



# ASSIGNMENT POLICY SETTINGS & BEST PRACTICES

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After you add questions from the question bank, the third step in creating your assignment is setting assignment policies. The following guide explains key policy settings and how they affect your assignments.

## THE ASSIGNMENT POLICIES

The assignment policies step is divided into three areas:

1. When is this assignment available and due?
2. What type of assignment is this?
3. Settings within each assignment type: basic, attempts, answer tolerances, resources, feedback and content policies

edit assignment / set policies / review & assign

### Accounting Homework rename ?

Enter student instructions (optional)

set the start and due dates:

start:  once it's assigned  on this date:   EST   EDT

due:  accept late submissions: reduce scores by  % for each    automatically submit assignments on the due date

collapse advanced settings

select the assignment category:

- homework
- practice
- quiz
- exam

settings

basic	<input checked="" type="checkbox"/> time limit <input type="text" value="60"/> minutes
attempts	<input checked="" type="checkbox"/> allow printing
	<input type="checkbox"/> scramble the questions ?
	<input type="checkbox"/> password protect <input type="text" value="enter password here"/>
tolerances	
resources	<b>give credit for completion ?</b>
	<input type="checkbox"/> Students automatically receive full credit on every question they attempt.
feedback	<small>Students automatically receive full credit on every question they attempt.</small>

cancel changes

## WHEN IS THIS ASSIGNMENT AVAILABLE AND DUE?

In this section you'll set the assignment availability and due dates, and select how the assignment will be submitted.

[edit assignment](#) / [set policies](#) / [review & assign](#)

### Accounting Homework rename ?

[Enter student instructions \(optional\)](#)

set the start and due dates:

start:

once it's assigned

on this date:

EST

due:

EDT

accept late submissions: reduce scores by  % for each  late

automatically submit assignments on the due date

When you select **accept late submissions**, you'll be giving students the chance to start and submit their assignments after the due date.

You can choose to reduce credit by any percentage for each hour or day the assignment is submitted late. (For hourly deductions, the first hour begins five minutes after the due date and time you set). We recommend that you regularly remind students of your policies regarding late assignment submissions, because Connect doesn't automatically notify them of penalties.

If that's not what you want, then you can choose **automatically submit assignments on the due date**. This means that the students who do not submit their assignments before the due date will have their assignments automatically submitted for them, regardless of how far along they are on their assignments. This is a great way to ensure all student results are recorded on the due date without additional steps on your part.





## WHAT TYPE OF ASSIGNMENT IS THIS?

The four assignment types are: homework, practice, quiz and exam. These different types enable you to keep your assignments organized for grading and reporting.

Each assignment type also has its own default policy settings that you can leave as-is or customize. You can customize the settings for the specific assignment you're creating at the time, or change the default settings for future assignments of that type. This helps you save time when creating new assignments, and keeps the policies for each assignment type consistent.

[expand advanced settings](#)

select the assignment category:

 homework	 practice	 quiz	 exam
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# ASSIGNMENT SETTINGS

The policy settings are: basic, attempts, answer tolerances, resources, feedback and content policies. We're going to go through these settings one by one.

## BASIC SETTINGS

You can set a time limit for the assignment if you want your students to complete it in one sitting. The timer will begin when a student opens the assignment, and it can't be paused or stopped even if the student exits the assignment. When the time limit is up, the assignment is automatically submitted. Time limits are best for Quizzes and Exams.

If you do not set a time limit, your students can take as much time as needed to complete the assignment (within the availability dates), and can stop and resume working on it as much as they want. This is best for Homework or Practice.

You have the options of allowing printing, scrambling assignment questions, password protecting the assignment and giving credit for completion.

Allowing printing is best for homework and practice assignments, or assignments that students can work on together. Students who print hard copies of the assignment still need to complete and submit the assignment online to be graded.

Scrambling assignment questions is ideal for quizzes and exams, or any assignment that you don't want students to be able to cheat.

Setting a password is useful for assignments that only certain students need to take, such as a group of students who need to make up an assignment.

Giving credit for completion gives full credit automatically to students on every question they attempt. This is helpful in reducing the grading load or rewarding students for completing practice assignments.

settings	
<b>basic</b>	<input checked="" type="checkbox"/> time limit <input type="text" value="60"/> minutes
	<input checked="" type="checkbox"/> allow printing
attempts	<input type="checkbox"/> scramble the questions ?
	<input type="checkbox"/> password protect <input type="text" value="enter password here"/>
tolerances	
resources	<b>give credit for completion ?</b>
	<input type="checkbox"/> Students automatically receive full credit on every question they attempt.
feedback	<i>Students automatically receive full credit on every question they attempt.</i>
<input type="button" value="cancel changes"/> <input type="button" value="save as default settings"/> <input type="button" value="apply to this assignment only"/>	

## ATTEMPTS SETTINGS

You can set the amount of attempts allowed as one, two, three or unlimited. An “attempt” means a submitted assignment that will be graded. Allowing one attempt is best for assignments where you want your students to demonstrate their knowledge and skills, such as on a quiz or exam. Allowing more than one attempt is best when you want your students to practice the concepts and improve their skills.

If you set multiple assignment attempts, you need to decide if your students should **start over** or **revise the previous attempt** with each attempt. If the assignment contains algorithmic or pooled questions, then in the **start over** mode students will see a new version of the assignment in each attempt, including new versions of any algorithmic questions. In the **revise the previous attempt** mode, students will see the same version of the assignment used in their previous attempts (including identical numbers for algorithmic questions), as well as whether their responses were correct. Students won't be given the correct answers by default.

You can deduct a percentage from the overall scores of students who use additional attempts. You may want to apply a deduction to a quiz or an exam, to encourage your students to aim for higher scores on their first attempts. You have the option of compounding the deduction for each attempt. Doing this will increase the deduction a student will receive when completing each additional attempt by the percent you enter.

For example, let's say that you're allowing your students unlimited assignment attempts, but you apply a 5 percent compounded deduction for each attempt after the first. A student who uses two assignment attempts will receive a 5 percent deduction to the overall score. A student who uses three assignment attempts will receive a 10 percent deduction. A student who uses four assignment attempts will receive a 15 percent deduction, and so on.

The screenshot shows a settings interface with a sidebar on the left containing the following menu items: settings, basic, attempts (highlighted), tolerances, resources, and feedback. The main content area is titled 'attempts' and includes a 'See example ?' link. The settings are as follows:

- Assignment attempts allowed: Unlimited (dropdown menu)
- On each new attempt, students will:
  - start over
  - revise the previous attempt
- For each attempt after the first, deduct 0 % from the attempt score
  - compound the deduction for each attempt

At the bottom of the settings area are three buttons: 'cancel changes' (blue), 'save as default settings' (grey), and 'apply to this assignment only' (blue).

## ANSWER TOLERANCES SETTINGS

Depending on the questions in your assignment, you can set either language or numeric answer tolerances. Setting tolerances allows a wider range of answers to be scored as correct.

Language tolerances are best used on assignments where grammar rules are unfamiliar. For example, if you're teaching Spanish, you may want to allow all the language tolerances on the first assignment of the semester, and then take away tolerances on later assignments as your students learn the proper vocabulary and grammar.

Numeric tolerances are best for assignments that have numeric questions where common rounding considerations may cause the correct answers to vary slightly. You're able to set a percentage tolerance for the assignment, but try to avoid doing so because most questions that require answer tolerances will come with absolute or percentage tolerances pre-set.

### settings

- basic
- attempts
- tolerances**
- resources
- feedback

#### language ?

- require accented characters
- accept any spacing and punctuation
- accept any letter case

#### numeric ?

numeric tolerance  %

Pre-set tolerances may have been set during content development for questions in this assignment. Some pre-set tolerances cannot be overridden, so please consider this carefully before applying an assignment-level tolerance. Setting an assignment-level tolerance will apply to all student answers within the assignment except those with certain pre-set tolerances that cannot be overridden.

## RESOURCES SETTINGS

Resources consist of various study tools your students can access while completing their assignments. There are two types of resources: reference and assistance. You can select as many reference and assistance types as you want to allow for your assignment, but the options you see will depend on your assignment type and content. Also, remember that the options you select may not be available for every question in your assignment.

### REFERENCE TYPES OPTIONS:


**Question title-** Students can see the title of each question so they can reference it when answering.

**Point value-** Students can see how many points the question is worth. Knowing how much the question is worth may provide more incentive to answer it correctly, or, if the assignment is homework or quiz, understand what concepts are important to study for the exam.

**References-** Students can see information related to each question to help put the question in context, such as which chapter and section of the book the question relates to, the learning objective, the question's difficulty level and its point value. (Not every question has all of the references listed above.)

**External links-** If your course is a Chemistry, Physics, Math, Engineering or Astronomy course, this option allows your students to access links that may offer more information or examples.

**Net calculator-** The calculator's three modes (calculate, graph and table) may be helpful or necessary to complete some Chemistry, Physics, Math, Engineering or Astronomy questions.

**reference types**  [See example](#)

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question title                       references

point value

### ASSISTANCE TYPES OPTIONS:

**eBook & resources-** The students who purchased the eBook for this course will be able to access it during the assignment by clicking the **eBook Links** icon that appears with each question. A student who uses this will see relevant readings that may help the student answer that question. This is a good option for practice and homework assignments, or open-book quizzes and tests.

You can apply a percent deduction for using the eBook. Applying a deduction will reduce the student's **overall score** once if the eBook is used during the assignment, because the eBook opens in a new browser window and the student has access to it for the rest of the assignment.

**Hint-** If a student is unsure of how to go about answering a question, the **View Hint** link will offer a suggestion. You can apply a percent deduction for using a hint. Applying a deduction will reduce the student's question score **once** per question. (Once a student uses a hint on a question, that student has unlimited access to hints on that specific question without further deduction.)

## assistance types [See example](#)

### eBook & resources

Deduct  % from each question score in the assignment (deduction is applied only once per assignment attempt).

### hints

Deduct  % from the question score (deduction is applied only once per question).

### check my work

Students may check if their answers are correct before submitting.

Allow  use(s) per question.

Deduct  % from the question score (deduction is applied only once per question).

### ask the instructor

Students may message the instructor about a specific question.

**Allow students to check their work-** Students can click the **check my work** icon to see whether their answer is correct. The actual answer won't be given, but be aware that on multiple choice, true or false, and matching questions, students can use this feature to determine the correct answer through process of elimination.

There are two ways to encourage students not to rely on checking their work. The first is setting a limit on the number of times your students can check their work on each question. Once the limit is reached, students will be notified that they've used the maximum number of "check my works" permitted.

The second is applying a percent deduction on each question where a student checks the answer. (The deduction is only applied one per question, regardless of how many times a student checks their work on that one question.) This feature isn't available for Chemistry, Physics, Engineering or Math courses.

**Allow students to ask the instructor-** Your students can ask you questions about the assignment. You'll receive a message in your

section homepage with the student's question, and an image of the activity in question, for reference. You can respond directly to that student, or to the entire class if the information is relevant to everyone.

**Show special character palette-** This is usually necessary for foreign language courses, so that your students can answer the questions using the appropriate characters.

**Show the solutions with the answer-** This option appears for certain science, math and engineering questions. On those questions, students will be able to see the solutions. If a question is algorithmic, they can try answering it again with new algorithmic values.

**Guide students to the answer-** This option appears for certain science, math and engineering questions. On those questions, students can follow step-by-step guides to the solutions and can try answering the questions again with new algorithmic values.

**Practice questions-** This option is for available for most science, math and engineering algorithmic questions. It allows your students to practice non-scored versions of the assignment questions, with different values. This is best used on assignments intended for increased exposure to, and understanding of, the concepts (rather than assignments meant to assess understanding).

# FEEDBACK SETTINGS

Your students can receive feedback after submitting each attempt or after submitting each question.

**Showing feedback after each attempt** means your students will not get any feedback while they are completing their attempts. (Unless you selected **allow students to check their work**, within the **resources** settings. In that case, your students will see whether their answers are correct on the questions that they check their work.)

You can select the specific feedback you want your students to get after each attempt from the dropdown menus. Choose anything from the least amount of feedback (**no feedback**) to the most amount of feedback (**show detailed feedback and solutions**).

There are many feedback combinations you can select—what you choose is up to you and how much, or how little, information you want your students to get after completing each attempt. Consider how getting more information will affect your students' additional attempts, and how information may be passed from students in one section to students in another section.

You have the option of delaying feedback, which will hold your students' feedback (from all attempts) until the desired date and time, and then provide them with the feedback from each attempt all at once. You can select a number of hours after the due date and time to hold feedback until or you can enter a specific date and time. This is useful if you have numerous sections completing the assignment attempts at different times and you don't want students sharing answers, or if the assignment contains questions that you will need to grade and provide feedback for yourself.

settings	
basic	<a href="#">see example ?</a>
attempts	
tolerances	
resources	
<b>feedback</b>	<input checked="" type="radio"/> <b>Show feedback after submitting each attempt</b> Select what students will see after submitting each attempt. After submitting the first attempt, show: <input type="text" value="detailed feedback"/> After submitting additional attempts, show: <input type="text" value="detailed feedback"/> After scoring 100%, show: <input type="text" value="detailed feedback"/> <input type="checkbox"/> <b>Hold feedback until: ?</b> <input type="radio"/> 1 hour(s) after due date and time <input type="radio"/> This date and time: <input type="text" value="mm/dd/yyyy"/> <input type="text" value="hh:mm"/> EST <a href="#">see example ?</a>
	<input type="radio"/> <b>Show feedback after submitting each question</b> After answering each question, students will see: <ul style="list-style-type: none"><li>• question score</li><li>• solution</li><li>• correct answer</li><li>• explanation (when available)</li></ul> Students' reports will show the default feedback for the assignment category (homework, practice, quiz, or exam).

Showing feedback after each question can help your students know how they are doing on the assignment as they're completing it, and identify the areas they need to study and improve. Seeing why they got a question wrong may help your students understand how to correctly answer those types of questions in the future, or later on in the assignment.

After submitting each question, your students will see their scores, the correct answer, an explanation (when available) and the solution. We recommend using this when you're only allowing one assignment attempt, or the assignment is for practice.

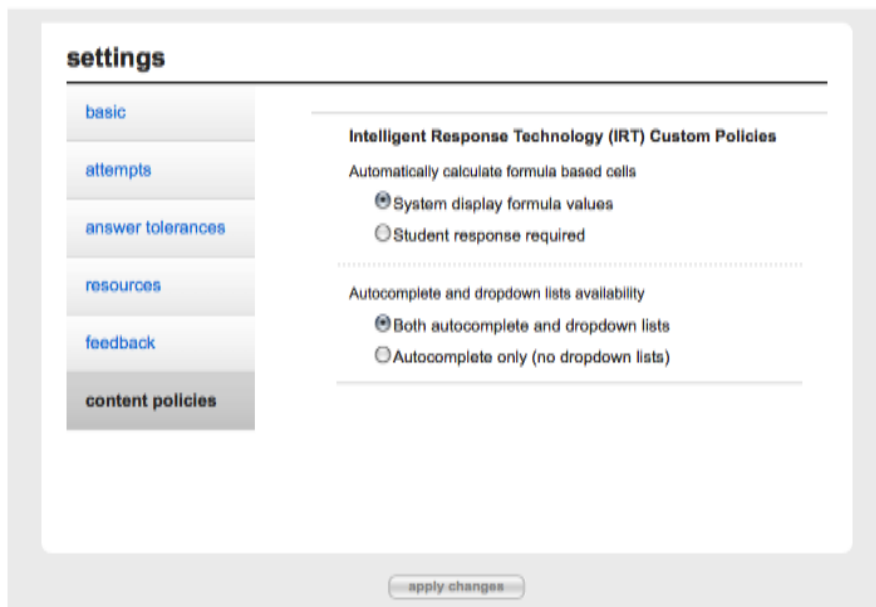
## CONTENT POLICIES SETTINGS

Content policies only appear if you select certain questions in Step 2.

If you don't see **content policies**, that's okay. If you do see **content policies**, review and customize them as necessary.

The policies you see will vary depending on the specific questions in your assignment, but let's use worksheet-type questions as an example.

In such questions, instructors can choose to turn off the dropdown lists for Chart of Accounts based questions. Students will not be able to access the dropdown using the dropdown arrow, but once they begin typing, autocomplete will populate based on what the students enter.



## BEST PRACTICES

- Click on the (question mark) icons wherever you see them throughout the policies settings to see more information about a specific setting.
- Finalize your assignment's dates and policies before assigning it. If you make any changes to the dates or policies after any students have begun the assignment, the changes will not apply for those students until their next attempts. (So it's possible that students in the same section will be completing different versions of the assignment.)
- Finalize your assignment type before setting the policies. If you switch assignment types after setting policies, those settings will be lost. The assignment will assume the default settings of the new assignment type you selected.
- Avoid setting numeric answer tolerances. The tolerance you set will be applied to every answer in the assignment, and there may already be tolerances set for individual questions.
- In every setting where you make changes, be sure to click either **apply changes to this assignment only** or **save as default settings** before moving on.
- Save as the default setting, rather than applying changes to each individual assignment, to save time when creating assignments and to keep your policies consistent.