Creating an Assignment

1. Click **Assignments**

2. Select **Create an Assignment**

3. Name assignment (this is what the examinees will see)

4. Check box for "Require Respondus" if you want to use the LockDown Browser (must be installed on computers examinees are to use)

5. Select the **Exam** that is to be assigned

6. Select the **Class** that will take the assignment

7. Add any notes under **Faculty Notes** (examinees will NOT see this)

8. Set the **Test Window Date and Time** (start and end)

9. Set the number of minutes allowed for the Assignment

10. Check boxes for **Review**, **Study,** or **Learning** if you want to allow any of these options

    a. If allowing Study, Review, or Learning modes – set **Study Window Date and Time** (start and end)

    b. Study windows can be set before or after the start of the test window.

11. Set the number of minutes for **Study**

12. Set any additional test options by checking the corresponding boxes; question mark icons provide additional information about each option

13. Click **Save Assignment** to complete and save all settings

The assignment will appear on the students' dashboards when the test window opens.