

# **Creating Assignments**

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# **Creating Assignments**

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

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**PATH:** Campus Instruction > Grade Book

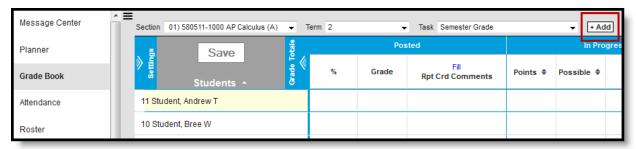
**PATH:** Campus Instruction > Planner > Curriculum

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.

s	*GB Seq	Assignment Name	Score	*Assigned	*Due 🔺	Active	Display on Campus Portal ✓	Student Work
nt Filters	1.00	CD1: CD Test 1		12/18/2013	12/18/2013		V	
nment Filters	1.00	BTA: Blue Team Assignment	Score	12/19/2013	12/19/2013	<b>V</b>		
Grade	1.00	GTA: Green Team Assignment	Score	12/19/2013	12/19/2013			
signment Marks	1.00	TRW: Trignometric Functions Worksheet	Score	12/21/2013	12/21/2013			Student Submission
egories								

Creating Assignments from the Assignment List

### From the Planner



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

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Message Center Planner	Schedule Curriculum Print Settings	]			
Planner	Curriculum Plan	ner			
Reports	Today 🖌 🤇	> D	ecember 23 - 27,	2013	Month Week Day
Attendance	Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27
Grade Book	580511-1 AP Calculus (A) Period 02, Students: 15	T F Riggs High School Period 02, Students: 15	Period 02, Students: 15	Period 02, Students: 15	Period 02, Students: 10

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**.

Schedule Curriculum Print Settings	580511-1000 AP Calculus (A)
Curriculum Planner: Today  Ilon 12/16 121/259	Assignments View assignment list Add new assignment Copy assignments to this section Copy assignments from this section
580511-1000 AP Calculus (A) Period 01, Students: 8 T1: Test 1	Reporting Run Report
541011-3 Latin I (A) Period 03, Students: 12 PR: Pretest Review	Close

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.

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Roster	Section 01) 580511-1000 AP Calculus (A) ▼ Term Display All Terms ▼ Task Display All Tasks ▼
Seating Charts	- Tasta
Student Groups	*Assigned *Due *GB Seq Student Group
Class Serve	
Post Grades	Delete Copy New Save Cancel
Assignment Overview	Homework
Lockers	BTA: Blue Team Assignment GTA: Green Team Assignment
Standardized Test	Quizes

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.

Assignment Detail
*Name Trignometric Functions Worksheet
*Abbreviation TRW Notes
$\checkmark$ $\P$ BI $\blacksquare$ </td
I won't score this assignment, just record whether or not they tried.

- 2. Enter a Name for the assignment.
- 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.

Section Placement								
Section	Term	Active	Display in Campus Portal	*Assigned	*Due	*GB Seq	Student Group	
S80511-1000 AP Calculus (A)	1, 2, 3, 4			12/21/2013	12/21/2013	1.00		

- 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 <u>Grade Book</u> 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. <u>Student Groups</u>

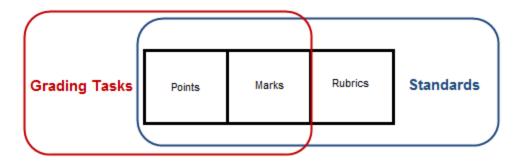
are created in the Roster tool.

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 <u>curriculum</u>. If you plan to score the assignment, leave the checkbox marked.

	Scoring Alignment Detail Create scoring alignment(s) to Grade Book by selecting from the following choices:							
Align to Grade Book								
Standards Select which standards get	Standards Select which standards get this assignment							
Standard		Scoring Type						
S2: MGB Standard 2		O Points						
Tests		<ul> <li>Marks</li> <li>Rubric</li> </ul>						
SA1: MGB Stand alon	e 1 time							
SC1: MGB Standard C	Child (One Time)							
Grading Tasks Select which grading tasks	Grading Tasks Select which grading tasks get this assignment							
Grading Task	Scoring Type	*Total Points	*Multiplier					
<ul> <li>Semester Grade</li> <li>Homework</li> <li>Quizes</li> <li>Tests</li> </ul>	Points Marks	50	1.000					
2nd Quarter Mid-term								
Quarter Grade seq 2				_				

- 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:
    - 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 <u>Rubric</u> assigned to the <u>standard</u>.





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

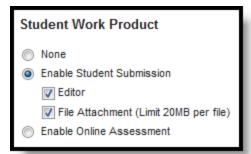
Information for Students									
Description $<>$ ¶ B I U $\coloneqq$ $\Rightarrow$									
After our introduction to Trigonometry, please do you best on this worksheet. We'll discuss more in class on Friday.									
Add Objectives Add References									

- 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.

Add	Add Files Maximum File Size: 20MB										
V Ic	I consent to be bound by the Terms and Conditions of the Acceptable Use Policies of both the District and Infinite Campus.										
Pendin	Pending Files (Note: files will be attached to assignment after save)										
	File Name Description Size Progress										
×	Introduction to Trigonometry Worksheet.docx	Introduction to Trigonomet		12.30 KB	Done						

12. Indicate in the **Student Work Product** section any way that students can submit work through the Portal. The <u>Student Assignment Submission</u> and <u>Student Online Assessment</u> 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.
- Mark Enable Online Assessment to search for an existing assessment and administer it through the Portal. See the <u>Aligning an Online Assessment to an Assignment</u> 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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