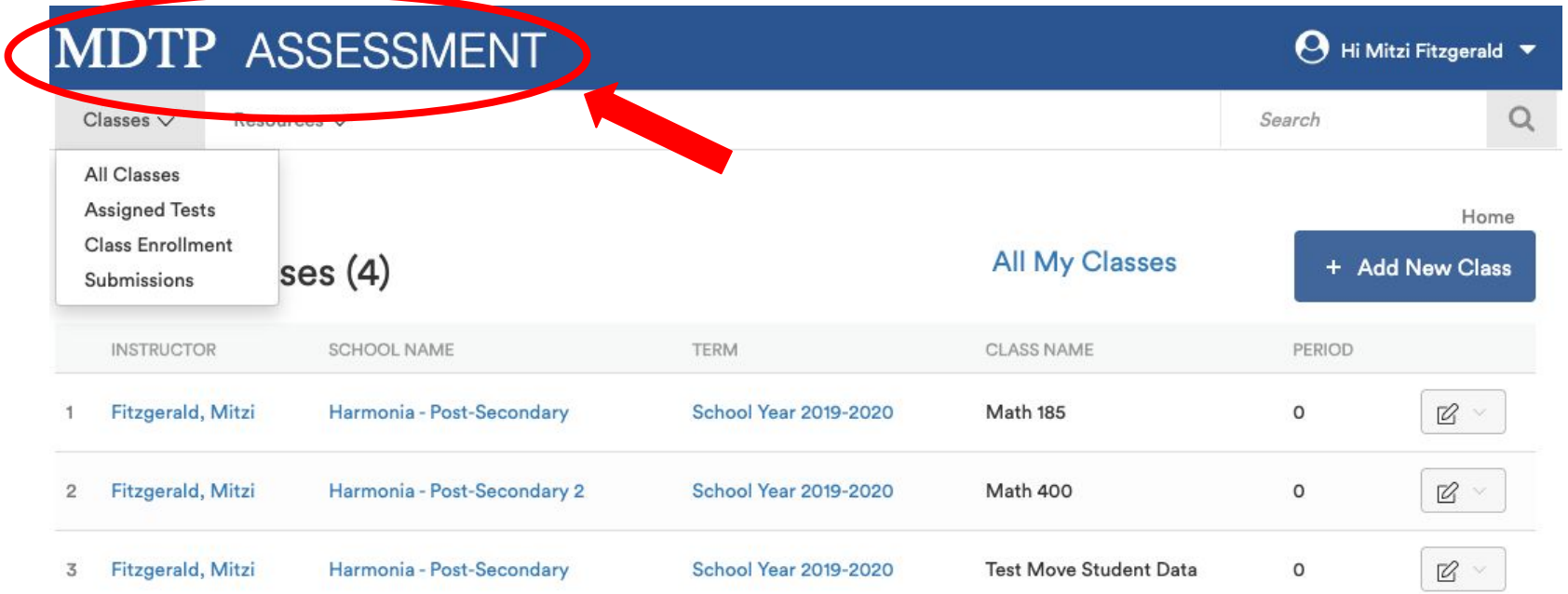
Extending a Test's End Date

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 an Exam".**

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



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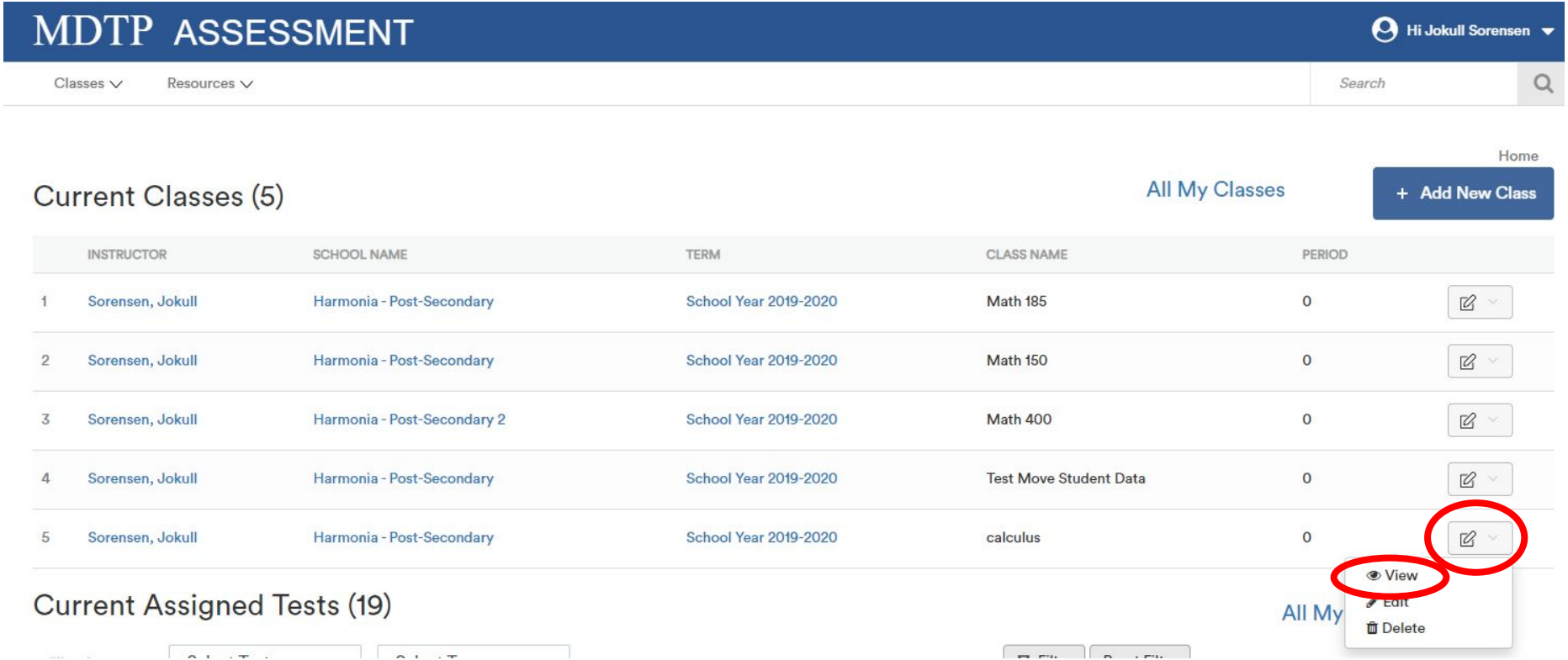
2) Click on the action button next to the class and select "**View**".



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

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
1	Harmonia - Post-Secondary	Sorensen, Jokull	Calculus Readiness Test (CR60A17)	04/21/2020	00:00:00	BAEE	No	Apr 24, 2020, 11:59:00 PM

Enrolled Students (0)

FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
No more records found			

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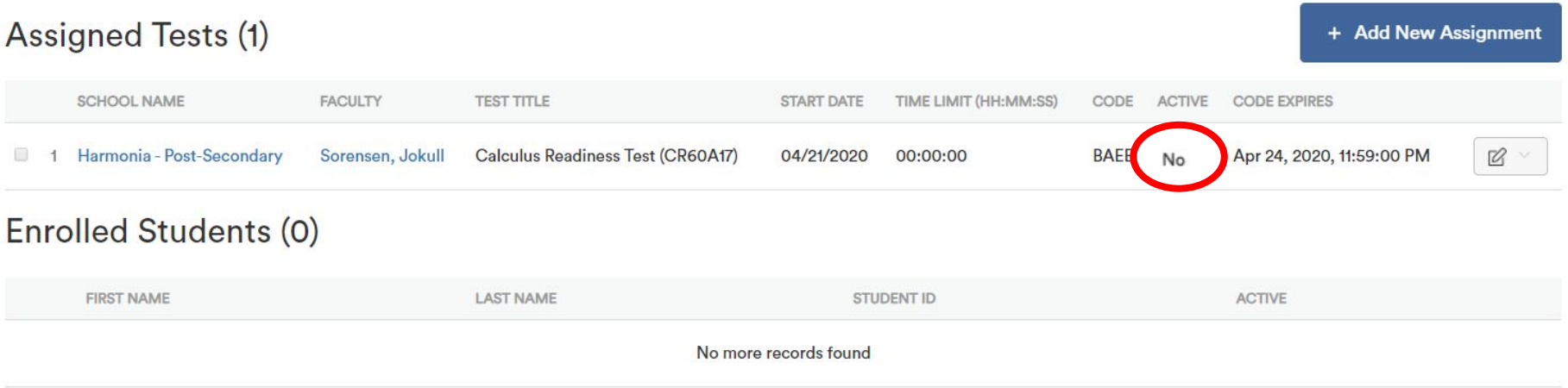
3) Note that the test is not active and the code has already expired.
Test codes automatically expire at 11:59 PM on the end date assigned.



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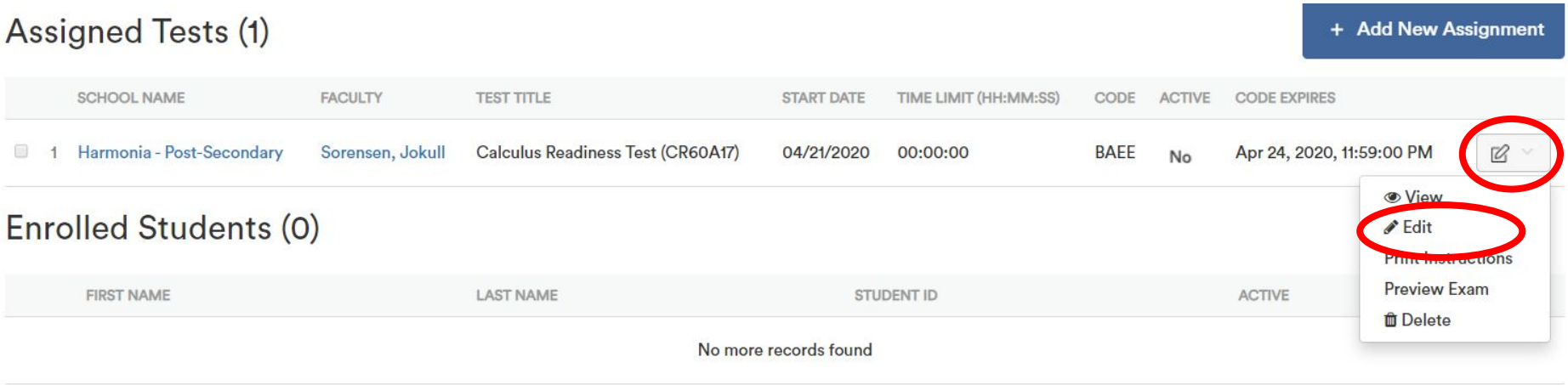
4) Click on the action button next to the class and select "**Edit**" to edit the test.



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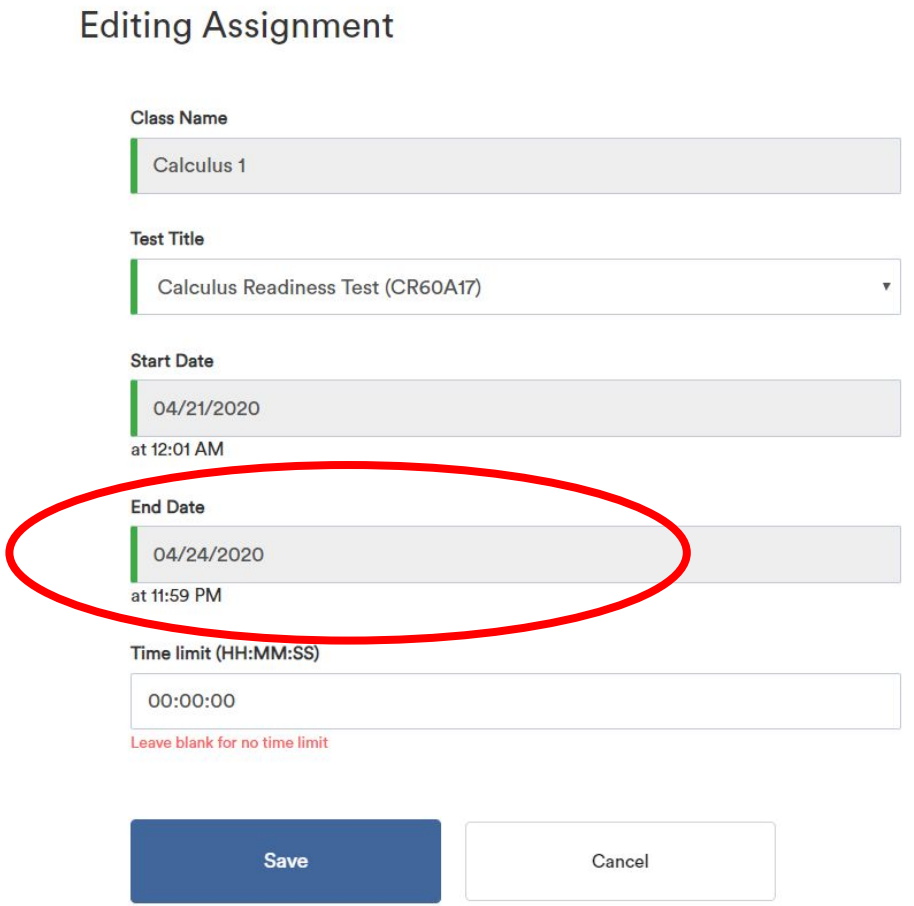
5) Click the “**End Date**” and choose the new end date of the assignment. Click the blue “Save” button after.



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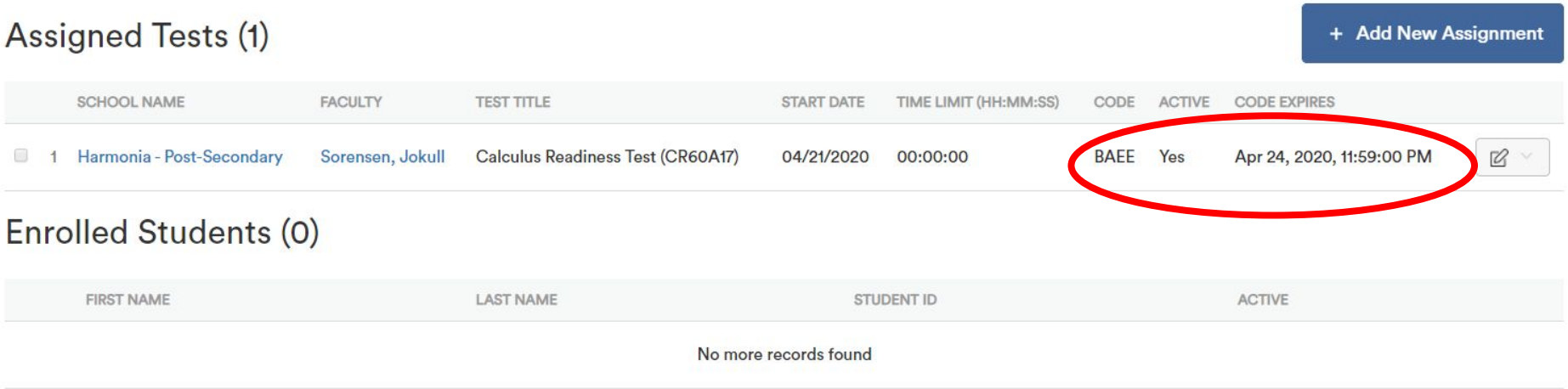
6) The test is now active. Students may now test until it expires automatically at 11:59 PM on the new End Date.



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