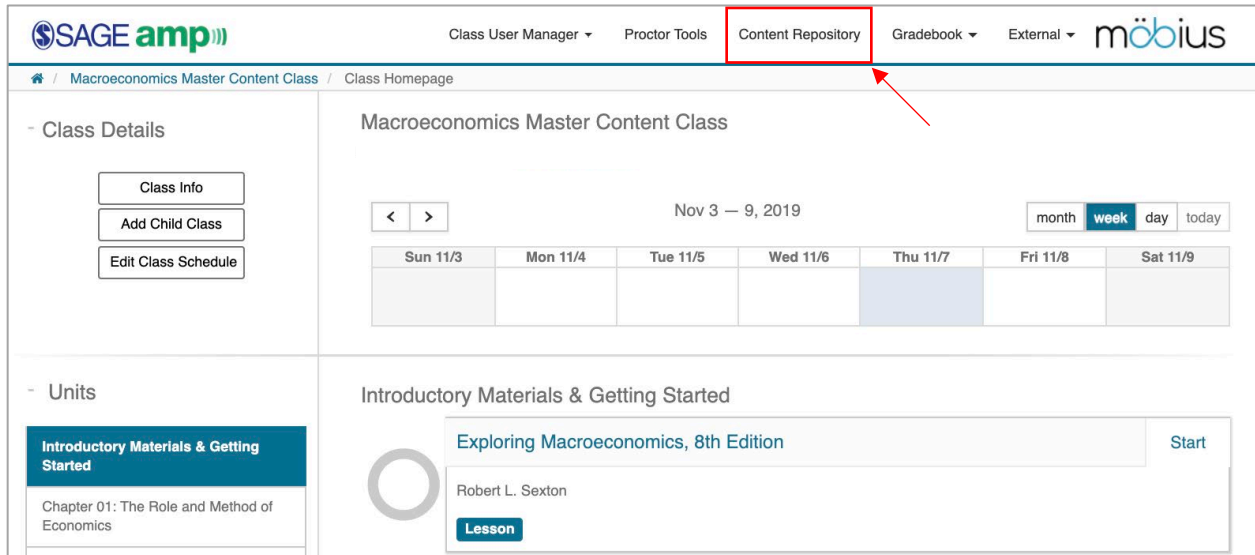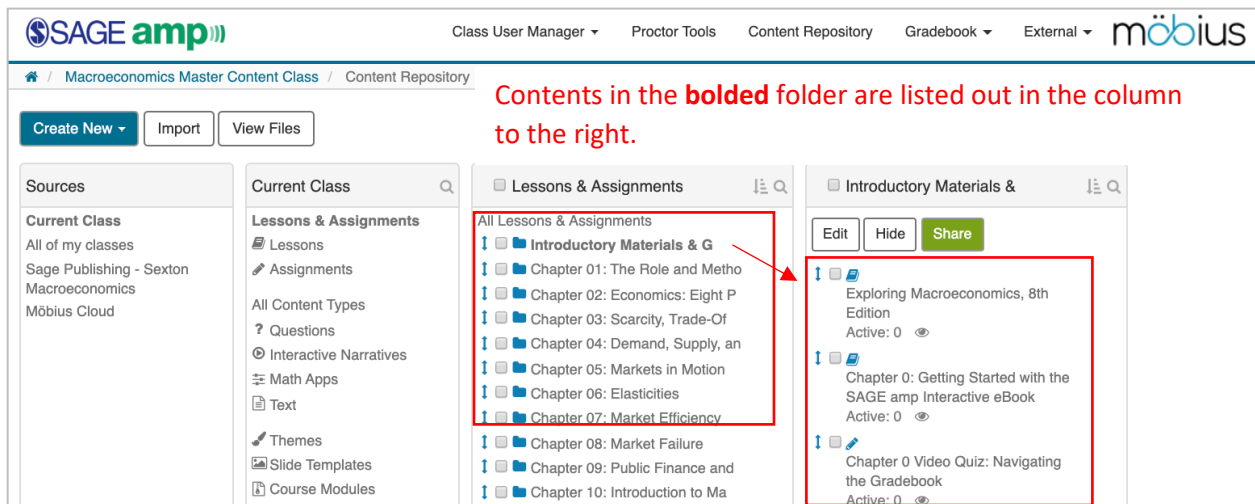## Setting Assignment Policies

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.
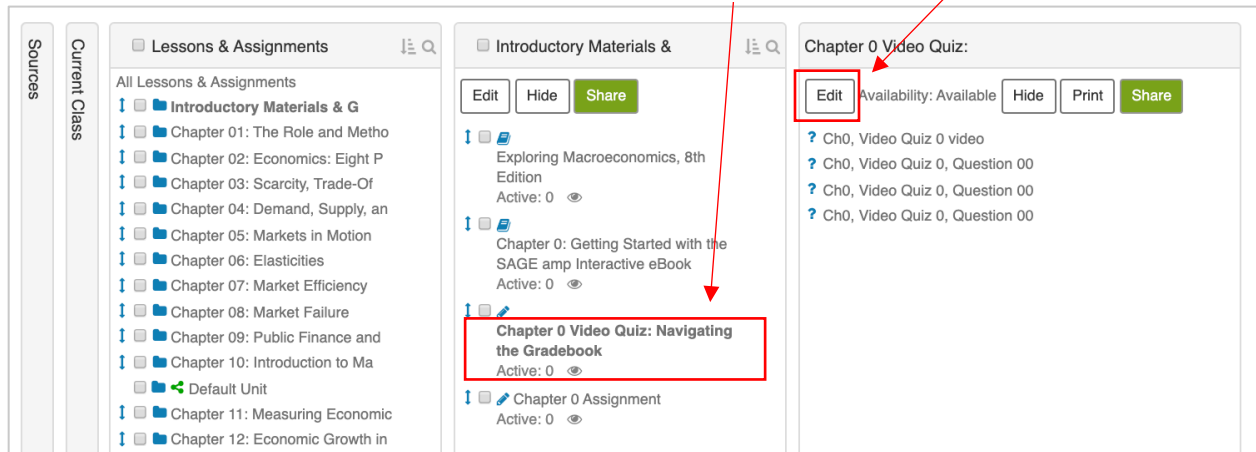


**Note:** On some occasions, you may see folders with this icon.  This means that the course content cannot be modified (e.g. content cannot be deleted or changed), but *can* have their assignment policies altered. In order to delete or change a question, instructors will have to **Clone** the chapter's 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.**
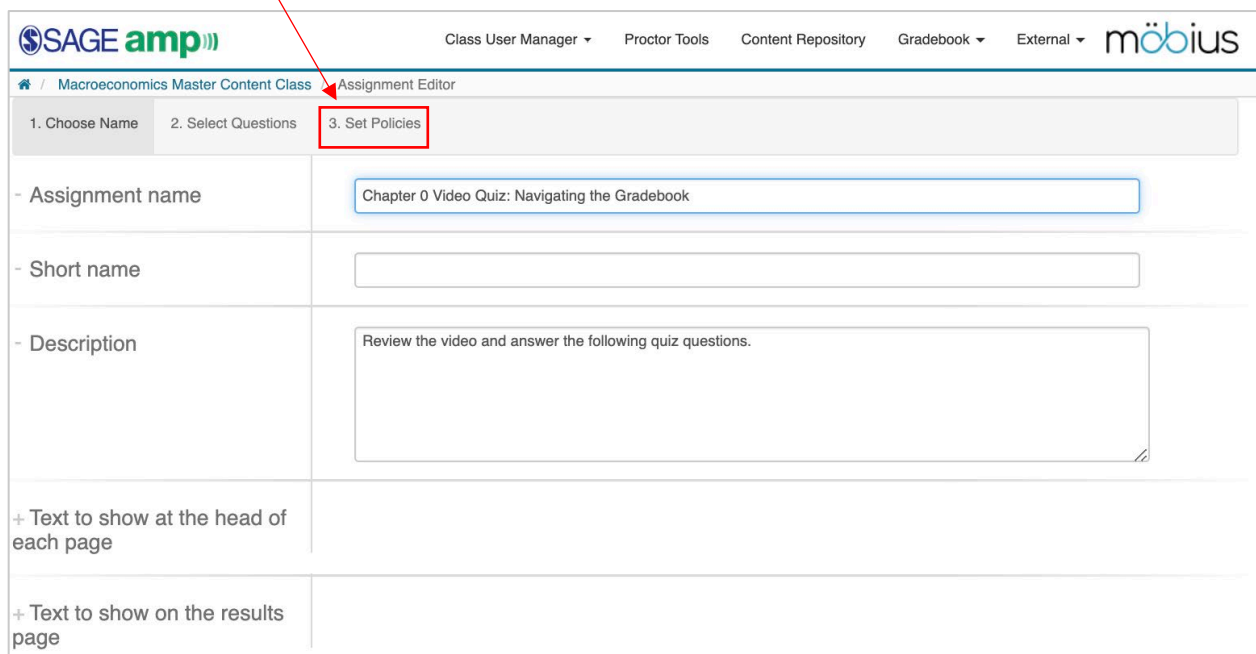
To set an assignment's policies, select the assignment and click **Edit.**

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

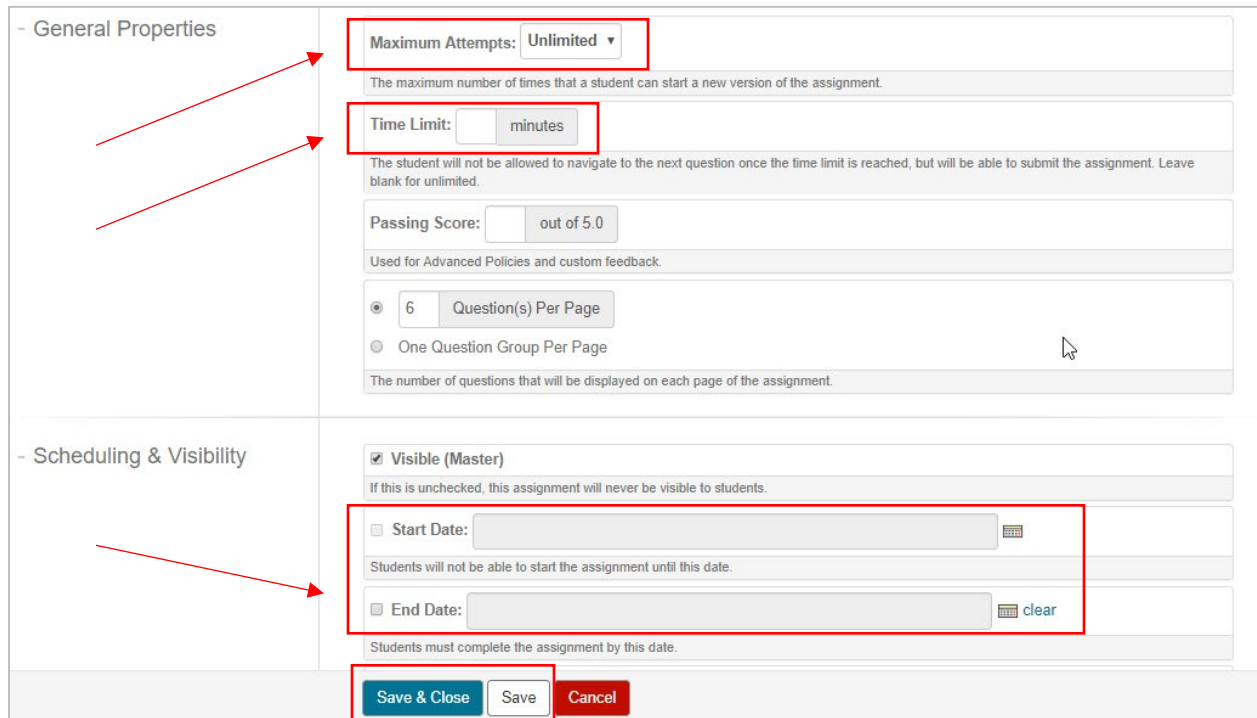1. Click on the assignment.



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**.
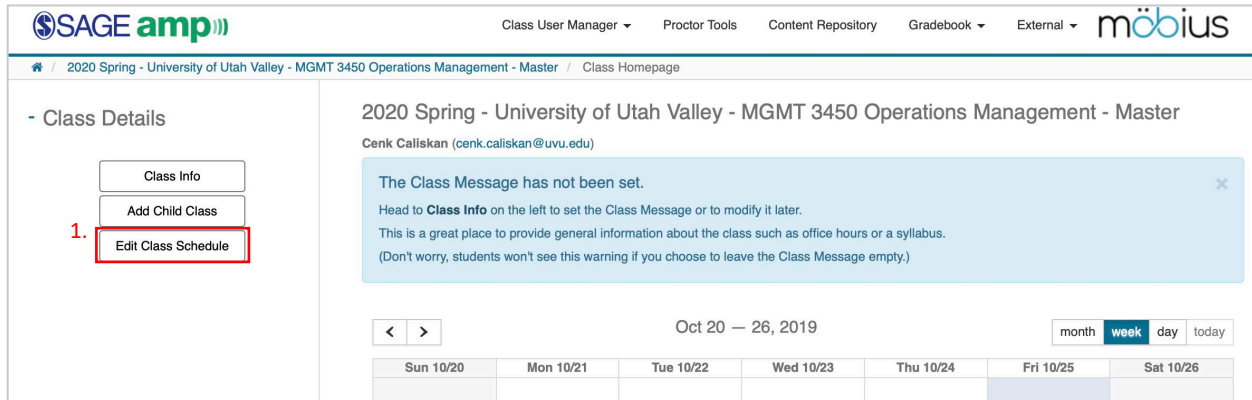


Use **Save & Close** or **Save** when you are ready to save your assignment policies.

- ➢ **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.

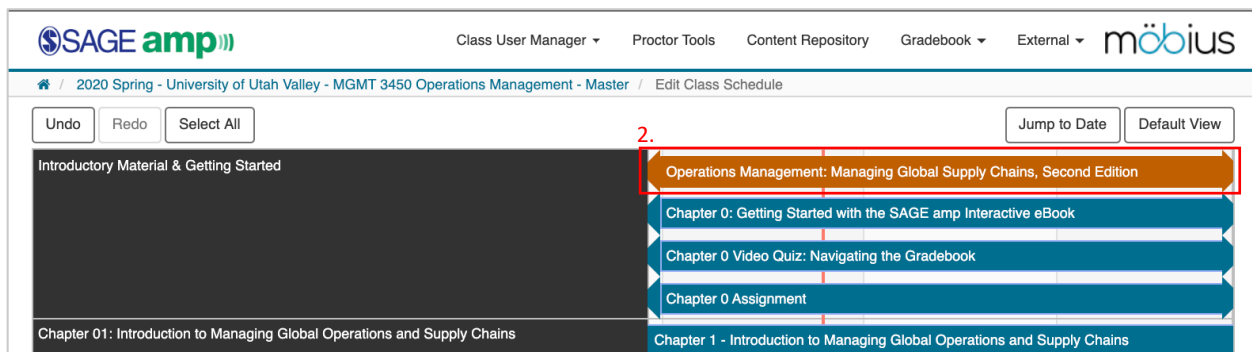# Scheduling Assignments in Batches

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.
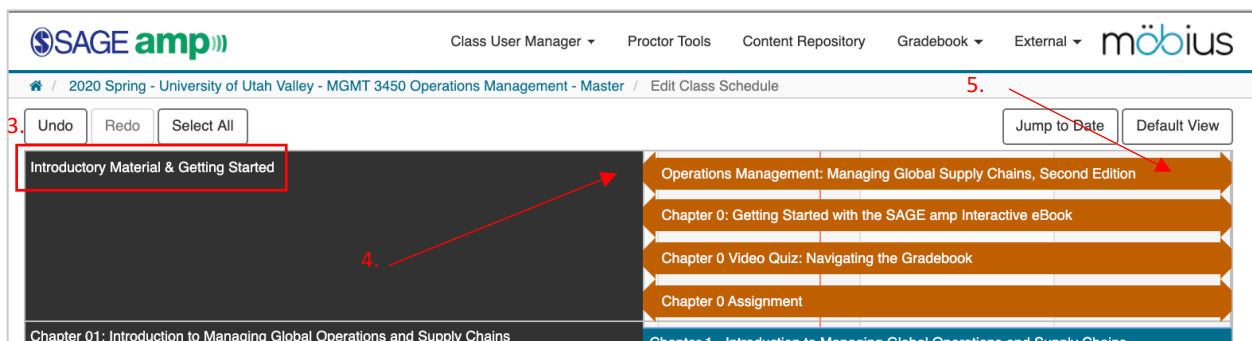


2.  Here, you can select an individual assignment by clicking it. Your selected assignment bar will display as orange.



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.



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.