

Creating Assignments

Last Modified on 07/23/2020 4:55 pm CDT

Advanced assignment tools are available as part of the Campus Learning premium offering, including the For Student and For Teachers areas of the Assignment editor and individualized assignments. Visit [What is Campus Learning?](#) to learn more.

PATH: *Campus Instruction > Grade Book*

PATH: *Campus Instruction > Planner > Curriculum*

PATH: *Campus Instruction > Assignment Overview*

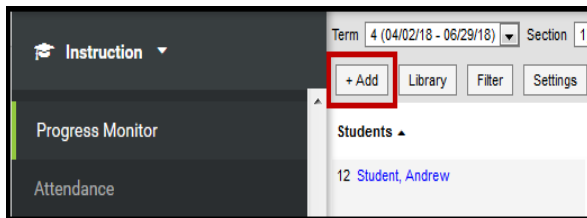
PATH: *Campus Instruction > Progress Monitor*

Create assignments in many different places in Campus Instruction

The assignment editor is the same in all three locations.

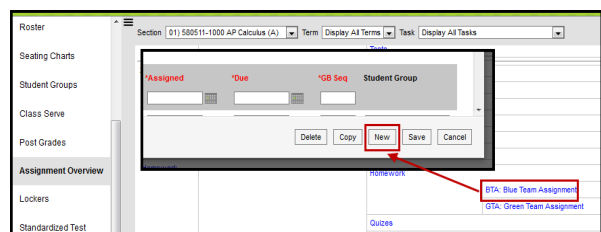
Add Button

The **+ Add** button displays in many areas of Campus Instruction, including the Grade Book, the Progress Monitor, or the Section header of the Planner:



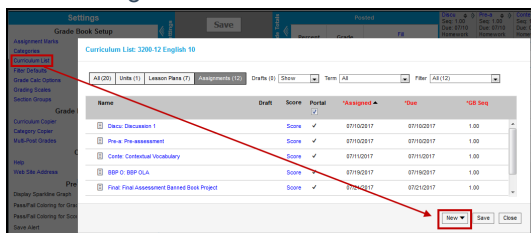
From an Existing Assignment

From any existing assignment, click **New Assignment** at the bottom of the editor.



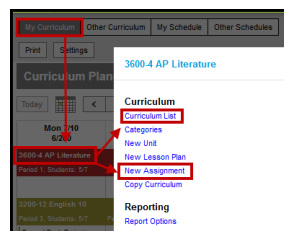
Curriculum List

Create assignments by clicking **New** in the Curriculum List, which is accessible in the Grade Book Settings or Planner.



Planner > Section Name > New Assignment

Click the name of a section, then **New Assignment**.



Existing assignments can be added from the [Curriculum Library](#).

Assignment Drafts

Marking an assignment as a draft allows you to continue to modify it while limiting its availability to others.

The screenshot shows the 'Assignment Detail' form. The 'Assignment Name' field contains 'Unit 2 Worksheet'. The 'Abbreviation' field contains 'U2W'. The 'Draft' checkbox is checked and highlighted with a red box. Below the form are two tabs: 'Section' and 'Term'.

Mark an Assignment as a Draft

Draft assignments:

- Only require a name. Other fields that are normally required for an assignment, such as section and scoring alignments, are not required for drafts.
- Do not appear in the Portals and many areas of Campus Instruction, including the Grade Book, Assignment Overview, Assignment Copier, Curriculum Library, or Other Curriculum view in the Planner.
- Display in your planner with a hashed background:

Draft assignments cannot be scored. Existing assignments can be put into draft status as long as they have not been scored.

View your drafts in the Curriculum List. Filter the list to **hide** draft assignments, to **show** them interspersed with your other assignments, or to **show only** draft assignments.

The screenshot shows the Curriculum List filter dropdown menu. The 'Show' option is selected and highlighted with a red box. The menu options are: Hide, Hide, Show, and Show Only.

Filter the Curriculum List to show drafts.

Individualized Assignments

Advanced assignment tools are available as part of the Campus Learning premium offering. Visit [What is Campus Learning?](#) to learn more.

Individualizing assignments allows teachers to specify which students receive an assignment and each student's Assigned and Due Dates.

Click at the bottom of the assignment editor.

RM Research Paper Review & Resubmit

Student
 ▼

Assigned	Student ▲	Grading Task/Standard		Custom Dates	Assigned Date	Due Date
		Abbrev	Grade			
<input checked="" type="checkbox"/>	12 Student, Andrew	RL.9-10.1		<input checked="" type="checkbox"/>	<input type="text" value="04/18/2018"/> 📅	<input type="text" value="04/23/2018"/> 📅
<input type="checkbox"/>	12 Student, Bree	RL.9-10.1		<input type="checkbox"/>		
<input checked="" type="checkbox"/>	12 Student, Brooke J	RL.9-10.1		<input checked="" type="checkbox"/>	<input type="text" value="04/17/2018"/> 📅	<input type="text" value="04/20/2018"/> 📅
<input checked="" type="checkbox"/>	10 Student, Jordan E	RL.9-10.1		<input type="checkbox"/>	<input type="text" value="04/18/2018"/> 📅	<input type="text" value="04/18/2018"/> 📅
<input checked="" type="checkbox"/>	11 Student, Kyle M	RL.9-10.1		<input checked="" type="checkbox"/>	<input type="text" value="04/17/2018"/> 📅	<input type="text" value="04/19/2018"/> 📅
<input type="checkbox"/>	10 Student, Luke C	RL.9-10.1		<input type="checkbox"/>		
<input checked="" type="checkbox"/>	11 Student, Lydia J	RL.9-10.1		<input type="checkbox"/>	<input type="text" value="04/18/2018"/> 📅	<input type="text" value="04/18/2018"/> 📅

Individualize an assignment to specify which students received it and when it is Assigned and Due for each.

Mark the **Assigned** checkbox for each student who should receive the assignment. Customize **Assigned** and **Due Dates** as desired for each student. The **Custom Dates** checkbox is marked by default if dates are changed.

Considerations

- Individualized assignments are indicated with a + throughout Campus.
- Scores for individualized assignments calculate towards the grade of the term in which the Due Date falls. If a student's Due Date falls in Term 4 for an assignment from Term 3, the score contributes to the Term 4 grade.
- A student's individualized dates display in the Campus Student and Parent Portals and other student-specific areas of Campus.
- The Assigned and Due Dates in the main assignment editor are not affected by individualized dates. [Reports](#), such as the [Section Summary](#) and [Student Summary](#) report the due date entered on the assignment editor, not individualized dates.
- [Student Groups](#) cannot be selected for individualized assignments.
- Individualized assignments are indicated in the [Control Center](#), with each student's due date listed in the scoring area.

Creating an Assignment

Note that you must create [Categories](#) before you can create assignments.

The assignment editor in all three locations is the same. A Name, Abbreviation, and Scheduling/Grading Alignment are required fields unless the assignment is marked as a draft.

An assignment includes the following sections:

- [Basic Information](#)
- [Scheduling/Grading Alignment](#)
- [For Students](#)
- [For Teachers](#)

Basic Information

1. Based on your location - as described above - click **Add** or **New** to open a new assignment.
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. Indicate if the assignment is a **Draft** to limit required fields and hide the assignment from the curriculum library.

Scheduling and Grading Alignment

1. Indicate which section(s) should include this assignment in the **Section** portion. The section context in which you are creating the assignment determines the default selection.

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/> 3) 3200-12 English 10 Terms: 1, 2, 3, 4	<input checked="" type="checkbox"/>	<input type="text" value="07/13/2017"/>	<input type="text" value="07/13/2017"/>	<input type="text" value="1.00"/>	<input type="text"/>
<input checked="" type="checkbox"/> 6) 3200-13 English 10 Terms: 1, 2, 3, 4	<input checked="" type="checkbox"/>	<input type="text" value="07/13/2017"/>	<input type="text" value="07/13/2017"/>	<input type="text" value="1.00"/>	No Groups
<input checked="" type="checkbox"/> 4) 3700-2 American & British Literature Terms: 1, 2, 3, 4	<input checked="" type="checkbox"/>	<input type="text" value="07/13/2017"/>	<input type="text" value="07/13/2017"/>	<input type="text" value="1.00"/>	No Groups
<input type="button" value="Add/Remove"/>					

2. Click **Add/Remove** to add any other sections you teach. In the **Section Selector**, filter the listed sections by Term, Course, Period, and Section Group. Districts have the option of restricting other courses using the Course-only Curriculum checkbox on the [Course](#) or [Course Master](#) tabs.

Section Selector

Filter: Term Course Period Section Group

Select Sections	Section List
7) 3100-11 English 9 Terms: 1, 2, 3, 4 Add	3) 3200-12 English 10 Terms: 1, 2, 3, 4 Remove
1) 3600-4 AP Literature Terms: 1, 2, 3, 4 Add	6) 3200-13 English 10 Terms: 1, 2, 3, 4 Remove
	4) 3700-2 American & British Literature Terms: 1, 2, 3, 4 Remove

3. For the **Section(s)** selected, determine the following:
 - If the assignment should not appear in the Portals for students and parents to see, unmark the **Portal** checkbox. Leave it marked to display the assignment in the Campus Parent and Campus Student
 - The **Assigned 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 Sequence** 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. Allows for 7 digits: XXXXX.XX.
 - 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.
4. Select a **Category** for the assignment. Categories are like folders that assignments are sorted into, such as *Homework* and *Tests*.
5. Leave the Include in Grade Calculation checkbox marked to include the assignment in the Grade Book and grade calculations. 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.

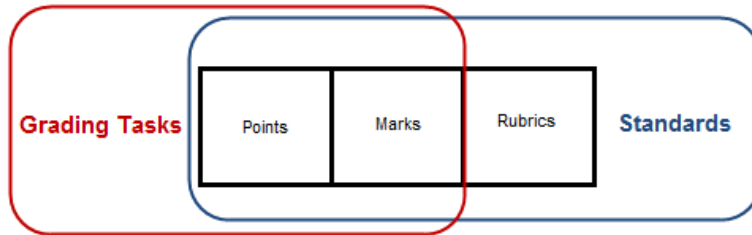
***Category**
Homework

Include in Grade Calculation

*Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
<input checked="" type="checkbox"/> Term Grade	Points	<input type="text"/>	<input type="text" value="1"/>

6. **Standards** and **Grading Tasks** are items to which grades are posted. The **Standard/Grading Task** context in which you are creating the assignment displays by default. Add additional alignments by clicking the **Add** button. Only Standards/Tasks that are common among all the sections selected can be aligned.
 - For each alignment, select a **Scoring Type**. 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.

- **Marks:** Score assignment using a set of [Assignment Marks](#) you created. Enter **Total Points** and a **Multiplier**. The total points determines the point value of the % assigned to each mark.
- **Rubrics (Standards only):** Score assignment based on the [Rubric](#) assigned to the [standard](#).

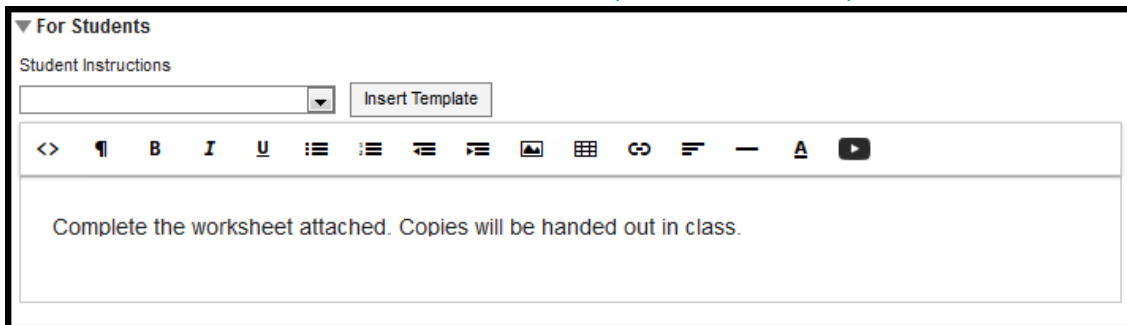


For Students

Advanced assignment tools are available as part of the Campus Learning premium offering. Visit [What is Campus Learning?](#) to learn more.

The For Students section includes instructions, files, and other items intended to be viewed in Campus Parent and Campus Student.

1. If desired, select and insert a **Template** to provide a structure for Student Instructions. Templates are created in the [Curriculum Templates](#) tool.
2. Enter **Student Instructions** for students to view in [Campus Parent](#) and [Campus Student](#).



3. The **Add Content** section includes options for attaching files or assessments for students and enabling student submissions. Not all options are available in all districts. Options may include the following. See the linked articles for more information:
 - Upload - [uploads](#) a file to the Campus Digital Repository.
 - Google Drive File - uploads a file from [Google Drive](#).
 - Naiku - attaches assessments created through [Naiku](#) for students to take through Campus Student.
 - Student Submission - enables student submissions from Campus Student. These submissions could include the following. Teachers can access student submissions through the Grade Book by expanding the assignment and clicking the date/timestamp link. See the [Scoring Submissions](#) for information about accessing submissions.
 - Editor - provides a text editor where students can type responses. This option could be used to respond to questions posed in the Student Instructions area.
 - File Attachment - allows students to upload files in response to an assignment
 - Google Drive Submissions - allows students to upload files from their own Google Drive.
 - Discussion - creates a scored discussion aligned to this assignment. See the [Discussions](#) article for more information.

Add Content

- Maximum Upload File Size: 20MB. Maximum file size does not apply to Google Drive Files
- Campus Student is required for Quick Assessments.

Type	*Name	Description/Options	Status
<input checked="" type="checkbox"/> File	To Kill a Mockingbird Character Worksheet.docx	<input type="text"/>	11.19 KB Done
<input checked="" type="checkbox"/> Student Submission		<input type="checkbox"/> Editor <input checked="" type="checkbox"/> File Attachment (Limit 20MB per file) <input type="checkbox"/> Google Drive Submissions Google Drive Preferences	

I consent to be bound by the Terms and Conditions of the Acceptable Use Policies of both the [District](#) and [Infinite Campus](#).

4.

Once files or assessments are attached, a link displays in the Descriptions/Options column to access any additional information.

5. Leave the **Consent** checkbox marked to indicate that you are aware of the Acceptable Use Policies of your district and Campus.

For Teachers

Advanced assignment tools are available as part of the Campus Learning premium offering. Visit [What is Campus Learning?](#) to learn more.

The For Teachers section stores information about the assignment that is not accessible by students.

- If desired, select and insert a **Template** to provide a structure for teacher notes. Templates are created in the [Curriculum Templates](#) tool.
- Enter **Teacher Notes** to provide more information about the assignment that is for teachers only. These notes don't appear anywhere but here in the assignment.

▼ For Teachers

This information is not available to students or parents

Teacher Notes

Assign this worksheet after students have read the first 6 chapters of the book. Answer key attached.

- Use the **Add Content** section to attach files that can only be accessed by the teacher, such as an answer key or scoring rubric. Options for files may include *Upload* or *Google Drive File*, depending on district settings. Leave the **Consent** checkbox marked to indicate that you are aware of the Acceptable Use Policies of your district and Campus for using these files.

Add Content
Maximum Upload File Size: 20MB. Maximum file size does not apply to Google Drive Files

Type	*Name	Description/Options	Status
File	TKAM Characters Answer Key.docx		11.19 KB Done

I consent to be bound by the Terms and Conditions of the Acceptable Use Policies of both the [District](#) and [Infinite Campus](#).

4. Select an existing [Unit/Lesson Plan](#) if desired to organize this assignment within your curriculum.
5. Enter any relevant **Curriculum Tags** for the assignment. This information is useful when searching for an assignment in the [Library](#). Options include:
 - **Standards:** Which standards this assignment is designed to address. This list includes all standards aligned to the [Course](#). Selecting a standard here has no link to grading.
 - **Grade Levels:** Which grade levels the assignment is designed for. Options are Pre-K, each grade between K and 12, and 12+.
 - **Depth of Knowledge:** The complexity of thinking required by the assignment. Options are Recall and Reproduction, Skills and Concepts, Strategic Thinking, and Extended Thinking.
 - **Tags:** Keywords that describe the assignment. Tags can be multiple words. When you add a tag to an assignment, it becomes available to other users in your district. Search for a tag to use one created by you or another user in your district.

Unit/Lesson Plan
If this Assignment should be contained within a Unit or a Lesson Plan, select it below.

Curriculum Tags

Standards (0) | Grade Levels (1) | Depth of Knowledge (DOK 2) | Tags (2)

6.

Click **Save** to create the assignment.