The Basics: Assignments

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Create an Assignment

PATH: *Various locations, including Campus Instruction > Grade Book*

This article explains how to create a simple assignment in Campus Instruction. For additional options and fields available in Campus Learning, see the Assignments & Resources article.
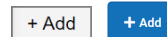
Where do I create assignments?

Access assignments in various places throughout Instruction, including the Grade Book, Assignment Overview, or Assignment List. Regardless of what tool you're in, the editor looks the same.

Create

Create an assignment or resource anywhere you see an Add button:

Categories must exist before assignments can be created.

Modify

To modify an assignment, open it by clicking the name or abbreviation and then click the Edit button

Click Edit to modify the item, or click the arrow on the right of the button to delete it.

When editing an item that is in multiple sections, you'll have the option of whether changes should be made to all versions or just the current one.
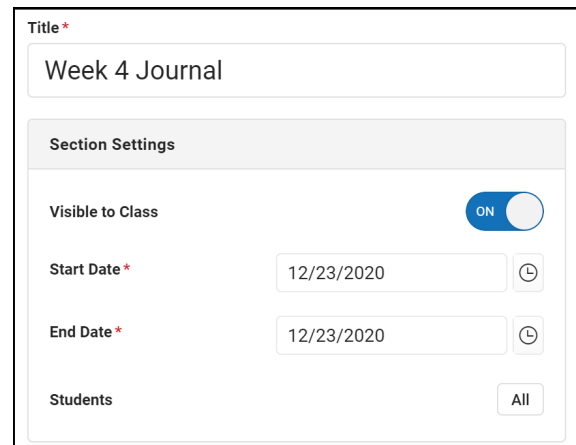
Create an Assignment

Regardless of what tool you're in, the assignment editor looks the same. A Title, Dates, and Grading information are required to save the assignment.

An assignment includes the following sections:
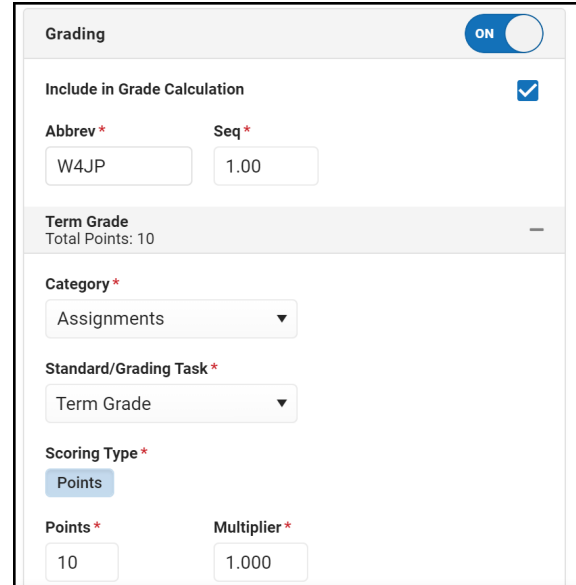
Title and Section Settings

1. Click **Add** to open a new assignment.
2. Enter a **Title** for the assignment.
3. Indicate if the assignment should be **Visible to Class** through Campus Student and Campus Parent. Click **Preview** at any point to see how the assignment displays for others.
4. Enter a **Start** and **End Date** by clicking the default date of today to open the calendar, clicking the Start Date and then the End Date without having to close the calendar.
5. By default, the assignment is assigned to all students in the section. To change this, click the **All** button next to **Students**. From here, select an existing student group or use the *Assigned* checkboxes to indicate which students should be assigned. All other students are marked *Exempt*.

Grading

1. Toggle Grading off to make this an ungraded assignment.
2. Leave **Include in Grade Calculation** if the scores entered for this assignment should contribute to student grades.
3. The **Abbreviation** populates as you enter the title. Modify if desired. The **Seq**uence autopopulates to 1; modify up to 7 digits: XXXXX.XX.
4. Select a **Category** for the assignment. Categories are groupings of related assignments, such as *Homework* or *Formative.*
5. **Standards** and **Grading Tasks** are item to which grades are posted. The Standard/Task of your current context, such what's selected in the Grade Book, is selected by default.
6. Select a **Scoring Type** to indicate how the assignment will be scored. Options are:
   - **Points**: Enter the **Points** possible for the assignment. Defaults to a value of 100.
   - **Marks**: Select a set of Assignment Marks created by your or your district. With Marks, the Point value entered determines the student's score based on the % entered for each mark.
   - **Rubrics:** (Standards only) Select Rubric to use the rubric aligned to standard to score the assignment.
7. If desired, change the **Multiplier** if using points or marks, which determines how the assignment affects students' grades. For example, a 50 point assignment with a Multiplier of 2 counts as a 100 point assignment.

Other Sections/Schedules
1. Save the assignment to add it to other sections.
2. Click **Add/Edit** and then **Add Sections.**
3. Click **Add** next to any section to add it to the assignment and click **OK**.
4. Once added to the list, made any needed updates to each instance of the assignment, whether it's Visible on Campus Student & Parent, the Start/End Dates, and the Grading. By default, these fields match the original assignment.
5. Click **Save Changes** when finished. The Other Sections/Schedules area now lists other sections that include this assignment.
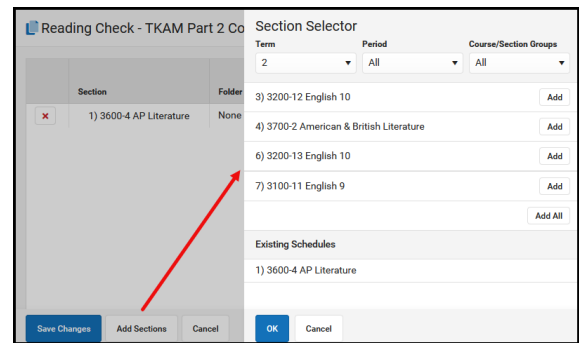
Save the assignment when finished.