HOW TO USE THE ASSIGNMENT CALENDAR

If your instructor has created assignments for you via the faculty portal, an assignment calendar will display on your Student Home page. The Calendar provides a view of tutorials, simulations, and assessments that have been assigned by your instructors, along with the due date for each assignment.

To access your Calendar, sign on to www.atitesting.com with your account’s Username and Password.

When your instructor assigns a tutorial or assessment, your assignment is highlighted in gold on its due date. The current date is highlighted in blue.

Use the links at the bottom of the Calendar to change how your calendar displays. You can view either one week of assignments or a full-page, monthly calendar.

When you click Weekly Calendar, your Assignment Calendar view displays one week.

View previous or future weeks by clicking the arrow to the left << or to the right >> of the current week.

Assignments display in gold on the date they are due.

When you click Full-Page Calendar, your Assignment Calendar view displays one month and opens on the MY ATI tab.

Note that your Assignment Calendar can also be opened from the MY ATI tab by clicking Calendar.

Click a gold highlighted assignment on any view to open the Assignment window that contains assignment details.

The Assignment window provides you with basic information, including the due date, the specific tutorial module, and any comments from your instructor. If your instructor has designated how much time you must spend on a tutorial or practice assessment, Required Usage displays. If the assignment is a proctored assessment, Time designates the time the assessment will begin.

Click the button associated with the assigned tutorial, simulation, or assessment to open the assignment.