

# Assigning a Test for Paper Testing

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

**MDTP DIAGNOSTIC**

Classes ▾

Resources ▾

- All Classes
- Assigned Tests
- Class Enrollment

[Home](#) / [Classes](#)

## Classes (4)

Filter by:



Select Terr ▾

Class Name

Filter

Reset Filter

[+ Add New Class](#)

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME ▲	PERIOD	
1	Sorensen, Jokull	Harmonia	School Year 2021-2022	Sorensen 6th Grade Per 1 Paper	1	
2	Sorensen, Jokull	Harmonia	School Year 2021-2022	Sorensen 7th Grade Per 1	1	

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

# MDTP DIAGNOSTIC

Hi Pastoria Porter ▾

Classes ▾ Resources ▾

Search



 **Pastoria Porter**  
Harmonia

 **3**  
Current Classes

 All Classes

 All Assignments

 **Add a Class**

 Assign A Test

 Show / Hide

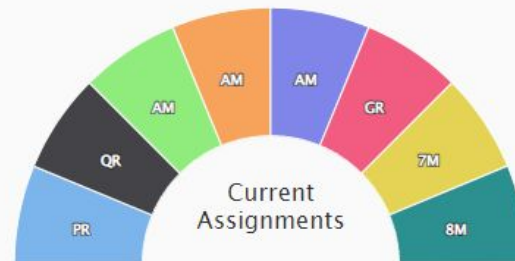
## Current Classes & Current Assignments

### Viewing Current Terms:

School Year 2022-2023

Winter 2023

Spring 2023



3) Click the “Assign a Test” button.

# MDTP DIAGNOSTIC

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Pastoria Porter  
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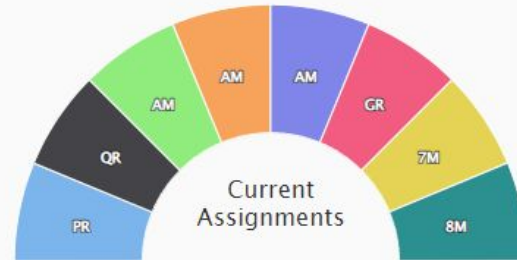
## Current Classes & Current Assignments

### Viewing Current Terms:

School Year 2022-2023

Winter 2023

Spring 2023



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

## Add New Assignment

**Class Name**

**Test Title**

**Start Date**

**Test Method**

- Paper
- Online

Save

Cancel

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

**Note:** Each assignment can contain only one type of data. If an educator plans to assess using paper and online modalities, create a separate test assignment for each modality.

## Add New Assignment

Class Name

Sorensen 6th Grade Per 1

Test Title

Assessment of Preparedness for 6th Grade Mathematics (6M35A20) ▼

Start Date

12/21/2021

Test Method

Paper

Online

Save

Cancel

6) After saving, users will immediately be redirected to the [Managing Paper Assignments](#) page to download answer sheets. Select **“Download Assignment Answer Sheets”** to print pre-slugged answer sheets for each rostered student.

## 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



The screenshot shows the 'Managing Paper Assignments' interface. On the left, a vertical list of assignment thumbnails is shown, numbered 1 through 5. The first thumbnail is highlighted with a blue border. On the right, a preview of a student answer sheet is displayed. The preview includes the MDTP logo and the text 'Mathematics Diagnostic Testing Project'. It lists the following information: School Name: Harmonia; Teacher Name: Fitzgerald Mitzi; Class/Period: Math 185; Test Name: Algebra 1/Integrated Math 1 Readiness Test (AMR45A19); Assignment Date: January 06, 2022; Student Name: braham butler; Student ID: 10. Below this information is a barcode and the student ID '8F28F08D28'. The answer sheet itself is a grid of 45 questions, each with four radio button options (A, B, C, D). The grid is divided into two columns of 23 questions each, with the last question in each column being question 45. In the top right corner of the PDF viewer, there are icons for download and print, which are highlighted with a red box.

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**”.

Period	Class Name	Term	Start Date	Active	Students Tested	Not Tested
0	<b>5 students</b>	School Year 2022-2023				
		 Algebra 1/Integrated Math 1 Readiness Test (AMR45A19)	02/15/2022		5 	0
		Test Method: paper <a href="#">Manage Paper Test</a>			<a href="#">View Full Report</a>	<a href="#">View</a> <a href="#">Proctor Exam</a> <a href="#">Print Instructions</a> <b><a href="#">Manage Paper Test</a></b> <a href="#">Review Exam</a> <a href="#">Hide From Dashboard</a>