

Infinite Campus - Create Assignments

([Link to Instructions and Video from Infinite Campus](#))

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

Message Center

Planner

Grade Book

Attendance 7

Term: 2nd Qtr (10/15/15 - 12/18/15) Section: 03) 8-LA-13 8-Language Arts Task: Semester

+ Add Sort Filter

Settings Save Students

Posted			In Progress			Categories			
Percent	Grade	Rpt Crd Comments	Points	Possible	Percent	Post Grade	Formative	Progressing	Summative

- 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

Assignment Detail

*Assignment Name

*Abbreviation

Delivery View

Section	Term	Active	Campus Portal	*Assigned	*Due	*GB Seq	Student Group
<input type="checkbox"/> 8-LA-12 8-Language Arts		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/> 8-LA-13 8-Language Arts	1st Qtr, 2nd Qtr, 3rd Qtr, 4th Qtr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/18/2016	01/18/2016	1.00	No Groups
<input type="checkbox"/> 8-LA-14 8-Language Arts							
<input type="checkbox"/> 8-LA-150 8-Language Arts							

Select a template:

Insert Template

Teacher Notes

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- Enter Teacher Notes if you wish.

- ### Portal Description

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Student Work Product

- Select the Semester Grading Task
- Select the Category

Standards

No Standards exist for this assignment

Standard	Scoring Type
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Grading Tasks

Select which Grading Tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input checked="" type="checkbox"/> Semester <input checked="" type="radio"/> Formative <input type="radio"/> Progressing <input type="radio"/> Summative	<input checked="" type="radio"/> Points <input type="radio"/> Marks	<input type="text"/>	<input type="text" value="1"/>

Standards (0)	Grade Levels (0)	Depth of Knowledge (0)	Tags (0)
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► ☐ Course Standards (8-Language Arts)

[Delete](#)
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[Score](#)
[Save](#)
[Close](#)

- Enter Points
- Enter Multiplier
- SAVE