



## Build NEW Auto-Graded Assignments

- ✓ Assignment **Templates** make it EASY to apply consistent settings.
- ✓ *Timing* allows you to determine when assignment is available to students and for how long.
- ✓ The **Assignment Builder** makes building an auto-graded assignment as **EASY as 1...2...3!**
  - Filter by Question Bank, Chapters/Modules, Algorithmic, and/or Learning Objectives
  - Question selection made easy
  - Review: questions, point values, assignment value, shuffle option, and SAVE
- ✓ Grading
  - Options/Detail for adjusting individual question values or total assignment value
  - Lock/Unlock Assignment Value feature



Build Auto-Graded Assignments

## Create a NEW Auto-Graded Assignment

Locate the course on the instructor dashboard.

- 1 Click **Go to Course**.

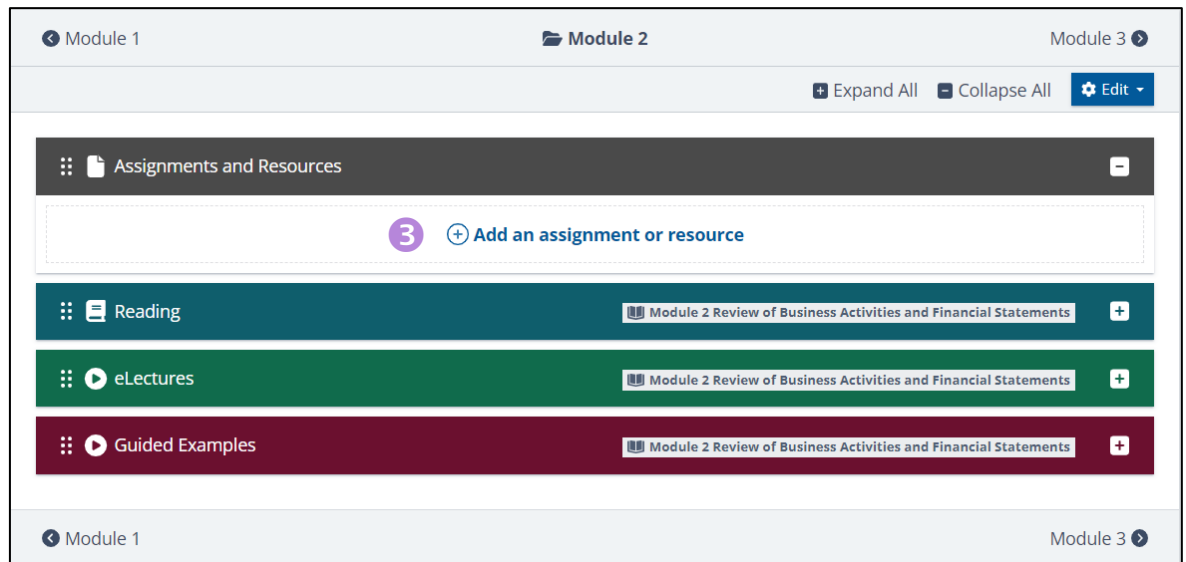
The screenshot shows the instructor dashboard. At the top, there's a course card for 'Financial Statement Analysis & Valuation, 6e' by Easton, McAnally, Sommers. It has buttons for 'Read' and 'Ancillaries'. Below this, there's a list of courses. The course 'Financial Statement Analysis & Valuation, 6e DEMO Course' for Spring 2023 is highlighted with a green 'Go to Course' button. A yellow circle with the number '1' is placed over the 'Go to Course' button.

- 2 Click **Course Content** to expand the menu, then on the needed Chapter/Module.

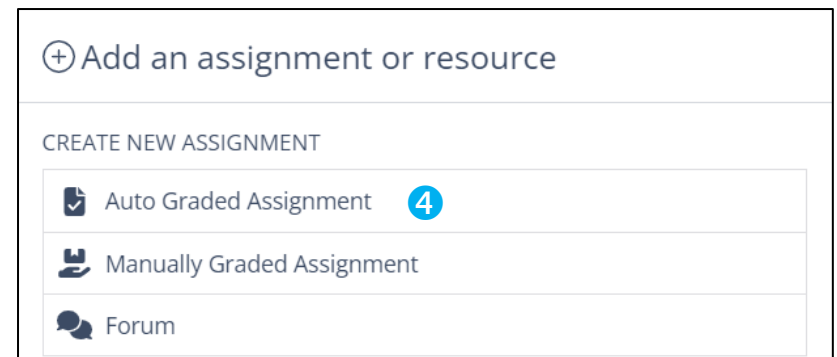
The screenshot shows the course interface. On the left sidebar, the 'Course Content' menu is expanded, and the 'Module 2' item is highlighted with a green circle and the number '2'. The main content area shows a 'Welcome Back!' message with the current course time: Wednesday, June 7, 2023 at 1:21 PM Eastern Daylight Time. Below this, there are buttons for 'Manage Sections', 'Manage Student Homepage', and 'Manage Widgets'. The 'Course Calendar' section shows a calendar for June 2023, with the date 6/7 highlighted in yellow.

## Create a NEW Auto-Graded Assignment

- 3 Click **Add an assignment or resource**.



- 4 Select **Auto-graded assignment**.



## Assignment SETTINGS

### 1 Name assignment (required)

- Name becomes gradebook column header; suggested to include reference to chapter/module.

### 2 Select an assignment **Template**

- View template description for detail.
- Need a customized template?...[contact us](#). We can do that!

### 3 Continue to Timing

Adding a new Auto Graded Assignment to Module 4

Settings Timing Questions

Name (required) Module 4 Homework 1

Expand assignment description

Assignment Templates

- ☐ Practice
- ☐ Homework (No Check Feature)
- ☒ Homework (Check Feature) 2
- ☐ Quiz/Exam

Customized settings

Homework (Check Feature) Description Customized Settings

The "Homework (Check Feature)" template provides students with one attempt at the assignment. However, students are able to check their work an unlimited amount of times during their attempt and will receive the correct/incorrect check marks and grade each time they utilize the "Check" feature. Resources such as the eBook and the ability to print are available. However, the question number (as shown in the book) is not visible. For more information, please review the settings below.

Show assignment settings

Create New Assignment Template | Manage Assignment Templates

3 Continue to timing

## Assignment TIMING

- 1 Leave *Submission Options* at the default setting.
  - Trust Us! You don't want students texting you at 2:00 AM when they realize they forgot to Submit an assignment.
- 2 Toggle **Opening** and **Closing Date/Time** fields to ON and set as needed.
  - Students can access the assignment anytime between these dates before submitting for a grade.
  - If left unset, assignment is OPEN!
- 3 Set **Time Limit** if applicable.
  - Real Time, running clock
  - Timer begins when student enters the attempt
  - Highly suggested for testing
- 4 Override number of attempts allowed for *this assignment* if needed, without altering the template.
- 5 *Advanced Options* allows a Password to be set (not recommended for non-testing assignments).
- 6 **Save & Continue to Questions**

The screenshot shows the 'Timing' tab of an assignment settings page. At the top, there are tabs for 'Settings', 'Timing', and 'Questions'. Below them is a blue header for 'Submission Options (If you are setting close dates for any of your sections.)'. Under this header, 'When time expires' is set to 'Open attempts are submitted automatically' (callout 1). 'Submission grace period' is set to '1 days' with an 'Enable' checkbox. Below this is another blue header for 'Sections (Set optional date and time limits)'. The current time is shown as '6:28 PM'. Under the 'Sections' header, there is a section for 'M/W/F 10am'. It includes fields for 'Open the assignment', 'Close the assignment', 'Time limit', and 'Attempts allowed'. The 'Attempts allowed' field is set to '3' (callout 4). To the right of these fields are three toggle switches, all currently 'OFF' (callouts 2 and 3). At the bottom right, there is a red button for 'Advanced Options' (callout 5). At the bottom left, there is a 'Back to settings' button. At the bottom right, there is a green button for 'Save & Continue to Questions' (callout 6).

## Assignment Builder—As EASY as 1...2...3!

1. Filter
2. Select
3. Set Points/Assignment value

Settings

Timing

Results 12

Search results...

Question Bank

Homework

Chapters/Modules

Mod 04

Result Filters

☐ Algorithmic only

Learning Objectives

Make a Selection

Question Type

Make a Selection

Mod 04

☐ E4.22-Assigning a Long-Term Debt Ratin... L03, L04  
☒ E4.23-Compute and Interpret Liquidity, S... L03  
☒ E4.24-Compute and Interpret Coverage, L... L03  
☐ E4.26-Compute and Interpret Liquidity, S... L03  
☒ E4.28-Compute and Interpret Altman's... L05  
☒ E4.29 Adjusting Financial Information Pri... L03  
☐ E4.30 Adjusting for Off-Balance Sheet ... L03  
☒ M4-19 53 Week Fiscal Year L03  
☐ M4.20-Bankruptcy Risk and Z-Score A... L05  
☒ M4.21-Bankruptcy Risk and Z-Score A... L05  
☒ P4.31-Compute and Interpret Liquidity, S... L03  
☒ P4.36-Compute and Interpret Z-score L05

Preview Added

Add Questions

Module 4 Homework 8

Set points

Page 1

E4.23-Compute and Interpret Li... 10

Page 2

E4.24-Compute and Interpret C... 10

Page 3

E4.28-Compute and Interpret... 10

Page 4

E4.29 Adjusting Financial Info... 10

Page 5

M4-19 53 Week Fiscal Year [Ho... 10

Page 6

M4.21-Bankruptcy Risk and Z... 10

Page 7

P4.31-Compute and Interpret... 10

Page 8

P4.36-Compute and Interpret... 10

Cancel

Shuffle

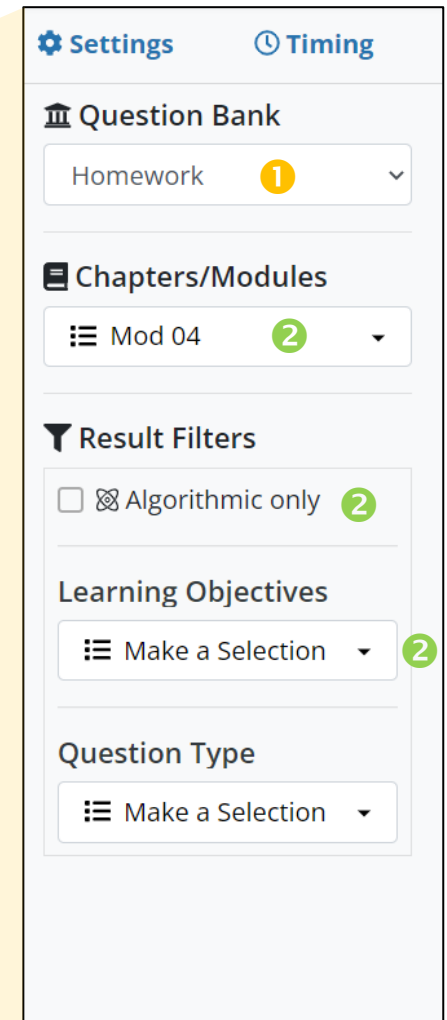
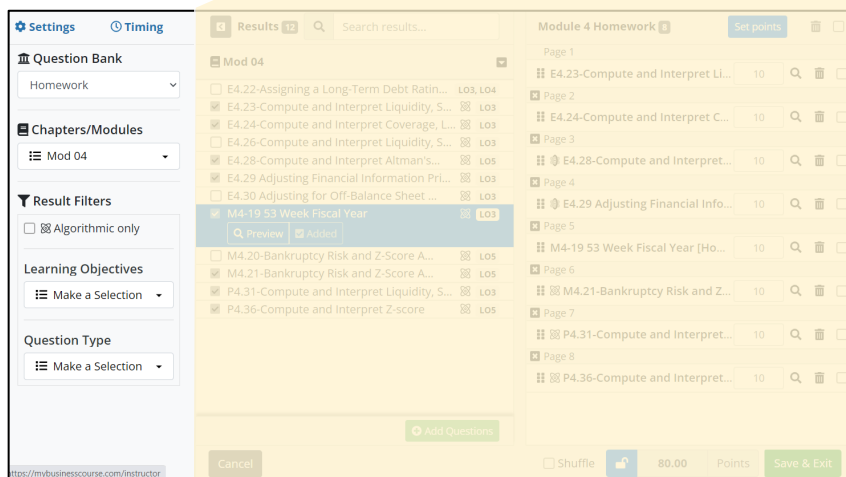
80.00

Points

Save & Exit

## Assignment Builder—Filters

- 1 Select desired Question Bank
- 2 Filter as needed to make finding what you need a snap!
  - By Chapter(s)/Module(s)
  - Algorithmic only (filters out questions with static option only)
  - Learning Objectives (Homework question bank only)



## Assignment Builder—Question Selection

The fastest way to build an assignment is to prepare a list of questions first.

- 1 To add multiple questions at once, check boxes for needed questions.  
OR
- 2 To *Preview* a question or add questions one at a time, click on the question to expand view and select desired action (Preview, Add Algorithmic, Add Static).
  - *Preview* includes question usage and performance statistics, sitewide.
- 3 Choose/Confirm Static (matches text) or preferred Algorithmic variation.
  - “Same” — data sets differ from text; all students receive same version
  - “Different ” — data sets differ from text; data sets vary among students
- 4 Add Questions

The screenshot shows the Assignment Builder interface. On the left, the 'Question Bank' is visible with a list of questions and checkboxes. The 'Results' section on the right shows a list of questions with checkboxes and a 'Preview' button. A yellow callout box highlights the 'Preview' button and the 'Add Questions' button.

The 'Add questions' dialog box is shown. It contains the following text:

**Add questions**

Please select an option below:

- ☒ Students will be assigned the static version.
- ☐ Students will be assigned the same algorithmic question. \*
- ☐ Students will be assigned different variations of the question. \*

\* Non-algorithmic questions will be assigned the static version.

Cancel Add Questions



## Assignment Builder—Review and SAVE

- 1 *Points per question* default to 10pts each (type over value to individually change).
- 2 *Total Assignment Value* equals sum of individual point values.
- 3 Use **Set Points\*** to adjust default question value or set Total Assignment Value.
- 4 Use **Lock\*** feature to lock in Assignment Value.
- 5 **Shuffle** option rearranges question order for each student.
  - Recommended in testing situations.
- 6 **Save & Exit**

\* See [Grading](#) for more detail.

The screenshot shows the Assignment Builder interface. On the left, there's a 'Question Bank' and 'Result Filters' section. The main area displays a list of questions for 'Module 4 Homework'. Each question has a checkbox, a title, and a point value of 10. A 'Set points' button is visible at the top right of the question list. At the bottom, there's a 'Shuffle' checkbox, a lock icon, the total points '80.00', and a 'Save & Exit' button.

This screenshot is a zoomed-in view of the Assignment Builder interface. It shows the 'Module 4 Homework' assignment with a list of questions. Each question has a checkbox, a title, and a point value of 10. A 'Set points' button is visible at the top right of the question list. At the bottom, there's a 'Shuffle' checkbox, a lock icon, the total points '80.00', and a 'Save & Exit' button.

## Grading—Set Points

To change the default value of ALL questions to a value other than 10pts:

- 1 Select “each question”
- 2 Type in new POINT value.

### 3 Set Points

EXAMPLE: Start with 5 questions @ 10pts each = Total assignment value of 50pts.  
Then Set Points for each question to 5. Assignment Value will now show  
5 questions @ 5pts each for a Total Assignment Value of 25pts.

The screenshot shows the 'Set Points' dialog box with a blue header and a close button (X). Under the 'Set:' section, 'entire assignment' is unselected and 'each question' is selected with a blue dot and a yellow circle containing the number 1. Below this, the 'To be worth' input field contains the number '5' with a green circle containing the number 2 next to it, followed by the word 'points'. At the bottom, there is a 'Cancel' button on the left and a green 'Set Points' button on the right, with a purple circle containing the number 3 next to it.

To set the TOTAL Assignment Value at a set amount:

- 1 Select “entire assignment”
- 2 Type in desired TOTAL Assignment Value.
  - Individual question values will recalculate, evenly distributed.
  - NOTE: Any questions added *after* Total Assignment Value is set will be added at the default value of 10pts unless Total points are locked.

### 3 Set Points

EXAMPLE: Start with 5 questions @ 10pts each = Total assignment value of 50pts.  
Then Set Points for entire assignment to 100. Individual point values will recalculate to 20pts each.

The screenshot shows the 'Set Points' dialog box with a blue header and a close button (X). Under the 'Set:' section, 'entire assignment' is selected with a blue dot and a yellow circle containing the number 1, while 'each question' is unselected. Below this, the 'To be worth' input field contains the number '100' with a green circle containing the number 2 next to it, followed by the word 'points' and a lock icon. A light blue informational box below the input field contains the text: 'Questions added after clicking the green "Set Points" button below will default to 10 points. To force questions to recalculate when added, lock the total points.' At the bottom, there is a 'Cancel' button on the left and a green 'Set Points' button on the right, with a purple circle containing the number 3 next to it.

## Grading—Lock/Unlock Feature



### UNLOCKED

Total Assignment Value is **UNLOCKED** by default. As additional questions are added, they will be added at the default point value of 10 pts each and the unlocked total grade will increase by that amount.

**EXAMPLE 1:** Start with 5 questions at default of 10pts each. Unlocked assignment total = 50pts. Add 3 additional questions (default of 10pts each). Unlocked assignment total is now 80pts (50+10+10+10).

**EXAMPLE 2:** Start with 5 questions @ 10 pts each = Total assignment value of 50 pts. Then set Total Assignment Value to 100 pts; individual point values will recalculate to 20 pts each. If total remains Unlocked and 3 additional questions are added (default of 10pts each), the first five questions will be worth 20 pts each, the last three will be worth 10pts ea. Total assignment value is 130 (5x20 plus 3x10).



### LOCKED

When Total Assignment Value is **LOCKED**, question values will recalculate with any added questions.

**EXAMPLE:** Start with 5 questions @ 10 pts each = Total assignment value of 50 pts. Then set Total Assignment Value to 100 pts; individual point values will recalculate to 20 pts each. **Lock** points at 100, then add 3 more questions. Total assignment point value will stay at 100 pts, but with 8 questions, each will now be worth  $100/8$ , or 12.5 pts each.