Modifying Assignments

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Modify assignments from wherever assignments are listed. Simply click on the assignment name to open the assignment editor.
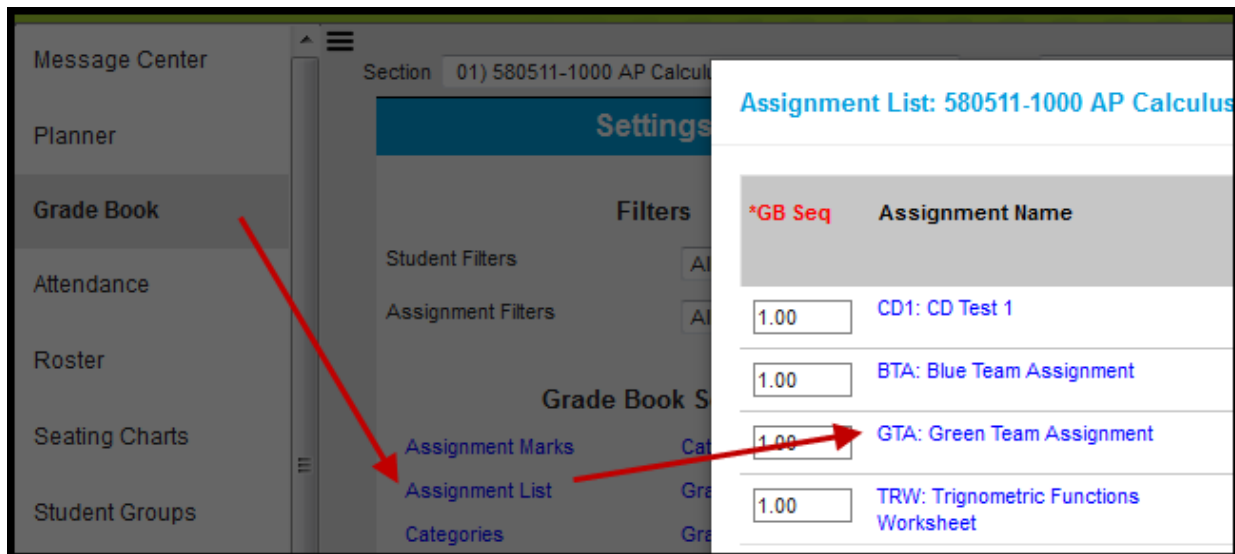
From the Grade Book

PATH: *Campus Instruction > Grade Book > Settings > Assignment List*

PATH: *Campus Instruction > Grade Book > Assignment Abbreviation*
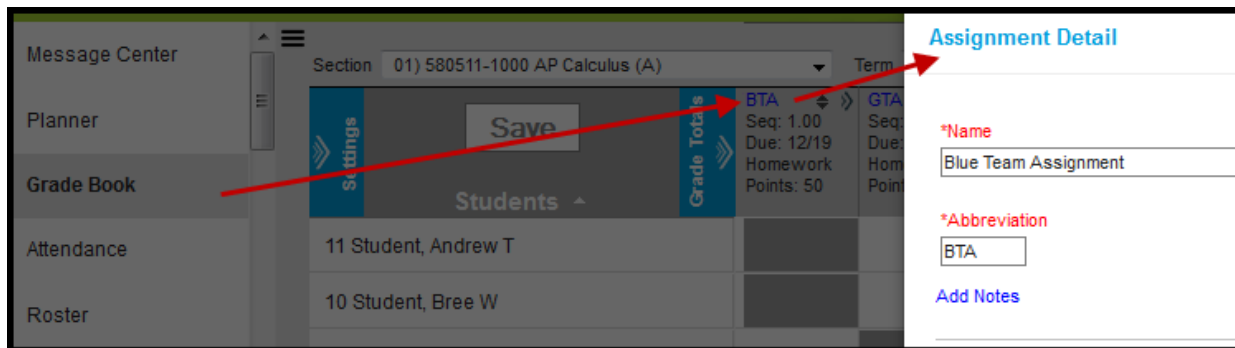
Access the assignment editor in two ways from the Grade Book.

One option is to use the Assignment List in the Settings menu:

Accessing the Assignment Editor from the Assignment List

From the Grade Book, you can also click the Abbreviation of the assignment to open the assignment editor:
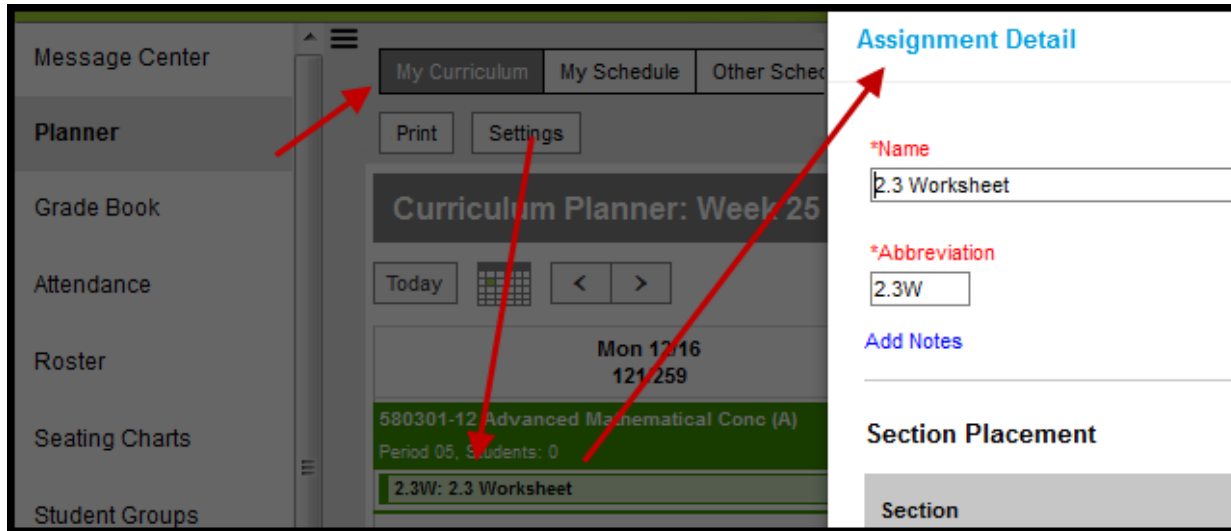
Accessing the Assignment Editor from the Assignment Abbreviation

From the Planner - Curriculum View

PATH: *Campus Instruction > Planner > Curriculum View > Assignment Name*

In the Planner in the Curriculum view, click the name of the assignment to open the assignment editor:

Accessing the Assignment Editor from the Curriculum View of the Planner

Click the name of the section to open the section options, which includes a link to the Assignment List.
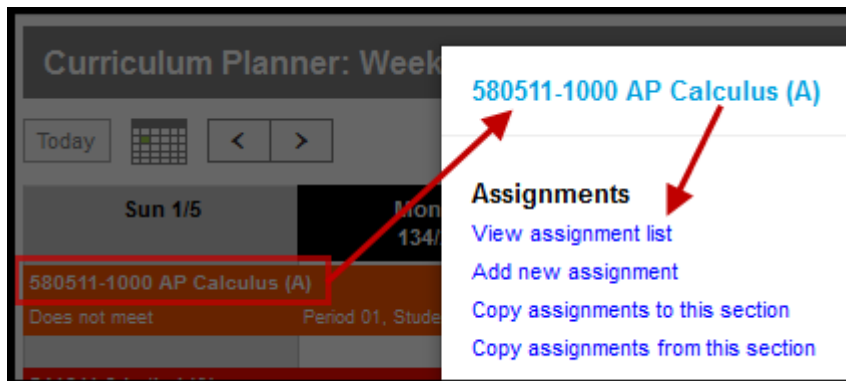
Accessing the Assignment List from the Section Options

From the Assignment Tree View

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

The Assignment List shows the hierarchy of Terms, Standards/Tasks, Categories, and Assignment. Click on the assignment name to open the assignment editor:
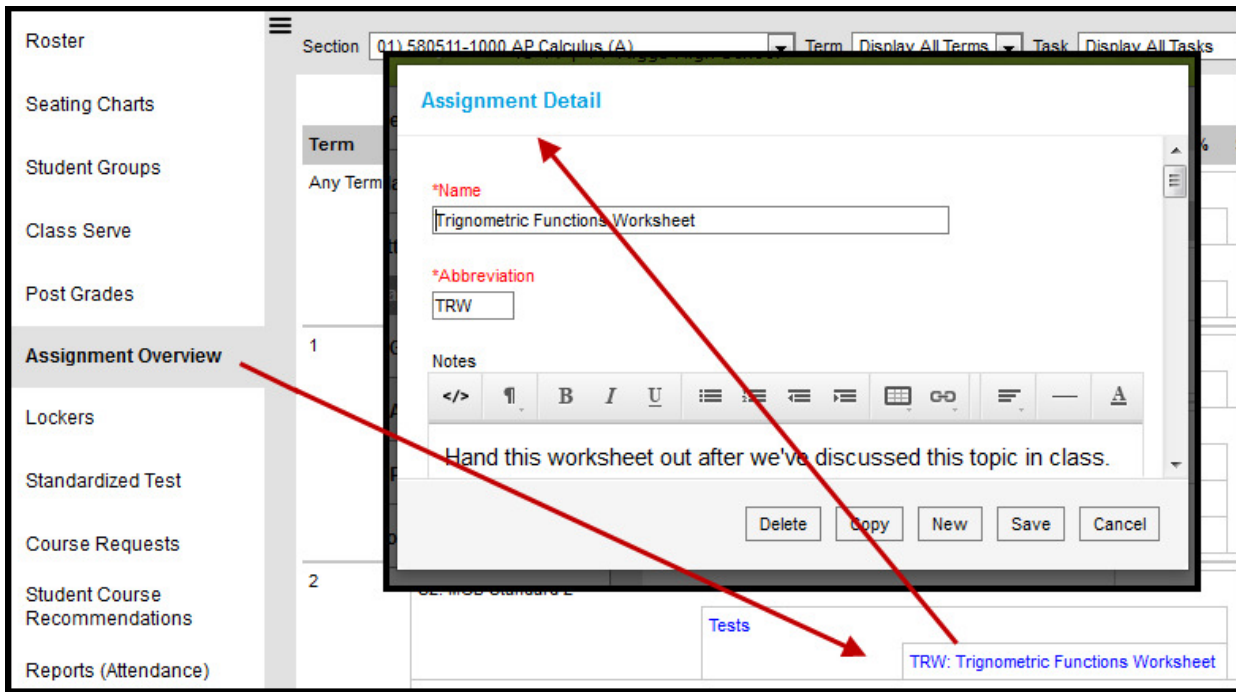
Accessing the Assignment Editor from the Assignment Tree View

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, including the Name, Teacher Notes, Portal Description, File Attachments, and metadata. Copy the assignment to the current school year to update.

Field	Description
Name	Identifies the assignment.
Abbreviation	Identifies the assignment, specifically used in the Grade Book.
Section Placement	
Section(s)	The sections in which the assignment is given.
Term	The terms that section meets.
Active	Indicates that the assignment is included in grade calculations.
Display in Campus Portal	Indicates that the assignment appears in the student view of the Portal.

Assigned	The date you assigned the assignment to students.
Due	The date the assignment is due to be returned to you.
GB Seq	The order in which the assignment appears in the Grade Book, based on sorting preferences. Allows for 7 digits: XXXXX.XX.
Student Group	Limits the students who are assigned the assignment to only those in the selected student group.
Template	Templates are guidelines for the content in the Notes and Description fields. Add one if desired.
Teacher Notes	Any information about the assignment you do not want available on the Portal. This field is only accessible on the assignment.
Portal Description	Any information about the assignment that would be beneficial for students to access through the Portal, including objectives and references.
Add Files	Upload files for students to open from the Portal.
Student Work Product	
None	Students have no options for submitting a response through the Portal.
Enable Student Submission	Allows students to respond to the assignment through the Portal: • Editor - Provides a text editor for students to complete the assignment. • File Attachment - Allows the student to upload files in response to the assignment.
Scoring Alignment Detail	
Standard/Task	The Standard or Grading Task that this assignment counts towards
Scoring Type	Includes options for: • Points - assignment scored as the earned number of points out of a total possible. • Marks - assignment scored based on a set of Assignment Marks. • Rubric (Standards only) - assignment scored based on a rubric describing proficiency.
Total Points	(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.

Multiplier	How the assignment affects students' grades. For example, a 50 point assignment with a Multiplier of 2 counts as a 100 point assignment.
Metadata	**Metadata helps locate assignments when searching in the Library.**
Standards	Standards that the assignment is designed to address. Selecting standards here has no link to grading.
Grade Levels	The grades levels that the assignment is designed for.
Depth of Knowledge	An indication of the complexity of thinking required by the assignment. Options are Recall and Reproduction, Skills and Concepts, Strategic Thinking, and Extended Thinking.
Tags	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.

Modifying an Online Assessment

To update an online assessment aligned to an assignment, open the assignment in one of the ways described above, scroll down to the Student Work Product section, and click **Edit Assessment**. If a student has already submitted responses, you cannot modify the assessment.

If the assessment has not been taken by any students, see the Assessment Settings information. From here, you can also **Replace** an assessment that has been aligned to an assignment. To align an new assessment, see the Searching for an Assessment information.

Editing an Aligned Assessment

Move Scores

Once scores have been entered for a Standard or Grading Task, unmarking the checkbox that aligns the standard or task to the assignment causes a Move Scores dialog box to appear.
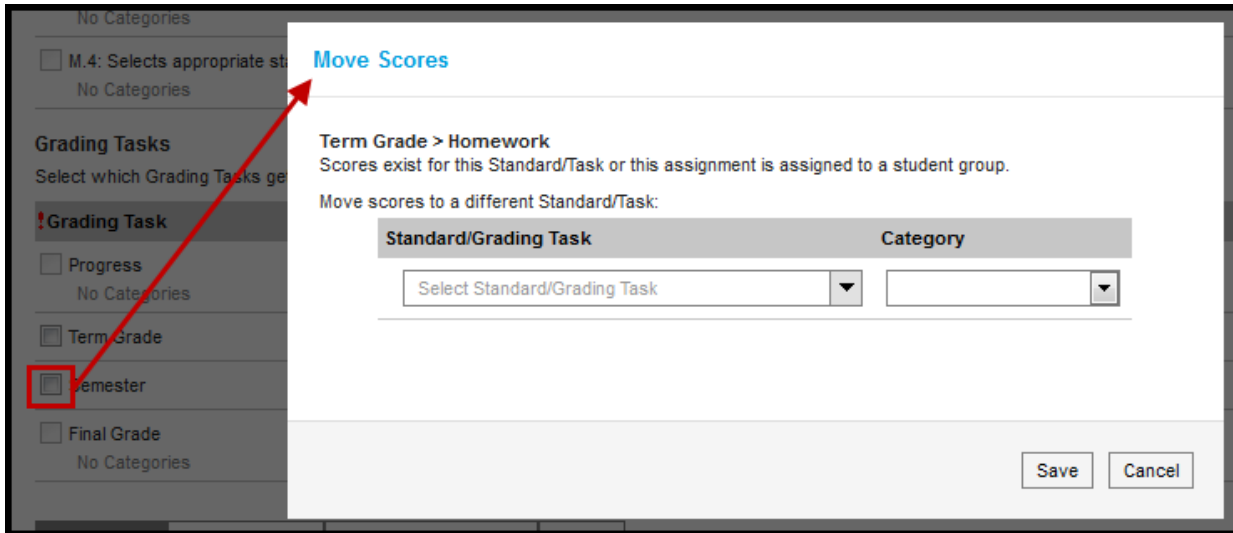
Move Scores between Tasks/Standards

Select a different standard or task and category to realign the assignment and move scores. In the dropdown, available standards and tasks appear in black text. Standards and tasks that are not available as display in grey text with the reason that scores cannot be moved there in parenthesis (No Category, No Rubric, etc).

Click **Save** to continue with the process selected or **Cancel** to return to the Assignment Detail.

When you select a new standard or task and category, that option is automatically selected in the Scoring Alignment section of the assignment.