

Assignment Defaults

Last Modified on 10/22/2022 9:30 am CDT

Creating Defaults | Applying Defaults

Assignment Defaults is not currently available, as of the release of Campus.2104. This tool will be replaced with an improved version in an upcoming release.

Classic View: *Instruction > Grade Book > Settings > Assignment Defaults*

Search Term: Grade Book

Assignment Defaults allow teachers to create templates for assignments, with options for Section Groups, Date, Grading Setup, and other assignment elements. Defaults help teachers save time when creating assignments with options that they use often.

A teacher can have multiple defaults set. One default can be set to apply automatically whenever assignments are created.

Term 1 (07/03/17 - 10/06/17) → Section 4) 3700-2 American & British Literature ▼ Task Term Grade ▼ + Add Sort Filter										
Grade Bo Assignment Defaults Assignment Marks Categories	tings ook Setup Assignment Default List Setup Assignment defaults, in			ncluded, so		Plot Seq: 1.00 Due: 07/10 Homework Points: 10 10 uling, and gradi	Chara	Parti	Huck ♦ ≫ Seq: 1.00 Due: 07/14 Homework Points: 10	Pc
Grading Scales Section Groups Grade Curriculum Copier Category Copier Multi-Post Grades	Template Name 10 Point Assignment Daily Writing Due Tomorrow		Section Group English 10				oply Automati	cally		
Help Web Site Address Pr								Ad	d Close	
	Create De	faults from	the Settings	menu	of t	the Grade	e Book			

Creating Defaults

To create a default, click **Assignment Defaults** from the Settings menu of the Grade Book and then click **Add**.

*Name	Apply Automatically
Daily Writing	
Sections Any Sections	
Portal	
Assigned Date	Due Date
Current Date	Same as Assigned Date 💌
Date settings will not be applied v	when creating assignments in the planner.
Grade Book Sequence	
Increment	
1.00	
*Scoring Type	
Points 💌	
Total Points Multiplier	
5 1	

Select options that will be applied to assignments that have this default selected.

The first three options relate to the default itself and how it will be used:

- Name Identifies the default in the list.
- **Apply Automatically** When this option is marked for a default, the options selected are applied automatically when a new assignment is created. This option can only be marked for one default at a time.
- **Sections** Indicates which sections should have this default available. Options are *Any Sections* and any existing Section Groups.

The remaining options are applied to an assignment with the default is selected:

Option	Description
Portal	Indicates if the Portal checkbox should be marked or not on the assignment. This checkbox determines whether the assignment displays in Campus Student and the Portal.
Assigned Date	Options are the <i>Current Date</i> when the assignment is created or a date up to 5 days before or after the current date.
Due Date	Options are the <i>Same as Assigned Date</i> or a date up to 5 days after the assigned date.



Option	Description
Grade Book Sequence	Options are to <i>Increment</i> the sequence value by populating the next whole number after the highest current sequence number or populate the entered sequence value.
Scoring Type	Options are <i>Rubrics, Marks,</i> or <i>Points.</i> See the Creating Assignments article for more information about these options.
Total Points	If Marks or Points are selected for the scoring type, this field indicates the number of points possible.
Multiplier	Multiplies the assignments score by the value entered. For example, a 10 point assignment with a multiplier of 2 would be worth 20 points.

Applying Defaults

Apply a default to an assignment by selecting an **Assignment Default** at the top of an assignment. Options selected in the default populate in the new assignment.

Selecting a default will overwrite currently selected options. Options populated by the default can be modified after a default is selected.

Assignment Detail	i iz sinden An					
*Assignment Name Writing Exercise Week 2 Day 4 *Abbreviation Draft () WE24 () • Scheduling/Grading Alignment	Assignment Default Daily Writing	1			Delivery View	
Section	Porta	I *Assigned	*Due	*GB Seq S	tudent Group	
X 4) 3700-2 American & British Literature Terms: 1, 2, 3, 4		08/04/2017	08/04/2017	2.00	No Groups	
Add/Remove *Category Homework Include in Grade Calculation						
*Standard/Grading Task			Scoring Type	*Total F	Points *Multiplier	
X Term Grade	•		Points 💌	4	5 1	
Add						Ŧ
		Delet	e Print Copy	New Assignment	Score Save Clos	ie

Select defaults on an assignment when you create it