

# INSTRUCTOR TRAINING & SUPPORT RESOURCES

## ACTIVITY SETTINGS: BATCH SETTINGS

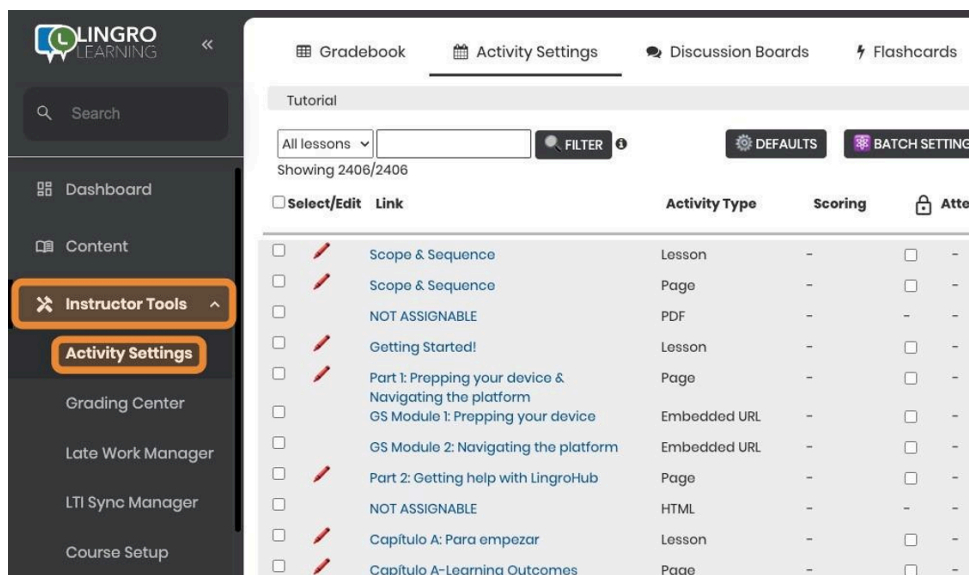


**Alert!** - This functionality may not be available to you if you are a section that is part of a program and Edit Rights have not been granted.

**For Program Coordinators:** If you make these updates to the program's Section Template(s) they will flow to the individual sections.

### STEP 1: Access Activity Settings

Click on **Instructor Tools** in the left navigation menu. Click on **Activity Settings**.



### STEP 2: Make changes on SEVERAL assignments at a time using Batch Settings

1. Select all the items you want to change the settings for by checking the boxes in the **Select/Edit** column. Then click on **BATCH SETTINGS**.

**NOTE:** You can first use the *drop-down box* or *FILTER* to search for certain kinds of items for which you want to all have the same settings. For example:

- Choose the Chapter or Unit in the drop-down box
- Filter for **auto** to see all auto-scored items
- Filter for **graded** to see all the items you have previously marked as graded

*\*\*In the screen-shot below, the drop-down box was used to sort for all items within "Capítulo 1".*

Select/Edit	Link	Activity Type	Scoring	Attempts	Time Limit	Answers	Due Date and Time	Graded
<input type="checkbox"/>		Capítulo 1: Así somos	Lesson	-	-	-	MM/DD/YYYY 23:59	
<input type="checkbox"/>		Capítulo 1: Learning Outcomes	Page	-	-	-	MM/DD/YYYY 23:59	
<input type="checkbox"/>		C1 Learning Outcomes (p. 3)	HTML	-	-	-	MM/DD/YYYY 23:59	
<input type="checkbox"/>		Capítulo 1-1 Vocabulario	Page	-	-	-	MM/DD/YYYY 23:59	
<input type="checkbox"/>		Presentación (pp. 36-37)	HTML	-	-	-	MM/DD/YYYY 23:59	
<input type="checkbox"/>		Actividades (pp. 38-40)	HTML	-	-	-	MM/DD/YYYY 23:59	
<input type="checkbox"/>		Preparación y práctica 1-1	Assessment	Auto	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>		Preparación y práctica 1-2	Assessment	Auto	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>		Preparación y práctica 1-3	Assessment	Auto	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>		TXT 1-3	Assessment	Auto	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input checked="" type="checkbox"/>		SAM 1-1	Assessment	Auto	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input checked="" type="checkbox"/>		SAM 1-2	Assessment	Auto	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input checked="" type="checkbox"/>		SAM 1-3	Assessment	Auto	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>		SAM 1-4	Assessment	Auto	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>

2. Once you have selected your items and clicked on BATCH SETTINGS, a new screen will appear. You can now set preferences for your selected activities as **one batch**. Only enter the changes you wish to make. These settings\* will apply ONLY to the activities you have selected.

In the example below, the instructor has only changed 2 settings:  
**Graded** - Yes and the **Due Date and Time** of 07/22/2024 22:59

Capítulo 1: / v FILTER 3

Showing 167/2035

DEFAULTS BATCH SETTINGS 3 Timezone: Central

Selected: 5.  
 Type(s): Assessment.  
 Remember to check the box to the left of each field you want to update!  
 Updating the date fields works as follows:

- Leave a date AND time field blank to remove the date
- Leave just date field blank to update only the time across multiple activities
- Open dates only apply to Assessments, Discussion Boards, Pages and Lessons
- Due date on a Discussion Board is the date after which students cannot make new posts
- Close date only applies to Assessments and Discussion Boards. On a Discussion Board it is the date after which students cannot see posts

CANCEL SAVE CHANGES

(\*See the table **Description of ALL Activity Settings** at the end of this document for an explanation of all settings and their options.)

**IMPORTANT:** Always remember to click **SAVE CHANGES** once you are finished selecting your batch settings.

### STEP 3: Verify Changes

You can **verify** that all the selected items have applied the chosen batch settings by viewing the appropriate column in the Activity Settings view.

From the example above, we can see that all 5 selected items now have a checked box under the **Graded** column AND have the **Due Date and Time** of 07/22/2024 22:59.

<input type="checkbox"/>	∞	Not Timed	Answers on Submit	MM/DD/YYYY	23:59	<input type="checkbox"/>
<input type="checkbox"/>	∞	Not Timed	Answers on Submit	MM/DD/YYYY	23:59	<input type="checkbox"/>
<input type="checkbox"/>	∞	Not Timed	Answers on Submit	07/22/2024	23:59	<input checked="" type="checkbox"/>
<input type="checkbox"/>	∞	Not Timed	Answers on Submit	07/22/2024	23:59	<input checked="" type="checkbox"/>
<input type="checkbox"/>	∞	Not Timed	Answers on Submit	07/22/2024	23:59	<input checked="" type="checkbox"/>
<input type="checkbox"/>	∞	Not Timed	Answers on Submit	07/22/2024	23:59	<input checked="" type="checkbox"/>
<input type="checkbox"/>	∞	Not Timed	Answers on Submit	07/22/2024	23:59	<input checked="" type="checkbox"/>
<input type="checkbox"/>	-	-	-	MM/DD/YYYY	23:59	<input type="checkbox"/>
<input type="checkbox"/>	-	-	-	MM/DD/YYYY	23:59	<input type="checkbox"/>

## Description of ALL Activity Settings

SETTINGS	DESCRIPTION	OPTIONS
<b>General Options</b>		
<b>Graded</b>	You can choose if the assessment is graded or not graded.	No - not graded Yes - graded
<b>Requires Comment</b>	Applies to Discussion Boards only. Select to require students to post before seeing other comments.	No - not required Yes - required
<b>Shows in Student Gradebook</b>	Only applies for Custom Columns created in the Student Gradebook. (*All default program created columns will automatically appear in the student gradebook.) Select for the Custom Column to appear in the Student Gradebook.	No - custom column will not appear Yes - custom column will appear
<b>Open / Due / Close Date and Time</b>	<p><b>Open</b> - date and time in which the selected item(s) will be available to students</p> <p><b>Due</b> - date and time in which the selected item(s) are due</p> <p><b>Close</b> - date and time in which the selected item(s) are no longer available to students</p>	<p>Dates and times are in the following format:</p> <p><b>Date:</b> Month/Day/Year, using two digits for the days and months, and 4 digits for the year.</p> <p><b>Time:</b> in the 24-hour clock (Ex: 14:00 = 2PM)</p>
<b>Max Score</b>	<p><b>ONLY</b> applies to Custom Columns, LTI links (LingroFolio item), and Discussion Boards.</p> <p>To update the max score of an assessment (activity), do so in the Assessment Editor (within the activity itself).</p>	Type in the desired Max score for your custom column, LingroFolio item, or Discussion board.

Assessment Specific Options		
<b>Max Submits</b>	Determines the maximum number of attempts (submissions) the students are allowed.	0 = unlimited attempts  Type in the number of the desired number of attempts (submissions)
<b>Reopen Attempts</b>	<b>ONLY applies to Contraseña users:</b> Allows students to reopen a sequence of activities assigned to them in order to change any incorrect answers, while leaving a student's correct answers in place. This prevents the students from having to make a new attempt and complete the entire sequence of activities over again.	-1 = unlimited reopen attempts  Type in the number of the desired number of reopen attempts
<b>Time Limit</b>	Sets a time limit for the students to complete the assigned item(s). The time does not start until the students begin the assigned item(s).	Can choose any of the given time limit options or choose "Other" to create your own time limit.
<b>Allow Check Answer Inline</b>	You can select if and when students can check their answers while completing the activity. In all cases, students receive feedback hints and can check their answers one time via the "check answer" button.	<b>Allow Check Answer Inline During the Assessment</b>  <ul style="list-style-type: none"> <li>• <b>Always</b></li> <li>• <b>After Due Date/Time:</b> Students can review their submissions to see correct/incorrect answer indicators after the due date/time has passed.</li> </ul>

	Then, you can select if and when students can see the correct answers for their incorrect responses.	<p><b>Do Not Show Correct Answers Inline</b> (will only indicate which answers are incorrect)</p> <p><b>Show Correct Answers</b> (will indicate incorrect answers AND show correct answers) (same options as above)</p>
<b>Allow Review of Submissions and Set Correct Answers Display</b>	Several options are available to determine if and when correct answers appear to students when reviewing their submission of an activity.	<p><b>Allow Review of Submissions and Set Correct Answers Display</b></p> <ul style="list-style-type: none"> <li>• <b>Upon submit:</b> Correct answers available via the Review button immediately when students submit</li> <li>• <b>Upon Due Date:</b> Correct answers available via the Review button after the due date/time has passed.</li> <li>• <b>Upon Close Date:</b> Correct answers available via the Review button after the close date/time passes.</li> <li>• <b>Upon Max Attempts:</b> Correct answers available via the Review button after maximum attempt has been submitted. (Requires setting a maximum number of attempts)</li> </ul> <p><b>Do Not Show Correct Answers in Review</b> or <b>Show Correct Answers</b> (same options as above)</p>
<b>Display Scores on Submit</b>	*Default is to show the score at the time when review submissions is available.	<p>No - scores will not be displayed</p> <p>Yes - scores will be displayed</p>
<b>Shuffle Item Order</b>	Shuffles the activity order in an activity sequence.	<p>No - activity order will remain as created</p> <p>Yes - activities are shuffled for each student</p>



<b>Lock the Back Button</b>	Prevents the student from clicking the Back button and seeing previous content.	No - students are allowed to use the Back button Yes - the Back button is locked
<b>Use Confidence Overlay Question</b>	n/a	n/a
<b>Auto-Accept Late Work</b>	The system allows you to set an auto-deduction for late work so that students automatically have points deducted if they submit after the due date. When NOT enabled, instructors can still manually accept late work individually or in batches via the Late Work Manager.	<b>To enable, indicate</b> <ul style="list-style-type: none"> <li>● Percentage deduction</li> <li>● Time period (hour, day, week)</li> <li>● Max deduction off (up to 100%)</li> </ul>
<b>Select a Random Subset of Items for Each Assessment Attempt</b>	n/a	n/a