

MDTP Assessment Tutorial

Assigning an Exam



Note: Assigning an exam must be done before an exam can be proctored. Assigning an exam can be done at any time prior to testing.

Assigning an exam:

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

A screenshot of the MDTP Assessment dashboard. The top navigation bar is dark blue with the text "MDTP ASSESSMENT" in white, which is circled in red with a red arrow pointing to it. To the right of the navigation bar is a user profile icon and the text "Hi Mitzi Fitzgerald". Below the navigation bar are two dropdown menus: "Classes" and "Resources". A search bar with a magnifying glass icon is also present. The main content area shows a "Classes (4)" section with a blue button labeled "All My Classes" and another blue button labeled "+ Add New Class". Below this is a table with columns for "INSTRUCTOR", "SCHOOL NAME", "TERM", "CLASS NAME", and "PERIOD". The table contains three rows of class data, each with a small icon in the "PERIOD" column.

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

MDTP ASSESSMENT

Hi Jokull Sorensen
[Classes](#) [Resources](#)




Current Classes (5)

[All My Classes](#) [+ Add New Class](#)

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Sorensen, Jokull	Harmonia - Post-Secondary	School Year 2019-2020	Math 185	0	
2	Sorensen, Jokull	Harmonia - Post-Secondary	School Year 2019-2020	Math 150	0	
3	Sorensen, Jokull	Harmonia - Post-Secondary 2	School Year 2019-2020	Math 400	0	
4	Sorensen, Jokull	Harmonia - Post-Secondary	School Year 2019-2020	Test Move Student Data	0	
5	Sorensen, Jokull	Harmonia - Post-Secondary	School Year 2019-2020	calculus	0	

Current Assigned Tests (19)

[All My](#)

-  View
-  Edit
-  Delete

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

Calculus 1

Instructor: [Sorensen, Jokull](#)

School Name: [Harmonia - Post-Secondary](#)

Term: [School Year 2019-2020](#)

Period: 0

[Edit Class - Delete](#)

Assigned Tests (0)

[+ Add New Assignment](#)

SCHOOL NAME	FACULTY	TEST TITLE	START DATE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE EXPIRES
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No more records found

Enrolled Students (0)

FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
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No more records found

3) Click on the blue “+ Add New Assignment” button

Calculus 1

Instructor: Sorensen, Jokull
School Name: Harmonia - Post-Secondary
Term: School Year 2019-2020
Period: 0

[Edit Class - Delete](#)

Assigned Tests (0)

[+ Add New Assignment](#)

SCHOOL NAME	FACULTY	TEST TITLE	START DATE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE EXPIRES
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No more records found

Enrolled Students (0)

FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
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No more records found

4) Verify that you are assigning the test to the correct class name. Select the test from the dropdown menu “**Test Title.**”

Add New Assignment

Class Name
Calculus 1

Test Title
Select Test

Start Date
4/20/2020
at 12:01 AM

End Date
at 11:59 PM

Time limit (HH:MM:SS)

Leave blank for no time limit

Save **Cancel**

5) Select the start date for the test assignment in the “**Start Date**” field. This date is simply the assignment of the test and does not need to correspond to the start of testing. However, the date must be prior to the start of the intended test date.

Add New Assignment

Class Name
Calculus 1

Test Title
Select Test ▼

Start Date
4/20/2020
at 12:01 AM

End Date
at 11:59 PM

Time limit (HH:MM:SS)

Leave blank for no time limit

Save **Cancel**

6) Select the end date for the test assignment in the “**End Date**” field. Test codes will automatically expire at 11:59 PM on the end date.

Add New Assignment

Class Name
Calculus 1

Test Title
Select Test ▼

Start Date
4/20/2020
at 12:01 AM

End Date
at 11:59 PM

Time limit (HH:MM:SS)

Leave blank for no time limit

Save Cancel

7) Specify a time limit in the “**Time limit**” field in the specified format. Leave the entry blank for no time limit.

Add New Assignment

Class Name
Calculus 1

Test Title
Select Test ▼

Start Date
4/20/2020
at 12:01 AM

End Date
at 11:59 PM

Time limit (HH:MM:SS)

Leave blank for no time limit

Save **Cancel**

This is what an assigned exam looks like. The test code has been generated and students may now begin testing using the code. Exams automatically close at 11:59 PM on the end date assigned.

Calculus 1

Instructor: [Sorensen, Jokull](#)

School Name: [Harmonia - Post-Secondary](#)


Term: [School Year 2019-2020](#)

Period: 0

[Edit Class](#) - [Delete](#)

Assigned Tests (1)

[+ Add New Assignment](#)

	SCHOOL NAME	FACULTY	TEST TITLE	START DATE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE EXPIRES		
<input type="checkbox"/>	1	Harmonia - Post-Secondary	Sorensen, Jokull	Calculus Readiness Test (CR60A17)	04/21/2020	00:00:00	BAEE	Yes	Apr 24, 2020, 11:59:00 PM	

Enrolled Students (0)

FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
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No more records found