Assignment Defaults

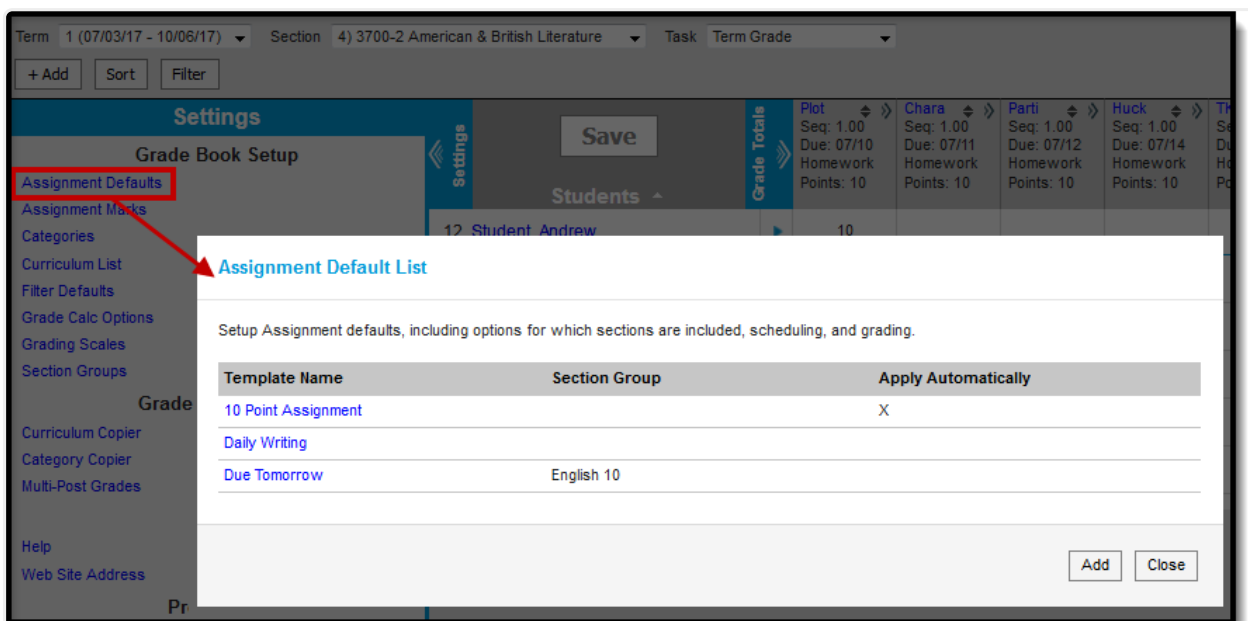Last Modified on 10/22/2022 9:30 am CDT

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.

Create Defaults from the Settings menu of the Grade Book

Creating Defaults

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

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 *Current Date* when the assignment is created or a date up to 5 days before or after the current date.
Due Date	Options are the *Same as Assigned Date* or a date up to 5 days after the assigned date.

Option	Description
Grade Book Sequence	Options are to *Increment* 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 *Rubrics, Marks,* or *Points.* 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.

Select defaults on an assignment when you create it