

# Creating an Assignment in Infinite Campus

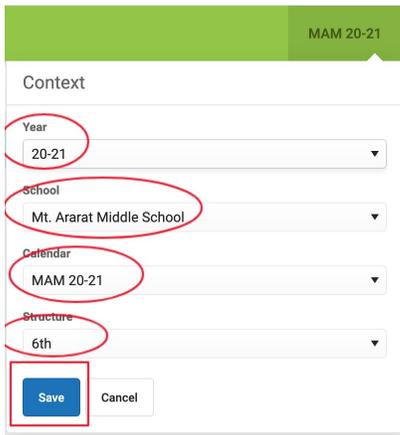
Log into your Infinite Campus account using your link75 account.



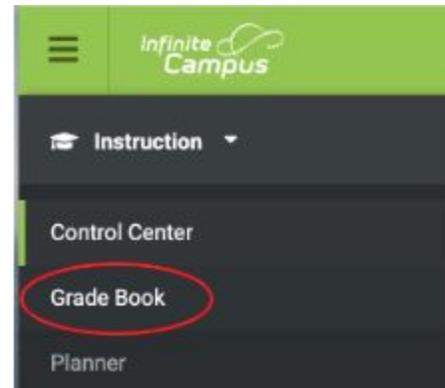
In the upper-right corner of the window, click on the Tool icon (waffle) and then click on "Instruction."



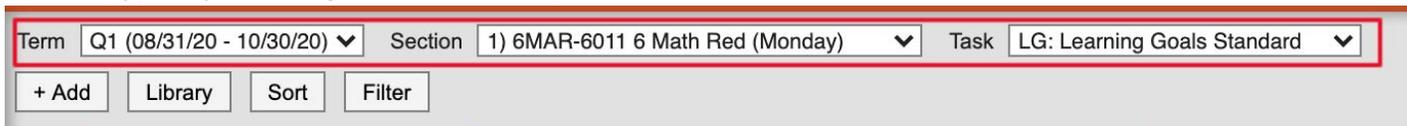
Click the context menu to the left and make sure you select the correct year, school, calendar, and structure (grade level) and then click the Save button.



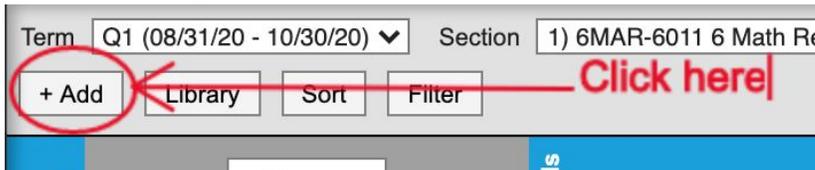
On the left side of the window, click "Grade Book."



At the top of the window, make sure you have selected the correct Term, class Section, and Task that is being scored, (typically Learning Goals Standard).



To add an assignment, click the "+Add" button on the left side of the window.



**Assignment Detail**

1. \*Assignment Name

2. \*Abbreviation  Draft  Assignment Default

▼ Scheduling/Grading Alignment

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/> 1) 6MAR-6011 6 Math Red Terms: Q1, Q2, Q3, Q4	<input checked="" type="checkbox"/>	<input type="text" value="10/01/2020"/>	<input type="text" value="10/01/2020"/>	<input type="text" value="1.00"/>	No Groups

3. Add/Remove

\*Category

Include in Grade Calculation

\*Standard/Grading Task

Scoring Type

4. 5. 6. 7. 8. 9. 10. 11.

► For Students

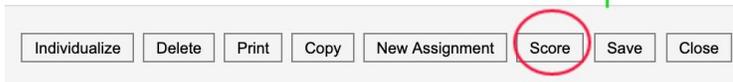
► For Teachers

**Bold items are required. Red items are important.**

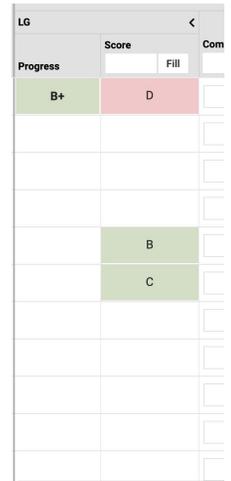
<p><b>1) Assignment Name:</b> Type in the assignment's name. You will see it when you hover over the abbreviation in the gradebook.</p>	<p><b>2) Abbreviation:</b> Type in an abbreviation for the assignment. Your characters are limited, so keep it short. This is what you will see in the gradebook.</p>
<p>3) Section: You can add other sections to this assignment if you want to assign it to multiple sections using the Add/Remove button.</p>	<p>4) Portal: This check box is "checked" by default meaning this assignment will appear in the parent and student portals. If you don't want it to appear, simply uncheck this box.</p>
<p><b>5) Assigned/Due Date:</b> Click the calendars to select the assigned date and then do the same for the due date.</p>	<p><b>6) GB Seq:</b> This indicates the gradebook sequence, or the order in which it appears in the gradebook. 1 means it shows up first, 2, second, 3, third etc.</p>
<p>7) <b>Category:</b> Really, this is a drop-down menu where you select the Learning Goal your assignment or assessment is dealing with.</p>	<p>8) <b>Include in Grade Calculation:</b> Formative assessments should not be included in the grade calculation so uncheck this box if that is what you are entering. By default, this box is checked, which is fine if you are entering a summative assessment.</p>
<p><b>9) Standard/Grading Task:</b> Most of the time you will leave this as "LG Learning Goals Standard" because you are scoring the students' progress on a learning goal. You would only change it to a Work Habit if it is the end of the quarter and you are scoring the students on those.</p>	<p>10) <b>Scoring Type:</b> Leave this as "Rubrics." There will never be a time where you will need to change this. There is a rubric working in the background that is allowing us to use letter grades correctly. Don't mess with this.</p>
<p>11) <b>Save:</b> Click the Save button to save this assignment so that it will appear in the gradebook.</p>	<p>There are other buttons here too. Close will close this window and take you to the gradebook. Score will allow you to score the assignment immediately. Copy will copy it so you can just alter a few things to make another assignment. New Assignment gives you a new empty assignment window.</p>

## Scoring an Assignment in Infinite Campus

When you made the assignment, and you have saved but not yet closed the assignment window, you can click the “Score” button at the bottom of the window.



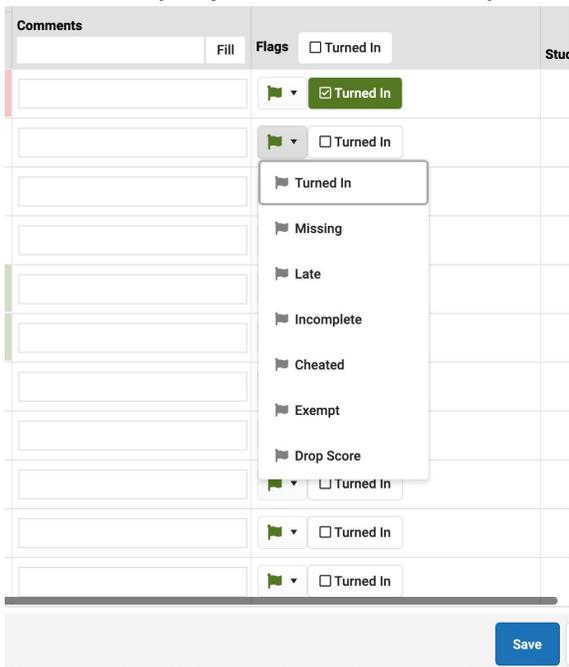
This will bring up a scoring window. You can fill the column with one score using the Fill tool at the top. Or you can click in each cell individually to enter a score.



A grid interface for scoring. The top row has columns: LG, Score, Fill, Com. Below, a grid shows scores: B+, D, B, C.

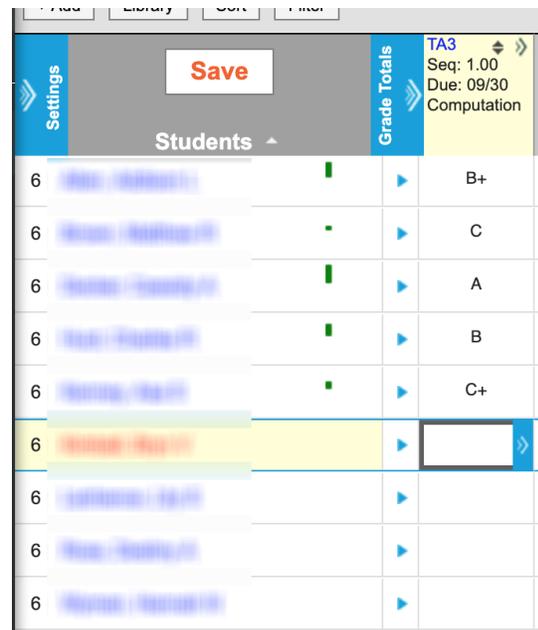
LG	Score	Fill	Com
	B+	D	
		B	
		C	

You have a comments field available to you as well where you can comment to all the students, or do individual comments. You can also flag those that need to be flagged (see options below). You can also mark them as “Turned in” so parents know their student turned the work in, you just haven’t scored it yet.



Click the blue “Save” button to save your work.

When looking at the Gradebook, you can simply click in a cell in an assignment column and give it a score.



A gradebook interface showing a list of students. The 'Students' column is expanded, and a score is being entered in a cell. The 'Save' button is visible at the top.

Settings	Save	Grade Totals	TA3
6	[Score]	B+	
6	[Score]	C	
6	[Score]	A	
6	[Score]	B	
6	[Score]	C+	
6	[Score]	[Score]	
6	[Score]		
6	[Score]		
6	[Score]		

You can flag an assignment by clicking the blue arrow on the right side of the cell.

The window will expand giving you several choices:



The screenshot shows a gradebook interface. At the top, there is a yellow header bar with the number '6' and a blue arrow button on the right side, which is circled in red. Below the header bar, there is a table with four rows. Each row has a text input field on the left and a set of buttons on the right. The buttons are labeled 'T', 'M', 'L', 'I', 'Ch', 'X', and 'Dr'. The rows are labeled 'B', 'C', and 'B+' on the left side.

	<input type="text"/>	T	M	L	I	Ch	X	Dr
B	<input type="text"/>	T	M	L	I	Ch	X	Dr
C	<input type="text"/>	T	M	L	I	Ch	X	Dr
B+	<input type="text"/>	T	M	L	I	Ch	X	Dr

T=Turned in M=Missing L=Late I=Incomplete  
Ch=Cheated X=Exempt Dr=Dropped

You will also see there is space for you to enter a comment, which will flag the assignment in the portal.

When you have finished scoring, it is very important that you click the "Save" button. This was not something you had to do with our previous grading program, so you will need to get back in the habit.

