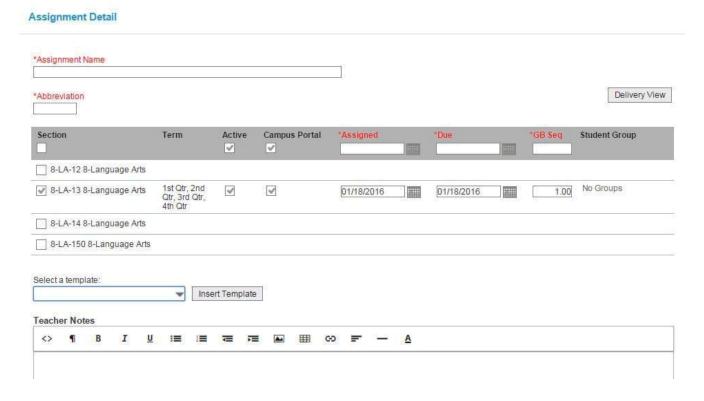
Infinite Campus - Create Assignments

(Link to Instructions and Video from Infinite Campus)

- Select the Term
- Select the Section
- Select the Task ALWAYS SEMESTER

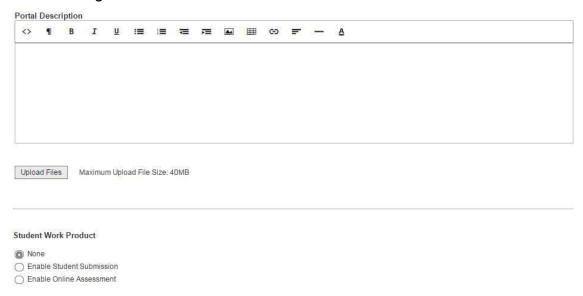


- Click on the Add Button
 - (**Note** You can also add Assignments from the Assignment List
 - Open Settings in your Gradebook
 - Select Assignment List)
 - Enter the Assignment Name
 - Enter an Abbreviation
 - Select the Section(s) you want the assignment created in.
 - You can only select sections within the same Course
 - You can copy an assignment to another Course if needed.
 - Enter the Assigned Date AND the Due Date

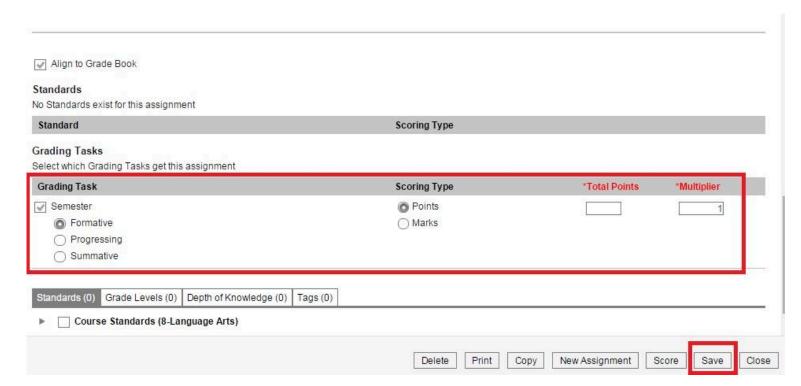


Enter Teacher Notes if you wish.

- Enter Description students will see on the Portal
- ***Coming Student Submission and Online Assessment not enabled at this time.



- Select the Semester Grading Task
- Select the Category



- Enter Points
- Enter Multiplier
- SAVE