MDTP Assessment Tutorial

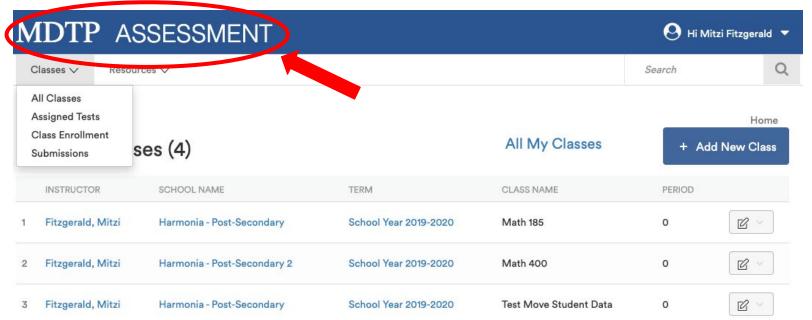
Assigning an Exam

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.

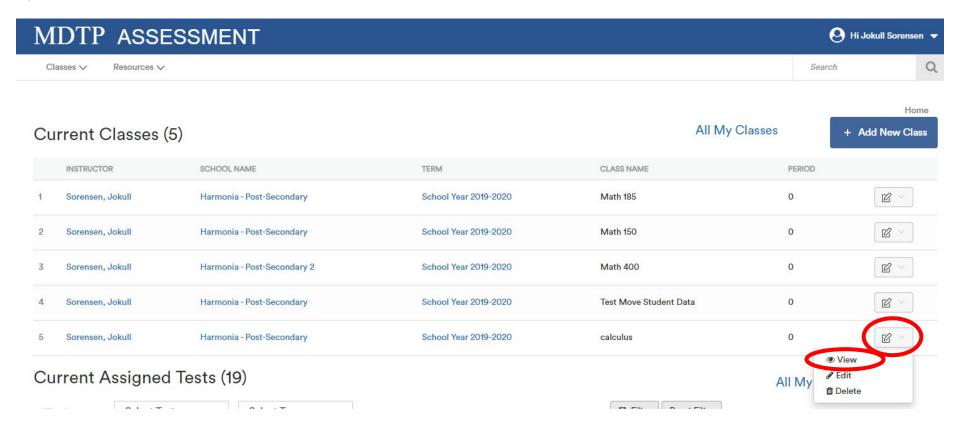
A Tool For Teachers

Assigning an exam:

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

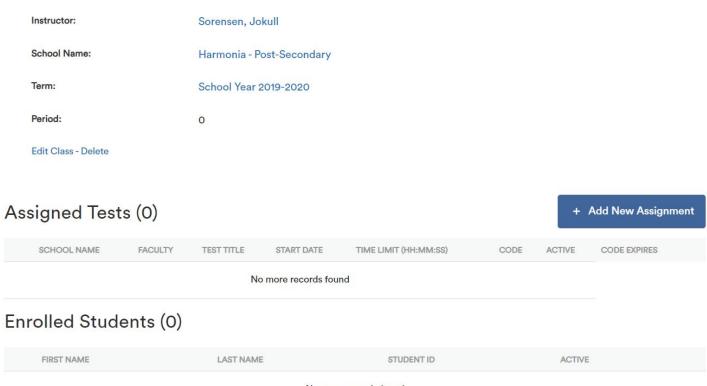


2) Click on the action button next to the class and select "View".



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

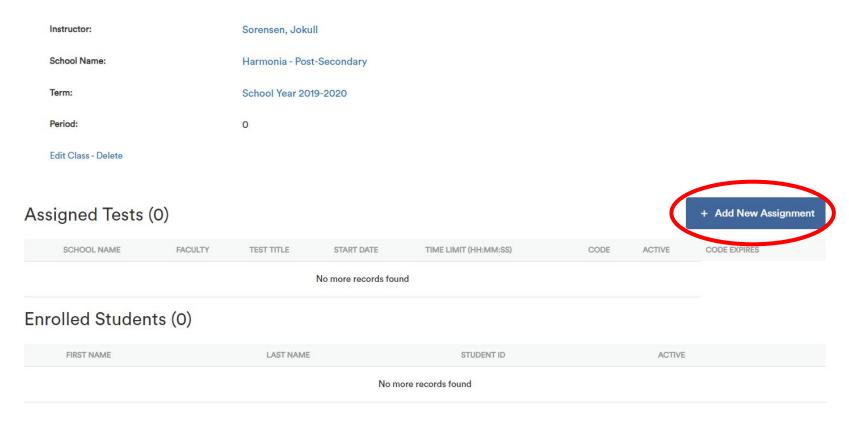
Calculus 1



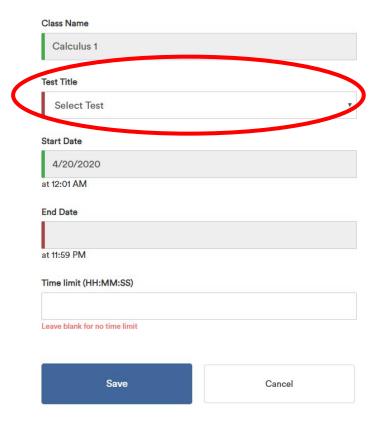
No more records found

3) Click on the blue "+ Add New Assignment" button

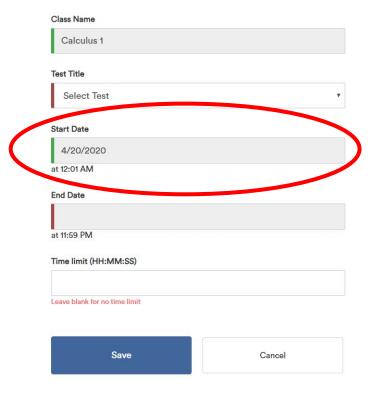
Calculus 1



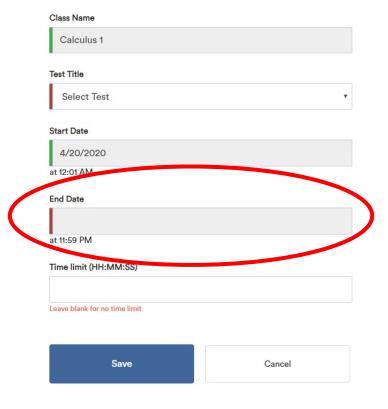
4) Verify that you are assigning the test to the correct class name. Select the test from the dropdown menu "Test Title."



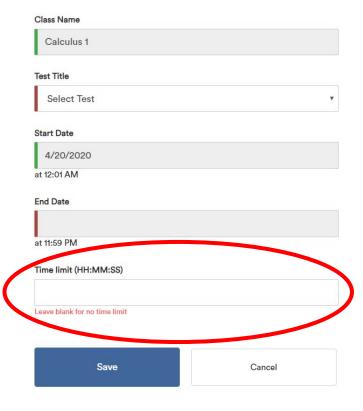
5) Select the start date for the test assignment in the "**Start Date**" field. This date is simply the assignment of the test and does not need to correspond to the start of testing. However, the date must be prior to the start of the intended test date.



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.



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



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

