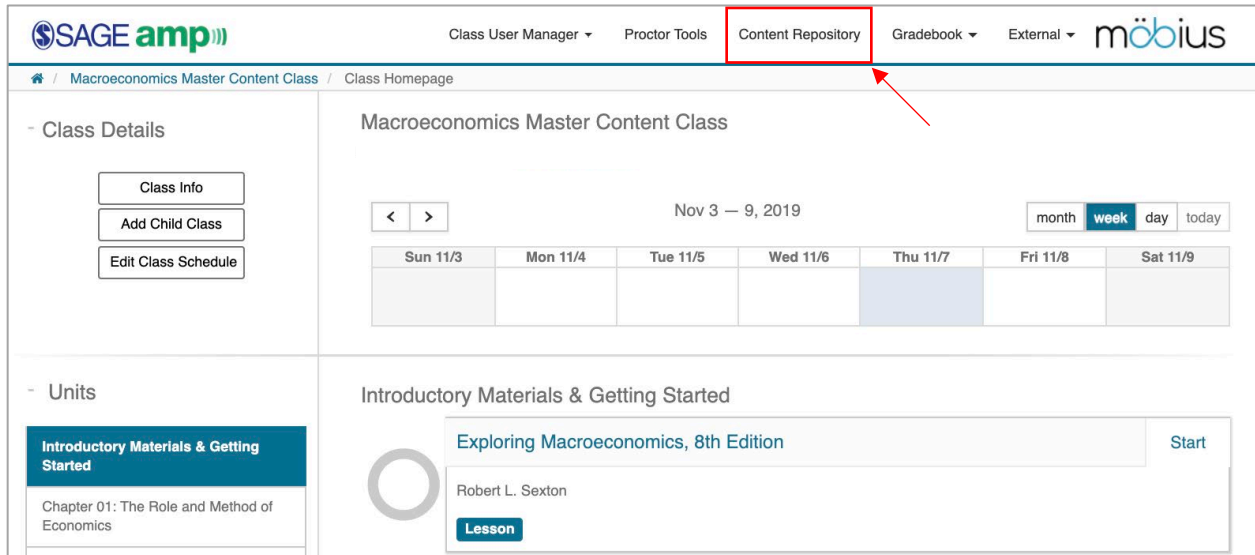


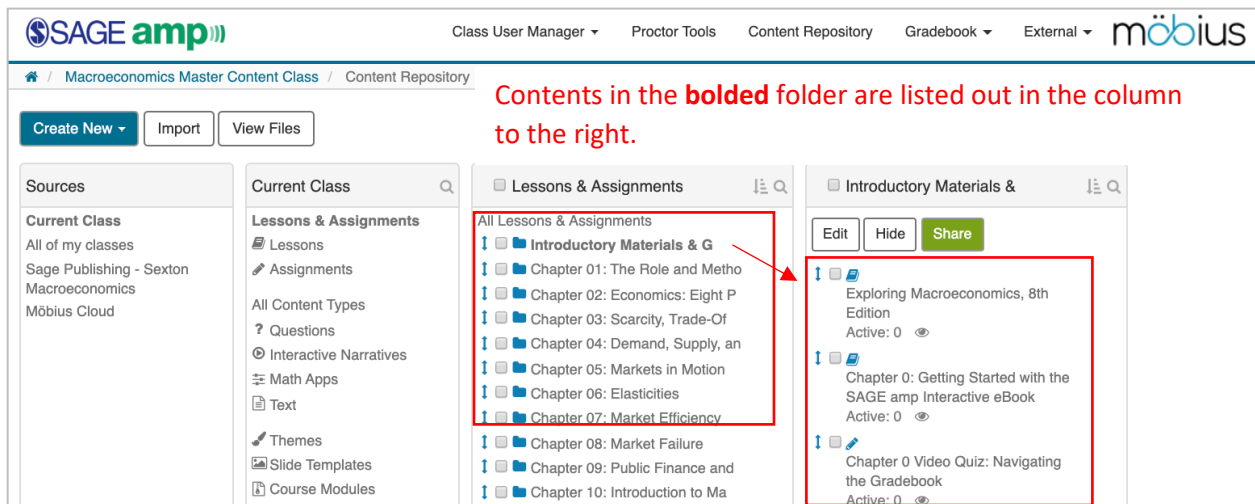
Setting Assignment Policies

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




The screenshot shows the SAGE amp interface. At the top, the navigation bar includes 'Class User Manager', 'Proctor Tools', 'Content Repository' (highlighted with a red box and an arrow), 'Gradebook', and 'External'. Below the navigation bar, the page title is 'Macroeconomics Master Content Class / Class Homepage'. The main content area is divided into two sections: 'Class Details' and 'Units'. In the 'Class Details' section, there are buttons for 'Class Info', 'Add Child Class', and 'Edit Class Schedule'. The 'Units' section shows 'Introductory Materials & Getting Started' with a 'Start' button. A calendar for Nov 3-9, 2019, is also visible.

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.



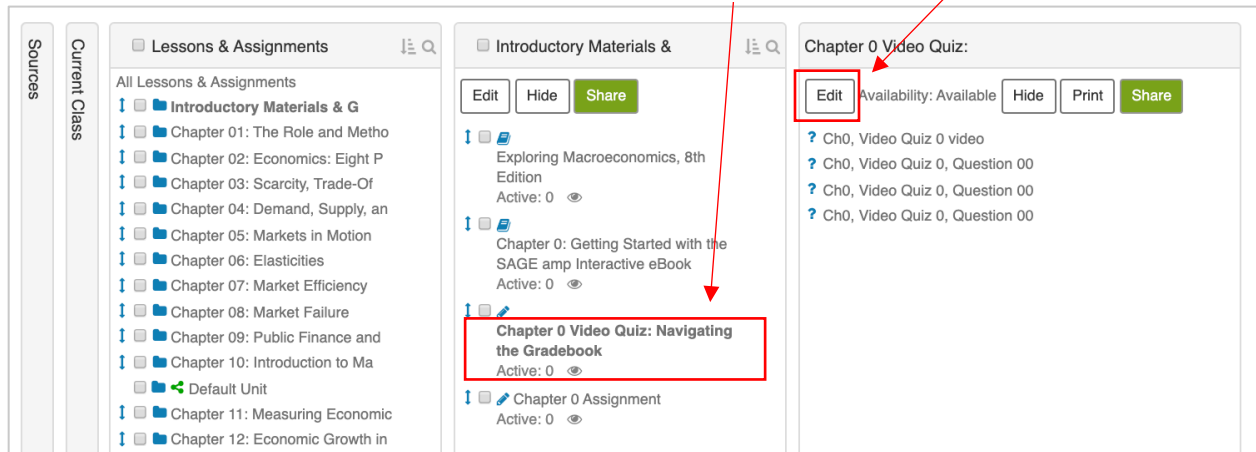
The screenshot shows the SAGE amp interface with the 'Content Repository' view. The top navigation bar includes 'Class User Manager', 'Proctor Tools', 'Content Repository', 'Gradebook', and 'External'. Below the navigation bar, the page title is 'Macroeconomics Master Content Class / Content Repository'. The main content area is divided into three sections: 'Sources', 'Current Class', and 'Lessons & Assignments'. The 'Lessons & Assignments' section is expanded, showing a list of folders. The 'Introductory Materials & Getting Started' folder is bolded. A red box highlights this folder, and another red box highlights the corresponding content in the 'Introductory Materials & Getting Started' view. A red arrow points from the bolded folder to the content in the view. A red text box above the view says '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.**

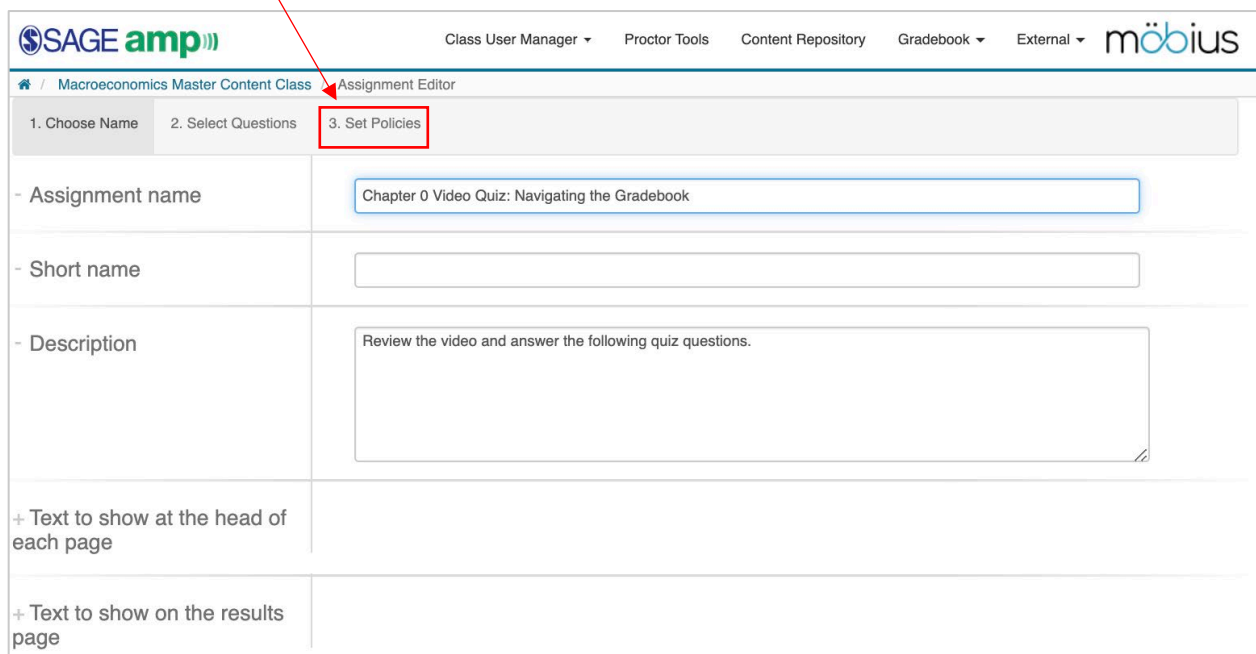
To set an assignment's policies, select the assignment and click **Edit**.

1. Click on the assignment.

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



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

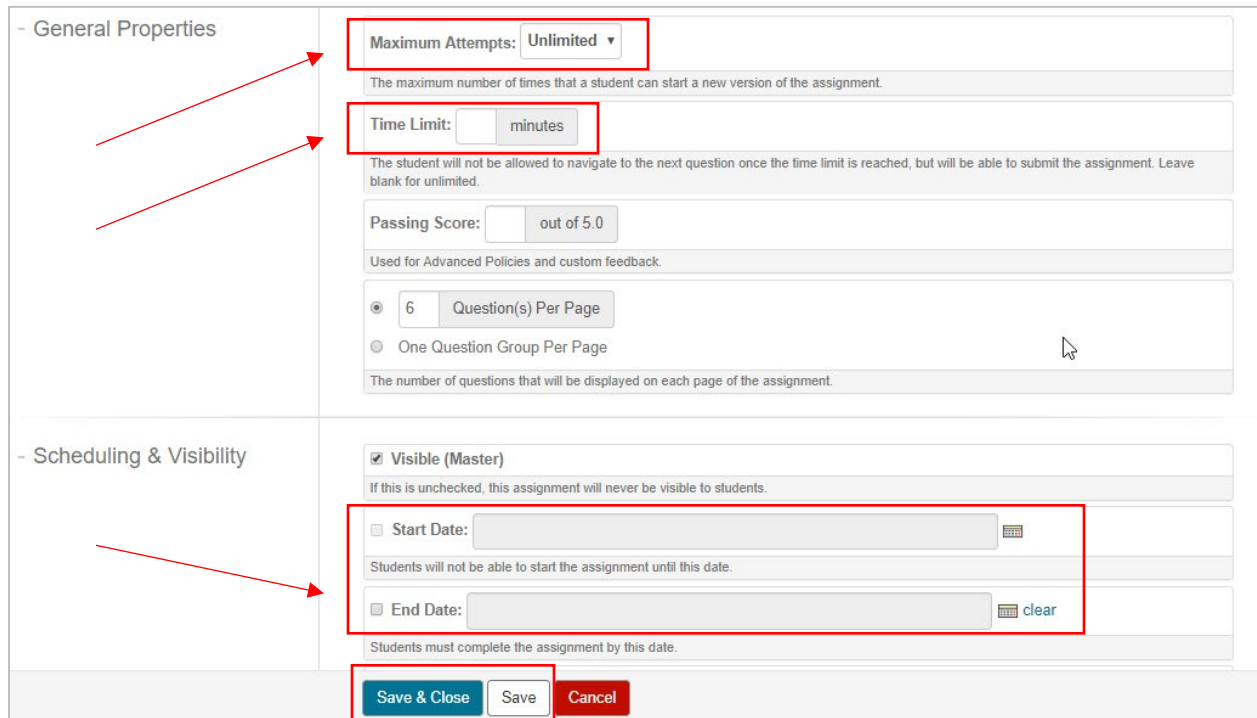


Here, instructors are able to set assignment attributes such as setting their assignments to anonymous practice. Anonymous practice allows for students to complete assignments *WITHOUT* results being recorded in the gradebook. For more information on assignment attributes and setting assignment policies,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

https://www.digitaled.com/support/help/html/MobiusInstructor/ch06.html#ManagingAssignments_AssignmentEditorStep3SetPolicies

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

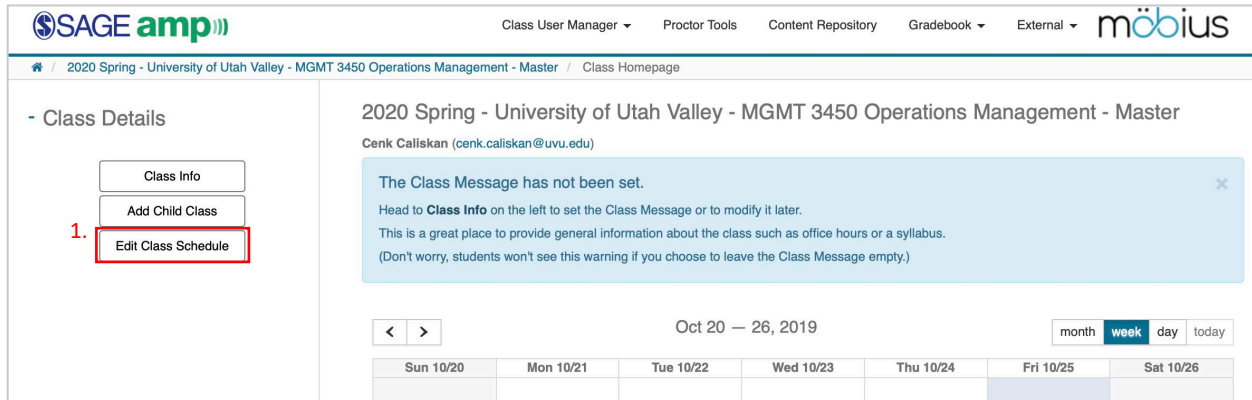
Use **Save & Close** or **Save** when you are ready to save your assignment policies.

- **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.

Scheduling Assignments in Batches

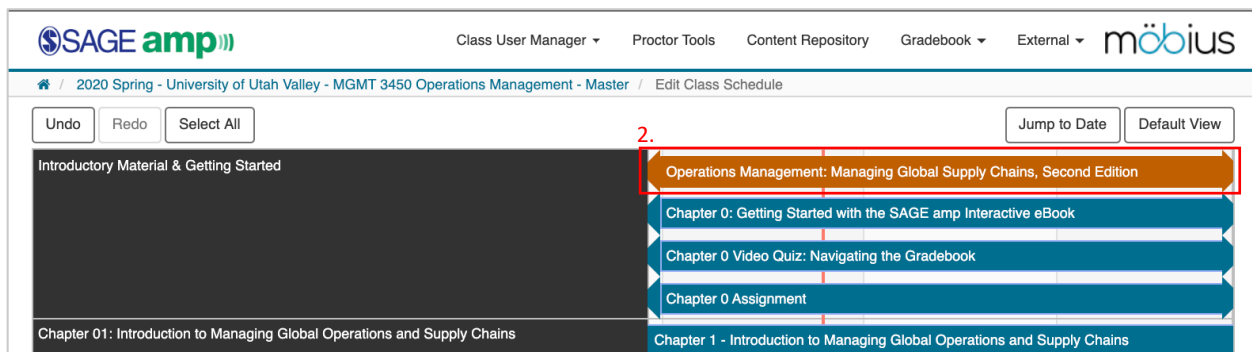
Instructors have the ability to schedule assignment start dates and due dates for multiple assignments at once. To schedule assignments in batches,

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



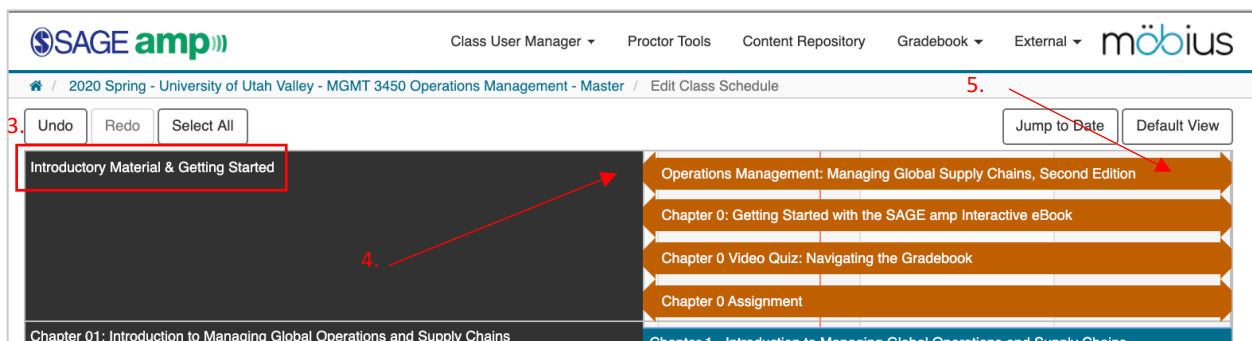
The screenshot shows the SAGE amp interface for a class. On the left, under 'Class Details', the 'Edit Class Schedule' button is highlighted with a red box and labeled '1.'. The main content area shows the class name and a message box stating 'The Class Message has not been set.' Below the message is a calendar for October 20, 2019, with the 'week' view selected.

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. The assignment 'Operations Management: Managing Global Supply Chains, Second Edition' is highlighted in orange and labeled '2.'. The left column shows the course structure with 'Introductory Material & Getting Started' selected.

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 with the 'Introductory Material & Getting Started' unit selected in the left column, labeled '3.'. All assignments in that unit are highlighted in orange. Red arrows point to the left and right side arrows of the assignment bars, labeled '4.' and '5.' respectively, indicating how to set start and end dates.

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.