


## Setting Assignment Policies

To set assignment policies such as due dates, time limits, and number of attempts, click on **Content Repository** at the top of the screen.

In the middle of the page, look for the **bolded** chapter folder under **Lessons & Assignments**. If a chapter is bolded, this means that the contents of that chapter are listed in the column to the right.

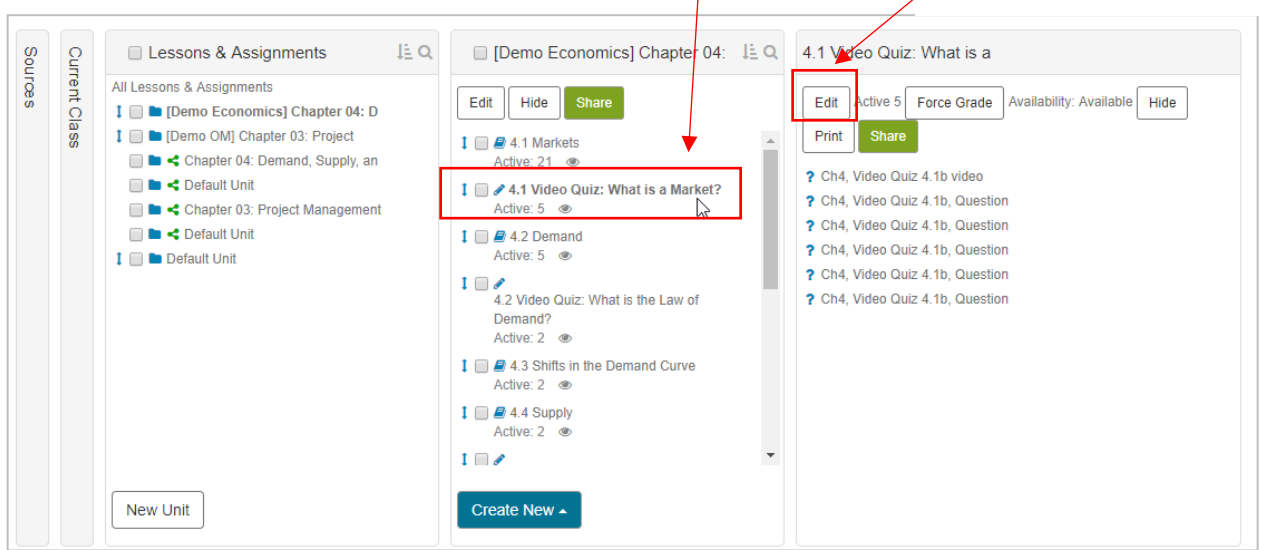
**Note:** Folders with the  icon indicates course content that the publisher has shared with the instructor.

This course content cannot be modified (e.g. content cannot be deleted or changed), but *can* have their assignment policies altered. In order to delete or change a question, instructors will have to **Clone** the chapter's content first, then make further customized modifications.

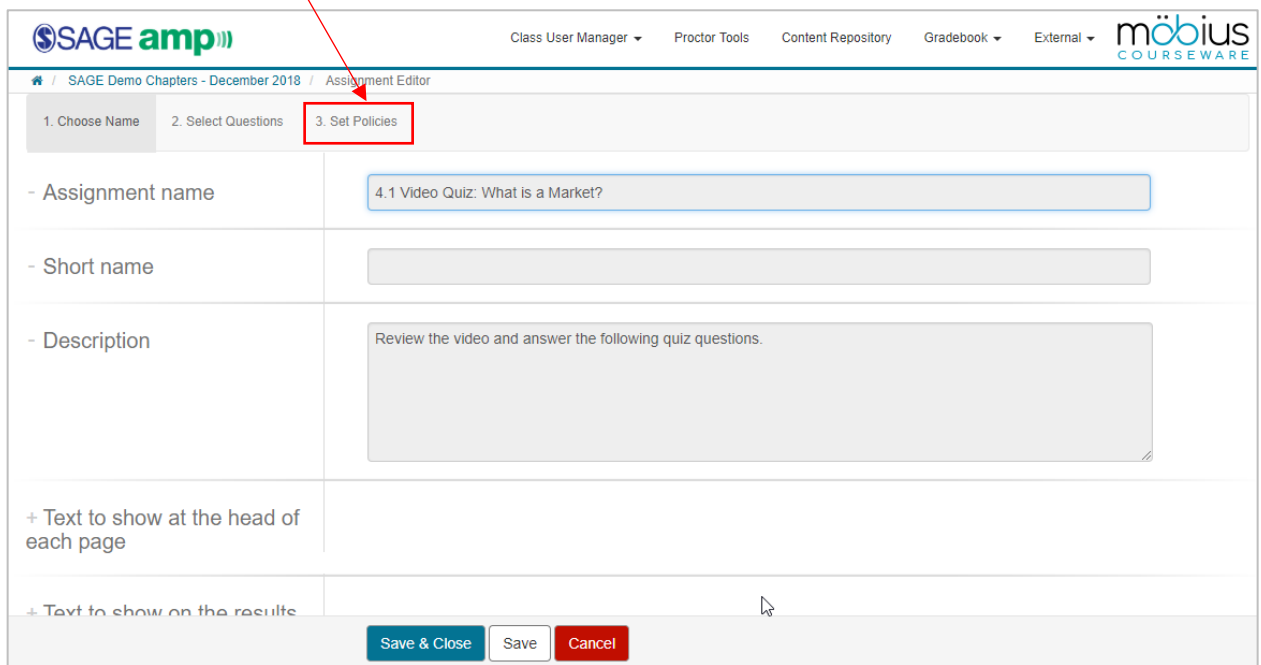
To set an assignment's policies, select the assignment and click **Edit**.

1. Click on the assignment.

2. Click **Edit** to change the assignment policies.

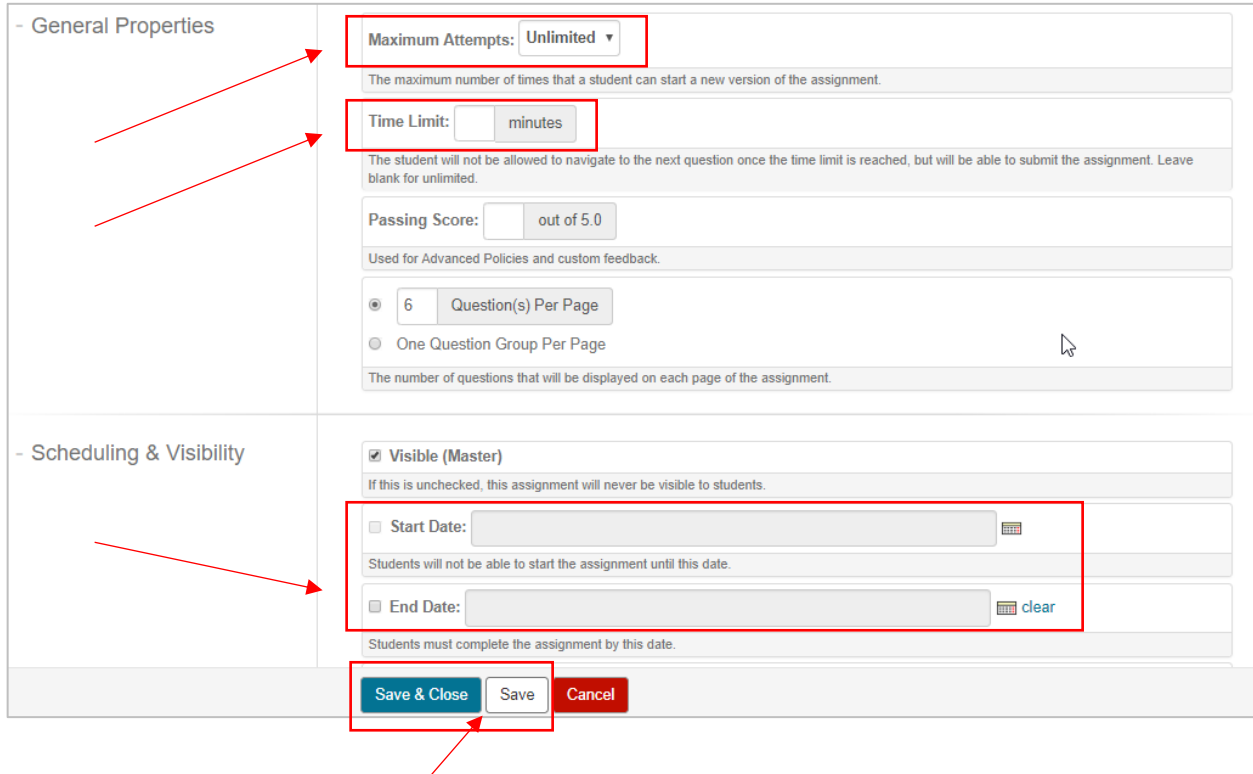


Then, click on **3. Set Policies**.



## Editing Assignment Policies

Next, scroll down to **General Policies** to set **Maximum Attempts** and **Time Limit**. Below that section, under **Scheduling & Visibility**, instructors can set **Start Date** and **End Date**.



- General Properties

Maximum Attempts: Unlimited

The maximum number of times that a student can start a new version of the assignment.

Time Limit: minutes

The student will not be allowed to navigate to the next question once the time limit is reached, but will be able to submit the assignment. Leave blank for unlimited.

Passing Score: out of 5.0

Used for Advanced Policies and custom feedback.

6 Question(s) Per Page

One Question Group Per Page

The number of questions that will be displayed on each page of the assignment.

- Scheduling & Visibility

Visible (Master)

If this is unchecked, this assignment will never be visible to students.

Start Date: Students will not be able to start the assignment until this date.

End Date: clear

Students must complete the assignment by this date.

Save & Close Save Cancel

Use **Save & Close** or **Save** when you are ready to save your assignment policies.

- **Maximum Attempts** – Instructors can set a maximum number of attempts between one and five or Unlimited. If students exceed the maximum designated number, students can **Request exception**, and instructors can consider and give approval for one more attempt at the assignment.
- **Time Limit** – If there is a time limit set for an assignment, students will see the Time Remaining during the course of completing the assignment. When the time limit expires, the system will not allow the student to answer any more questions. However, the student can still submit the assignment for grading. As students approach the time limit, a pop-up window warns them of their remaining time.
- **Start and End Dates** – These dates and times govern the availability of the assignment to students. Before and after the indicated availability window, the assignment is displayed and viewable on the Class Homepage, however, it cannot be selected and accessed.