



Creating Question Bank Assignments: Policy Settings

Video Walkthrough: [CLICK TO VIEW](#)

Start and Due Dates

You may select a specific start date from the dropdown calendar or make it available as soon as it is assigned. Set the due date from the dropdown calendar.

Assignment Categories

There are four different categories when creating a question bank assignment:



Each assignment category has default settings which can be adjusted based on course goals.

Assignment Category Settings

To adjust the settings for any of these categories, select the appropriate category and click **expand advanced settings** to see the default settings.

Save Default Settings

By clicking **Edit All Settings**, you can adjust the default policies for the entire assignment category. Once you have adjusted the settings to your preferences, click **Save as Default Setting**.

Review and Assign

In the right-hand corner of the page, click **Review and Assign**. Review your policies and questions and, when finished, click **Assign**.

Edit an Existing Assignment

Click the assignment from the home page. Go to the assignment options menu and select **Edit Assignment**.

Adjust the question point values and assignment policies as needed. Complete the assignment creation process and save. Changes to assignments cannot be made once students have started working on the assignment.