

# The Basics: Assignments

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## Tool Search: Grade Book

This article explains how to create a simple assignment in Campus Instruction. For additional options and fields available in Campus Learning, see the [Assignments & Resources](#) article.

The screenshot shows the 'Grade Book' assignment creation interface. The title is 'Week 7 Reading Check'. The 'Visible to Class' toggle is 'ON'. The 'Start Date' is 5/3/2023 at 12:00 AM. The 'End Date' is 5/3/2023 at 11:59 PM. Under 'Students', it says 'All Assigned'. The 'Grading' toggle is 'ON'. Under 'Include in Grade Calculation', the 'Abbreviation' is 'W7RC' and the 'Sequence' is '1.00'. At the bottom are buttons for 'Save', 'Add Sections', 'Preview', 'Delete', and 'Cancel'. A note at the bottom says 'Assignments require some basic information to be saved.'

## Where do I create assignments?

Access assignments in various places throughout Instruction, including the [Grade Book](#), Assignment Overview, or Assignment List. Regardless of what tool you're in, the editor looks the same.

### Create

Create an assignment or resource anywhere you see an Add button:

[+ Add](#) [+ Add](#)

[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

Edit

Click Edit to modify the item, or click the arrow on the right of the button to delete it.

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

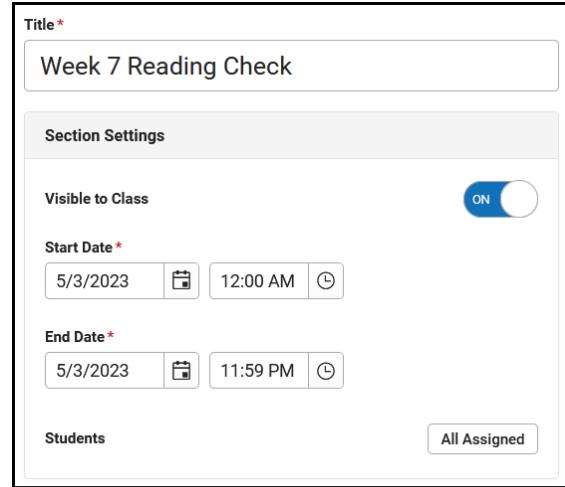
## Create an Assignment

Regardless of what tool you're in, the assignment editor looks the same. A Title, Dates, and Grading information are required to save the assignment.

An assignment includes the following sections:

### Title and Section Settings

1. Click **Add** to open a new assignment.
2. Enter a **Title** for the assignment.
3. Indicate if the assignment should be **Visible to Class** through [Campus Student](#) and [Campus Parent](#). Click **Preview** at any point to see how the assignment displays for others.
4. Enter a **Start** and **End Date** by clicking the default date of today to open the calendar, clicking the Start Date and then the End Date without having to close the calendar.
5. By default, the assignment is assigned to all students in the section. To change this, click the **All Assigned** button next to **Students**. From here, select an existing [student group](#) or use the *Assigned* checkboxes to indicate which students should be assigned. All other students are marked *Exempt*.



The screenshot shows the 'Assignment Editor' interface. At the top, there is a 'Title\*' field containing 'Week 7 Reading Check'. Below it is a 'Section Settings' section with a 'Visible to Class' toggle switch set to 'ON'. Under 'Start Date\*', the date is set to 5/3/2023 and the time is 12:00 AM. Under 'End Date\*', the date is set to 5/3/2023 and the time is 11:59 PM. At the bottom, there is a 'Students' section with a 'All Assigned' button.

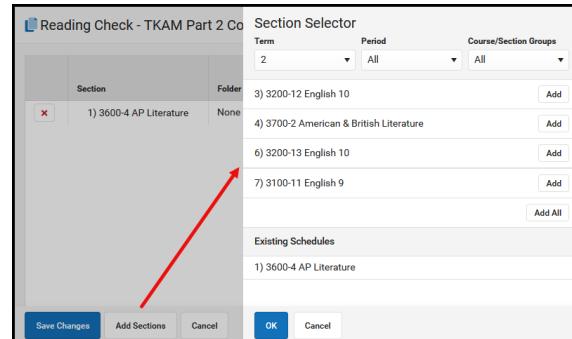
## Grading

1. Toggle Grading off to make this an ungraded assignment.
2. Leave **Include in Grade Calculation** if the scores entered for this assignment should contribute to student grades.
3. The **Abbreviation** populates as you enter the title. Modify if desired. The **Sequence** autopopulates to 1; modify up to 7 digits: XXXXX.XX.
4. Select a **Category** for the assignment. Categories are groupings of related assignments, such as *Homework* or *Formative*.
5. **Standards** and **Grading Tasks** are item to which grades are posted. The Standard/Task of your current context, such what's selected in the Grade Book, is selected by default.
6. Select a **Scoring Type** to indicate how the assignment will be scored. Options are:
  - **Points:** Enter the **Points** possible for the assignment. Defaults to a value of 100.
  - **Marks:** Select a set of Assignment Marks created by your 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 standard to score the assignment.
7. 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.

The screenshot shows the 'Grading' configuration screen. At the top, a blue 'ON' toggle switch is turned on. Below it, the 'Include in Grade Calculation' checkbox is checked. The 'Abbrev' field contains 'W4JP' and the 'Seq' field contains '1.00'. Under the 'Term Grade' section, the 'Category' is set to 'Assignments', the 'Standard/Grading Task' is 'Term Grade', and the 'Scoring Type' is 'Points'. The 'Points' field is set to '10' and the 'Multiplier' field is set to '1.000'.

## Other Sections/Schedules

1. Save the assignment to add it to other sections.
2. Click **Add/Edit** and then **Add Sections**.
3. Click **Add** next to any section to add it to the assignment and click **OK**.
4. Once added to the list, made any needed updates to each instance of the assignment, whether it's Visible on Campus Student & Parent, the Start/End Dates, and the Grading. By default, these fields match the original assignment.
5. Click **Save Changes** when finished. The Other Sections/Schedules area now lists other sections that include this assignment.



**Save** the assignment when finished.