

# 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

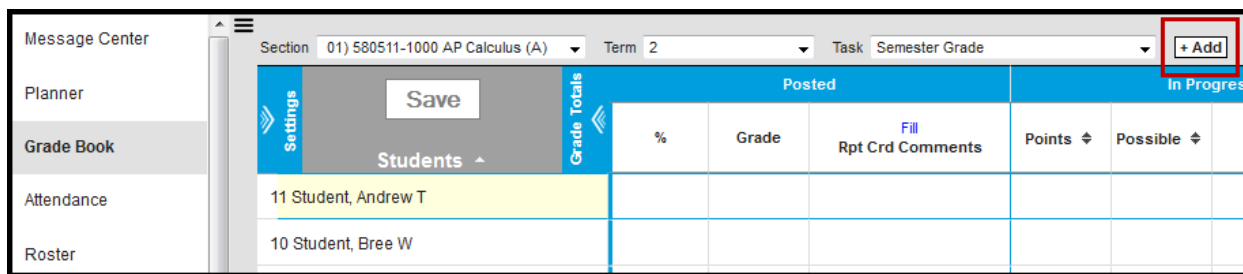
**PATH:** Campus Instruction > Grade Book > Assignment Tree View

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

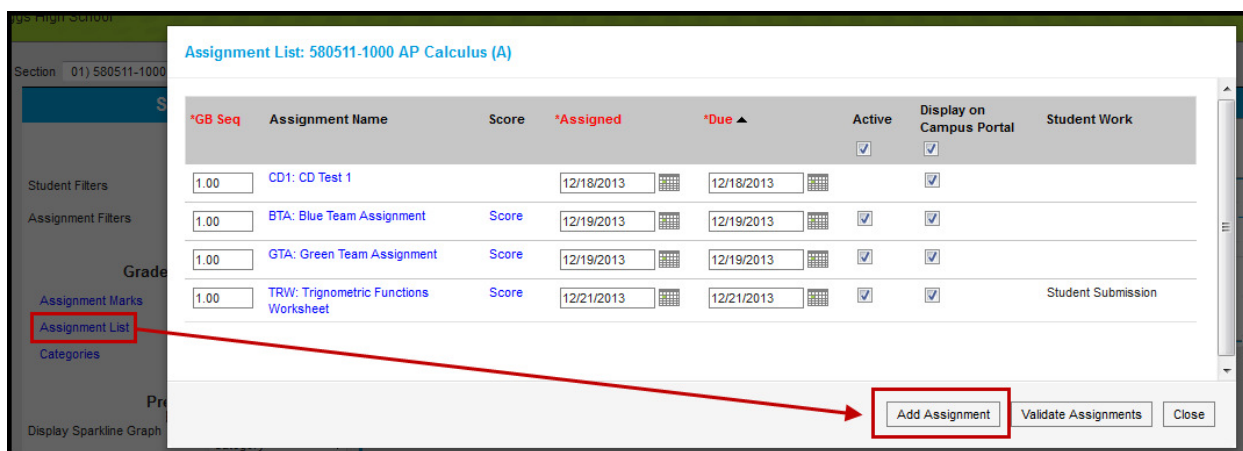
You can add assignments from the Grade Book in three ways, using the Add button, from the Assignment List or using the key command **ALT N**.

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



### Creating an Assignment in the Grade Book

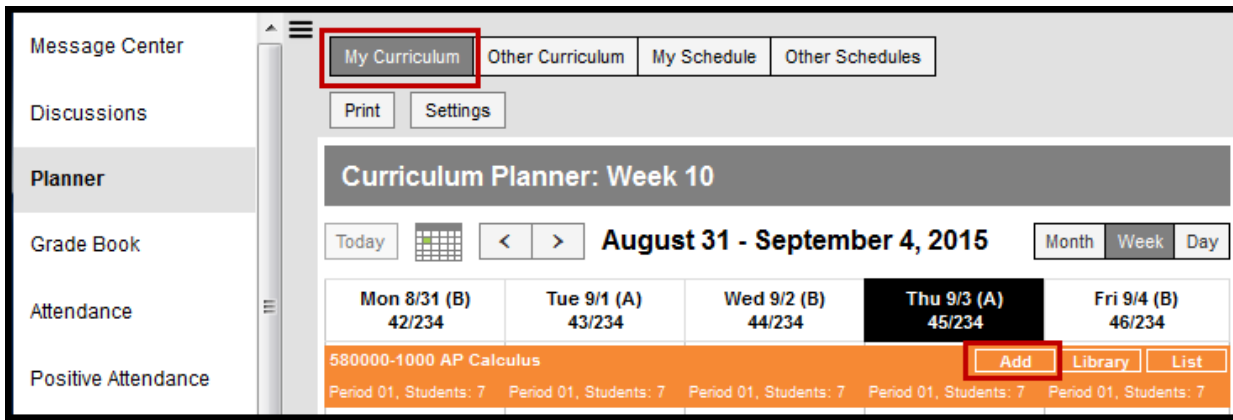
Click on the **Assignment List**, then **Add Assignment**.



### Creating Assignments from the Assignment List

## From the Planner

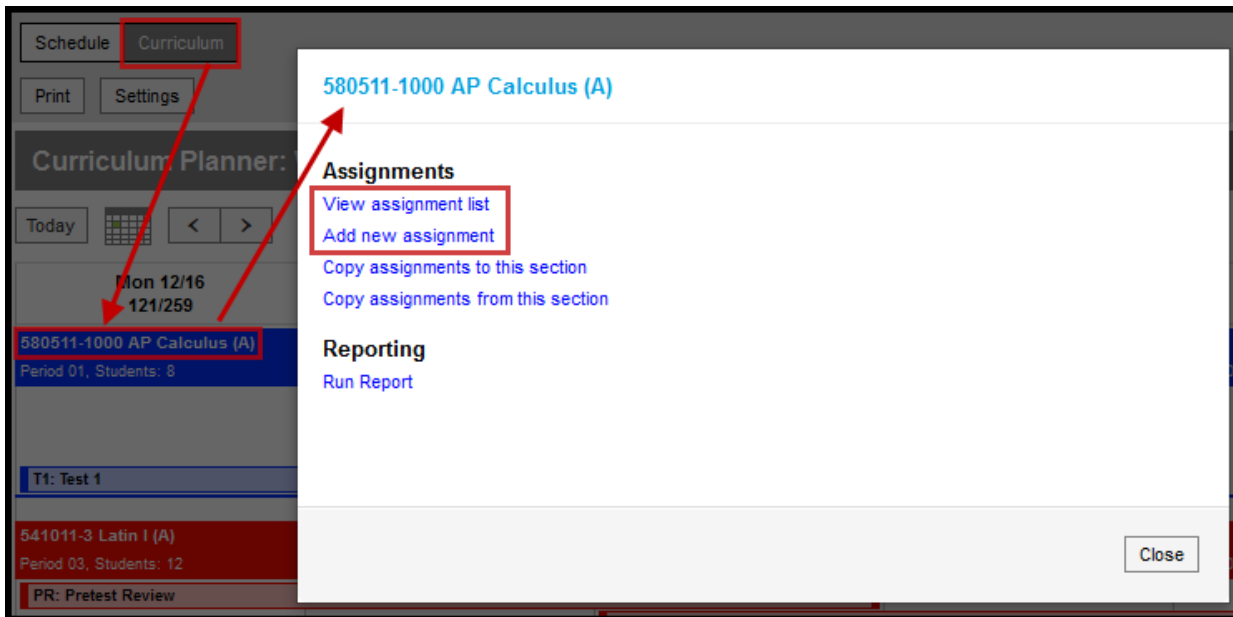
In the curriculum view of the Planner, click **Add** for any of the courses or click the section name to open the section options.



### Creating an Assignment from the Planner > Curriculum View

For information on adding assignments to a section from the **Library**, see the Curriculum Library article.

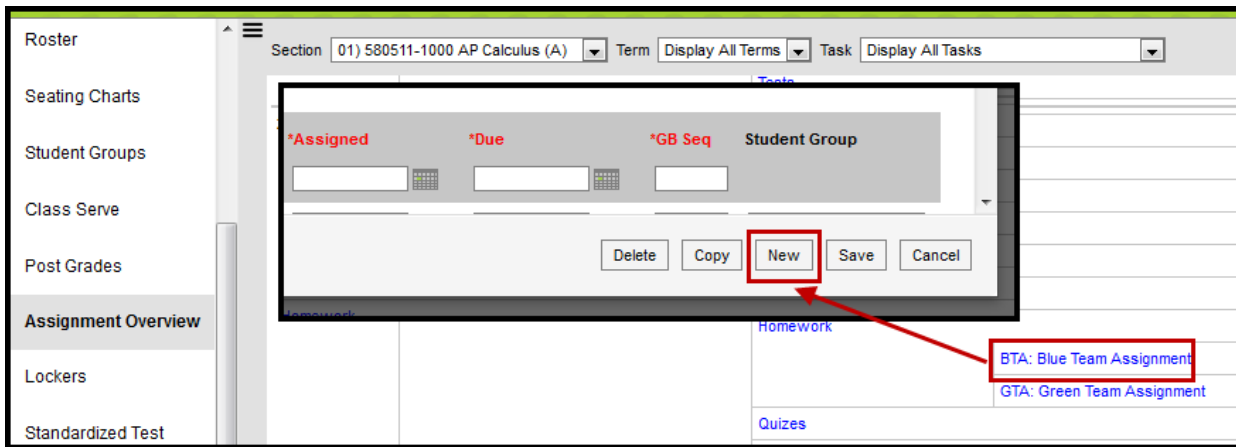
Click the name of a section, then either **view the assignment list** and add an assignment, or click **add new assignment**.



### Creating an Assignment from the Section Options

## 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.



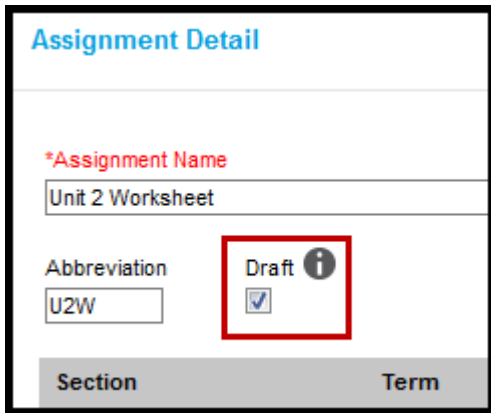
### Creating an Assignment from the Assignment Overview

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

## Assignment Drafts

The option to mark assignments as drafts is currently in closed beta testing and is only available in select districts.

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



### Marking 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 Portal 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: U2W: Unit 2 Worksheet

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 Assignments List. Filter the list to **hide** draft assignments, to **show** them interspersed with your other assignments, or to **show only** draft assignments.



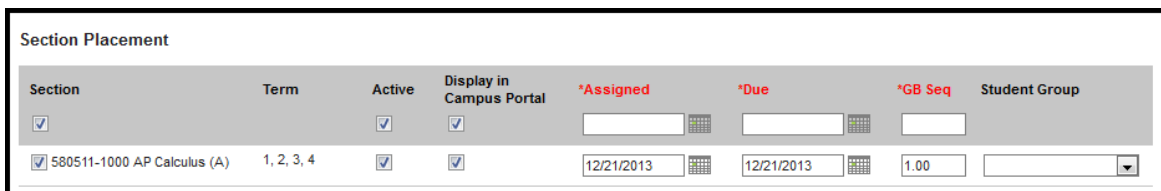
*Drafts in the Assignment List*

## Creating an Assignment

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

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.
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 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	Term	Active	Display in Campus Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/> 580511-1000 AP Calculus (A)	1, 2, 3, 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12/21/2013	12/21/2013	1.00	

5. 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 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. [Student Groups](#) are created in the Roster tool.
6. If desired, select and insert a **Template** to provide a structure for your Teacher Notes and Portal Description fields. Templates are created in the [Curriculum Templates](#) tool.
  7. Enter **Teacher Notes** to guide the teacher in how to use this assignment. These notes are just for the teacher, they are not visible to students and don't appear anywhere but here in the assignment.
  8. Enter a **Portal Description** for students. This information appears on the Portal.

Select a template:

Assignment ▼

Insert Template

**Teacher Notes**

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Hand this worksheet out after we've discussed this topic in class.  
I won't score this assignment, just record whether or not they tried. .

**Portal Description**

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After our introduction to Trigonometry, please do your best on this worksheet.  
We'll discuss more in class on Friday.

9. 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 Files Maximum File Size: 20MB

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

Pending Files (Note: files will be attached to assignment after save)

File Name	*Display Name	Description	Size	Progress
<input checked="" type="checkbox"/> Introduction to Trigonometry Worksheet.docx	<input type="text" value="Introduction to Trigonomet"/>	<input type="text"/>	12.30 KB	<div style="width: 100%; height: 10px; background-color: #0070C0;"></div> Done

10. 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.

**Student Work Product**

None

**Enable Student Submission**

Editor

File Attachment (Limit 20MB per file)

Enable Online Assessment

11. 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. See the [Scoring Student Submissions](#) for information about accessing submissions.
12. 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.
13. The **File Attachment** function allows students to upload files in response to an assignment. See this list for allowed file types.
14. 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.
15. In the **Scoring Alignment Detail** section, indicate if the assignment should not appear in the Grade Book by unmarking the **Align to Grade Book** 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.

### 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 this assignment

Standard	Scoring Type
<input checked="" type="checkbox"/> S2: MGB Standard 2	<input type="radio"/> Points
<input checked="" type="radio"/> Tests	<input type="radio"/> Marks
	<input checked="" type="radio"/> Rubric
<hr/>	
<input type="checkbox"/> SA1: MGB Stand alone 1 time	
<hr/>	
<input type="checkbox"/> SC1: MGB Standard Child (One Time)	
<hr/>	

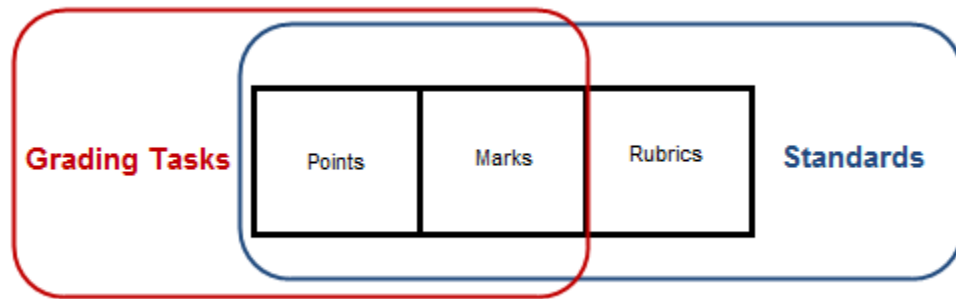
#### Grading Tasks

Select which grading tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input checked="" type="checkbox"/> Semester Grade	<input checked="" type="radio"/> Points	<input type="text" value="50"/>	<input type="text" value="1.000"/>
<input checked="" type="radio"/> Homework	<input type="radio"/> Marks		
<input type="radio"/> Quizzes			
<input type="radio"/> Tests			
<hr/>			
<input type="checkbox"/> 2nd Quarter Mid-term			
<hr/>			
<input type="checkbox"/> Quarter Grade seq 2			
<hr/>			

16. Mark the **Standards** and **Grading Tasks** that the assignment counts towards.

- For each alignment selected, the list of **Categories** that include that alignment appears below. You must select at least one category for each alignment.
- 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.
  - **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](#).



17. Enter **Metadata** for your 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.

Standards (1)	Grade Levels (2)	Depth of Knowledge (DOK 2)	Tags (2)
<input type="checkbox"/> Course Standards (AP Calculus)			
<input checked="" type="checkbox"/> UTF: Understands Trigonometric Functions (High School Standards)			

18. Click **Save** to create the assignment.