Creating Assignments

August 2014

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Creating Assignments

From the Grade Book | From the Planner | From the Assignment Overview | Creating an Assignment

PATH: *Campus Instruction > Grade Book*

PATH: *Campus Instruction > Planner > Curriculum*

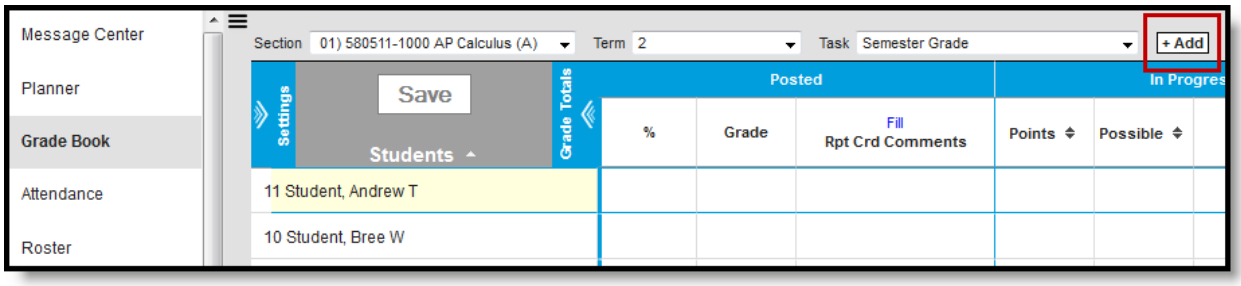
PATH: *Campus Instruction > Grade Book > Assignment Tree View*

You can create assignments in three different places in Campus Instruction, the Grade Book, the curriculum view of the Planner and the Tree View. The assignment editor is the same in all three locations.

From the Grade Book

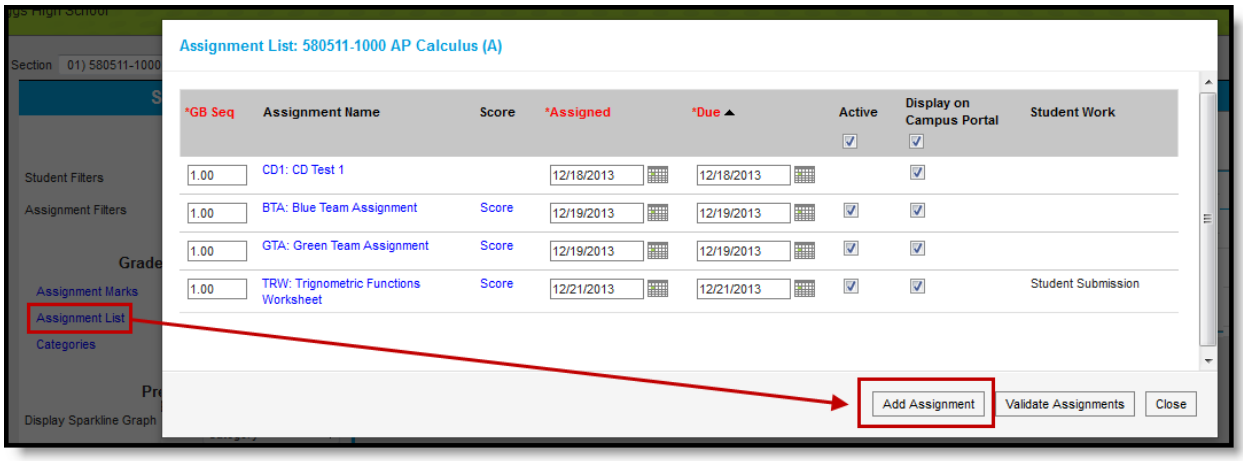
You can add assignments from the Grade Book in three ways, using the Add button, from the Assignment List or using the key command **ALT N**.

Click **Add** to create an assignment from the Grade Book.



Creating an Assignment in the Grade Book

Click on the **Assignment List**, then **Add Assignment**.



Creating Assignments from the Assignment List

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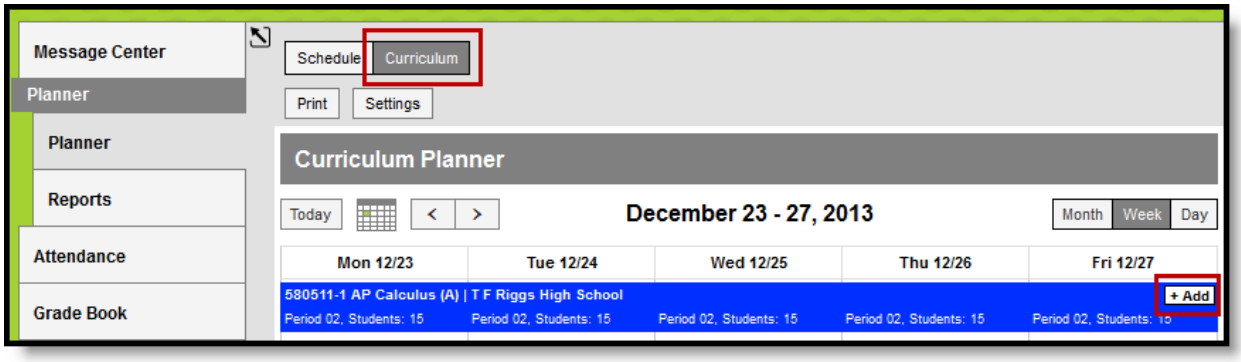
From the Planner

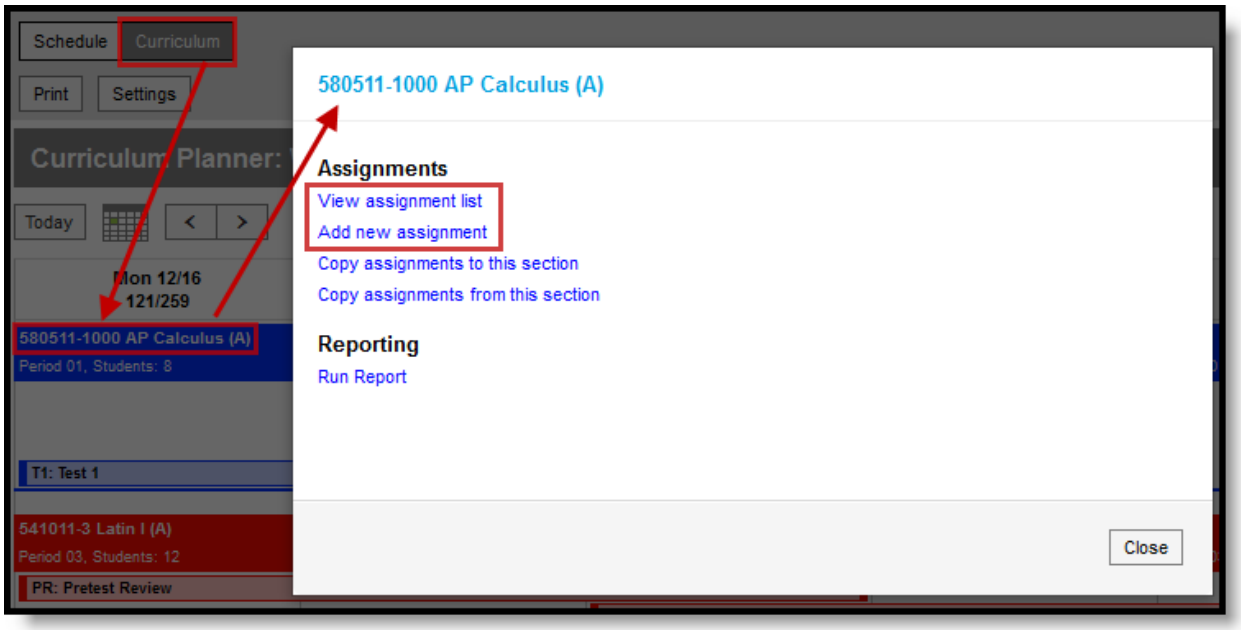
Video

In the curriculum view of the Planner, click **Add** for any of the courses or click the section name to open the section options.



Creating an Assignment from the Planner > Curriculum View

Click the name of a section, then either **view the assignment list** and add an assignment, or click **add new assignment.**



Creating an Assignment from the Section Options

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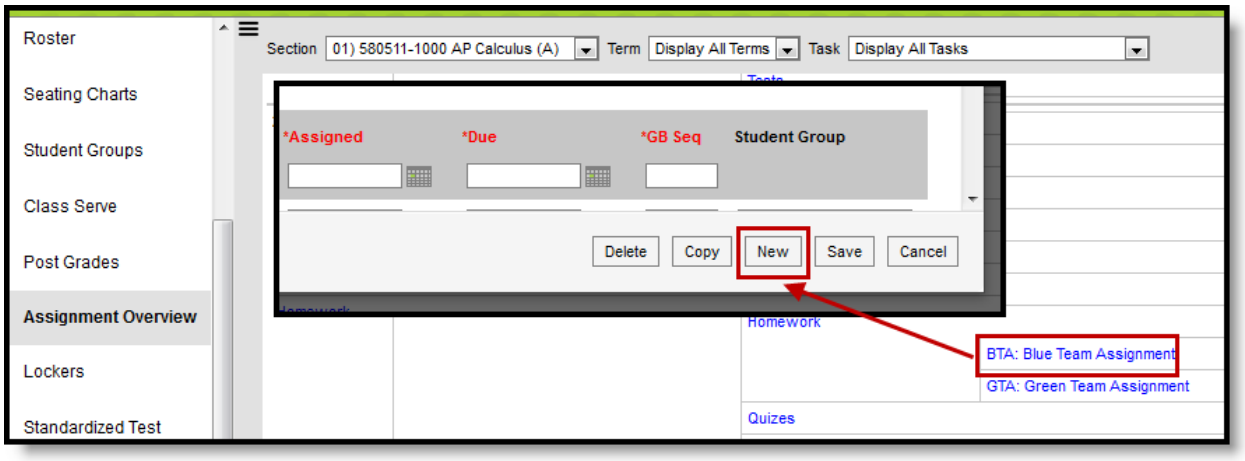
From the Assignment Overview

When you already have some assignment created, click on an existing assignment and then **New** at the bottom of the editor to open an new assignment.



Creating an Assignment from the Assignment Overview

This method works anywhere you view the assignment editor, including the Grade Book and the Planner.

Creating an Assignment

Video

The assignment editor in all three locations is the same.

1. Based on your location - as described above - click **Add** or **New** to open a new assignment.

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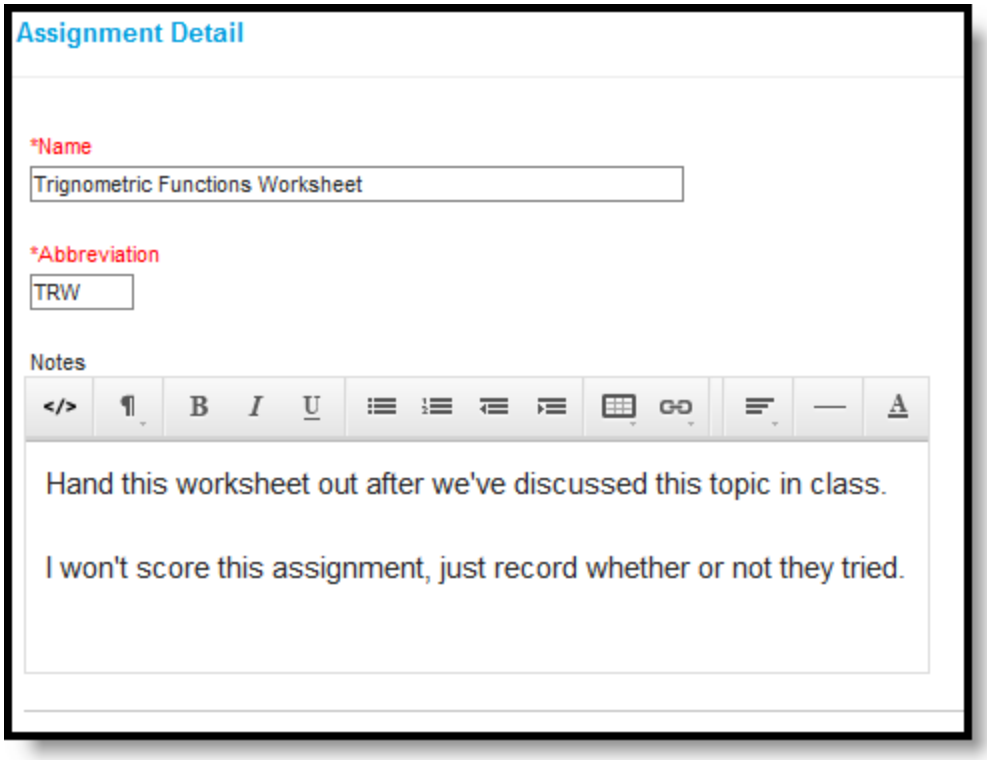
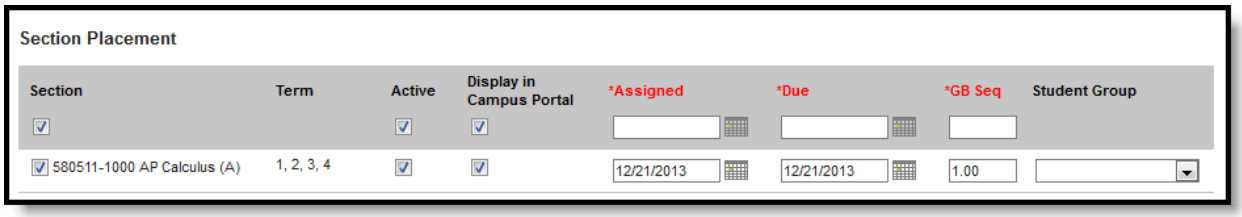


2. Enter a **Name** for the assignment.
3. Enter an **Abbreviation** for the assignment. The abbreviation is how the assignment is identified in the Grade Book.
4. If you want to **Add Notes** to the assignment, click the blue hyperlink. These notes are just for you, they don't appear anywhere but here.
5. Indicate which section(s) should include this assignment in the **Section Placement** portion. The section context in which you are creating the assignment determines the default selection but other sections of the same course that have the same teachers are also available.



6. Mark the **Section(s)** where this assignment should appear.
   - If the assignment should not be included in calculating the student's score, unmark the **Active** checkbox. Leave it marked to include the assignment in calculation.
   - If the assignment should not appear in the Portal for students and parents to see, unmark the **Display in Campus Portal** checkbox. Leave it marked to display the assignment in the Portal.
   - The **Assignment Date** auto-populates the current date. Change if desired to reflect when students receive the assignment.
   - The **Due Date** also auto-populates the current date. Change if desired to reflect when students need to turn in the assignment.
   - The **GB Seq**uence auto-populates to 1.00. This field determines the order in which assignments appear in the Grade Book based on sorting preferences. Change if desired.
   - Select a **Student Group** to give the assignment only to students in that group. All other students are marked as *Exempt* from the assignment in the Grade Book. Student Groups

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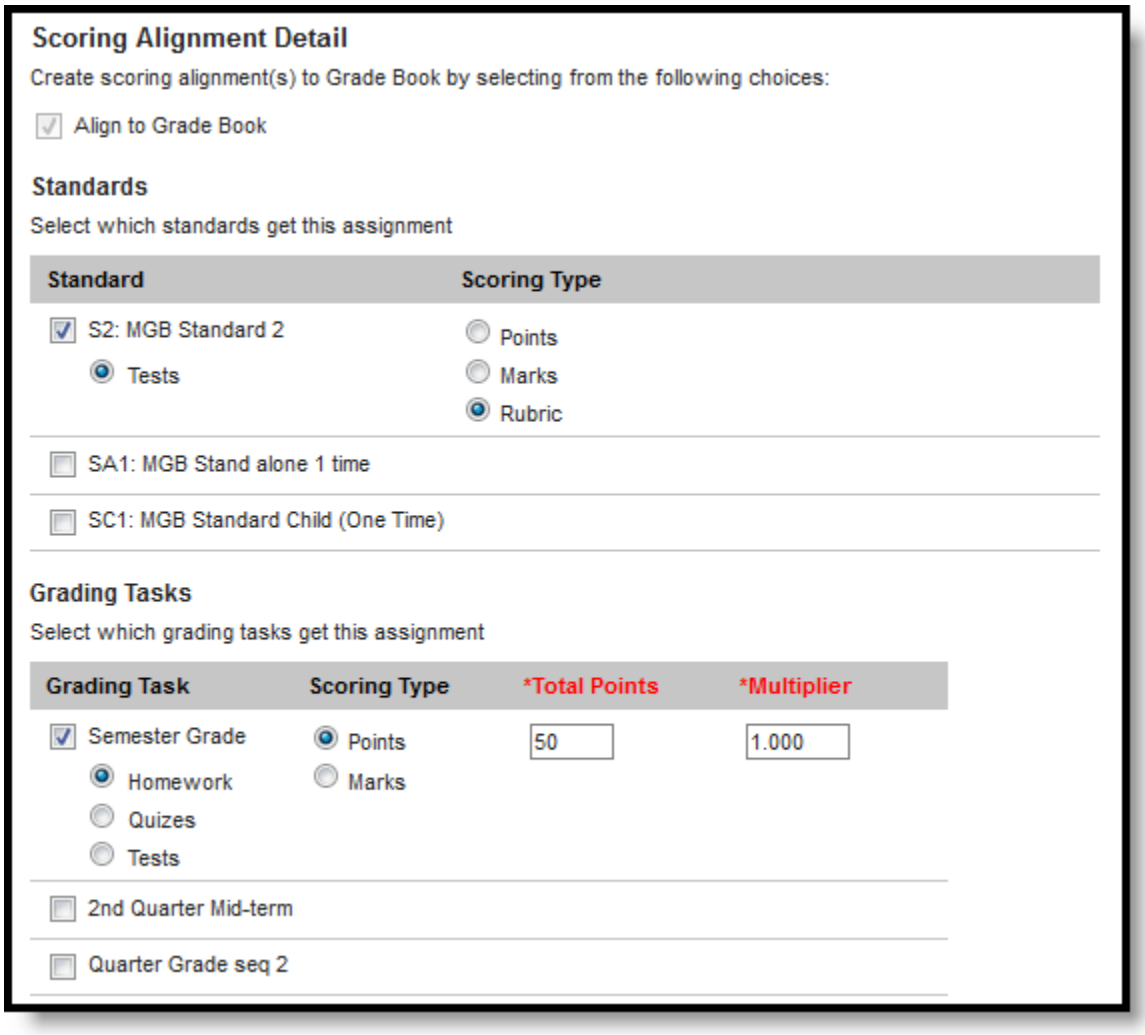
are created in the Roster tool.

7. In the **Scoring Alignment Detail** section, indicate if the assignment should not appear in the Grade Book by unmarking the checkbox. You could use this option to manage unscored classroom activities that are part of your curriculum. If you plan to score the assignment, leave the checkbox marked.



8. Mark the **Standards** and **Grading Tasks** that the assignment counts towards.
    a. For each alignment selected, the list of **Categories** that include that alignment appears below. You must select at least one category for each alignment.
    b. Also select a **Scoring Type** for each alignment. The options are as follows:
        i. **Points**: Score assignment based on a set number of points. Record the **Total Points** possible and the **Multiplier**, which determines how the assignment affects students' grades. For example, a 50 point assignment with a Multiplier of 2 counts as a 100 point assignment.
        ii. **Marks**: Score assignment using a set of Assignment Marks you created.
        iii. **Rubrics** (Standards only): Score assignment based on the Rubric assigned to the standard.

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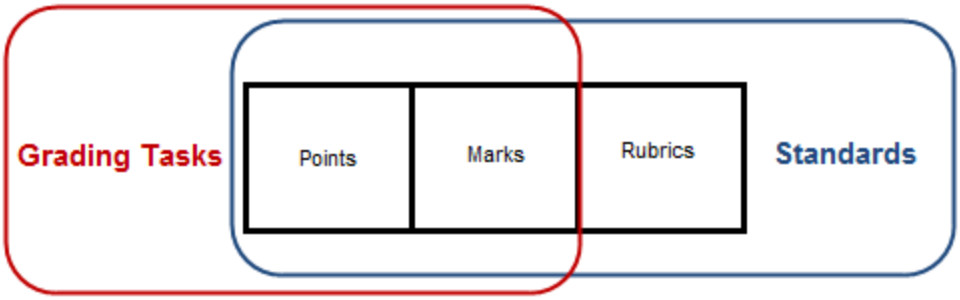
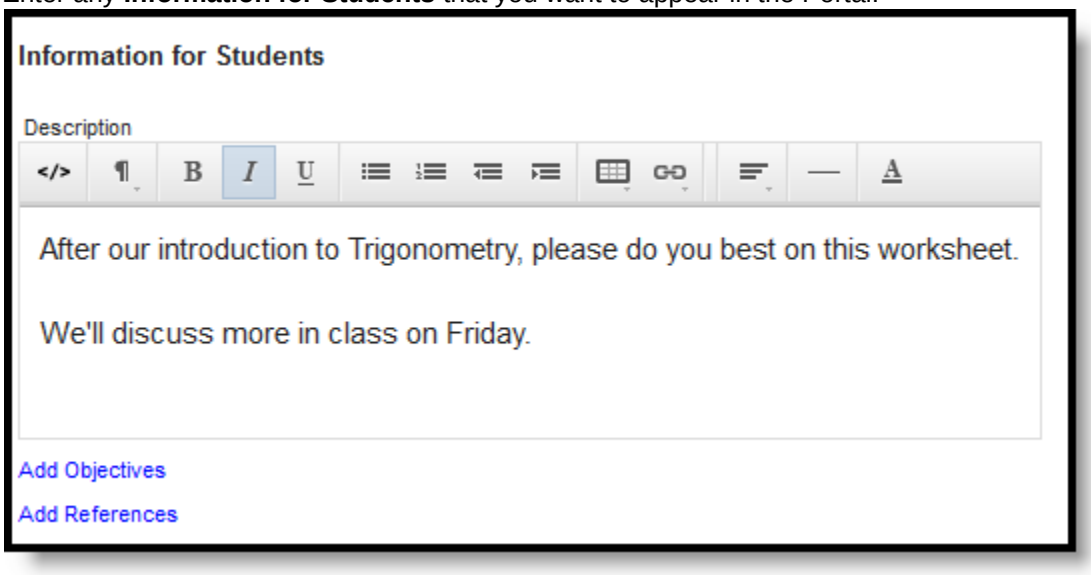
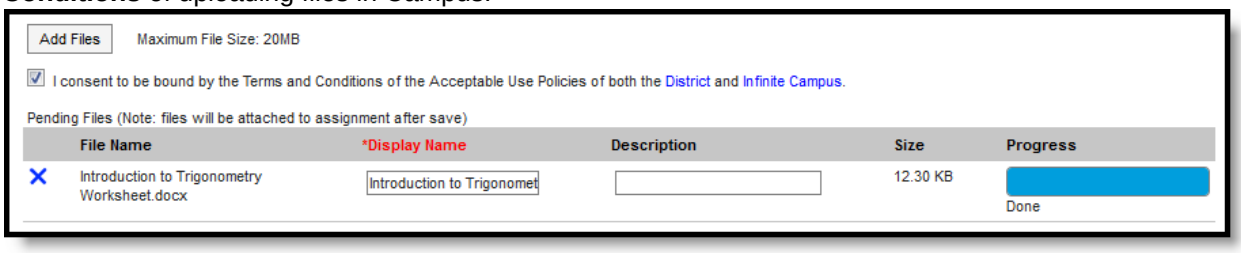


9. Enter any **Information for Students** that you want to appear in the Portal.



10. Click each blue hyperlink to open the **Description, Objectives**, and **References**.
11. Click **Add Files** to upload a file that students can access on the Portal. Change the **Display Name** and enter a **Description** if desired. Be sure to mark the checkbox to consent to the **Terms and Conditions** of uploading files in Campus.



12. Indicate in the **Student Work Product** section any way that students can submit work through the Portal. The Student Assignment Submission and Student Online Assessment articles describe these options from a student perspective.

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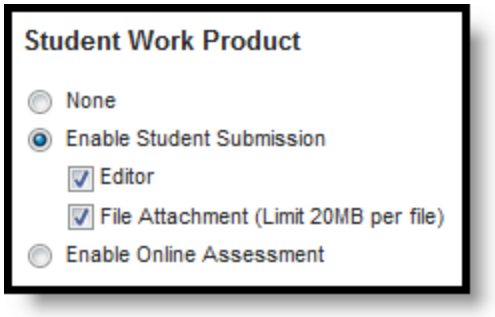

13. Click **Enable Student Submission** to allow student submissions. Access these submissions through the Student Submission link in the assignment's header in the Grade Book.
14. The **Editor** function provides a text editor for students to complete the assignment, such as responses to questions you pose in the Information for Students section.
15. The **File Attachment** function allows students to upload files in response to an assignment. See this list for allowed file types.
16. Mark **Enable Online Assessment** to search for an existing assessment and administer it through the Portal. See the Aligning an Online Assessment to an Assignment article for more information about this option.
17. Click **Save** to create the assignment.
18. Click **Cancel** to exit the assignment editor.

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