These directions assume that your folder already has a question bank (inherited or otherwise).

1. Go to the ASSIGNMENT EDITOR.
2. Choose the button for a new assignment.
3. Enter a name for the assignment. Don’t include a date as part of the name if you plan to reuse the assignment. Keep in mind that a name like “Section 1.1” will lose meaning when you change texts.
5. Choose the desired question bank.
6. Questions can be added as individual items or as groups. Adding a category as items adds each of the questions in the category. Adding a category as a group adds one question from the category, randomly chosen each time the assignment is set. You can create a group that includes some of the questions in a category. Click the triangle next to the category number. Click the boxes for those questions you want in the group and then click Add as Group. You can also add the questions as separate items. You can see each question by clicking on its designation.
7. As you add questions, you can make modifications to the assignment. You can choose to have the questions scrambled each time the assignment is set or you can stay with a fixed order. You can change the number of points for a question and the number of questions chosen from a group. If you want to eliminate some of the questions in the group, click on the triangle after the group number. (If you want to use 59 of the 60 questions in a category, it is easier to add the whole group and delete one than to check 59 boxes when you create the group.)
8. Choose 3. Set Policies. EDU offers a lot of options for policies. Scheduling is outlined in EDUclassfolders, with which the reader should already be familiar.
9. Choose the type of assignment. Homework or quiz is the standard sort where the student answers all questions and then has the whole assignment graded at once. (Note that you can hide an assignment from view, which erases all of your settings. A far better way to hide an assignment is to schedule it in the past.) A mastery dialog is an assignment that requires students to complete all tasks. These can be structured; for example, you can require that questions 1 and 2 have to be worked correctly before the student attempts question 3. If you had previously said to scramble the questions, the system will begin with question 1 or question 2. If the student gets the wrong answer, the system will again assign either question 1 or question 2. Once the student gets one of these correct, the system will continue to assign the other one until it is also answered correctly. At that point, the system will assign question 3. You can also choose to have the system go back to an earlier step after a prescribed number of wrong answers to a given question.
10. Choose the Feedback policies and the Assignment Properties. You can choose to limit the number of attempts, but you can also click the ADVANCED button for a variety of additional options. You can limit students to one attempt per day as well as limiting the total number of attempts. You can get an effect similar to a mastery assignment by limiting access to students who have already passed a different assignment. You can combine criteria in various ways.