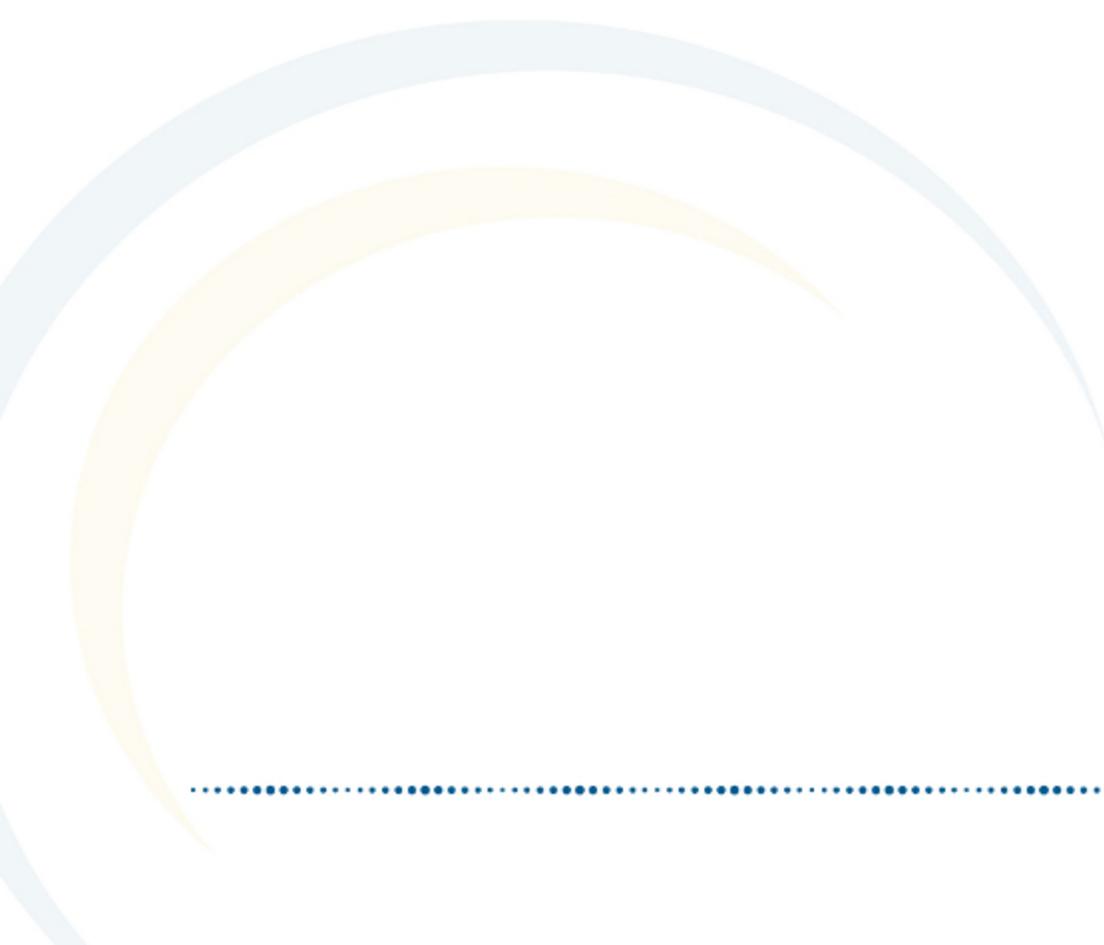


Managing Assignments (1130)

August 2011



This document is intended for restricted use only.

Infinite Campus asserts that this document contains proprietary information that would give our competitors undue advantage should they come into possession of any part or all of it. As such, this document cannot be publicly disclosed unless so ordered by a court of competent jurisdiction.

©2010 Infinite Campus, Inc. All rights reserved.

INFINITE CAMPUS and Transforming K12 Education are registered trademarks of Infinite Campus, Inc. The INFINITE CAMPUS logo is a trademark of Infinite Campus, Inc. This publication, or any part thereof, may not be reproduced or transmitted in any form or any means, electronic or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, by anyone other than Infinite Campus, Inc. without written permission of Infinite Campus, Inc., 4321 109th Avenue NE, Blaine, MN 55449, tel. (651) 631-0000, email info@infinitecampus.com.

Managing Assignments (1130)

[Overview](#) | [Assignment Detail Editor Field Descriptions](#) | [Creating Assignments](#) | [Scoring Assignments](#) | [Deleting Assignments](#) | [Validating Assignments](#) | [Copying Assignments](#) | [Assignments Editor Action Icons](#)

Information on this page relates to features released with the [Release Pack .1126 \(June 2011\)](#).

This documentation relates to the **E.1130 Release Pack**. See the [Managing Assignments](#) article for the current version of this article.

For information on finding your Campus version, see [Finding the Infinite Campus Version](#).

Overview

PATH: *Instruction > Assignments*

Assignments are a subgroup of [Categories](#) and [Categories](#) are a subgroup of [Standards](#) and [Grading Tasks](#). An assignment may be aligned to multiple [Standards](#) or [Grading Tasks](#) which allows one assignment to be scored multiple times. Each unique score can count towards an in progress score or as evidence of mastery towards a state or district-defined standard depending on the standard or grading task's setup. All changes made to this page will be saved automatically.

Active	Hide	Assigned Date	Due Date	Assignment Name	Alignment	T	M	L	I	Ch	X
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/01/2011	06/01/2011	Daily Assignment	Grading Task > Category 1 > (0/7)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/01/2011	06/01/2011	Daily Assignment 2	000 AAA Mid Quarter > Category 1 > (0/7)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/01/2011	06/01/2011	Proficiency Exam	English Standard > Category 1 > Q4 (0/7)	0	0	0	0	0	0

This section includes the following topics:

- [Assignment Detail Editor Field Descriptions](#)
- [Creating Assignments](#)
- [Scoring Assignments](#)
- [Deleting Assignments](#)
- [Validating Assignments](#)
- [Copying Assignments](#)

Assignment Detail Editor Field Descriptions

PATH: *Instruction > Assignments > Assignment Detail Editor*

The Assignment Detail Editor displays when users click the **Create Assignment** button or click an existing

Assignment Name on the [Assignments](#) page.

Sections
Select which sections get this assignment.

Section	Active	Hide	Assigned	*Due	Seq	Student Group
<input checked="" type="checkbox"/> 2101-4 CALCULUS 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/10/2011	05/10/2011	1	No Groups
<input checked="" type="checkbox"/> 2101-5 CALCULUS 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/10/2011	05/10/2011	1	No Groups

Standards
Select which standards get this assignment.

Standard	Scoring Type	*Total Pts	*Multiplier
<input type="checkbox"/> Core 2: Application of Integrations			
<input checked="" type="checkbox"/> Core 1: Increasing or Decreasing hw 1	<input type="radio"/> Points <input type="radio"/> Marks <input checked="" type="radio"/> Rubrics		

Grading Tasks
Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input type="checkbox"/> IPR			
<input type="checkbox"/> MARKING PERIOD No Categories			
<input type="checkbox"/> FINAL EXAM No Categories			
<input checked="" type="checkbox"/> FINAL GRADE hw 1	<input checked="" type="radio"/> Points <input type="radio"/> Marks	100	1

Image 1: Assignment Detail editor

Field	Description
Name	The assignment name may include up to 50 characters and is seen on reports and the Portal .
Abbreviation	The abbreviation may include up to 5 characters and displays on the Daily Planner and the Grade Book (ETT) .
Test Strand	The standardized test strand for which the assignment is preparing students. This field is optional.

Description/Objectives/Reference	Description, Objectives, and References fields are provided to give more information to the parents on reports and the Portal . The WYSIWYG editor may be used to format the text for these fields.
---	---

Sections Fields

Field	Description
Section	Teachers can place assignments in one or more sections. The section selected in the Campus toolbar will display, plus any additional sections of the same course that are taught by the same teacher team. A teacher team is the staff members scheduled as teachers in each section.
Active	If the assignment should be included in the student score select this checkbox. If the assignment will not count towards a score (such as a pre-test), the active box may be cleared.
Hide	Selecting this checkbox hides the assignment from the Portal, but the impact of the student's score on the assignment is still seen in the overall score.
Assigned	The date the assignment is assigned.
Due	The date the assignment is due.
Seq	The sequence is managed by the system and keeps the assignments in order when copying assignments from one calendar to another calendar.
Student Group	A group of students created by the teacher for the course section. For more information about Student Groups, see the Student Groups article.

Standards/Grading Task Fields

Field	Description
Standard or Grading Task	<p>This area displays the Standards or Grading Tasks set up by the district or school for this course. The assignment may be aligned to any of the Standards and Grading Tasks that display. For each selected standard/task a category must also be selected.</p> <div style="background-color: #ffffcc; padding: 10px; border: 1px solid #ccc;"> <p> Changing Categories within a Standard or Grading task preserves scores; however, if you move an assignment from one Grading Task/Standard to another, scores are lost.</p> </div>
Scoring Type	<ul style="list-style-type: none"> • Points. For this alignment, the assignment will be scored numerically. Used in Standards and Grading Tasks. • Marks. For this alignment, the assignment will be scored in predetermined Marks (Example A, B, C) using grading thresholds set up in the Assignment Marks tool. Used in Standards and Grading Tasks. • Rubric. For this alignment, the assignment will be scored in predetermined values. These values will pull from the rubric assigned to the standard in the Standards Bank. Used in Standards only.
Total Pts	The number of total points possible on the assignment.
Multiplier	The Multiplier field works in conjunction with the points possible field to set how the assignment affects the student's score. For example, a 50 point assignment with a multiplier of .5 calculates as a 25-point assignment.

Creating Assignments

PATH: *Instruction > Assignments > Assignment Detail Editor*

1. Type a descriptive name, 50 characters or less, for the assignment in the **Name** field.
2. Type an abbreviation, 5 characters or less, for the assignment in the **Abbreviation** field.
3. Select the standardized Test Strand for which the assignment is preparing students, if applicable.
4. Click the **Show Description, Objectives, and Reference Fields** link to enter detailed information for reports and the [Portal](#). The WYSIWYG editor may be used to format the text for these fields.
5. Select the Sections to which the assignment should be assigned then define the following options for each section.
 - Active
 - Hide
 - Assigned
 - Due
 - Seq
 - Student Group
6. Select the [Standards](#) and [Grading Tasks](#) to which the assignment should be aligned and complete the

following tasks for each Standard and Grading task:

- a. Select a [Category](#) in which to place the assignment. A Standard or Grading Task must be selected for the category for it to be selectable when creating an assignment.

 If after scoring the assignment you need to place the assignment in a different category, note that changing [Categories](#) within a Standard or Grading task preserves scores; however, if you move an assignment from one Grading Task or Standard to another, scores are lost.

- b. Select the [Scoring Type](#).
- c. Enter the Total Pts and Multiplier if using Points or Assignment Marks.

7. Click the **Save** button to return to the [Assignments](#) summary or click the **Save and Score** button to enter scores for this assignment.

 If clicking **Save and Score**, verify the section to score is selected in the Campus toolbar. The scoring editor will open for the section specified in the toolbar only. If clicking **Save & Create New Assignment**, the assignment will be saved and the user will be returned to the screen for creating assignments.

Scoring Assignments

PATH: *Instruction > Assignments > Assignment Detail Editor > Assignment Scoring Editor*

Assignments may be scored by clicking the **Save and Score** button on the Assignment Detail editor. The Assignment Scoring Editor only displays the [Standards](#), [Grading Tasks](#), and students for the section selected in the Campus toolbar.

 Users have the options of navigating through the **Scoring Editor** using the keyboard in the following ways:

- *Tab* - Move right
- *Shift-Tab* - Move left
- *Enter* - Move down
- *Shift-Enter* - Move up

Only active fields are editable using these keys. Mark or unmark checkboxes using the space bar.

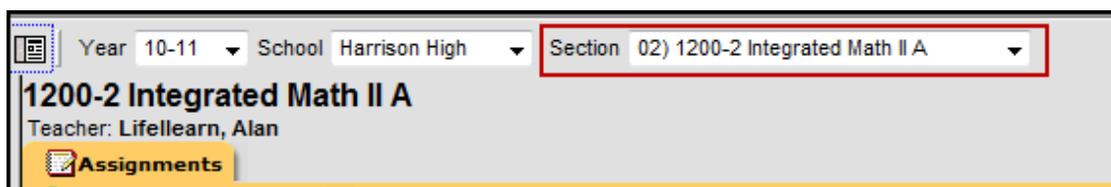


Image 2: Section Selection in Campus Toolbar

The screenshot shows the 'Assignments' interface for 'Chapter 10 Daily Work'. It includes a 'Standard & Grading Task Legend' with 'STD1 - 6.1 Algebra' and 'GT2 - Mid-Term (Progress)'. A table lists students with columns for 'Att' (Attendance), 'Score Fill', and 'Comments'. Callouts provide details: 'Student attendance displays in this column according to the assignment's due date.' (pointing to the 'Att' column), 'Standard & Grading Task Legend' (pointing to the legend), and 'Dr - Dropped Scores may be dropped per alignment. For example, if a student has demonstrated mastery in a specific area, the teacher may drop the score if an updated score is not necessary.' (pointing to the 'Dr' column).

Students	Att	Score Fill	Comments	T	M	L	I	Ch	X
Members of Group A									
10 Abegg, Ryo #103669	4	100		<input checked="" type="checkbox"/>					
10 Baldwin, Leslie #160	3	98		<input checked="" type="checkbox"/>					
10 Barnes, Vernon #180									<input checked="" type="checkbox"/>
12 Schmecker, George #129896	1	55					<input checked="" type="checkbox"/>		
12 Schrei, Leah #130187	2	90					<input checked="" type="checkbox"/>		
12 Ymo, Charles #063000002	NA	0		<input checked="" type="checkbox"/>					
Non-members									
10 Aft, Ervin #20									<input checked="" type="checkbox"/>
10 Baughman, Dino #228									<input checked="" type="checkbox"/>

Image 3: Assignment Scoring Editor

✔ If a teacher has selected to hide dropped students as a preference, students who have dropped the course section will not display to enter assignment scores. Students will not appear in this list starting the day after the drop date.

There are two methods for scoring assignments: Mass Filling Scores or Single Score Entry.

Method	Description

<p>Mass Filling Scores</p>	<p>Use this option to fill all the scores at once. If using student groups, this method does not fill scores for students that are not part of the student group.</p> <ol style="list-style-type: none"> 1. Choose the score from the dropdown list (Marks/Rubric grading) or enter the points earned. 2. Click the Fill All or Fill Empty button. Clicking Fill All overwrites any previously entered scores except for students with the Exempt (X) checkbox selected. Fill Empty only writes to scoring fields that have not been previously scored. 3. Click the checkbox in the column header to mass fill checkboxes. <ul style="list-style-type: none"> • Dropped--Any score entered will not count. • Turned In • Missing--Regardless of the score entered, the score will count as 0 points. • Late • Incomplete • Cheated--Regardless of the score entered, the score will count as 0 points. • Exempt 4. Click the Save Scores button.
<p>Single Score Entry</p>	<ol style="list-style-type: none"> 1. Find the student and choose the scores from the dropdown list (Marks/Rubric grading) or enter the points earned next to their name. 2. Enter any comments to attach to this score in the Comments field. Comments can be up to 255 characters in length. 3. Select any of the following checkbox options: <ul style="list-style-type: none"> • Dropped--Any score entered will not count. • Turned In • Missing--Regardless of the score entered, the score will count as 0 points. • Late • Incomplete • Cheated--Regardless of the score entered, the score will count as 0 points. • Exempt 4. Click the Save Scores button.

 If a score is entered for an assignment that is marked as missing, a warning will appear. The warning reads:

"Student last name, first name

You have the Missing flag checked for this score. The score you entered will not have any effect unless the Missing flag is unchecked. What would you like to do?"

Users will then have three options:

- **Keep it checked** (leave checked as Missing, no change)
- **Uncheck it** (remove check as Missing, keep entered score)
- **Change to Turned In and Late** (remove check as Missing and mark Turned In and Late checkboxes)

Deleting Assignments

PATH: *Instruction > Assignments > Assignment Detail Editor*

 Deleting an assignment deletes the assignment from all sections to which the assignment is aligned and deletes all scores that were entered for the assignment. To remove an assignment from a single section, do not delete the assignment. Instead, clear the checkbox next to the section in the [#Section Fields| \ |].

1. Click the **Delete Assignment** button. A confirmation message will appear.
2. Click **OK** to delete the assignment and return to the Assignments tab or click **Cancel** to return to the Assignment Detail editor.

Validating Assignments

PATH: *Instruction > Assignments*

Assignments Validation verifies the status of assignments that have multiple section placements and/or multiple alignments.

The most common reason to validate a section is the addition or removal of the teacher(s) scheduled to a section. If a section's scheduled teacher has changed, the assignments must be validated. For example, if a teacher placed an assignment in two sections and was removed from one section, the Assignment Validation process splits the assignment and a unique assignment remains in each section.

If alignments under an assignment are no longer valid, they are split into separate assignments. If separate assignments within a section contain alignments which can be consolidated within one assignment, they will be combined into one assignment. Assignments Validation also validates categories and activities.

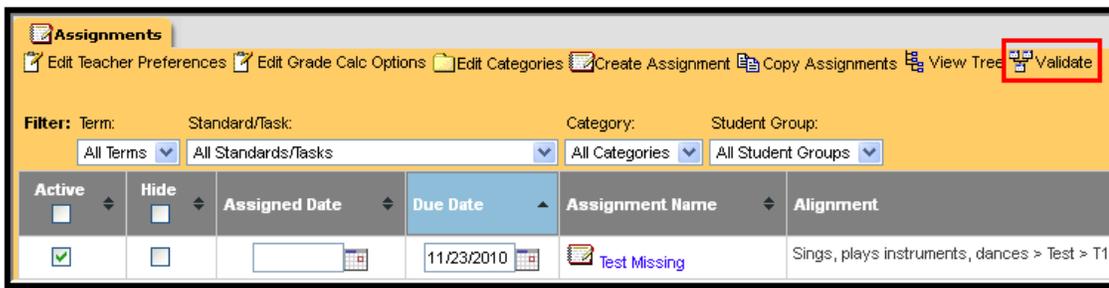


Image 4: Validating Assignments

Verifying the status of assignments

1. Click the **Validate** button.
2. Read the information in the dialog box that appears and click **OK** to proceed.
3. Mark the checkbox next to the section you want to validate.

 This list includes all courses which have sections taught by the teacher. Sections are grouped by course and sorted by section number.

4. Click **Validate Section(s)** or **Cancel** to return to the Assignments List.
5. All sections taught by the teacher for the selected courses will be validated.

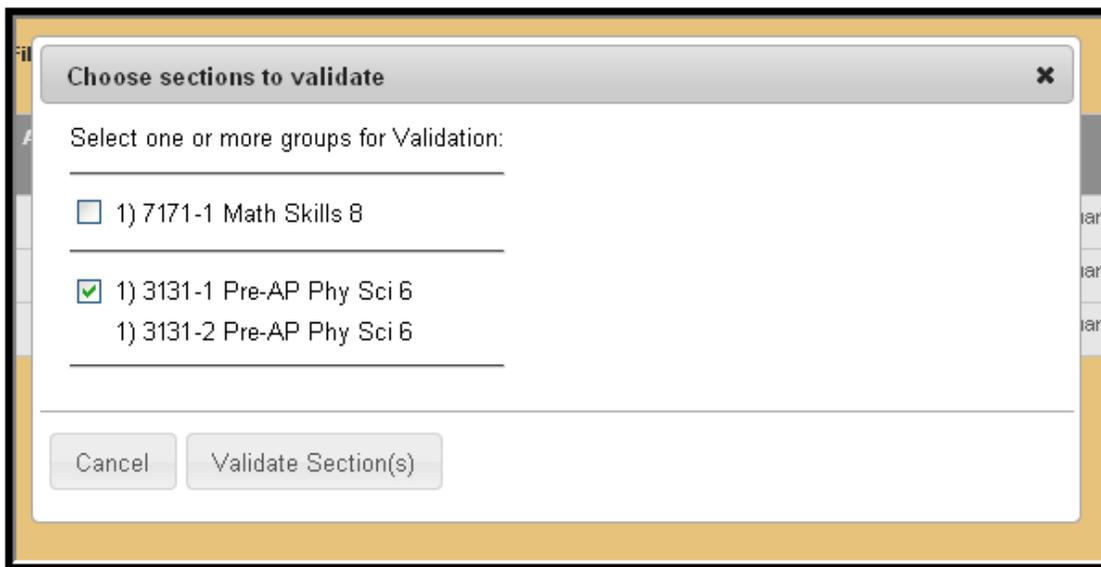


Image 5: Select which Courses to Validate

 Teachers are automatically notified when they need to validate their sections. If changes are made that require section validation, a message screen will appear when the teacher opens the Assignments tab which reads "Validation of the sections under course #### "Course Name" is required due to changes to the scheduling of teachers within this course. Click "Validate Section(s)" to start this process. Validation may take several minutes per section." The section(s) needing validation are selected automatically and once validation is complete, the Assignments tab will appear.

Copying Assignments

PATH: *Instruction > Assignments > Assignment Copier*

The Assignment Copier allows copying a single assignment or a group of assignments from section to section within a calendar and across calendars. The Assignment Copier compares the names of assignments to determine which assignments need to be copied.

To access the Assignment Copier, click **Copy Assignments** on the Assignment tab.



Image 1: Copy Assignments

If the assignment due dates from the Source are not valid in the Destination they will not carry over. Assignments without due dates are placed in the first term in which the section meets. Campus recalculates the term when a due date is entered.

For more information, see the [Assignment Copier](#) article.

Assignments Editor Action Icons

The following icons are available at the top of the Assignments tool.

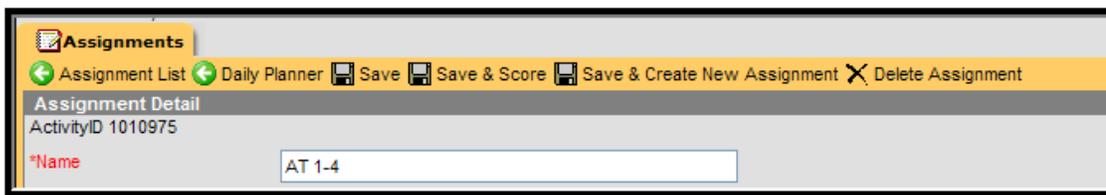


Image 6: Assignments Tool Action Icons

Icon	Description
Assignment List	Takes user to the list of Assignments.

Daily Planner	Takes user to the Daily Planner.
Save	Saves the assignment.
Save and Score	Saves the assignment and allows the user to enter scores for the assignment.
Save and Create New Assignment	Saves the assignment and allows the user to create a new assignment.
Delete Assignment	Deletes the assignment.