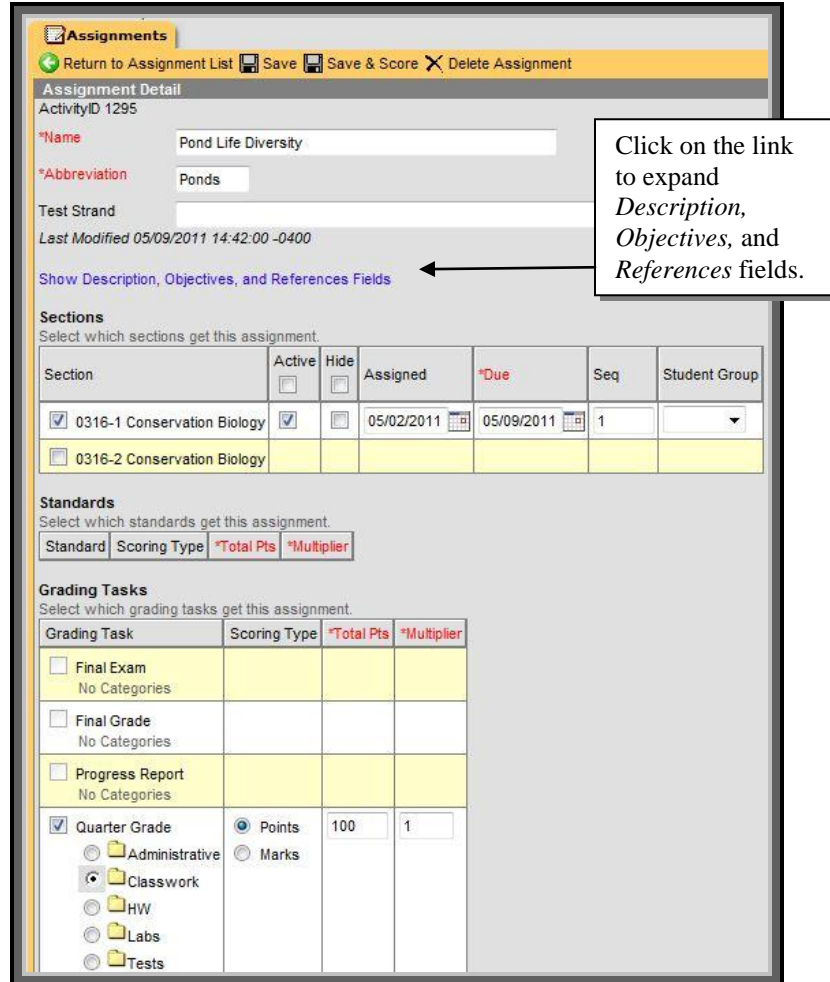


Set up the Assignments

Once categories are created, assignments can be created under each category. Teachers may score assignments from the Assignments tool or Grade Book. Although all fields are not mandatory, many fields add value when the Campus Portal is open.

1. Navigate to: *Instruction > Assignments*.
2. Click on the <Create Assignment> button. The **Assignment Detail** will display.



Assignments
Return to Assignment List Save Save & Score Delete Assignment

Assignment Detail
ActivityID 1295

*Name Pond Life Diversity
*Abbreviation Ponds
Test Strand
Last Modified 05/09/2011 14:42:00 -0400

[Show Description, Objectives, and References Fields](#)

Sections
Select which sections get this assignment.

Section	Active	Hide	Assigned	*Due	Seq	Student Group
<input checked="" type="checkbox"/> 0316-1 Conservation Biology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/02/2011	05/09/2011	1	
<input type="checkbox"/> 0316-2 Conservation Biology	<input type="checkbox"/>	<input type="checkbox"/>				

Standards
Select which standards get this assignment.

Standard	Scoring Type	*Total Pts	*Multiplier

Grading Tasks
Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input type="checkbox"/> Final Exam No Categories			
<input type="checkbox"/> Final Grade No Categories			
<input type="checkbox"/> Progress Report No Categories			
<input checked="" type="checkbox"/> Quarter Grade	<input checked="" type="radio"/> Points	100	1
<input type="radio"/> Administrative	<input type="radio"/> Marks		
<input checked="" type="radio"/> Classwork			
<input type="radio"/> HW			
<input type="radio"/> Labs			
<input type="radio"/> Tests			

3. *Name* – Enter the name of the assignment (i.e., Test 1, Civil War quiz, Final Project). This field has a maximum of 50 characters.
4. *Abbreviation* – Enter the abbreviation for the assignment. This will display in the Grade Book as the column heading. This field has a maximum of 5 characters.
5. *Test Strand* – Some states use this to associate a state test with the assignment.

6. *Description/Objectives/References* – These fields are text boxes with formatting tools to add colors, underlining, etc. Details from these fields display on the Portal and reports.
7. *Section* – Check the section(s) for which this assignment applies. The section selected in the toolbar will be checked by default. Sections of the same course will display. If the assignment applies to another course taught by the same teacher, it may be copied later (refer to the **Copying Assignments** part of this manual, p. 18).
8. *Active* – Check this box if the assignment should be considered in the Grade Book.
9. *Assigned* – This field defaults to current date. Enter the date the assignment was given to the student. This date will display on the Portal and reports.
10. *Due* – This field defaults to current date. Enter the due date of the assignment. This date will display on the teacher’s Daily Planner, the Portal, and reports. The due date will determine an assignment’s term alignment.
11. *Sequence* – Enter a sequence number, if needed. The sequence number determines the order that the assignments display in the Grade Book. Otherwise, the assignments will display alphabetically within Due Date order.
12. *Student Group* – Choose the student group, if needed (e.g., this assignment is only given to the Advanced Students).
13. *Standards or Grading Tasks* – Select the standards or grading tasks for which this assignment applies. Click on the Category radio button (i.e., folder) where the assignment belongs.
14. *Points* – This scoring type appears once a Standard or Grading Task has been selected. Choose this option if the assignment will be scored numerically.
15. *Marks* – This scoring type appears once a Standard or Grading Task has been selected. Choose this option if the assignment will be scored with teacher-defined marks and scoring thresholds (refer to the **Set up Assignment Marks** part of this manual, p. 6).
16. *Rubrics* – This scoring type appears once a Standard has been selected. Choose this option if the assignment will be scored using a district-defined rubric associated with the standard (e.g., 4 – Exceeds Expectations, 3 – Meets Expectations, etc.).
17. *Total Pts* – This field defaults to ‘100’. If different, enter the correct number of points for the assignment. This field must be considered when using Scoring Type – Points or Marks. This field is not available when using Scoring Type – Rubric.

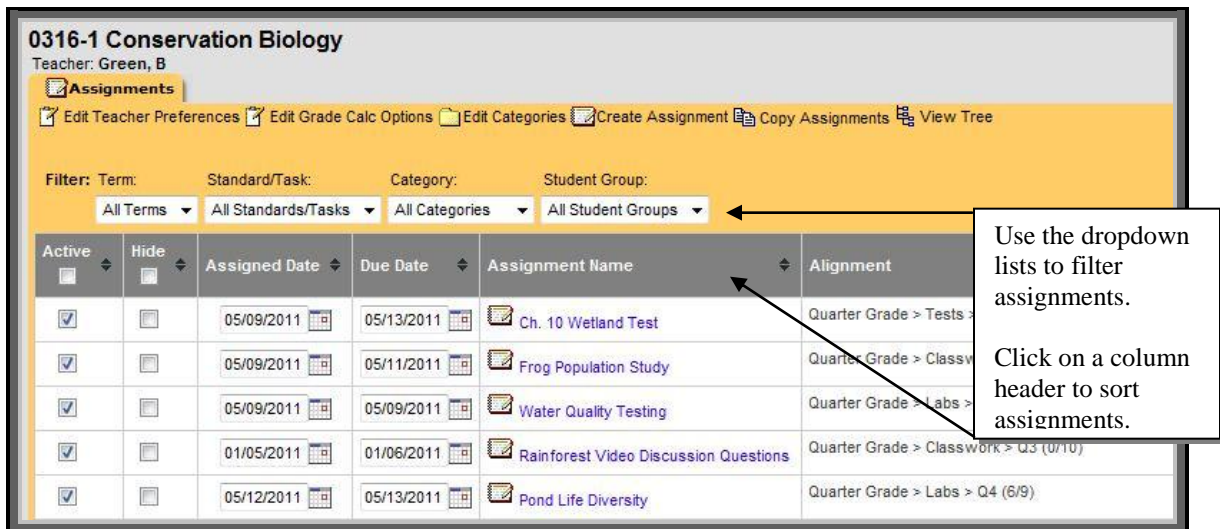
18. *Multiplier* – This field determines the weighting of the points on this assignment within the group. This field defaults to ‘1’. Enter a different number if this assignment will weigh more or less than other assignments within the group. This field is not available when using Scoring Type – Rubric.

19. Choose a save option:

- a. *Save* – Click on this button to save the assignment details and return to the Assignments List.
- b. *Save & Score* – Click on this button to save the assignment details and open the Assignment Scoring Editor (refer to the **Scoring Assignments** part of this manual, p. 20).

View and Edit the Assignments

1. Navigate to: *Instruction > Assignments*. The section’s assignments will appear as links in the **Assignments List**.



0316-1 Conservation Biology
Teacher: Green, B

Assignments

Edit Teacher Preferences Edit Grade Calc Options Edit Categories Create Assignment Copy Assignments View Tree

Filter: Term: Standard/Task: Category: Student Group:

All Terms All Standards/Tasks All Categories All Student Groups

Active	Hide	Assigned Date	Due Date	Assignment Name	Alignment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/09/2011	05/13/2011	Ch. 10 Wetland Test	Quarter Grade > Tests >
<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/09/2011	05/11/2011	Frog Population Study	Quarter Grade > Classv
<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/09/2011	05/09/2011	Water Quality Testing	Quarter Grade > Labs >
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/05/2011	01/06/2011	Rainforest Video Discussion Questions	Quarter Grade > Classwork > Q3 (0/10)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/12/2011	05/13/2011	Pond Life Diversity	Quarter Grade > Labs > Q4 (6/9)

Use the dropdown lists to filter assignments.

Click on a column header to sort assignments.

2. Click on an assignment name to open the **Assignment Detail** and enter changes, if needed. **Changes saved in the Assignment Detail will apply to all sections for which the assignment is aligned.**
3. Click on the <Delete Assignment> button to remove the assignment. The assignment and scores will be removed from all sections to which it was aligned. To remove an assignment from a single section, do not delete the assignment. Instead, clear the checkbox next to the section in the Section Field and click on the <Save> button.