 | No | 1  | 2 |

- View
- Proctor Exam
- Print Test
- Manage Paper Test**
- Delete
- Hide From Dashboard

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.