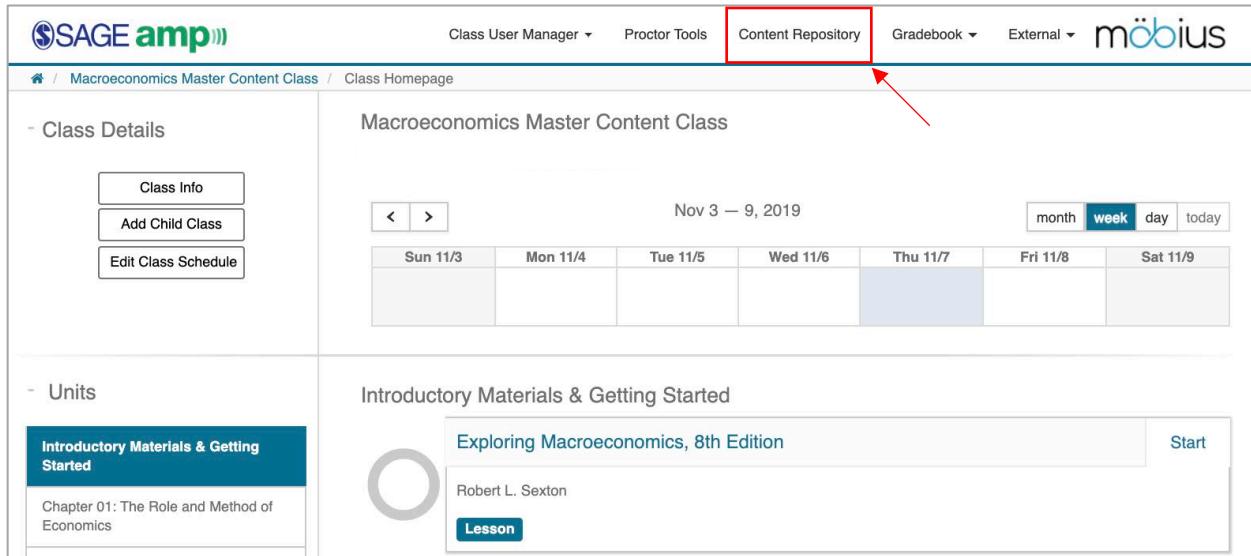
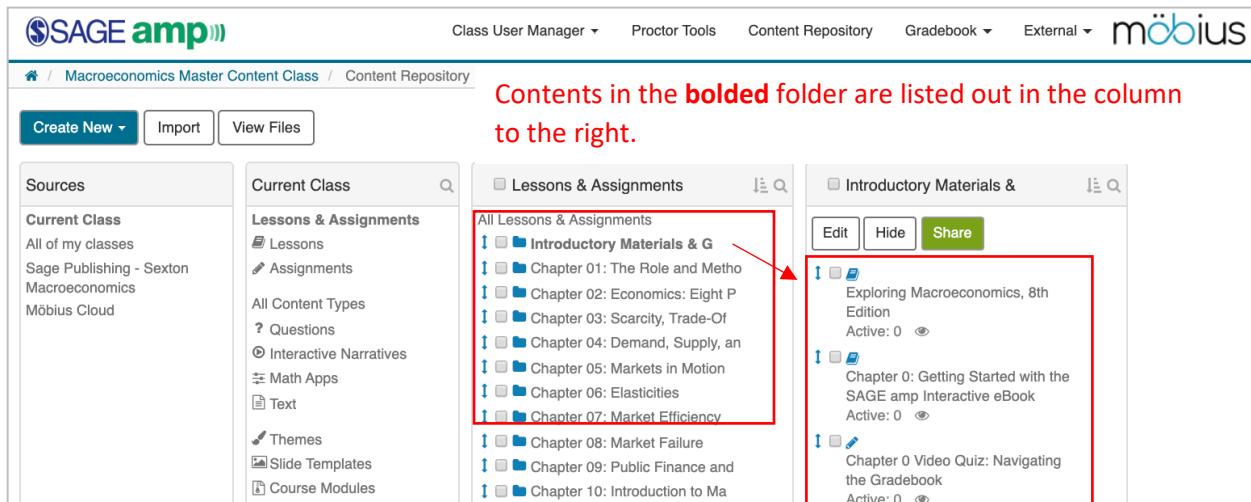


## Setting Assignment Policies

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.



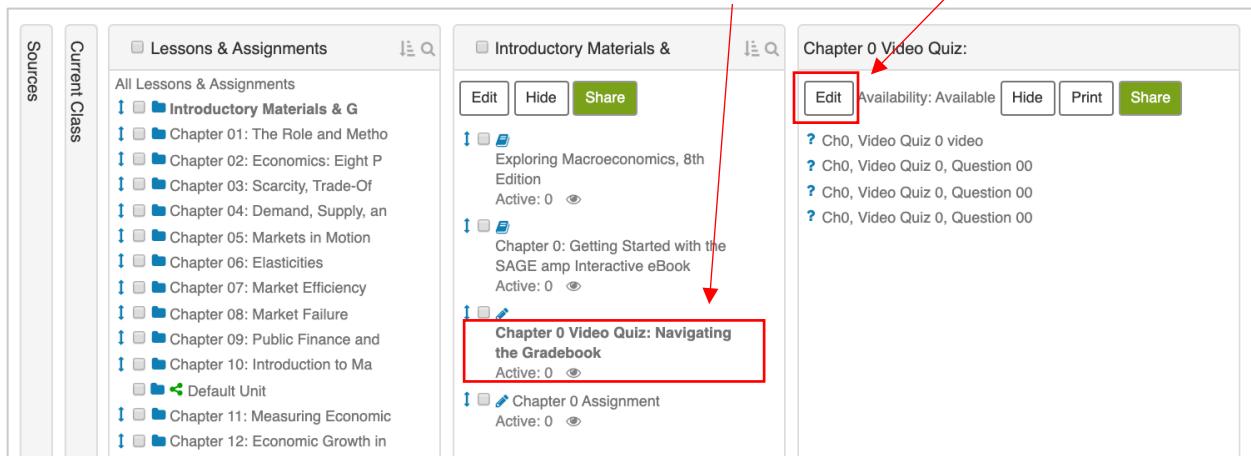
Contents in the **bolded** folder are listed out in the column to the right.

**Note:** On some occasions, you may see folders with this icon.  This means that the 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. **This limitation is only required in rare occasions. Most course content can be edited or changed without the requirement to Clone.**

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

**1. Click on the assignment.**

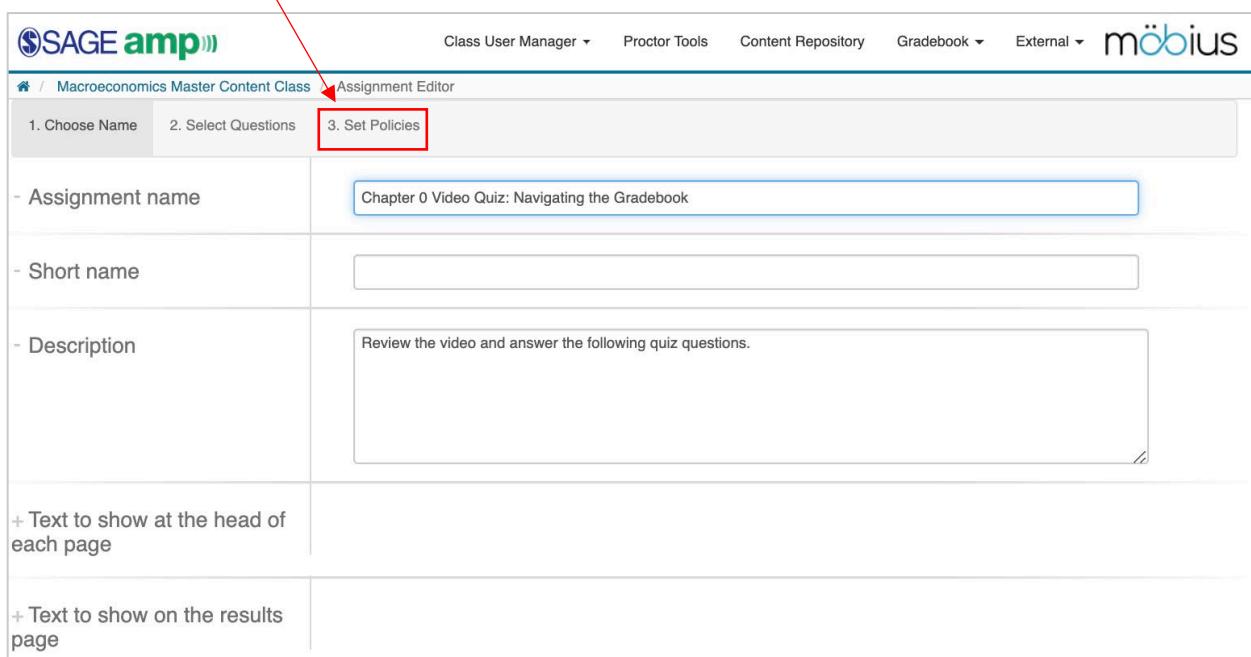
**2. Click **Edit** to change the assignment policies.**



The screenshot shows the SAGE amp interface with three main panels:

- Sources** and **Current Class** are on the left.
- Lessons & Assignments** is the central panel, listing various assignments like "Introductory Materials & G", "Chapter 01: The Role and Method", etc.
- Introductory Materials &** and **Chapter 0 Video Quiz:** are the right panels. The right panel shows a list of items under "Chapter 0 Video Quiz:" including "Exploring Macroeconomics, 8th Edition" and "Chapter 0: Getting Started with the SAGE amp Interactive eBook". A red box highlights the "Edit" button for "Chapter 0 Video Quiz: Navigating the Gradebook".

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



The screenshot shows the "Assignment Editor" interface with the following steps:

1. Choose Name
2. Select Questions
- 3. Set Policies** (highlighted with a red box)

Below these steps are several input fields:

- Assignment name: Chapter 0 Video Quiz: Navigating the Gradebook
- Short name: (empty)
- Description: Review the video and answer the following quiz questions.
- + Text to show at the head of each page: (empty)
- + Text to show on the results page: (empty)

Here, instructors are able to set assignment attributes such as setting their assignments to anonymous practice. Anonymous practice allows for students to complete assignments *WITHOUT* results being recorded in the gradebook. For more information on assignment attributes and setting assignment policies, please visit:

[https://www.digitaled.com/support/help/html/MobiusInstructor/ch06.html#ManagingAssignments\\_AssignmentEditorStep3SetPolicies](https://www.digitaled.com/support/help/html/MobiusInstructor/ch06.html#ManagingAssignments_AssignmentEditorStep3SetPolicies)

## 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**.

<b>- General Properties</b>	<div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <b>Maximum Attempts:</b> <input style="border: none; background-color: inherit; color: inherit; font-size: inherit; width: 100%; height: 100%;" type="button" value="Unlimited ▾"/>   <small>The maximum number of times that a student can start a new version of the assignment.</small> </div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <b>Time Limit:</b> <input style="border: none; background-color: inherit; color: inherit; font-size: inherit; width: 100%; height: 100%;" type="button" value="minutes"/>   <small>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.</small> </div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <b>Passing Score:</b> <input style="border: none; background-color: inherit; color: inherit; font-size: inherit; width: 100%; height: 100%;" type="button" value="out of 5.0"/>   <small>Used for Advanced Policies and custom feedback.</small> </div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <input checked="" type="radio"/> 6 Question(s) Per Page  <input type="radio"/> One Question Group Per Page  <small>The number of questions that will be displayed on each page of the assignment.</small> </div>
<b>- Scheduling &amp; Visibility</b>	<div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <input checked="" type="checkbox"/> <b>Visible (Master)</b>  <small>If this is unchecked, this assignment will never be visible to students.</small> </div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <input type="checkbox"/> <b>Start Date:</b> <input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="text"/>   <small>Students will not be able to start the assignment until this date.</small> </div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <input type="checkbox"/> <b>End Date:</b> <input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="text"/>   <small>Students must complete the assignment by this date.</small> </div> <div style="border: 1px solid red; padding: 5px; text-align: center;"> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; border-radius: 5px; padding: 5px 15px; margin-right: 10px;" type="button" value="Save &amp; Close"/>  <input style="background-color: #D9E1F2; border: 1px solid #0070C0; border-radius: 5px; padding: 5px 15px;" type="button" value="Save"/>  <input style="background-color: #F0F0F0; border: 1px solid #0070C0; border-radius: 5px; padding: 5px 15px;" type="button" value="Cancel"/> </div>

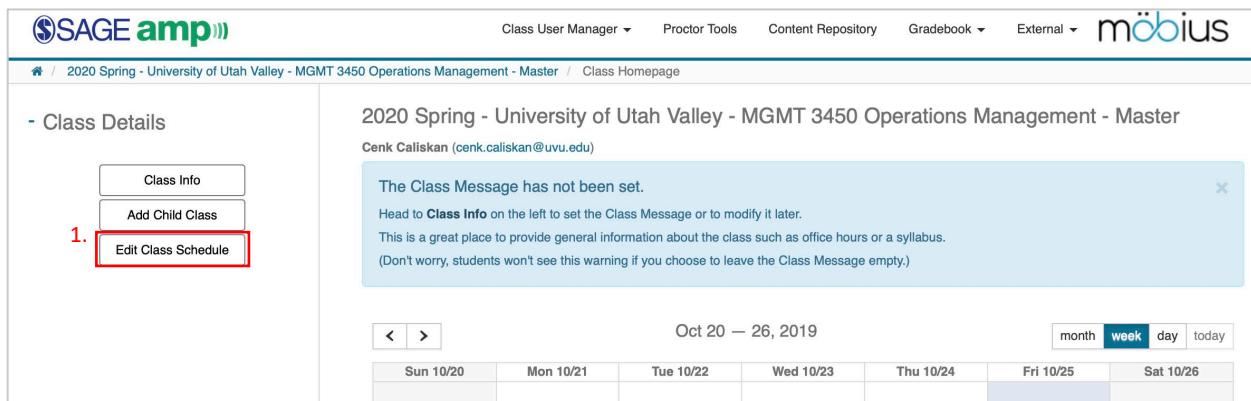
Use **Save & Close** or **Save** when you are ready to save your assignment policies.

- **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.

## Scheduling Assignments in Batches

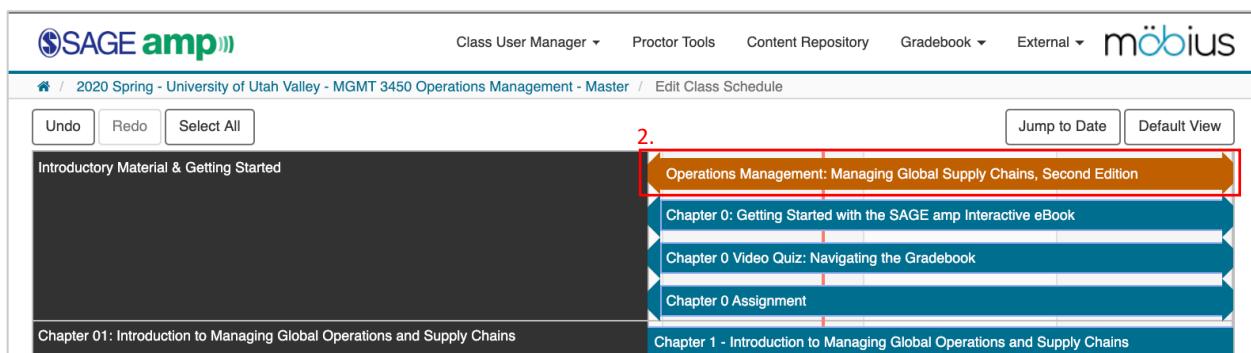
Instructors have the ability to schedule assignment start dates and due dates for multiple assignments at once. To schedule assignments in batches,

1. Select **Edit Class Schedule** under Class Details on your Class Homepage.



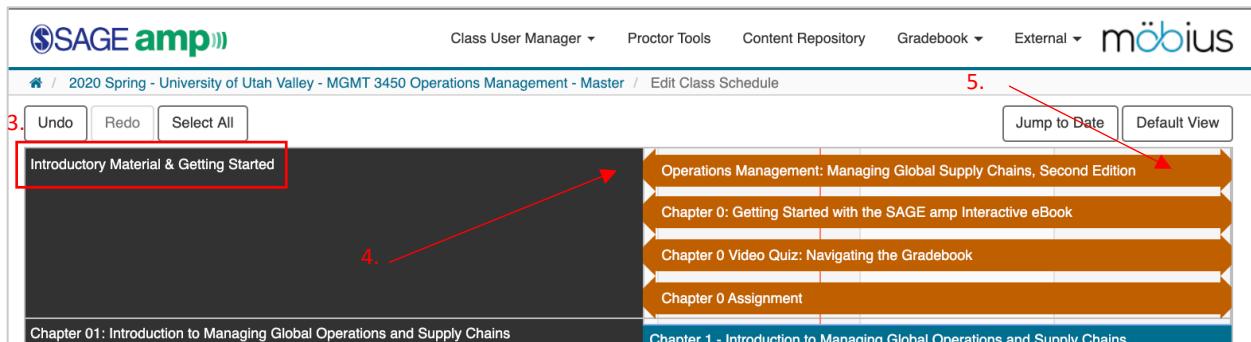
The screenshot shows the SAGE amp Class Homepage for the '2020 Spring - University of Utah Valley - MGMT 3450 Operations Management - Master' class. On the left, under 'Class Details', there are three buttons: 'Class Info', 'Add Child Class', and 'Edit Class Schedule'. The 'Edit Class Schedule' button is highlighted with a red box. On the right, there is a message box stating 'The Class Message has not been set.' with a note to go to 'Class Info' to set it. Below the message box is a calendar for October 20-26, 2019, with a week view selected. The days from Monday to Saturday are listed, with Saturday being the current date.

2. Here, you can select an individual assignment by clicking it. Your selected assignment bar will display as orange.



The screenshot shows the 'Edit Class Schedule' page. On the left, there is a sidebar with 'Introductory Material & Getting Started' and 'Chapter 01: Introduction to Managing Global Operations and Supply Chains'. On the right, there is a list of assignments for 'Chapter 0 Assignment': 'Operations Management: Managing Global Supply Chains, Second Edition', 'Chapter 0: Getting Started with the SAGE amp Interactive eBook', 'Chapter 0 Video Quiz: Navigating the Gradebook', and 'Chapter 0 Assignment'. The first assignment is highlighted with a red box. At the bottom, there are buttons for 'Jump to Date' and 'Default View'.

3. To select all the assignments in a particular unit, select the unit from the left column. All assignments in the selected unit will appear orange.



The screenshot shows the 'Edit Class Schedule' page. The 'Introductory Material & Getting Started' unit is selected, indicated by a red box around its name. On the right, the list of assignments for 'Chapter 0 Assignment' is shown, with the first assignment, 'Operations Management: Managing Global Supply Chains, Second Edition', highlighted with a red box. At the bottom, there are buttons for 'Jump to Date' and 'Default View'.

4. To set the Start Date, click, hold, and drag your cursor from the left-side arrow.
5. To set the End Date, click, hold, and drag your cursor from the right-side arrow. The schedule settings you just set will now be reflected on your Class Homepage.