

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)

The screenshot shows a web form titled "Create an Assignment". It contains several input fields and checkboxes. The "Assignment Name" field is required and is currently empty. There are two checkboxes: "Require Respondus" (checked) and "Require Remote Proctor Now™" (unchecked). Below these are two dropdown menus for "Exam" and "Class", both currently showing "Please Select...". A note below the dropdowns states "* Required fields are marked with an asterisk". The "Faculty Notes" section is titled "(Not viewable by examinee)" and contains a rich text editor with a toolbar and a text area. The toolbar includes icons for bold, italic, underline, strikethrough, link, and unlink. The font is set to "Verdana" and the size to "11pt". At the bottom of the text area, it says "8 WORDS POWERED BY TINY".

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**

The image shows two side-by-side panels: 'Test Options' on the left and 'Study Options' on the right. In the 'Test Options' panel, a yellow arrow points to the 'Test Window:' label, another points to the 'Start:' input field, and a third points to the 'Minutes:' input field. Below these are several checkboxes with question mark icons: 'Allow pause', 'Not counted to grade', 'Question timer', 'Disable navigation', and 'Receive notification on scoring'. In the 'Study Options' panel, a yellow arrow points to the 'Study Window:' label, another points to the 'Start:' input field, and a third points to the 'Minutes:' input field. Below these are several checkboxes with question mark icons: 'Review', 'Study', 'Learning', 'Enable flashcards', 'Revolving study', 'Require a completed test', and 'Receive notification on completion'.

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 image shows two side-by-side panels: 'Other Options' on the left and 'Restrictions' on the right. In the 'Other Options' panel, a yellow arrow points to the 'Randomize questions' checkbox. Below the checkboxes is a 'Save Assignment' button, with a yellow arrow pointing to it. In the 'Restrictions' panel, a yellow arrow points to the 'Require Password' section, which includes 'Password:' and 'Confirm Password:' input fields. Below these is a note: 'Note: Assignment emails will not contain passwords.' Underneath is the 'IP Ranges' section with 'Start' and 'End' columns and an 'Add IP Range' link. A final note at the bottom reads: 'Note: The IP addresses should be in the format of 123.123.123.123.'

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