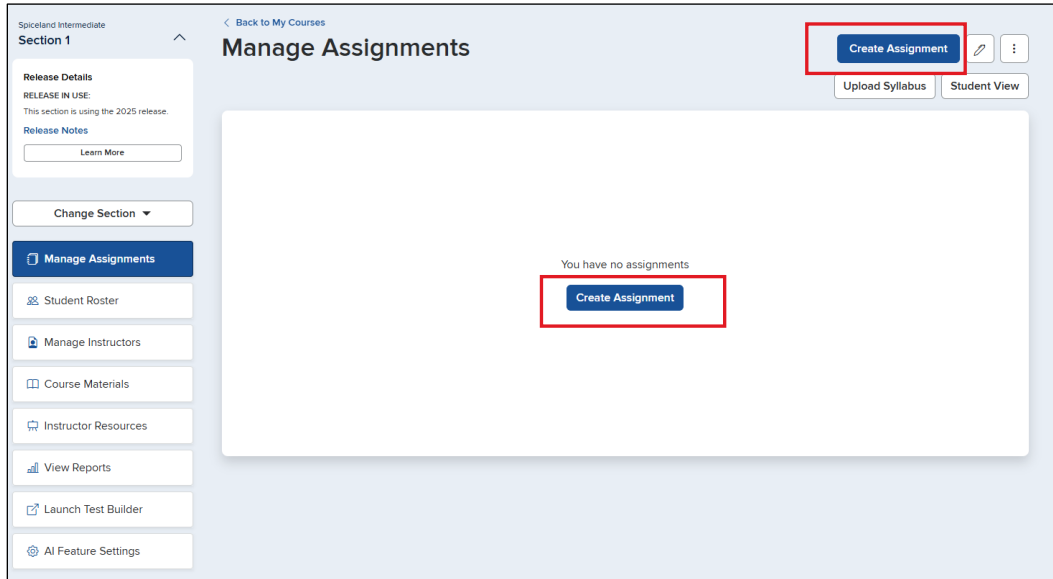


# Creating Question Bank Assignments: Policy Settings

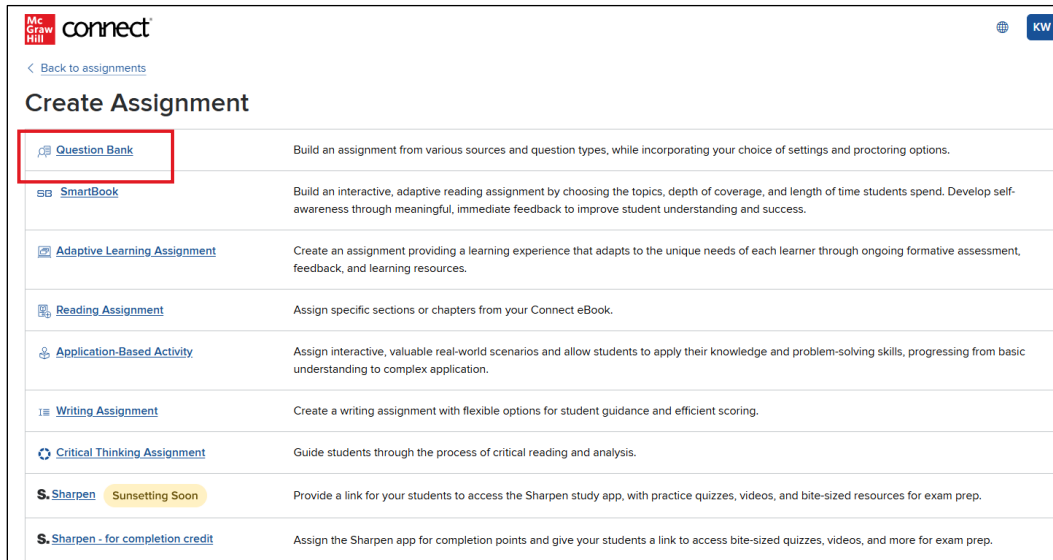
## Step 1: Add Assignment

Access your course under the Manage Assignments option, then click on **Create Assignment**.



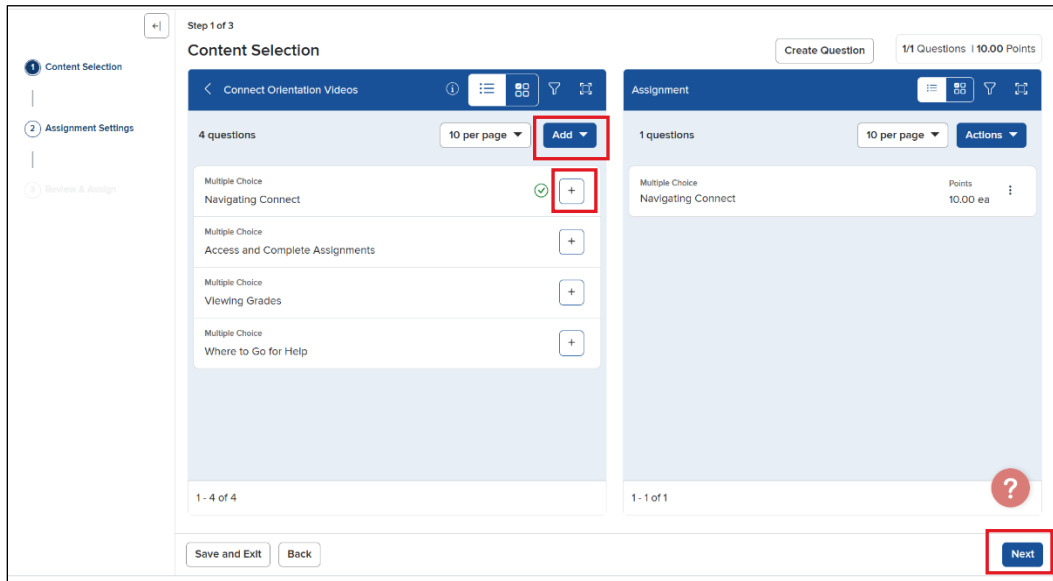
## Step 2: Select Question Bank

Under the assignment types, select **Question Bank**.



## Step 3: Add Questions to Your Assignment

The next step is to add questions to your assignment. The split panel view allows for easy viewing of questions available to assign on the left and the questions you have already chosen for your assignment on the right. To add a question to your assignment, simply click on the **plus sign** next to the desired question and it will be added to your assignment on the right. Filters are available to find specific questions for your assignment. You can also use the **Add** drop down for additional options for adding questions to your assignment including the option to add a pool.



## Step 4: Assignment Settings

After adding desired questions to your assignment, you have several **assignment settings** to choose from.

To enable proctoring settings, click **Enable Proctoring**. This will open the Proctoring settings where you can make selections appropriate for your assignment.

Below the Proctoring enablement, there are four assignment classifications to choose from: **Homework**, **Practice**, **Quiz**, and **Exam**. Various options exist for each. To edit the policy settings for your assignment, select the appropriate icon, then expand each to configure its settings.

There are five categories of policy settings: basic, attempts, tolerances, resources, and feedback, each set to default settings. You can click on the **drop-down arrow** under each policy setting and select/edit to adjust each.

Step 2 of 3

### Assignment Settings

1/1 Questions | 10.00 Points

Choose the assignment category for your student, and adjust the policies as needed.

**Proctoring**

Proctoring ensures academic integrity, proctoring provides browser locking capabilities and options for identity verification and remote proctoring. Enabling Proctoring will open a new window to set proctoring settings through Proctorio.

**Enable Proctoring**

Assignment Settings

Practice Homework Quiz Exam

Basic

Attempts

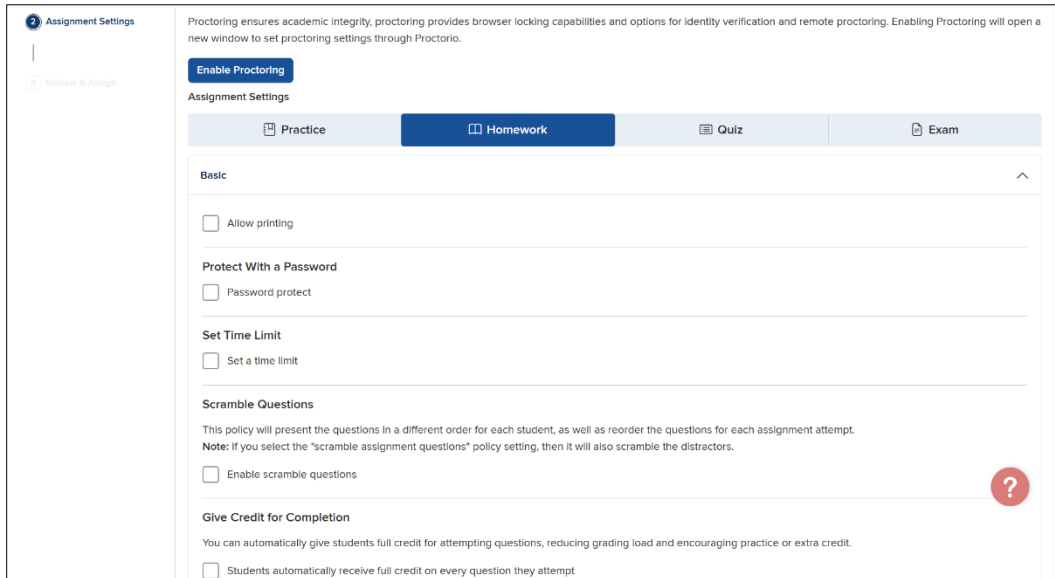
Tolerances

Resources

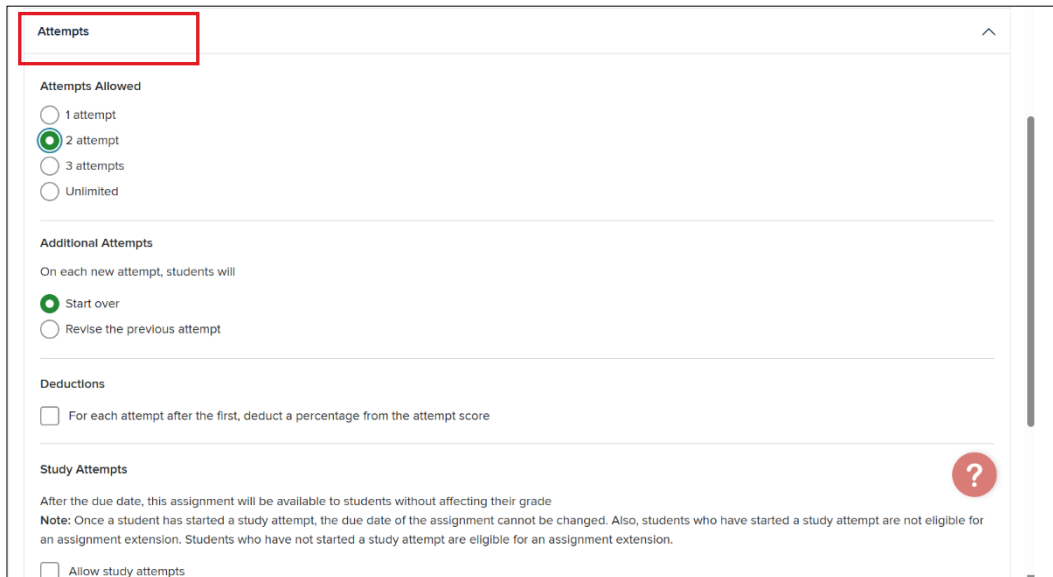
Feedback

Save and Exit Back Next

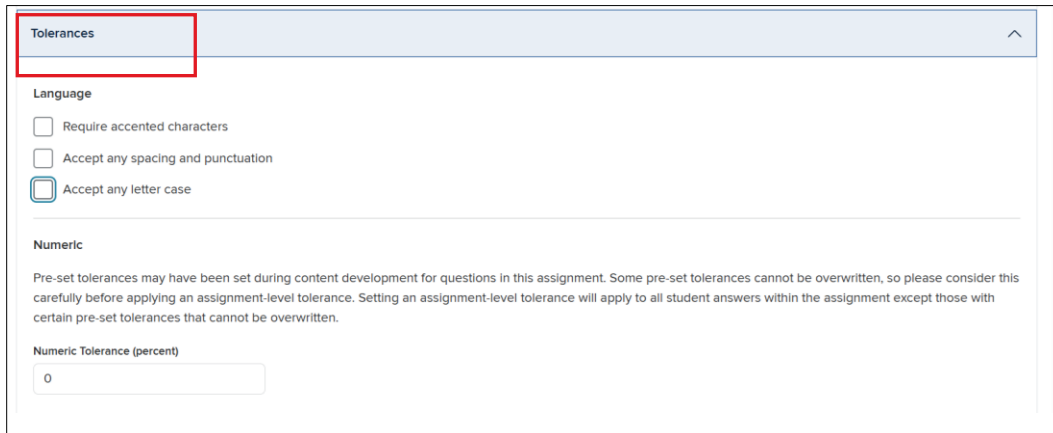
**Basic policies** include adding a time limit, allowing printing, scrambling questions, adding a password, or giving completion credit.



Under **attempts**, you make decisions on number of attempts, options for additional attempts, given deductions or allowing study attempts.



**Tolerance settings** include language and numeric tolerances. Language tolerance settings allow you to accept a wider range of answers for fill in the blank responses. Under numeric tolerance settings, you can set a percentage tolerance for your assignment. We don't recommend this option because most questions have individual tolerance settings, and therefore, any percentage tolerance you set for the overall assignment will override the individual settings for each question.



**Tolerances**

Language

- Require accented characters
- Accept any spacing and punctuation
- Accept any letter case

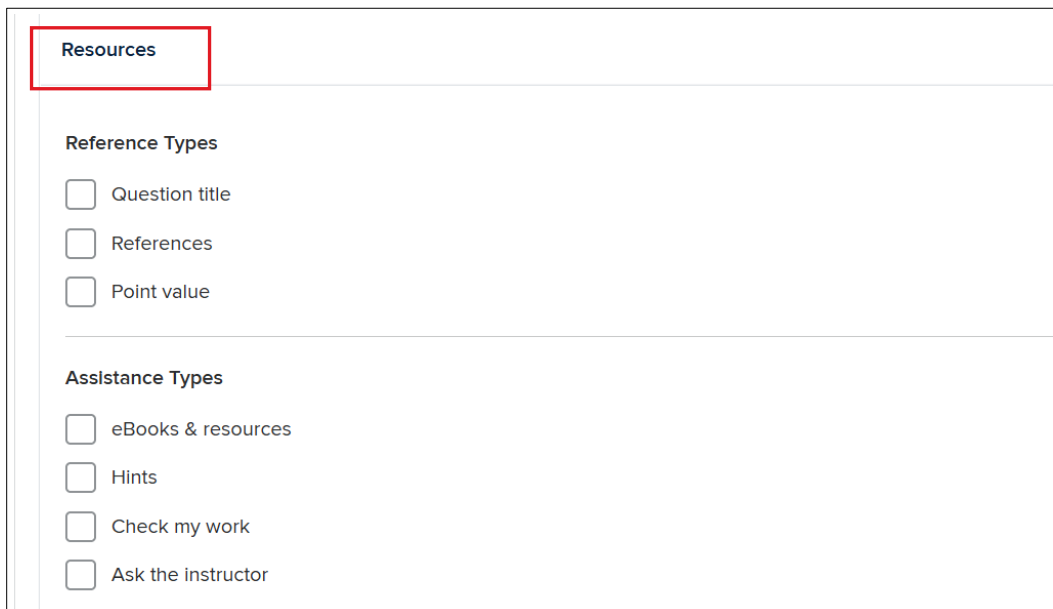
Numeric

Pre-set tolerances may have been set during content development for questions in this assignment. Some pre-set tolerances cannot be overwritten, 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 overwritten.

Numeric Tolerance (percent)

0

The **resources section** allows you to decide what resources will be available to students while taking an assignment. Resources available may vary by title. Reference types include general information like question title, point value, formulas, external links, and references to corresponding pages of the textbook for that topic. Assistance types include access to the e-book, hints available for a question, and check my work, which tells students whether their answer is correct. We suggest limiting use of this on multiple-choice questions. You can also allow students to see solutions and answers, guide students with step-by-step tutorials on how to solve a question, allow practice questions, or allow students to message you directly through the Connect messaging system.



**Resources**

Reference Types

- Question title
- References
- Point value

Assistance Types

- eBooks & resources
- Hints
- Check my work
- Ask the instructor

Under **feedback**, you can choose when and how much feedback to give students. If you've given students multiple attempts, you can show feedback after submitting each attempt, which can provide different levels of feedback after each attempt, including no feedback, total scores only, or total scores before the due date, with all detailed feedback after the due date. Note that detailed feedback will always include the correct answers, but question scores, correct or incorrect indicators, and total scores does not include the correct answers.

Detailed feedback with solutions applies to certain disciplines, such as chemistry and accounting, which involves specific processes around finding the correct answers. When showing detailed feedback after each attempt, you also have the option to hold feedback. You can hold feedback for a set number of hours after the due date or until a specific date and time. When holding feedback, it will hold all feedback in Connect until the feedback expires. If you're pairing with a learning management system, the total score will still automatically transfer to the learning management system, even if the score is not visible in Connect. Or you can show feedback after submitting each question, which provides students with immediate feedback, but they must answer every question in the order that they're presented and lock in their answers before moving to the next question. This means students cannot skip a question and come back to it later or work ahead. Additionally, depending on the types of questions you've selected, there may be another section down at the bottom that has specific policies for that question type.

**Feedback**

Show Feedback After

Submitting the assignment

Submitting each question

Additional Options

Select what students will see after submitting each attempt

Submitting the assignment

Detailed feedback

Additional Attempts

Detailed feedback

After Scoring 100%

Detailed feedback

Hold feedback

Students Will See

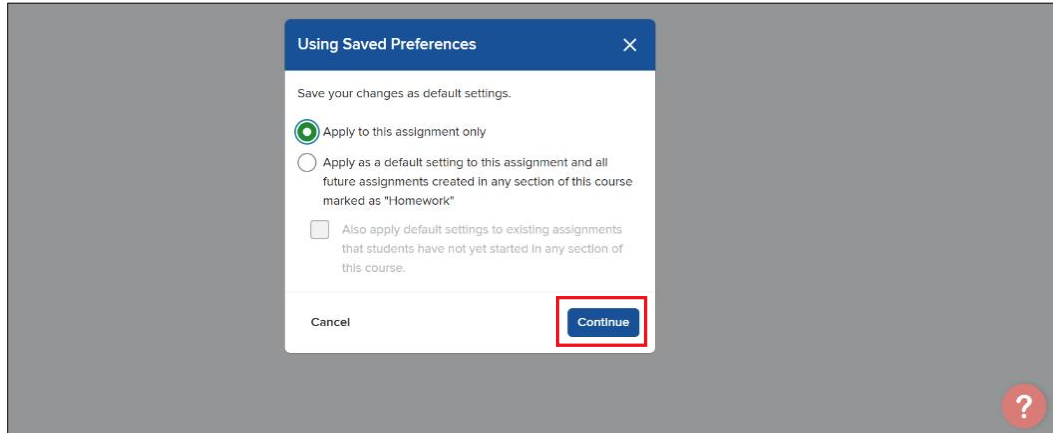
After Submitting the Assignment

Detailed feedback

Save and Exit Back Next

### Step 5: Save as default settings

After making your assignment setting selections, you will click **Next** to move on. This will prompt you to choose if those settings will apply only to this assignment or to all assignments of the same type going forward. When you save as default settings, you can also apply the policies to any existing assignments in that category if students have not yet started them. Next, click on **Continue** in the bottom right-hand corner.



## Step 6: Review and Assign

Now you need to make sure to name your assignment, set a start date, and set a due date. For the start date, you may make it available as soon as it's assigned or select a specific date from the calendar. For the due date, you may also set the date from the calendar. We suggest setting start and end dates that space out assignments throughout the term. This will prevent cramming, deter procrastination, and maximize student engagement over time. Enter the time you would like the assignment to start and end.

Once the dates and time are set, you will be able to set the option for accepting late assignment submissions. You can select to accept late submissions with a one-time penalty, with an incremental penalty, or without a penalty. You can also decide to automatically submit assignments on the due date. Auto-submit will collect any in-progress assignments on behalf of the student on the due date, which prevents students from forgetting to submit an assignment that might have been saved prior to the due date.

After reviewing your settings and policies, click **Assign**.