

# Modifying Assignments

Last Modified on 07/23/2020 4:48 pm CDT

**PATH:** [Campus Instruction](#) > [Grade Book](#) > [Assignment Abbreviation](#) , [Settings](#) > [Curriculum List](#)

**PATH:** [Campus Instruction](#) > [Planner](#) > [Curriculum View](#) > [Assignment Name; Section Name](#) > [Curriculum List](#)

**PATH:** [Campus Instruction](#) > [Progress Monitor](#) > [Standard Column Header or Grid Square](#) > [Assignment Name](#)

**PATH:** [Campus Instruction](#) > [Assignment Overview](#) > [Assignment Name](#)

Modify assignments from wherever assignments are listed, including the [Grade Book](#), [Progress Monitor](#), [Planner](#), or [Assignment Overview](#). Click on the assignment name to open the assignment editor.

## Modifying the Assignment

The following table describes the fields in the assignment editor. Modify as needed and click **Save** when finished.

Some fields in assignments from previous school years cannot be modified. Copy the assignment to the current school year to update.

Field	Description
<b>Name</b>	Name of the assignment.
<b>Abbreviation</b>	An additional identifier used especially in the Grade Book.
<b>Draft</b>	Marking an assignment as a draft limits the required fields and hides the assignment from the curriculum library and from students.
<b>Scheduling/Grading Alignment</b>	
<b>Section(s)</b>	The sections that include this assignment. Remove an existing sections using the blue X. Add or remove sections using the <b>Add/Remove</b> button, which opens the Section Selector where all sections you teach are listed. Filter sections in the selector by Term, Course, Period, and Section Group. Districts have the option of restricting other courses using the Course-only Curriculum checkbox on the <a href="#">Course</a> or <a href="#">Course Master</a> tabs. Sections cannot be removed if students in them have been scored.
<b>Portal</b>	Indicates that the assignment displays in <a href="#">Campus Parent</a> and <a href="#">Campus Student</a> .
<b>Assigned</b>	The date you assigned the assignment to students.
<b>Due</b>	The date the assignment is due to be returned to you. Assignments can be specified by student using the <input type="checkbox"/> <b>Individualize</b> option. Review <a href="#">Individualized Assignments</a> for more information.
<b>GB Seq</b>	The order in which the assignment appears in the Grade Book, based on <a href="#">sorting preferences</a> . Allows for 7 digits: XXXXX.XX.

Field	Description
<b>Student Group</b>	Limits the students who are assigned the assignment to only those in the selected <a href="#">student group</a> .
<b>Category</b>	The <a href="#">Category</a> of the assignment. Categories are like folders that assignments are sorted into, such as <i>Homework</i> and <i>Tests</i> . Previously, categories were selected for each scoring alignment, instead of for the assignment has a whole. If an assignment had multiple categories selected, a category is listed for each scoring alignment. Select a single category for the assignment and click Save.
<b>Include in Grade Calculation</b>	Determines whether the assignment is visible in the Grade Book and contributes to grade calculations.
<b>Standard/Grading Task</b>	The Standard or Grading Task that this assignment counts towards. Click <b>Add</b> to add additional alignments as desired - only Tasks/Standards that are shared by all selected sections can be added. To move scores to a different task/standard, select it in dropdown list and click OK in the message that displays.
<b>Scoring Type</b>	Includes options for: <ul style="list-style-type: none"> <li>• Points - assignment scored as the earned number of points out of a total possible.</li> <li>• Marks - assignment scored based on a set of <a href="#">Assignment Marks</a>.</li> <li>• Rubric (Standards only) - assignment scored based on a rubric describing proficiency.</li> </ul>
<b>Total Points</b>	(Points and marks only) The total points possible for the assignment. For assignments scored using marks, this value determines the point value of the % assigned to each mark.
<b>Multiplier</b>	How the assignment affects students' grades. For example, a 50 point assignment with a Multiplier of 2 counts as a 100 point assignment.
<p>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 <a href="#">What is Campus Learning?</a> to learn more.</p>	
<b>For Students</b>	
<b>Student Instructions</b>	Any information about the assignment that would be beneficial for students to access through the Portal or Campus Student, including objectives and references. This area can also be used to provide content to students that they can respond to through student submissions.
<b>Template</b>	<a href="#">Templates</a> are guidelines for the content in the Student Instructions field. Add one if desired.
<b>Add Content</b>	Allows teachers to attach files or assessments that can be accessed by students through the Portal and Campus Student. Not all options are available in all districts. Options include the following:

<b>Field</b>	<ul style="list-style-type: none"> <li>• Upload - <a href="#">uploads</a> a file to the Campus Digital Repository.</li> <li>• Google Drive File - uploads a file from <a href="#">Google Drive</a>.</li> </ul>
	<ul style="list-style-type: none"> <li>• Naiku - attaches assessments created through <a href="#">Naiku</a> for students to take through Campus Student.</li> </ul> <p>The <b>Description/Options</b> column stores additional information about the attachment or provides a link for modifying options related to the file, such as Google Drive file sharing preferences or assessment details. Click the link to modify elements of the assessment.</p>
<b>Student Submission</b>	<p>Allows students to respond to the assignment through the Portal and Campus Student. Options available dependent on district.</p> <ul style="list-style-type: none"> <li>• Editor - Provides a text editor for students to complete the assignment.</li> <li>• File Attachment - Allows the student to upload files in response to the assignment.</li> <li>• Google Drive File - Allows students to upload files from their own Google Drive.</li> </ul> <p>Teachers can access student submissions through the Grade Book by expanding the assignment and clicking the date/timestamp link. See the <a href="#">Scoring Submissions</a> for information about accessing submissions.</p>
<b>Discussion</b>	<p>Aligns a discussion to this assignment, which students can respond to in <a href="#">Campus Student</a>. Teacher can then view students' posts and score this discussion through the <a href="#">Submission scoring screen</a>.</p>
<b>For Teachers</b>	
<b>Teacher Notes</b>	<p>Additional information about the assignment that is for teachers only. These notes don't appear anywhere by here in the assignment.</p>
<b>Template</b>	<p><a href="#">Templates</a> are guidelines for the content in the Teacher Notes. Add one if desired.</p>
<b>Add Content</b>	<p>Content added to the For Teacher section is only available here in the assignment, not on the Portal or Campus Student. Use this option to attached files such as an answer key or scoring rubric. If available, click the Options link to modify information about this file, such as sharing preferences.</p>
<b>Unit/Lesson Plan</b>	<p>Units and Lesson Plans organize curriculum. Select a <a href="#">Unit and Lesson Plan</a> to add an assignment to a curriculum group.</p>
<b>Curriculum Tags</b>	<p>Curriculum tags help locate assignments when searching in the <a href="#">Curriculum Library</a>. Options include:</p> <ul style="list-style-type: none"> <li>• <b>Standards</b> that the assignment is designed to address. Selecting standards here has no link to grading.</li> <li>• <b>Grade Levels</b> that the assignment is designed for.</li> <li>• <b>Depth of Knowledge</b> indicates of the complexity of thinking required by the assignment. Options are Recall and Reproduction, Skills and Concepts, Strategic Thinking, and Extended Thinking.</li> <li>• <b>Tags</b> are keyword identifiers that describe the assignment. Add new tags, or search for existing tags from a list of tags created by you and others in your district.</li> </ul>

