

# Add an Assignment

**Path: Campus Instruction > Grade Book**

Assignments may be added via the Grade Book.

The screenshot shows the top of the Grade Book interface. At the top, there are dropdown menus for Term (4 (04/04/16 - 06/30/16)), Section (01) 2350-10 US History B, and Task (Term Grade). Below these are buttons for + Add, Sort, and Filter. A 'Save' button is prominently displayed. To the right, a table lists various assignment categories with their respective sequences, due dates, and point values: WS1 (Seq: 1.00, Due: 06/30, Daily Work, Points: 50), RQCh1 (Seq: 2.00, Due: 06/30, Homework, Points: 25), ChRvw (Seq: 3.00, Due: 06/30, Homework, Points: 75), Proje (Seq: 4.00, Due: 06/30, Projects, Points: 25), QZ 1 (Seq: 5.00, Due: 06/02, Quizzes, Points: 100), \*QZ14 (Seq: 6.00, Due: 06/30, Quizzes, Points: 10), ChTst (Seq: 7.00, Due: 06/30, Tests, Points: 50), and \*OA (Seq: 8.00, Due: 06/30, Tests, Points: 100). Below this table, a student entry for '11 Beischler, Lucinda' is visible.

1. Click +Add below the Term dropdown list at the top of the Grade Book.

The screenshot shows the 'Assignment Detail' form. It has a title 'Assignment Detail' in blue. Below it, there are two main input fields: '\*Assignment Name' (containing 'Chapter 17 Test') and '\*Abbreviation' (containing 'Ch17T'). To the right of the abbreviation field is a 'Draft' checkbox with an information icon. Further right is a 'Delivery View' button. The form is designed to capture the basic information for a new assignment.

2. Enter the assignment's name and abbreviation. The abbreviation will be displayed in the Grade Book.
3. If the assignment is not ready to be made active, mark the Draft checkbox. This will change which fields are required at this time in order to save the assignment. Draft status will make the assignment only accessible via the Assignment List and Planner. It will not be included in grade totals or displayed on the Portal. When the assignment setup is ready to be added to the Grade Book, unmark the Draft checkbox.

The Delivery View option is only accessible after the assignment has been saved. Clicking Delivery View will display any notes entered in the Teachers Notes and Portal Description fields

The screenshot shows a table for assigning the assignment to different sections. The table has the following columns: Section, Term, Active, Portal, \*Assigned, \*Due, \*GB Seq, and Student Group. The first row is a header with checkboxes for Active and Portal, and input fields for Assigned, Due, and GB Seq. The second row shows a checkbox for '2350-8 US History B'. The third row shows a checked checkbox for '2350-10 US History B', with corresponding values: Term 4, Active checked, Portal checked, Assigned 05/31/2016, Due 05/31/2016, GB Seq 1.00, and Student Group 'No Groups'.

4. Select which section(s) will get this assignment using the Section Placement tool.
5. If the assignment should be included in calculating student scores, mark the Active checkbox.
6. Indicate whether or not the assignment should be displayed on the Portal.
7. Enter the date the assignment will be assigned in the Assigned field.
8. Enter the assignment due date in the Due field.
9. Enter the desired sequence in which the assignment should be displayed in the Grade Book.
10. If applicable, select the group to whom the assignment should be assigned in the Student Group dropdown list.

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

Civil War (05/16/2016 - 06/03/2016) ✕ ▼

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Select a template:  
Assignment ▼

11. If the assignment is part of a unit or lesson plan, select the unit/plan in the Unit/Lesson Plan list.
12. If desired, select a template to be used for completing the Teacher Notes and Portal Description field and click Insert Template. Templates are created at the district level.

**Teacher Notes**

< > B I U

**Notes:** Assessment will be completed in class. Students may use notes taken during discussions.

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**Portal Description**

< > B I U

**Description:** This assessment will be used to gauge understanding of content in the chapter.

**Objectives:** Identify key Civil War people  
Identify the specifics of the Emancipation Proclamation

**References:** Any notes taken during class discussions may be used

13. Information pertaining to the assignment meant for teachers may be entered in the Teacher Notes field.
14. Additional assignment details for students can be entered in the Portal Description field. This information will be displayed on the Portal.

Maximum Upload File Size: 20MB

15. If the district/school is using the Campus Digital Repository, files may be attached to the assignment for student access by selecting Upload Files. Students will be able to download the files via the Portal.

**Student Work Product**

☒ None  
☐ Enable Student Submission  
☐ Enable Online Assessment

16. If enabled, students may be allowed to complete the assignment or assessment online via the Portal by selecting Student Work Product options.

- Enable Student Submission - Gives users two options for student assignment submission.  
[Click here to expand...](#)

**Student Work Product**  
  
☐ None  
☒ Enable Student Submission  
☒ Editor  
☒ File Attachment (Limit 20MB per file)  
☐ Enable Online Assessment

- Editor - Provides text boxes for students to enter text responses.
  - File Attachments - Allows students to upload a document with his/her submission.
- Enable Online Assessment - Gives users the option to allow students to complete an assessment via the Portal.

[Click here to expand...](#)

**Assignment Detail**  

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**Search for Online Assessment**  
Assessment ID  
  
**Standards**  
  
**Tags**  
  
**Audience**

- Upon selection of Enable Online Assessment, an assessment search window will appear.
- Enter the appropriate search criteria to locate the assessment that needs to be attached.
- Click Search.

**Assignment Detail**

Search for Online Assessment

Display Name ▲ Standards

Select Preview BvsE2

| Display Name                            | Standards   |
|---|---|
| Gram01: Understands parts of a sentence | RL.9.10-1: Cite strong and thorough textual evidence to support analysis<br>KG.M.1: Builds number families to 5 |

Back To Search Cancel

Delete Copy New Score Save Cancel

- Select the appropriate assessment in the search results. Selecting the Preview link will display the assessment. Selecting the assessment's name will display additional assessment details.

**Assessment Options**

Assessment ID: BvsE2

Preview Assessment

Max Duration (minutes)

120

Randomize Items

☐ Yes

☒ No

Show Detail

| Include                             | Item ID            | Audience                         | Materials                                | Item Type | Standards  |
|-------------------------------------|--------------------|----------------------------------|--|-----------|--|
| <input checked="" type="checkbox"/> | Identify Subject 3 |                                  |  | T/F       | Gram01: Understands parts of a sentence                                  |
| <input checked="" type="checkbox"/> | TV4                |                                  |  | T/F       |  |
| <input checked="" type="checkbox"/> | KT Item - MC       |                                  |  | MC-S      | KG.M.1: Builds number families to 5                                      |
| <input checked="" type="checkbox"/> | BvsE               | Grade 10<br>Grade 11<br>Grade 12 | Handouts<br>TI-83 Graphing<br>Calculator | E         | RL.9.10-1: Cite strong and thorough textual evidence to support analysis |

OK Cancel

- Enter the time students are allowed to complete the assessment in the Max Duration field.
- Indicate whether or not the test item order should be randomized for each student.
- Select which questions should be included in the assessment by marking the checkboxes in front of the appropriate items. The Show Detail link will display each test item as it will appear to the students.
- When finished, click OK. The Assignment Detail will be displayed allowing additional directions and information to be entered for students.

**Assignment Detail**

**Standards**  
 Select which Standards get this assignment

| Standard   | Scoring Type |
|--|--------------|
| <input type="checkbox"/> SS: SO 10: Understand revolution, immigration, and westward movement<br>No Categories   |              |
| <input checked="" type="checkbox"/> SS: SO 11: Explain Causes of the Civil War<br><input type="radio"/> Daily Work<br><input type="radio"/> Projects<br><input checked="" type="radio"/> Tests |              |
| <input type="checkbox"/> SS: SO 8: Political system based on the U.S. Constitution and the Bill of Right<br>No Categories  |              |
| <input type="checkbox"/> SS: SO 9: Describe United States territorial expansion between 1801 and 1861  |              |
| <input type="checkbox"/> SS: SO12: Understand course & character of Civil War & its effects on US  |              |

**Grading Tasks**  
 Select which Grading Tasks get this assignment

| Grading Task  | Scoring Type   | *Total Points                   | *Multiplier                    |
|---|--|---------------------------------|--------------------------------|
| <input type="checkbox"/> Mid-Term (Progress)  |  |                                 |                                |
| <input checked="" type="checkbox"/> Term Grade<br><input type="radio"/> Daily Work<br><input type="radio"/> Homework<br><input type="radio"/> Projects<br><input type="radio"/> Quizzes<br><input checked="" type="radio"/> Tests | <input checked="" type="radio"/> Points<br><input type="radio"/> Marks | <input type="text" value="50"/> | <input type="text" value="1"/> |
| <input type="checkbox"/> Final Grade<br>No Categories   |  |                                 |                                |

17. If the assignment should not be displayed in the Grade Book, unmark the Align to Grade Book checkbox.
18. The Scoring Alignment Detail editor displays the Standards or Grading Tasks set up by the district or school for the course.
  - The assignment may be aligned to any of the Standards and Grading Tasks that display.

Grading tasks and standards with a grayed out checkbox may not be aligned to an assignment. Those tasks and standards are to only be used for posting grades.

- For each selected standard/task a category must also be selected.
19. Create scoring alignments to the Grade Book.

- Select Scoring Type.
  - Points - The assignment will be scored numerically.
  - Marks - The assignment will be scored in predetermined Marks (Example A, B, C) using grading thresholds set up in the Assignment Marks tool.
  - Rubric - The assignment will be scored in predetermined values. These values will pull from the rubric assigned to the standard in the Standards Bank.
- Enter Total Pts - Number of total points possible on the assignment.
- Enter a Multiplier - The Multiplier field works in conjunction with the points possible field to set how the assignment affects the student's score. For example, a 50 point assignment with a multiplier of .5 calculates as a 25-point assignment.

The screenshot shows a web interface for configuring an assignment. At the top, there are four tabs: 'Standards (1)', 'Grade Levels (2)', 'Depth of Knowledge (DOK 1)', and 'Tags (0)'. The 'Grade Levels (2)' tab is currently selected. Below the tabs is a search bar containing the text '9' and '10'. At the bottom of the interface, there is a row of buttons: 'Delete', 'Print', 'Copy', 'New Assignment', 'Score', 'Save', and 'Close'.

20. If desired, select the desired tags to attach to the assignment. This allows the assignment to be searched for and located for reuse in the future.
- Standards - Select the standards that are aligned to this assignment.
  - Grade Levels - Select the grade level(s) to which this assignment applies in the dropdown list.
  - Depth of Knowledge - Select the appropriate level in the dropdown list.
  - Tags - Search for the desired tag to be attached to the assignment
21. When finished, click Save.
- To immediately score the assignment, select Score.
  - Once saved, the assignment may be printed as a PDF by clicking Print.
  - To add another assignment, click New Assignment.
  - To copy the assignment, click Copy.
  - To return to the Assignments List, click Close.

If the assignment was aligned to a unit or lesson plan, the outline of the unit/plan will be accessible in the upper right corner of the Assignment Detail. To view details pertaining to any item in the outline, click the desired item.

[Click here to expand...](#)

