

Creating an Assignment (Policy-Setting)—Part 2

Connect Training Series

Instructors



Due Dates

This tutorial will continue with creating assignments—specifically focusing on policy-setting. The previous tutorial, *Creating an Assignment—Part 1*, ended with naming the assignment, so the next step is to set due dates.

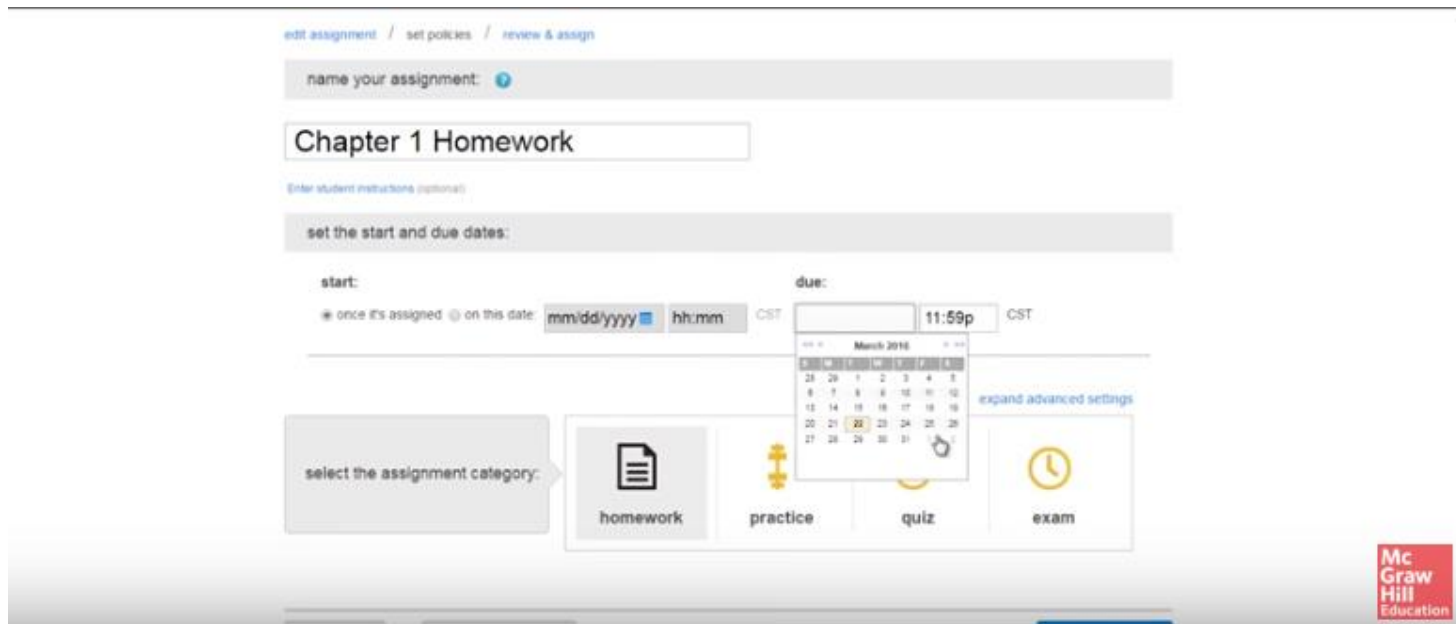
The screenshot shows the 'set the start and due dates' section of the assignment creation interface. At the top, there are navigation links: 'edit assignment / set policies / review & assign'. Below this is a 'name your assignment:' field with a help icon, containing the text 'Chapter 1 Homework'. Underneath is a link for 'Enter student instructions (optional)'. The main section is titled 'set the start and due dates:'. It features two columns: 'start:' and 'due:'. Each column has a radio button for 'once it's assigned' and a radio button for 'on this date'. The 'on this date' options are active. The 'start' date is set to 'mm/dd/yyyy' and 'hh:mm'. The 'due' date is set to 'mm/dd/yyyy' and '11:59p'. Below the date fields is a 'select the assignment category:' section with four options: 'homework' (selected), 'practice', 'quiz', and 'exam'. There is also a link for 'expand advanced settings'. The McGraw Hill Education logo is in the bottom right corner.



Start and Due Dates

For a start date, you may select a specific date from the dropdown calendar or make it available as soon as it's assigned.

For the due date, set the date from the dropdown calendar.





Late Submissions

You can choose to accept late submissions with no penalty, with a penalty for each hour or day beyond the due date, or you can set it to automatically submit on the due date.

Auto Submit is a feature that collects unsubmitted assignments on the due date.

The screenshot shows the 'edit assignment' page for 'Chapter 1 Homework'. The 'set the start and due dates' section is active, showing a start date of '04/01/2016' at '11:59p' CST. Underneath, there are two radio button options for late submissions: 'accept late submissions: reduce scores by 0% for each hour late' (which is selected) and 'automatically submit assignments on the due date'. A dropdown menu is open for the 'hour' field, showing 'hour' and 'hour'. At the bottom, there are buttons for 'select the assignment category' with options for 'homework', 'practice', 'quiz', and 'exam'. The McGraw Hill Education logo is in the bottom right corner.



Assignment Categories

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

- Homework
- Practice
- Quiz
- Exam

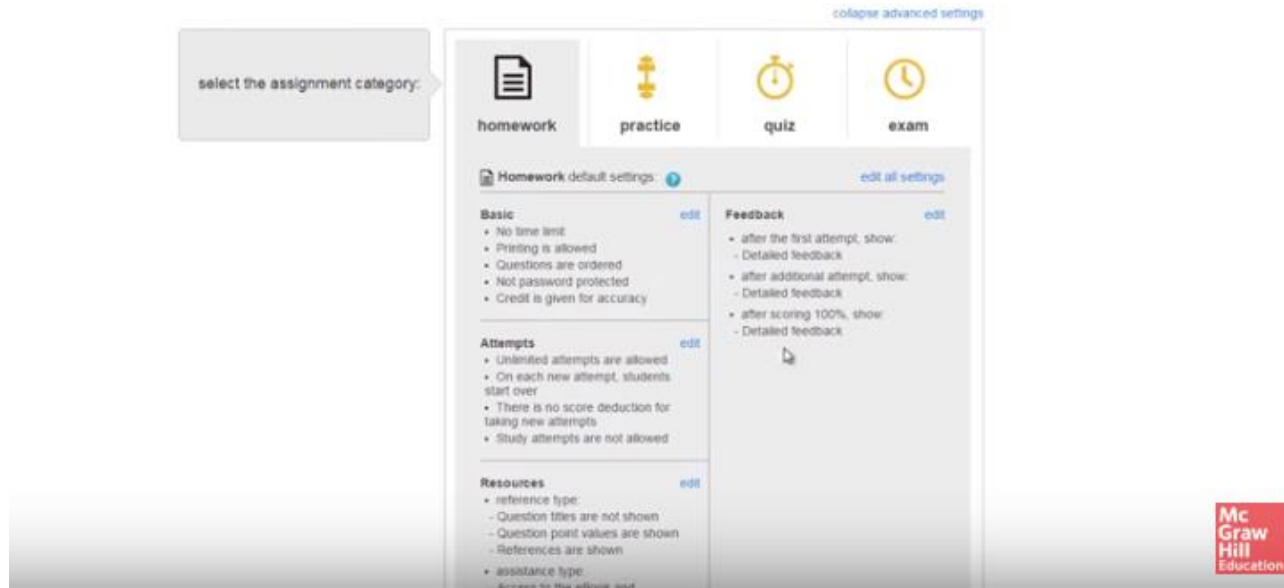
Each of these assignment categories has default settings but you may adjust them based on your course goals.

The screenshot displays the McGraw Hill assignment creation interface. At the top, there is a text input field labeled "name your assignment:" containing the text "Chapter 1 Homework". Below this, there is a section for "set the start and due dates:" with fields for "start:" and "due:". The "start:" field is currently empty, and the "due:" field is set to "04/01/2016 11:59p" in CST. There are also checkboxes for "once it's assigned @ on this date" and "accept late submissions: reduce scores by 0% for each hour late". At the bottom, there is a section for "select the assignment category:" with four options: "homework", "practice", "quiz", and "exam". The "homework" option is selected. A small "expand advanced settings" link is visible to the right of the category options. The McGraw Hill Education logo is in the bottom right corner.

Assignment Category Settings

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

You'll see the default setting for that assignment category, such as number of attempts and feedback that students receive upon submitting the assignment.

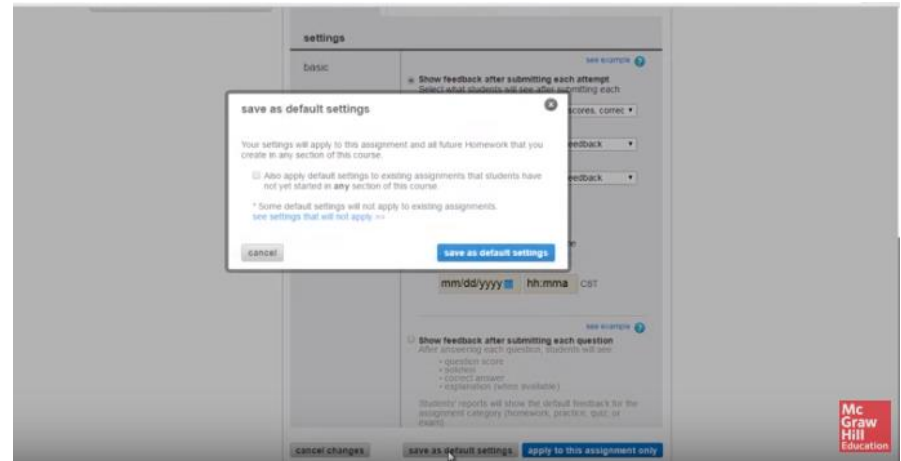
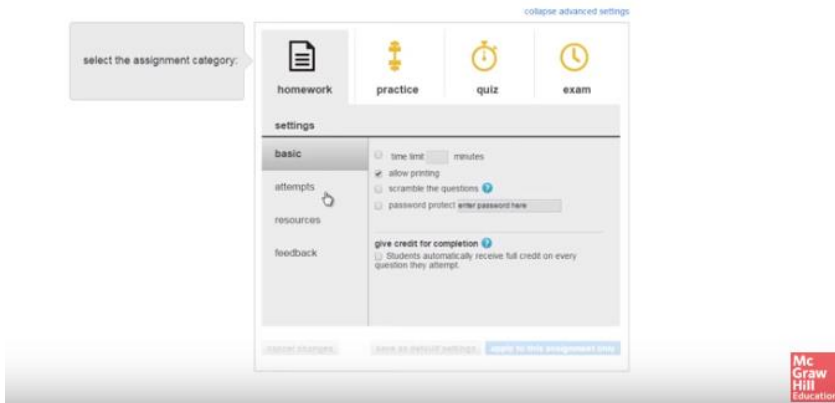




Save Default Settings

By clicking Edit All Settings, you can adjust the default policies for the entire assignment category.

Once you've adjusted the settings to your preferences, click Save as Default Setting.





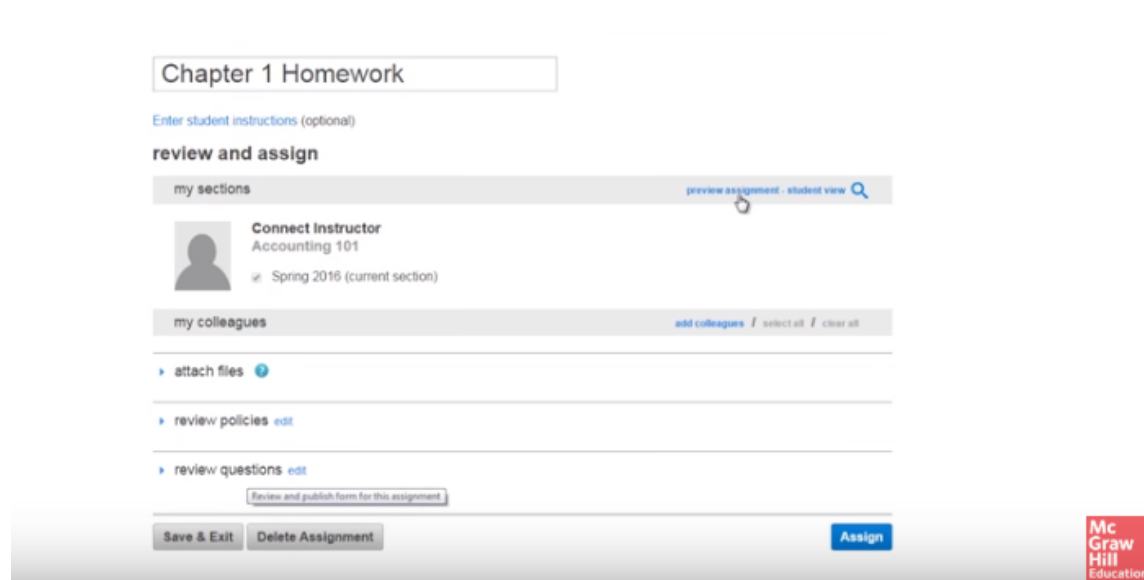
Review and Assign

In the right-hand corner of the page, click on Review and Assign.

Here you may review your policies and questions before completing the assignment process.

You may also preview the assignment from the student view.

When finished, click Assign. You will be returned to the home page.





Edit an Existing Assignment

If you need to edit an existing assignment, click on the assignment from the home page.

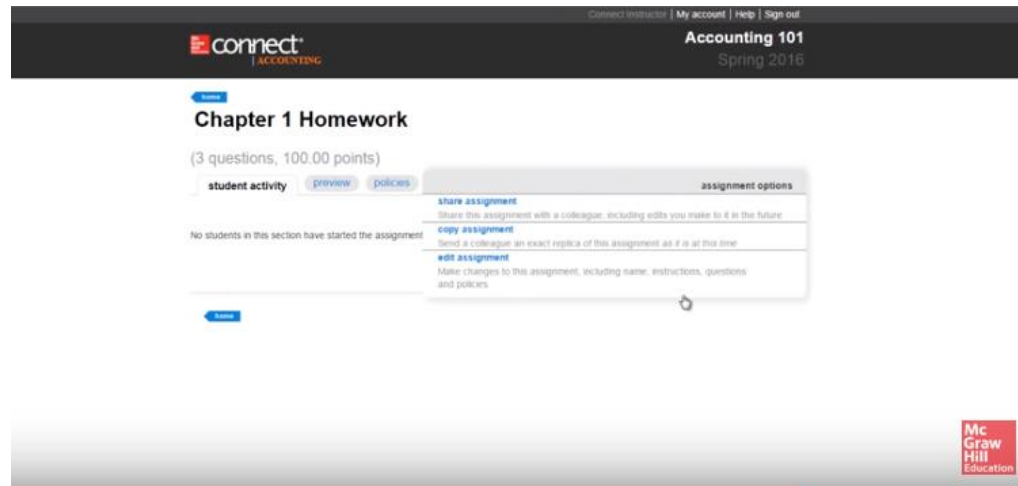
The screenshot displays the McGraw-Hill Connect Accounting 101 interface for Spring 2016. At the top, there is a navigation bar with 'Library' and 'Performance' tabs. Below this, the 'Section info' panel shows the instructor as 'Connect Instructor' and lists an eBook titled 'Fundamental Accounting Principles' by John Wild, 22. The main content area features a 'Section overview' section with a table of assignments. The table has columns for 'Title', 'Shared info', 'Start date', and 'Showhide'. One assignment, 'Chapter 1 Homework', is listed with a start date of 03/22/16 and an end date of 04/01/16. A mouse cursor is pointing at the 'Chapter 1 Homework' entry. The McGraw-Hill Education logo is visible in the bottom right corner of the interface.



Edit Details

Then go to the assignment options menu and select Edit Assignments. Here you'll be able to adjust the question point values and assignment policies as needed.

Be sure to complete the assignment creation process to ensure your changes are saved. Changes to assignments cannot be made once students have started working on the assignment.



Support and Resources

TECH SUPPORT & FAQ:

CALL: (800) 331-5094

EMAIL & CHAT:

mhhe.com/support

MONDAY-THURSDAY: 24 hours

FRIDAY: 12 AM - 9 PM EST

SATURDAY: 10 AM - 8 PM EST

SUNDAY: 12 PM – 12 AM EST

FIND MORE SUPPORT:

supportateverystep.com

FIND MORE TIPS:

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