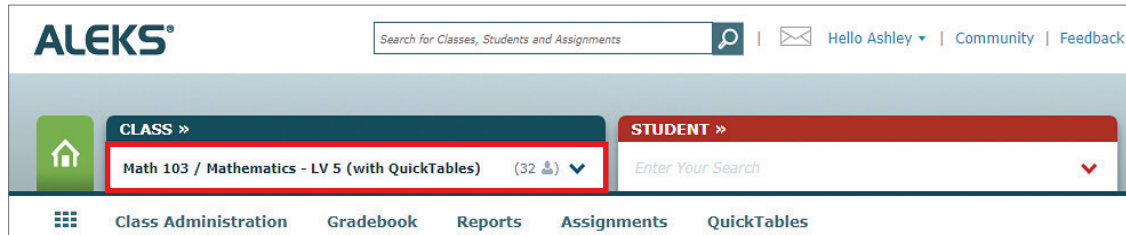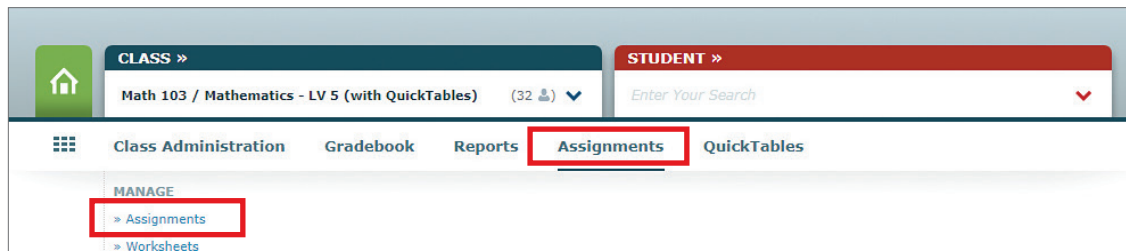# CREATING AN ASSIGNMENT

When you need more than the personalized learning paths in *ALEKS* to meet your instructional goals and support your students' needs, use Homework, Test, and Quiz assignments. These assignments ensure that all of your students review the same content before a big test or allow them to learn topics without requiring mastery. Content assigned in Homework, Tests, and Quizzes does not affect your students' *ALEKS* Pie or Objective progress.

This guide provides step-by-step instructions for creating homework, test, and quiz assignments along with an overview of the features available for customizing assignments.
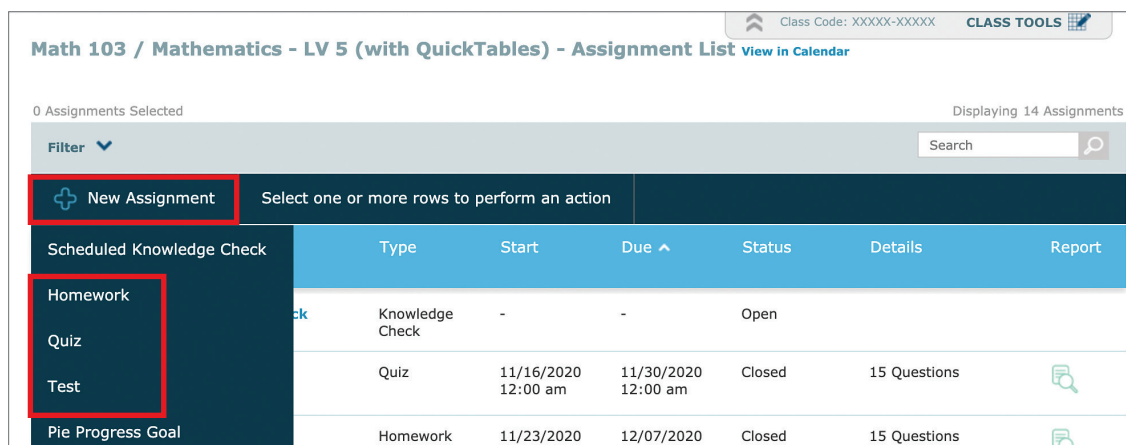
1. Select your class from the **Class** drop-down menu.

2. Hover over **Assignments** and select **Assignments.**

3. Click **+ New Assignment** and select **Homework, Test,** or **Quiz** from the drop-down menu.

Assignment Creation Settings

The settings for creating new assignments are all conveniently located on one page and are accessible for both new and existing assignments.

Assignment Name and Start/End Dates

In the **Name & Date** section of your homework, test, or quiz, create a name or use the default name provided. Then select the start and end dates to define the range of time students will have access to the assignment.

If desired, you can set a time limit for how long students will have to submit their assignment—it can be as little as 5 minutes or as long as 12 hours and 55 minutes. Without setting this, the assignment is due on or before the end date and time, and students can take as long as needed to finish it.

Name & Date

Name:	Rounding Whole Numbers
Status:	Enabled ⌄ ⓘ

Start Date: Month Feb ⌄ Day 4 ⌄ Year 2021 ⌄ 📅   Time: 2 ⌄ 40 ⌄ pm ⌄

Due Date: Month Feb ⌄ Day 4 ⌄ Year 2021 ⌄ 📅   Time: 11 ⌄ 59 ⌄ pm ⌄

☐ Time Limit: 1 ⌄ : 30 ⌄

☑ Allow students to save this assignment for later and go back to Learning Mode.

☑ Publish this Homework to the student calendar

Assignment Content

Use the **Content** section to select the topic(s) that will be on the assignment. The content can be organized by pie slice, standards, copying previous assignments, or, if applicable, by integration.

1. You can choose to **randomly add** questions from different topics, and/or click **View by ALEKS TOC** to open a drop-down menu that allows you to organize content by *ALEKS* TOC, state standards, or from previous assignments.

Content

Select up to 60 questions to include in this assignment.

Randomly add (5) questions from (Whole Numbers and Integers ⌄) (Add)

View by ALEKS TOC ⌃   **Your Assignment**

ALEKS TOC
View topics organized by the ALEKS table of contents

Standards
View topics organized by state standards

Previous Assignments
View topics included in previously created assignments

2. Additional drop-down menus allow you to further refine selection options.

3. Make selections to add questions to your assignment.

    a. **Select** and **Add** as many instances of each problem type as you would like questions. Adding the same problem type again will create a different question for that problem type. The maximum number of questions in an assignment is 60.

    b. Click **Preview** to open a pop-up window that displays an example question for each selected problem type.

c. **Shuffle** or **Remove** questions, or use the **up/down arrows** to reorder questions.

d. Assign **Points** for each question. The default value is 1 point per question.

Each student will have the same question type(s) but receive different instances, making the assignment unique for each student. Once the student finishes the assignment, *ALEKS* automatically grades it, and the student can review their questions and answers. As the instructor, you can provide specific feedback and edit points earned for each student.

Content Settings

Content settings allow further control over the functionality of the assignment. If desired, you can allow students to access examples, explanations, or message you from the assignment with the question attached.

For Homework Assignments ONLY

As students answer questions on the homework assignment, *ALEKS* provides immediate feedback indicating whether the answer is correct or incorrect. You can control the number of attempts for questions and/or assignments:

a. Question Attempts: You can choose to allow multiple question attempts by selecting a number in the Question Attempts drop-down list. This will allow the students to continue to try to answer questions correctly before the assignment is due or time has expired. This is a great way to turn a homework assignment into practice for your students.

b. Assignment Attempts: Assignment attempts will allow students to repeat assignments after they are completed but before the due date and time. Additional attempts can either be a full retake of the entire assignment or a quick retake that only targets the incorrect problems.

Late Submission and Prerequisite Settings

Enabling Late Submission allows students to turn in an assignment late with a one-time penalty per late assignment. Add a prerequisite assignment to a homework, test, or quiz assignment with a required minimum score on a prior assignment before unlocking the current assignment.

Late Submission: Click the check box next to **Allow late submission** and enter a date and time. Apply a penalty of percent or points to be deducted from the assignment score.

Prerequisites: Click the check box next to **Set prerequisite assignment**. Click the search bar to search for or select an assignment from the drop-down list. Assign a minimum score needed to unlock the current assignment.

Late Submission

☑ Allow late submission

Final Submission Date [02/10/2021] ▦ [11 ▾] [59 ▾] [pm ▾]

☑ Apply penalty

[＿＿＿] [Percent   ▾] deducted from the score

| Percent |
| Points |

Prerequisites

☑ Set prerequisite assignment

Prerequisite Assignment   Minimum Score

[🔍 | ^]   [＿＿] %

HOMEWORK

Homework 1

Homework 2

Homework 3

Homework 4

Homework 5

Homework 6

Homework 7

Homework 8

Homework 9

QUIZZES

Quiz 1

Quiz 2

Gradebook Settings

a. As a student completes an assignment, choose whether or not they see their grade immediately or after the due date by selecting an option under Gradebook Settings. Some of the questions in *ALEKS* ask for multiple answers. By clicking the check box for **Have *ALEKS* automatically assign partial credit for multi-part problems**, *ALEKS* will take the number of parts correct and divide it by the number of parts to provide the students with a score.

b. By default, assignments are assigned to the entire class, but you can assign them to specific students by clicking the circle next to **Assign to specific student(s)**.

c. The way in which students access the assignment can either be by student initiation or as soon as the assignment is available. If students are in charge of initiation, they can access an assignment within the selected date and time range by clicking on the assignment. If the students must start and/or complete an assignment as soon as it is available, the assignment will automatically be initialed upon their first login within the selected date and time range.

d. A sliding scale graph will let you define how you want to grade your students based on the percentage of problems correct versus incorrect. Drag and drop each of the bars to align with your desired grading blocks. The titles of each grading block can be updated by clicking on the title and replacing it.

e. Finally, select whether students will see the grade you've assigned to your grading blocks and whether that grade will show-up on your instructor reports.

Gradebook Settings

a

- ◉ Show student score and reports after assignment submission
- ○ Show student score and reports after assignment due date
- ○ Show student score after submission, but reports after assignment due date
- ☑ Have ALEKS automatically assign partial credit for multi-part problems ⓘ

Advanced Options

☑ Prevent automatic Knowledge Checks [up to 2 days before ▾] the assignment starts.

b

- ○ Assign to entire class
- ◉ Assign to specific student(s)

Assign to: (select all / clear all)   Select Student Groups
- ☐ Bourbaki, Victoria L.
- ☐ Bush, Jill J.
- ☐ Bush, Karen A.
- ☐ Cameron, Jane P.
- ☐ Cauchy, Kevin P.
- ☐ Clinton, Nicole P.
- ☐ Collins, Kai A.

Assignment Access Options: Learn more

c

- ◉ Students choose when to start assignment after it is available
  - ☐ Require Password [_____] Show Password
    10 characters max.
    No special characters.
- ○ Students must take assignment as soon as it is available
  - ☐ Require Password [_____] Show Password
    10 characters max.
    No special characters.

Grading Scale

To change the grading scale, drag the green bars to the desired percentages. Type in new grading terms to replace the letter grades, as needed. (As the Quiz is completed, results are tallied using blue bars.)

NOTE: To view student grades once this Quiz is completed, select the Quiz from the gradebook, select the "View Assignment Gradebook" link, and view the Student Scores report.

d

F   D   C   B   A

0   10   20   30   40   50   60   70   80   90   100
Score in percent

Display Options:

e

- ◉ Do not show letter grades on reports
- ○ Show letter grades on instructor reports only
- ○ Show letter grades on instructor and student reports