

Assignments & Resources [.2124 - .2227]

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You are viewing a previous version of this article. See [Assignments & Resources](#) for the most current information.

Advanced assignment tools are available as part of the Campus Learning premium offering and require the *Enhanced Curriculum Editor* tool right, including the Summary, Attach Content, and Add a Task areas of the Assignment editor. Visit [What is Campus Learning?](#) to learn more.

Classic View: Tools throughout Instruction, including *Grade Book, Planner > My Curriculum, Assignment Overview and Progress Monitor*

Search Terms: [Grade Book](#), [Planner](#), [Assignment Overview](#), [Progress Monitor](#)

Access assignments in various places throughout Instruction. Regardless of what tool you're in, the editor looks the same.

Create

Create an assignment or resource anywhere you see an Add button (in the Planner, it's called *New*)



Click +Add to add an assignment, or click the arrow on the right of the button to add a [Folder](#) or a Resource, or to add an assignment starting with a Discussion, Quiz, or Submission.

[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 move the assignment to a different folder or delete it.

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

Other Edit Options

Click the arrow next to the edit button to access other options:

Duplicate

Creates a [duplicate](#) of the current item.

Move

Allows you to select a different parent folder in the curriculum structure.

Delete

Removes the current item. Be careful when deleting assignments that have scores.

Everything moved, help!

Recent improvements included redesigning the assignment editor. But don't worry, it's the same fields, just in different places. Expand below for a comparison of the old assignment editor and the new one:

▶ [Click here to expand...](#)

What are Resources?

Resources are, essentially, assignments that will not be scored. They allow teachers to share information with parents and students within the context of section curriculum.

When creating an item, toggle **Grading** on to make it an assignment, or off to make it a resource. Because resources are not scored, they do not display in the Grade Book.

Ideas for Resources:

- Share the syllabus for your course so that students can find it easily.
- Collect readings and other reference materials.
- Post a PDF of a sample [Scoring Rubric](#).
- Poll students using an informal [quiz](#).

Resources can be grouped within whatever [folder](#) structure you use to manage your curriculum. Consider creating a *Course Resources* folder to collect section-wide or often used materials, such as a syllabus.

Assignments and Resources

Every assignment or resource needs a **Title**. Let's walk through each of the sections in the assignment editor:

[Section Settings](#) | [Grading](#) | [Other Sections/Schedules](#)

In a hurry? Don't have [Campus Learning](#) or the *Enhanced Curriculum Editor* tool right? See [The Basics: Assignments](#).

Section Settings

Visible to Class indicates if this item is visible on [Campus Student](#) and [Campus Parent](#). Click the Preview button at the bottom of the editor to see what the assignment will look like for parents or students.

Start and **End Dates** default to today. Click the date to type or select another day. To set both dates easily, click the date to open the calendar, then click the Start Date you want and then the End Date, without closing the calendar. Dates are not required if Grading is toggled off.

To enter a time, such as for a [quiz](#) only available during a class period, click the clock icon.

By default, an assignment is available to all students in a 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 students not assigned will be marked as *Exempt* on the assignment. Campus Learning customers can also individualize dates for students. See the [Individualized Assignments](#) section for more information.

Grading

If **Grading** is toggled on, you're working on an assignment. If Grading is off, it's a resource.

Include in Grade Calculation is marked by default - unmark this checkbox if the assignment will be scored but that score should not be included when calculating grades, such as for a practice test.

The **Abbreviation** for the assignment populates as you enter a title. The **Sequence** defaults to 1. Modify if desired, up to 7 digits: XXXXX.XX. The abbreviation is used to identify assignments in the Grade Book and the sequence is used to [sort](#).

Grading alignments display in collapsible sections, with basic information in the heading.

Select a **Category** for the assignment. [Categories](#) are groupings of related assignments, such as *Homework* or *Formative*.

If **Default Scoring** options are setup for a category, the Scoring Type, Points, and/or Multiplier may auto-populate based on the category selected. These details are still editable. See the [Categories](#) article for more information.

Standards and **Grading Tasks** are item to which grades are posted. The Standard/Task of your current context, such as what's selected in the Grade Book, is selected by default. Only alignments available in your current section display.

Select a **Scoring Type** to indicate how the assignment will be scored. Options are:

- **Points:** Enter the **Points** possible for the assignment.
- **Marks:** Select a set of [Assignment Marks](#) created by you 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 each [standard](#) to score the assignment.

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.

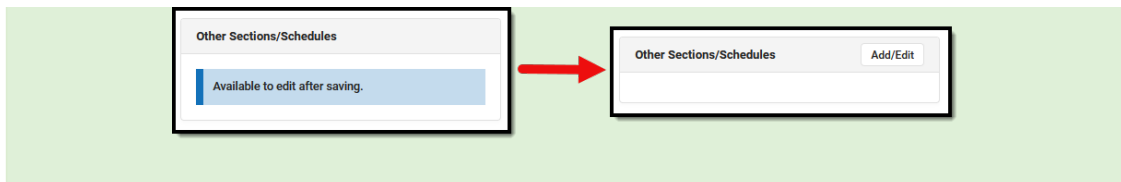
Add additional scoring alignments by clicking **Add Standard/Task**. Multiple alignments are most commonly used in standards-based grading, where a single assignment may demonstrate mastery in multiple standards.

The Add Scoring Rubric button displays for Campus Learning users who have the *Enhanced Curriculum* tool right. Scoring Rubrics allow teachers to communicate expectations for assignments with students and evaluate how well student work met those expectations. See the [Create Scoring Rubrics](#) article for more information.

Select applicable grading information for the assignment.

Other Sections/Schedules

Adding an assignment to other sections is only available once the assignment has been saved.



To add the assignment to other sections, click **Add/Edit** and then the **Add Sections** button:

The screenshot shows a 'Section Selector' dialog box. At the top, there are three dropdown menus for 'Term' (set to 2), 'Period' (set to All), and 'Course/Section Groups' (set to All). Below these are four rows of section information, each with an 'Add' button:

Section	Folder
3) 3200-12 English 10	None
4) 3700-2 American & British Literature	None
6) 3200-13 English 10	None
7) 3100-11 English 9	None

 Below this list is an 'Add All' button. Underneath is a section titled 'Existing Schedules' which contains one entry: '1) 3600-4 AP Literature'. At the bottom of the dialog are buttons for 'Save Changes', 'Add Sections', 'Cancel', 'OK', and 'Cancel'. A red arrow points from the 'Add Sections' button in the bottom left to the 'Add' button next to the first section in the list.

Add the assignment to other sections you teach.

Filter this section list by Term, Period, or Course/Section Groups at the top.

Click **Add** next to any section to add it to assignment.

Any sections that already include this assignment are listed at the bottom in **Existing Schedules**.

Click **OK** when finished.

Why can't I select some of my sections? Your district may have marked the *Cou Only Curriculum* checkbox for your course which means that any assignment aligned to that course can only be aligned to other sections of the same course.

Once added to the list, make any needed updates to each instance of the assignment, including the [Folder](#) (Campus Learning only), whether it's Visible on Campus Student & Parent, the Start/End Dates, and the Grading setup. By default these fields match the original assignment.

	Section	Folder	Visible	Start/End Date		Grading	Fill
			<input checked="" type="checkbox"/>	month/day/year	month/day/year		
<input checked="" type="checkbox"/>	1) 3600-4 AP Literature	None Edit	<input checked="" type="checkbox"/>	12/21/2020	12/21/2020	10 Points	
<input checked="" type="checkbox"/>	3) 3200-12 English 10 NEW	None Edit	<input checked="" type="checkbox"/>	12/23/2020	12/23/2020	10 Points	
<input checked="" type="checkbox"/>	6) 3200-13 English 10 NEW	None Edit	<input checked="" type="checkbox"/>	12/23/2020	12/23/2020	10 Points	

Modify assignment information for each instance, if desired.

Click the red X next to a section to remove the assignment from it. Sections cannot be removed if the assignment has already been scored.

Note: Previously, assignments had to have the same grading setup across sections. In the new assignment editor, grading setup can be different in each instance of the assignment, including the task/standard, the category, and the scoring information.

Click the blue scoring link ("10 points" in the example image above) to view and modify [Grading](#) information for that instance.

Click **Save Changes** when finished. The Other Sections/Schedules area now lists other sections that include this assignment.

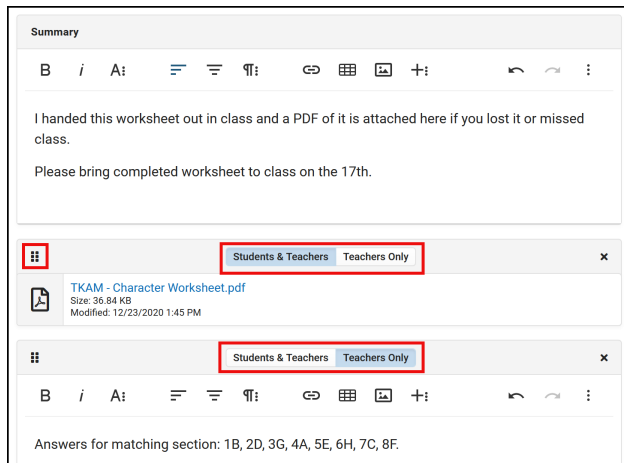
Advanced Features

If your district has Campus Learning and has given you the *Enhanced Curriculum Editor* tool right, additional features display for assignments and resources.

Summary & Notes

The **Summary** is a text field where you can enter any information about the assignment that would be helpful to students, such as instructions, objectives, and lesson materials. Format the text as desired, including bold/italics, text colors, or bullets and numbering in the **¶** menu. You can also add links, tables, images by clicking those icons in the editor. Click the + button to see options for embedding videos, special characters, or any other embeddable content enabled by your district. Content in the Summary panel displays for students and parents (if the assignment is Visible) just as you see it here in the editor.

Notes are additional text fields, which can be helpful for grouping entered content, slotting text between other attachments and tasks, and adding information that is only visible to other teachers.



The Summary always displays above any additional content added to the assignment, such as files or notes.

If multiple attachments, notes, or tasks are added below the Summary, they can be rearranged by clicking the dots icon in the top left corner and dragging the segment into the desired order.

The Summary is visible to anyone who can see the assignment. Other attached content and notes can be visible to **Student & Teacher** or to **Teachers Only**, which may be a helpful option for content such as an answer key.

Click the **Preview** button at the bottom of the editor to see how the assignment will appear for students.

Attach Content

Various options may be available in the [Attach Content](#) section, based on your district/schools setup. Options include:

- [File](#)
- [Google Drive](#)
- [Learning Tool](#)
- [Notes](#)

Add a Task

Additional tasks can be aligned to an assignment or resource. Check out the following articles for more information:

- [Discussion](#)
- [Quiz](#)
- [Submission](#)

Considerations for Individualized Assignments

Individualize which students should receive an assignment in the **Students** link in the assignment editor. Users with Campus Learning can also customize Start and End Dates.

Section Settings

Visible to Class

Start Date*

End Date*

Students

Click All to individualize the assignment.

- Individualized assignments are indicated with a + throughout Campus.
- Scores for individualized assignments calculate towards the grade of the term in which the End Date falls. If a student's End Date falls in Term 4 for an assignment from Term 3, the score contributes to the Term 4 grade.
- A student's individualized dates display in Campus Student and Campus Parent and other student-specific areas of Campus.
- The Start and End Dates in the main assignment editor are not affected by individualized dates. [Reports](#), such as the [Section Summary](#) and [Student Summary](#) report the end date entered on the assignment editor, not individualized dates.
- Individualized assignments are indicated in the [Teaching Center](#), with each student's end date listed in the scoring area.