# **Editing Assignments**

Last Modified on 04/08/2025 9:51 am EDT

The Assignment Editor allows you to adjust assignment-level settings, such as the Grades Accepted Until date and the time limit. It also allows you to adjust question-level settings, such as the number of points each question is worth and the attempt penalty for each question.

### Hide All Answers

# Entering the Assignment Editor

### To enter the Assignment Editor, do the following:

1. In the Assignment List Page, select the Student Set associated with the assignment you would like to edit.

| ← Digital Resources   | SM                        | ARTWORK                          |  |                 | ir                  | nstructor@wwno               | rton.com 🏻 🌣                     |
|---|---------------------------|----------------------------------|--|-----------------|---------------------|------------------------------|----------------------------------|
| Chemistry: An Atoms-Focused A<br>Third Edition<br>Thomas Gilbert, Rein Kirss, Stacey Lowery Bretz, and Nata |                           |                                  |  |                 |                     |                              |                                  |
| Smartwork<br>Interactive Problem Solving<br>860156 (Fall 2024)  |                           |                                  |  | Create Fu       | Illy Adaptive Assi  |                              | Student Grades<br>New Assignment |
|   |                           |                                  |  |                 |                     |                              |                                  |
| ASSIGNMENT TITLE  | ¢                         | PUBLISHED <sup>‡</sup>           | GRADES   | EXTRA<br>CREDIT | SUBMITTED<br>GRADES | AVG. TIME<br>SPENT (MM:SS) ÷ | AVG. GRADE <sup>‡</sup>          |
| ASSIGNMENT TITLE Chapter 1  | ÷<br>EDIT   COPY   DELETE | PUBLISHED <sup>÷</sup>           |  |                 | SUBMITTED<br>GRADES |                              | AVG. GRADE <sup>\$</sup>         |
|   |                           |                                  | ACCEPTED UNTIL   |                 | SUBMITTED<br>GRADES |                              | AVG. GRADE <sup>÷</sup><br>—     |
| Chapter 1   | EDIT   COPY   DELETE      |                                  | ACCEPTED UNTIL *<br>10/30/24 11:59 PM                    |                 | GRADES *            | SPENT (MM:SS) ÷              | AVG. GRADE +                     |
| Chapter 1<br>Chapter 2  | EDIT   COPY   DELETE      | <ul> <li>✓</li> <li>✓</li> </ul> | ACCEPTED UNTIL<br>10/30/24 11:59 PM<br>11/01/24 11:59 PM |                 | GRADES -            | SPENT (MM:SS) ÷              | AVG. GRADE <sup>\$</sup><br>     |

2. Click on the title of the assignment you would like to edit.

3. Once in the assignment, click the "Edit Assignment" button. This will bring up the Assignment Editor.

| Assignment (   | HEMIS   | TRY: AN ATOMS-FO                  | CUSED APPRO      | ACH, 3E              | inst           | tructor@wwnorton.co |
|--|---------|-----------------------------------|------------------|----------------------|----------------|---------------------|
| Chapter 1<br>Welcome!<br>Click on "Edit Assignment" to start customizing t   | he sett | ings and add as many c            | uestions as you  | want.                |                | <u>ы</u> %          |
| Grades al  | e accep | ted until October 30t             | n, 2024, at 11:5 | 9 PM (Eastern Time). |                |                     |
| C EDIT ASSIGNMENT  |         |                                   | L.               | 860156 (Fall 2024)   | L CLASS ACTIV  | TY REPORT           |
| Question   | \$      | Type 🎄                            | Attempts         | Points Available     | Avg.Time Spent | Avg.Grade  🌵        |
| 01 P [POOL] Elements of the periodic table<br>Total Pool Questions:3   |         | Pool   Mixed                      | 00               | 1                    |                |                     |
| 02 Dalton's Law of Multiple Proportions  | ►       | Algo   Numeric Entry              | 00               | 1                    |                | -                   |
|  | _       |                                   |                  |                      |                |                     |
| 03 Use information to collect and organize data  | ►       | Algo   Numeric Entry              | 00               | 1                    |                |                     |
| <ul><li>03 Use information to collect and organize data</li><li>04 [VPM] Identifying types of matter from part</li></ul> | ►       | Algo   Numeric Entry <u>Mixed</u> | 00               | 1<br>3               |                |                     |

# **Edit Assignment Settings**

| Settings   |  |                                       |                           |                       | <b>LA</b> 860 | 156 (Fall 2024) |
|--|--|---------------------------------------|---------------------------|-----------------------|---------------|-----------------|
| <ul> <li>Assignment Name:</li> <li>Chapter 1</li> <li>Grades Accepted Until (GAU):</li> <li>10/30/2024          <ul> <li>11:59 PM </li> <li>Late work accepted days after the G</li> </ul> </li> </ul>   | (GMT-04:00) Eastern Time<br>AU, at% penalty per day. |                                       | ption:<br>Mode: III OFF   | Exam settings         |               |                 |
|  |  | ONAL SETTINGS                         | •                         |                       |               |                 |
| <b>Maptive III OFF</b> These are the setting   | is for the adaptive portion of this                  | assignment. <table-cell></table-cell> |                           |                       |               |                 |
|  | DNS  |                                       | <ul> <li>Estir</li> </ul> | mated total time: 8 I | min Total     | points: 28 pts  |
| Questions  | Question Type Avg                                    | Time Points                           | Attempts                  | Grade Penalties       | Hints         |                 |
| Adjust all question settings:  |  |                                       | ~                         | ~                     | ~             |                 |
| Image: Image | Pool   Mixed 00                                      | :45 1                                 | ∞ ∨                       | 0% 🗸                  | III OFF       | × ×             |
| ► PREVIEW  |  |                                       |                           | Not published         | O PUBLISH     | H SAVE          |

Once you enter the Assignment Editor, you can alter the following assignment settings:

- Assignment Name- an editable text field that allows you to change the name of the assignment.
  - **Description** an editable text field that allows you to add a brief description of the assignment that displays to students.
  - **Grades Accepted Until (GAU)** this allows you to select when you want the assignment to close. Students cannot submit the assignment for a grade after the GAU date has passed.

#### Setting Grades Accepted Until (GAU) date

If an assignment does not have a Grades Accepted Until (GAU) date set, the "Grades Accepted Until" column will have a status of "not assigned." To set the Grades Accepted Until date, do the following:

1. Click Edit next to the assignment.

| ← Digital Resources   | SM                        | ARTWORK                |  |                              | ir  | nstructor@wwno                                 | orton.com 🛛 🗱  |
|---|---------------------------|------------------------|--|------------------------------|---|--|----------------|
| Chemistry: An Atoms-Focused<br>Third Edition<br>Thomas Gilbert, Rein Kirss, Stacey Lowery Bretz, and Nati |                           |                        |  |                              |   |  |                |
| Smartwork   |                           |                        |  |                              |   |  |                |
| 860156 (Fall 2024) V  |                           |                        |  | Create Fi                    | Illy Adaptive Assi                        |  | Student Grades |
|   | ¢                         | PUBLISHED <sup>‡</sup> | GRADES<br>ACCEPTED UNTIL \$                                | Create Fu                    | ully Adaptive Assi<br>SUBMITTED<br>GRADES | ignment Create                                 |                |
| Export This Data  | ¢<br>EDIT   COPY   DELETE | PUBLISHED ÷            | GRADES<br>ACCEPTED UNTIL \$<br>10/30/24 11:59 PM           | EXTRA                        | SUBMITTED                                 | gnment Create                                  | New Assignment |
| Export This Data ASSIGNMENT TITLE   |                           |                        | ACCEPTED UNTIL   | EXTRA<br>CREDIT              | SUBMITTED<br>GRADES                       | agnment Create<br>AVG. TIME<br>SPENT (MM:SS) ‡ | New Assignment |
| Export This Data ASSIGNMENT TITLE Chapter 1   | EDIT   COPY   DELETE      |                        | ACCEPTED UNTIL *<br>10/30/24 11:59 PM                      | EXTRA<br>CREDIT <sup>‡</sup> | SUBMITTED<br>GRADES                       | agnment Create<br>AVG. TIME<br>SPENT (MM:SS) ‡ | New Assignment |
| Export This Data ASSIGNMENT TITLE Chapter 1 Chapter 2   | EDIT   COPY   DELETE      |                        | ACCEPTED UNTIL *<br>10/30/24 11:59 PM<br>11/01/24 11:59 PM | EXTRA<br>CREDIT <sup>‡</sup> | SUBMITTED<br>GRADES                       | agnment Create<br>AVG. TIME<br>SPENT (MM:SS) ‡ | New Assignment |

2. In Edit Assignment, click the Grades Accepted Until date field (dd/mm/yyyy). Select the date your assignment will be due.

## **& Settings**

► PREVIEW

#### 🎎 860156 (Fall 2024)

🛤 SAVE

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| Assignment Name:  |                                |                | ≡ Descrip                        | ption:       |                   |           |              |          |
|---|--------------------------------|----------------|----------------------------------|--------------|-------------------|-----------|--------------|----------|
| Math Review   |                                |                |                                  |              |                   |           |              |          |
| Grades Accepted Until (GAU):          mm/dd/yyyy       11:59 PM         Late work accepted       days after the | (entre nee) Lastern            | Time 🗸         | ≣ Exam N                         | Mode: III of | F Exam settings   | 0         |              |          |
|   | SHOW A                         | DDITIONA       | L SETTINGS                       | •            |                   |           |              |          |
| <b>Adaptive GFF</b> These are the setting   | ngs for the adaptive portion o | of this assign | nment. <table-cell></table-cell> |              |                   |           |              |          |
|   | IONS                           |                |                                  | Estim        | nated total time: | 58 min    | Total points | : 28 pts |
| Questions   | Question Type                  | Avg.Time       | Points                           | Attempts     | Grade Penalties   | s Hints   | ;            |          |
| Adjust all question settings:   |                                |                |                                  | ~            |                   | ~         | ~            |          |
| <b>01</b> Converting to fixed decimal   | Algo   Numeric Entry           | 02:47          | 2                                | ∞ ✔          | 0%                | ✓     OFI | -            | ×        |

|        | Grad    | es Ac   | cept   | ed Ur  | ntil (G | GAU): |    |  |
|--------|---------|---------|--------|--------|---------|-------|----|--|
|        | mm,     | /dd/yyy | ny É   | 1      | 1:59    | PM    |    | <ul> <li>(GMT-04:00) Eastern Time</li> </ul> |
|        | «       | <       | 00     | :t 20  | 24      |       | >  | e GAU, at % penalty per day.                 |
|        | Su      | Мо      | Tu     | We     | Th      | Fr    | Sa | SHOW ADDITIONA                               |
|        | 29      | 30      | 1      | 2      | 3       | 4     | 5  |  |
| Ċ)     | 6       | 7       | 8      | 9      | 10      | 11    | 12 | ings for the adaptive portion of this assign |
|        | 13      | 14      | 15     | 16     | 17      | 18    | 19 |  |
|        | 20      | 21      | 22     | 23     | 24      | 25    | 26 | TIONS  |
|        | 27      | 28      | 29     | 30     | 31      | 1     | 2  |  |
| Quest  | 3       | 4       | 5      | 6      | 7       | 8     | 9  | Question Type Avg.Time                       |
| Adjust | t all q | uestio  | n sett | tings: |         |       |    |  |

3. Click Save to save the Grades Accepted Until settings. The Grades Accepted Until date should be reflected on the activity page for the assignment under the Grades Accepted Until column.

**Note:** If you would like to change the date for your assignment, you will need to follow the same steps above to update the Grades Accepted Until date. The Grades Accepted Until date cannot be updated through the date on the assignment list page.

| Settings   |                      |                 |        |                         |                              | <b>1</b> 860 | 0156 (Fall  | 2024) |
|--|----------------------|-----------------|--------|-------------------------|------------------------------|--------------|-------------|-------|
| <ul> <li>Assignment Name:<br/>Math Review</li> <li>Grades Accepted Until (GAU):<br/>10/29/2024  11:59 PM </li> </ul> | (GMT-04:00) Eastern  |                 |        | ption:<br>Mode: III OFF | Exam settings                |              |             |       |
| Late work accepted days after the C  | GAU, at % penalty pe | r day.          |        |                         |                              |              |             |       |
|  |                      | DDITIONAL       |        | •                       |                              |              |             |       |
| Adaptive III OFF These are the setting     Questions O ADD QUESTI  |                      | of this assignm | eent.  | Estim                   | ated total time: <b>58 i</b> | min Tota     | l points: 2 | 8 pts |
| Questions  | Question Type        | Avg.Time        | Points | Attempts                | Grade Penalties              | Hints        |             |       |
| Adjust all question settings:  |                      |                 |        | ~                       | ~                            | ~            |             |       |
| <b>101</b> Converting to fixed decimal   | Algo   Numeric Entry | 02:47           | 2      | ∞ ✓                     | 0% 🗸                         | III OFF      |             | ×     |
| ► PREVIEW  |                      |                 |        |                         | Not published                | O PUBLISH    | s 🛤         | AVE   |

Important Note: Once you set a GAU for one assignment, the system will only calculate assignments with GAUs when averaging students final grades for the course. This means that once you set a GAU for one assignment, all assignments *without* GAUs will *not* be calculated into students' course averages.

• Late work accepted – this allows you to select how a student's grade would be affected by submitting the assignment after a deadline. The "Late work accepted" checkbox will only be enabled once you have set a GAU. To accept late work for the assignment, do the following:

- 1. Check the "Late work accepted" box.
- 2. Enter the number of days after the GAU for which work will be accepted.
- 3. Enter the penalty percentage per day to apply to work submitted during the allowed late period.

| Grades Accepted   | Until (GAU):         |                               |
|-------------------|----------------------|-------------------------------|
| 10/29/2024 📋      | 11:59 PM ~           | (GMT-04:00) Eastern Time  ×   |
| Late work accepte | d 2 days after the 0 | GAU, at 10 % penalty per day. |

- Clear Late Penalty- this allows you to clear all late penalties for your entire class. The Clear Late Penalty button will be available only if the Late penalty checkbox was checked and after the GAU and the late work period have passed.
- 1. Click on the CLEAR LATE PENALTY button.

| t              |     | Grades Accepte     | d Until (GAU):  |      |                                 |   |
|----------------|-----|--------------------|-----------------|------|---------------------------------|---|
|                |     | 10/05/2016 🛱       | 12:30 PM        | ۲    | (GMT-04:00) Eastern Time        |   |
|                |     | Late work was acce | clear late per  | _    | AU at <b>5% penalty per day</b> |   |
| 2. In the conf | irn | nation window, o   | lick "Clear La  | te P | enalty."                        |   |
|                | ♪   | Are you sure yo    | u want to clear | late | penalties?                      | × |

This will clear all late penalties for your entire class.

• Exam Settings – this allows you to assign exams to students. To learn more about Exam Mode click here.



| <b>¢</b> ! | Settings |
|------------|----------|
|------------|----------|

| • | Assignment Name:   | ≣     | Description:                     |
|---|--|-------|----------------------------------|
|   | Ch. 1: Check Your Understanding                              |       |                                  |
|   | Grades Accepted Until (GAU):                                 | ₽     | Exam Mode: III OFF Exam settings |
|   | mm/dd/yyyy 📋 11:59 PM 🛛 🗙 (GMT-04:00) Eastern Time 🗙         |       |                                  |
|   | Late work accepted days after the GAU, at % penalty per day. |       |                                  |
| ġ | Time Limit: III OFF  | ¢     | Ungraded Practice:               |
|   | minutes  |       | Never ~                          |
| 0 | Show Solution:   | ((1)) | Show Feedback:                   |
|   | Any time (students may 'give up' and view the solution)      |       | After every attempt ~            |
| e | Show Ebook Link: ON  | .k.   | Show Periodic Table: III OFF     |
| × | Randomize Questions  | ÷     | Show Student Score In:           |
|   |  |       | Percentages ~                    |
| 0 | Show Question Title Text: Learn More <b>Q</b>                |       |                                  |
|   |  |       |                                  |

Expanding the Assignment Editor displays the following settings, which you can also edit:

- **Time Limit** this allows you to limit the time students have to complete an assignment. Students will see this time limit in the form of a countdown clock when they enter the assignment. To set the time limit, do the following:
  - 1. Next to "Time Limit," toggle the switch to "On."
  - 2. Type the time limit in minutes.

| 0 | Time Limit: | DN      |
|---|-------------|---------|
|   | 45          | minutes |

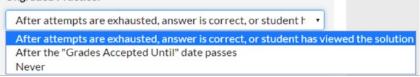
- Show Solution- this allows you to set when you want students to see the Solution for each question. Currently, you have three possible selections for when students can see the Solutions, which you can select via a dropdown menu.
  - Any Time- This means that students can give up on a question and view the Solution at any time.
  - **Only after a correct answer, or all attempts are exhausted** this means students will only see Solutions if they get the answer correct, or if they used up all their attempts.
  - **Only after the "Grades Accepted Until" date passes** this means students will only see Solutions after the Grades Accepted Until date.

#### **○** Show Solution:

| ✓ Any time (students may 'give up' and view the solution)  | ÷ |
|--|---|
| Only after a correct answer, or all attempts are exhausted |   |
| Only after the "Grades Accepted Until" date has passed     |   |

- **Ungraded Practice** this allows you to reopen the assignment for practice once students have submitted their assignments. You can select the following options from the dropdown menu:
  - Never- Students can never take the assignment for ungraded practice.
  - After attempts are exhausted Students can do ungraded practice any time after they submit the assignment for a grade.
  - After the "Grades Accepted Until" date passes Ungraded practice will only open after the GAU date.

#### O Ungraded Practice:



- Show Feedback this allows you to set when you want students to see feedback for each answer attempt. Currently, there are three possible settings for showing answer feedback, which you can select from a drop down menu.
  - After every attempt- Students will see feedback after every incorrect and correct answer attempt.
  - After attempts are exhausted- Students will see feedback under the following conditions:
    - They will see feedback on their last question attempt (so if they are allotted two attempts, they will see feedback after their second attempt only).
    - If a student gets the answer correct.
    - If a student viewed the Solution.
  - **Only after the "Grades Accepted Until" date passes** students will only see feedback on the attempts they made after the Grades Accepted Until date passes.

| )) | Show Feedback:   |
|----|--|
|    | After every attempt  |
|    | After every attempt  |
|    | After attempts are exhausted, answer is correct, or student has viewed the solution<br>After the "Grades Accepted Until" date passes |

• Show Ebook Link- this allows you to allow the ebook link to display in the question. By default, this setting is toggled to "On."



• Show Periodic Table – this allows you to let students view the Periodic Table in an assignment. This setting is toggled to "On" by default for the science taxonomy.

M Show Periodic Table: ON

• Show Question Title Text – this allows you to select whether students can see the title of questions within their assignment.

| 0 | Show Question Title Text:                  | Learn More |    |
|---|--|------------|----|
|   | Show the question title text to students   | ^          |    |
|   | ✓ Show the question title text to students |            |    |
|   | Hide the question title text from students | ŕ          | N. |

• Show the question title text to students - this will allow students to see the question titles of each

question in their assignment. By default, the setting is set to "Show question title text to students."

• **Hide the question title text from students** – selecting this will hide the question titles of each question from students when they access their assignment.

| Chapter 1<br>Velcome to Smartwork! This assignment is design | ned with rich fe | edback to guide you as | s you learn.      |         | score %         |
|--|------------------|------------------------|-------------------|---------|-----------------|
| Grades are a   | accepted until ( | October 31st, 2024, at | 11:59 PM (Easterr | Time).  |                 |
| 0 OF 10 QUESTIONS COMPLETED                                  |                  |                        |                   | ► B     | EGIN ASSIGNMENT |
| Question   | \$               | Туре                   | Points \$         | Attempt | Status          |
| 01 Question 01   |                  | Numeric Entry          | -/1               | - / ∞   | Not Started     |
| 02 Question 02   |                  | Numeric Entry          | -/1               | - / ∞   | Not Started     |
| 03 Question 03   |                  | Mixed                  | -/3               | - / ∞   | Not Started     |
| 04 Question 04   |                  | Sorting                | -/1               | - / ∞   | Not Started     |
| 05 Question 05   |                  | Sorting                | -/1               | - / ∞   | Not Started     |
| 06 Question 06   |                  | Mixed                  | -/3               | - / ∞   | Not Started     |
|  |                  |                        |                   |         |                 |

## **Review Mode**

Once your Student Set end date has passed, you will not be able to make any further edits, and the course will enter Review Mode. You will still be able to preview assignments, and to review student grades through the Class Activity Report.

|  | assignment in Review mode<br>e see the <mark>Instructor Help Notes</mark> for options |
|--|---|
| ✤ Settings   | 🌺 215883 (Spring 2020)  |
| Assignment Name:     Ch. 1, Five Foundations of Economics: Concept Check   | ■ Description:  |
| <ul> <li>Grades Accepted Until (GAU):</li> <li>03/06/2020 11:59 PM (GMT-05:00) Eastern Time (GMT-05:00)</li> </ul> | Exam Mode: III OFF Exam settings  |

If you want to reopen the course to students or edit assignments after the end date of your Student Set, you can extend the end date through the Manage Student Sets menu. This will remove the course from Review Mode. At that point, the assignments should become editable again for you and accessible by your students.

## **Editing Question Settings**

| Questions                            |                 | <b>1</b> Es | timated tot | al time: <b>21 min</b> | Total points: <b>11 pts</b> |        |            |     |
|--------------------------------------|-----------------|-------------|-------------|------------------------|-----------------------------|--------|------------|-----|
| Questions                            | Question Type   | Avg.Time    | Points      | Attempts               | Grade Penalties             | Hints  |            |     |
| Adjust all question settings:        |                 |             | 1           | 1 ~                    | 0% ~                        | ON v   | 7 APPLY TO | ALL |
| <b>1</b> Identify minerals via crys  | Labeling        | 03:13       | 1           | 3 ~                    | 0% ~                        | ON     |            | ×   |
| <b>02</b> Label the phase diagram    | Labeling        | 03:33       | 1           | 3 ~                    | 0% ~                        | ON     | , de la    | ×   |
| <b>03</b> Explain why glass is not c | Multiple Choice | 01:10       | 1           | 3 ~                    | 0% ~                        | ON     |            | ×   |
| <b>04</b> Identify crystals visually | Labeling        | 02:07       | 1           | 3 ~                    | 0% ~                        | ON     |            | ×   |
| <b>05</b> Name and distinguish be    | Labeling        | 00:56       | 1           | 3 ~                    | 0% ~                        | ON III |            | ×   |

In the Assignment Setting Editor you can also edit individual question's settings. Each question in the assignment is displayed in the Question Settings Table, located underneath the Assignment Settings section.

In the table, determine which question's settings you would like to change, then go to the appropriate column to make the change.

You can change the following settings in this table:

• **Points**- You can change the points for each question by going to the points column and typing in the number of points you want the question to be worth. You can use this to weight questions against each other within the assignment.

|                                      | QUESTIONS     |          | Est    | timated tot | al time: <b>21 min</b> | Total po | ints: <b>11 pts</b> |
|--------------------------------------|---------------|----------|--------|-------------|------------------------|----------|---------------------|
| Questions                            | Question Type | Avg.Time | Points | Attempts    | Grade Penalties        | Hints    |                     |
| Adjust all question settings:        |               |          | 1      | 1 ~         | 0% ~                   | ON 🗸     | * APPLY TO ALL      |
| <b>01</b> Identify minerals via crys | Labeling      | 03:13    | 1      | 3 ~         | 0% ~                   | ON       | / ×                 |

• **Graded Attempts**- You can change the number of attempts by going to the Attempts column and selecting the number of attempts from the dropdown. You can select 1-10 or unlimited attempts.

| Questions                            | Question Type   | Avg.Time | Points | Attempts  | Grade Penalties | Hints |           |       |
|--------------------------------------|-----------------|----------|--------|-----------|-----------------|-------|-----------|-------|
| Adjust all question settings:        |                 |          | 1      | 1 ^       | 0% ~            | ON v  | % APPLY T | O ALL |
| <b>01</b> Identify minerals via crys | Labeling        | 03:13    | 1      | 4         | 0% ~            | ON    |           | ×     |
| <b>02</b> Label the phase diagram    | Labeling        | 03:33    | 1      | 6         | 0% ~            | ON    |           | ×     |
| <b>03</b> Explain why glass is not c | Multiple Choice | 01:10    | 1      | 7         | 0% ~            | ON    |           | ×     |
| <b>04</b> Identify crystals visually | Labeling        | 02:07    | 1      | 9         | 0% ~            | ON    |           | ×     |
| <b>05</b> Name and distinguish be    | Labeling        | 00:56    | 1      | 10        | 0% ~            | ON    |           | ×     |
|                                      |                 |          |        | <b>••</b> |                 |       |           |       |

• **Grade Penalty**– You can change the grade penalty by going to the Grade Penalties column and selecting the percentage of points you would like students to get off for making incorrect attempts. You can select between 0% and 99%.

If the question contains a multiple choice or dropdown module, you have the option to select "Guessing Penalty." When Guessing Penalty is selected, the system calculates the grade penalty as 1/(n-1), where *n* is the number of answer choices.

| Questions                            | Question Type   | Avg.Time | Points | Attempts | Grade Penalties | Hints |         |        |
|--------------------------------------|-----------------|----------|--------|----------|-----------------|-------|---------|--------|
| Adjust all question settings:        |                 |          | 1      | 1 ~      | 0% ^            | ON V  | % APPLY | TO ALL |
| <b>01</b> Identify minerals via crys | Labeling        | 03:13    | 1      | 3 ~      |                 | ON    | America | ×      |
| <b>II 02</b> Label the phase diagram | Labeling        | 03:33    | 1      | 3 ~      | 0%              | ON    | . and i | ×      |
| <b>03</b> Explain why glass is not c | Multiple Choice | 01:10    | 1      | 3 ~      | 2%              | ON    | . and i | ×      |
| <b>04</b> Identify crystals visually | Labeling        | 02:07    | 1      | 3 ~      | 3%<br>4%        | ON    | . and i | ×      |
| <b>05</b> Name and distinguish be    | Labeling        | 00:56    | 1      | 3 ~      | 5%              | ON    |         | ×      |
|                                      |                 |          |        |          | 6%              |       |         |        |

• Hints – You can show hints on a particular question by going to the Hint column and toggling the switch on or off. By default, the toggle is set to "On."

| Questions                            | Question Type | Avg.Time | Points | Attempts | Grade Penalties | Hints  |                |
|--------------------------------------|---------------|----------|--------|----------|-----------------|--------|----------------|
| Adjust all question settings:        |               |          | 1      | 1 ~      | 0% ~            | ON 🗸   | * APPLY TO ALL |
| <b>01</b> Identify minerals via crys | Labeling      | 03:13    | 1      | 3 ~      | 0% ~            | ON III | ×              |

In addition to editing the settings for individual questions, you can change the settings for all questions in the assignment by going to the "Adjust all question settings" row at the top of the table, and making the desired adjustments. Once you make your changes, click the "Apply to All" button to apply these settings to all questions in the assignment.

| Questions                            | Question Type   | Avg.Time | Points | Attempts | Grade Penalties | Hints  |         |        |
|--------------------------------------|-----------------|----------|--------|----------|-----------------|--------|---------|--------|
| Adjust all question settings:        |                 |          | 1      | 1 ~      | 0% ~            | ON 🗸   | * APPLY | TO ALL |
| <b>01</b> Identify minerals via crys | Labeling        | 03:13    | 1      | 3 ~      | 0% ~            | ON III | . Mar   | ×      |
| <b>02</b> Label the phase diagram    | Labeling        | 03:33    | 1      | 3 ~      | 0% ~            | ON III |         | ×      |
| <b>03</b> Explain why glass is not c | Multiple Choice | 01:10    | 1      | 3 ~      | 0% ~            | 0N     | . and i | ×      |

# Previewing, Deleting, Editing, and Reordering Questions

To preview a question in your assignment, click on the "play" button next to the question.

| Questions                              | Question Type      | Avg.Time | Points | Attempts | Grade Penalties | Hints |              |   |
|--|--------------------|----------|--------|----------|-----------------|-------|--------------|---|
| Adjust all question settings:          | o Preview Question |          |        | ~        | ~               | ~     |              |   |
| <b>01</b> Identify minerals via crysta | Labeling           | 03:13    | 1      | 3 ~      | 0% ~            | ON    | A STAR       | × |
| <b>02</b> Label the phase diagram fo   | Labeling           | 03:33    | 1      | 3 ~      | 0% ~            | ON    | . sent       | × |
| <b>03</b> Explain why glass is not co  | Multiple Choice    | 01:10    | 1      | 3 ~      | 0% ~            | ON    | a martine to | × |
| <b>04</b> Identify crystals visually   | Labeling           | 02:08    | 1      | 3 ~      | 0% ~            | ON    |              | × |
| <b>05</b> Name and distinguish betw.   | Labeling           | 00:56    | 1      | 3 ~      | 0% ~            | ON    | . Mart       | × |
| <b>06</b> Plot minerals on the Mohs    | Labeling           | 00:51    | 1      | 3 ~      | 0% ~            | ON    | a series in  | × |
| <b>07</b> Identify cleavage in minera  | Multiple Select    | 03:44    | 1      | 3 ~      | 0% ~            | ON    | . and t      | × |
| <b>08</b> What a Geologist Sees: Ide   | Multiple Choice    | 01:30    | 1      | 3 ~      | 0% ~            | ON    | all i        | × |
| II 09 What a Coologist Soog Ida        | Laboling           | 00.24    | 4      | 2        | 00/             | -011  |              |   |

### To delete a question from your assignment, click on the X to the right of the question.

| Questions                               | Question Type   | Avg.Time | Points | Attempts | Grade Penalties | Hints |   |   |
|---|-----------------|----------|--------|----------|-----------------|-------|---|---|
| Adjust all question settings:           |                 |          |        | ~        | ~               | ~     |   |   |
| <b>01</b> Identify minerals via crysta. | Labeling        | 03:13    | 1      | 3 ~      | 0% ~            | ON    | . Mart  | × |
| <b>02</b> Label the phase diagram fo    | Labeling        | 03:33    | 1      | 3 ~      | 0% ~            | ON    | . In the second s | × |
| <b>03</b> Explain why glass is not co   | Multiple Choice | 01:10    | 1      | 3 ~      | 0% ~            | ON    | . Mart  | × |
| <b>04</b> Identify crystals visually    | Labeling        | 02:08    | 1      | 3 ~      | 0% ~            | ON    | Aller   | × |
| <b>05</b> Name and distinguish betw     | Labeling        | 00:56    | 1      | 3 ~      | 0% ~            | ON    |   | × |

To edit a question from your assignment, click on the pencil to the right of the question. For in-depth instructions on how to edit a question, please see the Editing Questions help notes.

| Questions                                      | Points | Graded Atte | empts | Grade Pena | lties | Hints   |       |          |
|--|--------|-------------|-------|------------|-------|---------|-------|----------|
| Adjust all question settings:                  | 2      | 3           | ~     | 15%        | ~     | III OFF | % арр | Y TO ALL |
| 01 Slowing the Cooling of Earth                | 2      | 3           | ~     | 15%        | ~     | ON III  | 1     | ×        |
| 02 Identifying the Causes of Melting           | 2      | 3           | ~     | 15%        | ~     | ON      | 1     | ×        |
| 03 Why Magma Rises to the Surface of the Earth | 2      | 3           | ~     | 15%        | ~     | ON      | 1     | ×        |
| 04 Cooling Time of Magma                       | 2      | 3           | ~     | 15%        | ~     | ON III  | 1     | ×        |
| 05 Increasing the Viscosity of a Melt          | ▶ 2    | 3           | ~     | 15%        | ~     | ON III  | 1     | ×        |

To reorder questions in an assignment, click on the three dots to the left of the question's title. Then drag the question to its desired location in the assignment.

| Questions                              | Question Type   | Avg.Time | Points | Attempts | Grade Penalties | Hints  |        |   |
|--|-----------------|----------|--------|----------|-----------------|--------|--------|---|
| Adjust all question settings:          |                 |          |        | ~        | ~               | ~      |        |   |
| <b>01</b> Identify minerals via crysta | Labeling        | 03:13    | 1      | 3 ~      | 0% ~            | ON     | A MARY | × |
| <b>02</b> Label the phase diagram fo   | Labeling        | 03:33    | 1      | 3 ~      | 0% ~            | ON     |        | × |
| <b>03</b> Explain why glass is not co  | Multiple Choice | 01:10    | 1      | 3 ~      | 0% ~            | ON     |        | × |
| <b>04</b> Identify crystals visually   | Labeling        | 02:08    | 1      | 3 ~      | 0% ~            | ON III |        | × |
| <b>05</b> Name and distinguish betw.   | Labeling        | 00:56    | 1      | 3 ~      | 0% ~            | ON     |        | × |

# Saving Assignment Settings

Once you edit an assignment, you can save the settings so that they apply to a certain Student Set, or you can save the settings so that they apply to every instance of this assignment in all Student Sets.

## Saving Settings for One Student Set

To save the assignment settings so they apply to only one Student Set, do the following:

- 1. Confirm that the desired student set appears in the top right corner of the Assignment Editor.
- 2. Save your changes by going to the bottom right-hand corner of the Assignment Editor and clicking "Save."

| Settings   |                 |            |               |                        |                               | <b>1</b>  | 1882 (Fall        | 2020 |
|--|-----------------|------------|---------------|------------------------|-------------------------------|-----------|-------------------|------|
| Assignment Name:<br>Chapter 1  |                 | I          | ≞ Descri      | ption:                 |                               |           |                   |      |
| <ul> <li>Grades Accepted Until (GAU):</li> <li>mm/dd/yyyy          11:59 PM </li> <li>Late work accepted days after the</li> </ul> | Ĩime ❤<br>day.  | Ē Exam≬    | Mode: III OFF | Exam settings <b>9</b> |                               |           |                   |      |
|  | SHOW            | ADDITIONAL | SETTINGS      | •                      |                               |           |                   |      |
|  | STIONS          |            |               | Estimat                | ted total time: <b>35 m</b> i | in Total  | points: <b>24</b> | pts  |
| Questions  | Question Type   | Avg.Time   | Points        | Attempts               | Grade Penalties               | Hints     |                   |      |
| Adjust all question settings:  |                 |            |               | ~                      | ~                             | ~         |                   |      |
| <b>01</b> Define the heliocentric model.   | Multiple Choice | 02:12      | 1             | ∞ ∨                    | 0% ~                          | ON        | /                 | ×    |
| ► PREVIEW  |                 |            |               |                        | Not published                 | O PUBLISH | H 🛤 s             | AVE  |

## **Saving Settings for All Student Sets**

# To save the assignment settings so that they apply to all Student Sets that contain the assignment, do the following:

1. Click the "Apply to all Student Sets" checkbox, located under the Student Set dropdown. Click "Save To All" to save your changes.

| Settings  |                   |           |          |                  |                              | 82 (Fall 2020)<br>all Student Sets |             |
|---|-------------------|-----------|----------|------------------|------------------------------|------------------------------------|-------------|
| <ul> <li>Assignment Name:</li> <li>Chapter 1</li> <li>Grades Accepted Until (GAU):</li> <li>mm/dd/yyyy (a) 11:59 PM v (GMT-04:00) Eastern Time v</li> <li>Late work accepted days after the GAU, at % penalty per day.</li> </ul> |                   |           |          |                  |                              |                                    |             |
|   | SHOW A            | DDITIONAL | SETTINGS | •                |                              |                                    |             |
| Questions O ADD QUES  | TIONS             |           |          | <b>1</b> Estimat | ed total time: <b>35 min</b> | Total poi                          | nts: 24 pts |
| Questions   | Question Type     | Avg.Time  | Points   | Attempts         | Grade Penalties              | Hints                              |             |
| Adjust all question settings:   |                   |           |          | ~                | ~                            | ~                                  |             |
| <b>01</b> Define the heliocentric model.  | Multiple Choice   | 02:12     | 1        | ~ ~              | 0% ~                         | ON                                 | / ×         |
| ► PREVIEW   |                   |           |          |                  | Not published                | O PUBLISH                          | M SAVE      |
| 2. A window will pop up. Click "S   | ave to All Studer | nt Sets." |          |                  |                              |                                    |             |

Save to All Student Sets
Are you sure you want to save this assignment to all of your student sets?
All questions and settings in this assignment will be carried over to your other student sets except for the publication status.
To make this assignment available to students in other student sets, you'll need to publish this assignment in those student sets. You may also want to change the assignment's Grades Accepted Until date in those student sets.
CANCEL **CANCEL** 

## **Previewing the Assignment**

You can launch a preview of the full assignment to see how students will view it. To preview the assignment, do the following:

- 1. Click the "Preview" button below the list of questions.
- 2. The assignment preview will be launched in a new tab. This assignment page is what your students will see. (The only difference is the "Preview" banner at the top of the page.)

| Settings  |                                    |                        |                   |                       |          |                |           | <b>1</b> 860156       | ) (Fall 2      |
|---|------------------------------------|------------------------|-------------------|-----------------------|----------|----------------|-----------|-----------------------|----------------|
| Assignment Name:  |                                    | =                      | - Descri          | ntion:                |          |                |           |                       |                |
| Chapter 1   |                                    |                        | Deseri            | ption                 |          |                |           |                       |                |
|   |                                    |                        |                   |                       |          |                |           |                       |                |
| Grades Accepted Until (GAU):  |                                    | Ē                      | Exam              | Mode:                 | OFF E    | xam settings   | 0         |                       |                |
| 10/30/2024 🗎 11:59 PM 🗸 (G  | MT-04:00) Eastern                  | Time 🖌                 |                   |                       |          |                | -         |                       |                |
| Late work accepted days after the GAU   | , at % penalty pe                  | r day.                 |                   |                       |          |                |           |                       |                |
|   | SHOW A                             | DDITIONAL              | SETTINGS          | ×                     |          |                |           |                       |                |
| <b>Adaptive III OFF</b> These are the settings for                                      | r the adaptive portion of          | of this assignm        | ent D             |                       |          |                |           |                       |                |
| Manpere more meseure are settings to  | in the dauptive portion of         | n uns ussignin         |                   |                       |          |                |           |                       |                |
|   | S                                  |                        |                   | <b>1</b> E            | stimate  | ed total time  | e: 8 min  | Total poi             | nts: <b>28</b> |
| -   | -                                  |                        |                   |                       |          |                |           |                       |                |
| Questions   | Question Type                      | Avg.Time               | Points            | Attempt               | s Gi     | ade Penaltie   | es Hir    | nts                   |                |
| Adjust all question settings:   |                                    |                        |                   | ~                     | ·        |                | ~         | ~                     |                |
| ■ 01 ■ [POOL] Elements of the p<br>Total Pool Questions:3                               | Pool   Mixed                       | 00:45                  | 1                 | 00                    | /        | 0%             | ~ Ⅲ 0     | DFF /                 |                |
| PREVIEW   |                                    |                        |                   |                       |          | ot publishe    | d 🙃 PL    | JBLISH                | 🛤 sa           |
|   |                                    |                        |                   |                       | ,,       | ot publishe    |           |                       |                |
| nartwork 5  | CHEMISTRY: AN AT                   | OMS-FOCU               | SED APPR          | ROACH, 3E             |          |                |           |                       | L In.          |
|   |                                    |                        |                   |                       |          |                |           | _                     |                |
| Chapter 1   |                                    |                        |                   |                       |          |                |           | SCORE                 | %              |
| Welcome to Smartwork! This assignment is des  | igned with rich feedb              | back to guide          | you as you        | u learn.              |          |                |           | Due Date: 10          | /30/24         |
|   |                                    |                        |                   |                       |          |                |           | Due Date. 10          | 50/24          |
|   |                                    |                        |                   |                       |          |                |           |                       |                |
| Grades a  | are accepted until <mark>Oc</mark> | tober 30th, 2          | 2024, at 11       | L:59 PM (Ea           | stern Ti | me).           |           |                       |                |
| Grades a  | are accepted until <mark>Oc</mark> | tober 30th, 2          | 2024, at 11       | L:59 PM (Ea           | stern Ti | me).           |           |                       |                |
| Grades a     O OF 18 QUESTIONS COMPLETED  | are accepted until Oc              | tober 30th, 2          | 2024, at 11       | L:59 PM (Ea:          | stern Ti |                | ► BEGIN A | ASSIGNMEN             | т              |
|   | are accepted until Oc              | tober 30th, 2<br>Type  | 2024, at 11<br>\$ | 1:59 PM (Ea<br>Points | stern Ti |                | ► BEGIN A | ASSIGNMEN<br>Status   | T              |
| 0 OF 18 QUESTIONS COMPLETED   | \$                                 |                        |                   |                       | \$       |                |           |                       | ¢              |
| 0 OF 18 QUESTIONS COMPLETED   | ¢<br>listingu                      | Туре                   | \$                | Points                | stern Ti | Attempt        |           | Status                | ¢              |
| 0 OF 18 QUESTIONS COMPLETED Question 01 Chemists use distinctively colored spheres to a | ¢<br>listingu 🕨<br>g of oxy        | <b>Type</b><br>Sorting | \$<br>Y           | Points                | \$       | Attempt<br>-/∞ |           | Status<br>Not Started | ¢              |

# Locked Assignment Settings After a Student Starts an Assignment

Once a student starts work on an assignment, the following settings *cannot* be changed for an assignment:

- Points
- Add Questions
- Attempt Limits
- Grade Penalties
- Time limit
- Randomize
- Hints

Once a student starts work on an **Adaptive** assignment, the following settings *cannot* be changed for an assignment:

- Points (Points value of the entire adaptive portion)
- Add Questions
- Points
- Attempt Limits

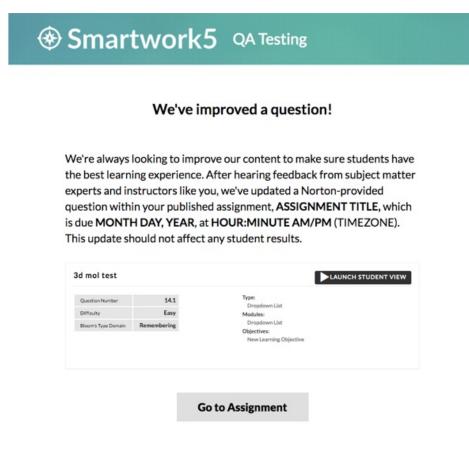
## E-mail Notifications from Norton about Live Edits of Questions

## Live-Edited Question Messages

If a question used in published assignments that are available to students is edited, you will see a message from Norton that the question has been updated. You may or may not get a more detailed explanation of what has changed. If it was a small edit such as correcting a typo, it's more likely you will simply get a short, automated message.

You do not need to take any action for Live updates, as they should not significantly affect any assignments or grading.

### Example of a Live Edit E-mail:



## **Flawed Question Notification E-mail**

If you receive a flawed question notification, this means the flawed question was present in a published assignment. We recommend that you remove the question from active assignment(s) and re-grade accordingly. You can use the Credit All function to give students credit for flawed, deleted questions (see Knowledge Owl section about **Crediting** All).

### Example of a Flawed Question E-mail:

# Smartwork5

# Chemistry

## There's a flaw in one of our questions.

It seems there is a flaw in one of the Norton-provided questions within your published assignment, **ASSIGNMENT TITLE**, which is due **MONTH DAY, YEAR**, at **HOUR:MINUTE AM/PM** (TIMEZONE). **SOME/NO STUDENTS** from the set **STUDENTSET (STUDENT SET ID)** have already worked on this question.

| Test 2                        |             | LAUNCH STUDENT VIEW                                      |
|-------------------------------|-------------|--|
| Question Number<br>Difficulty | 1.<br>EASY  | Type:<br>Multiple Choice<br>Modules:                     |
| Bloom's Type Domain           | Remembering | Multiple Choice<br>Objectives:<br>New Learning Objective |
|                               |             |  |
| Vhat shou                     | ıld you do  |  |

Remove & RegradeRecommended

We recommend removing the flawed question from your published assignment. Any student work on the question will be discarded. Grades will update as a result. Consult the <u>help notes</u> for more information.

#### Leave it alone

There may be circumstances where removing the flawed question may not be necessary. If you leave your assignment as is, the student work on this question will count towards the grade.

Go to Assignment

If you have any questions, please reach out to W. W. Norton Support and reference Item ID 122922.

If a flawed question is in an assignment that has not yet been published, you will*not* receive a message; it will automatically be removed from the assignment.