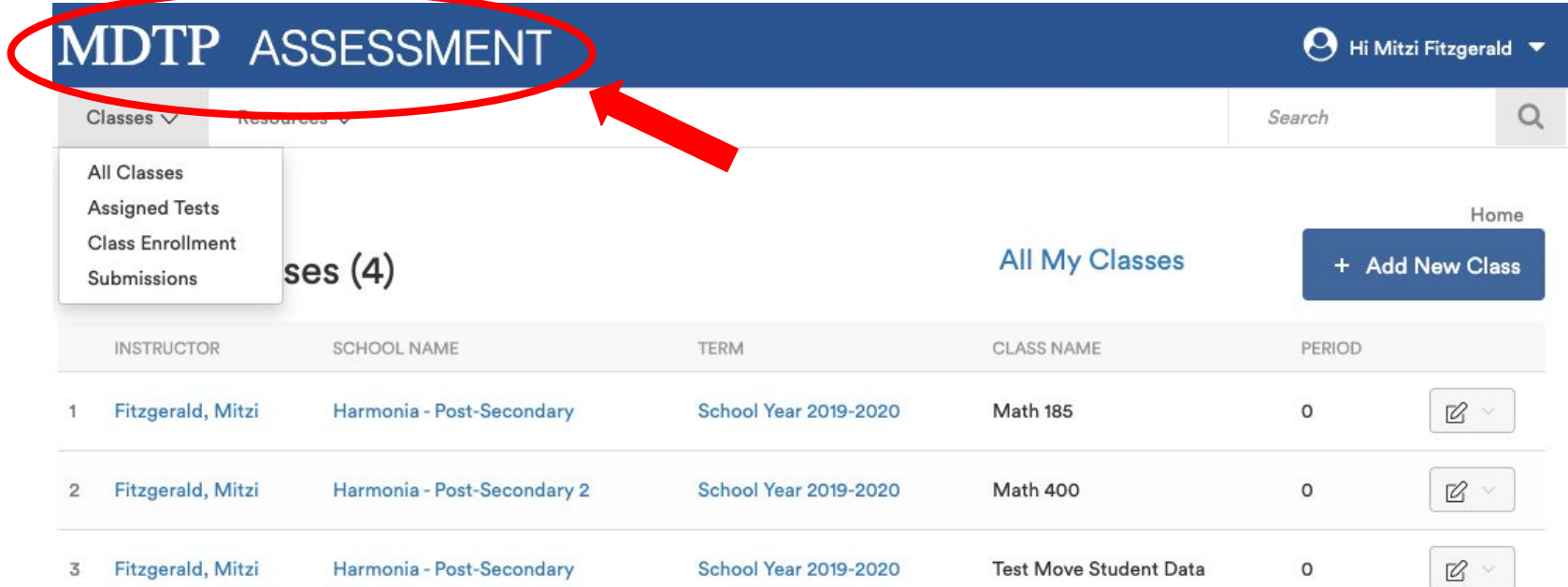





Extending a Test's End Date

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.



	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

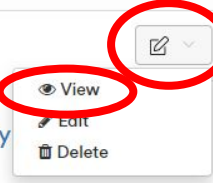
Classes ▾ Resources ▾ 🔍




Home
[+ Add New Class](#)

Current Classes (5)

	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 (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	No	Apr 24, 2020, 11:59:00 PM	 

Enrolled Students (0)


FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
------------	-----------	------------	--------

No more records found

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.

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	No	Apr 24, 2020, 11:59:00 PM	

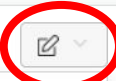
Enrolled Students (0)

FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
No more records found			

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






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			

-  View
-  **Edit**
-  Print Instructions
-  Preview Exam
-  Delete

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

Editing Assignment

Class Name
Calculus 1

Test Title
Calculus Readiness Test (CR60A17) ▼

Start Date
04/21/2020
at 12:01 AM

End Date
04/24/2020
at 11:59 PM



Time limit (HH:MM:SS)
00:00:00
Leave blank for no time limit

Save **Cancel**

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

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
No more records found			