

Infinite Campus Instruction Beta

Creating and Scoring Assignments

Create an ASSIGNMENT:

- There are multiple areas in INSTRUCTION BETA where you can create an assignment:
 1. From your GRADEBOOK as listed below
 2. From your PLANNER view as listed in the PLANNER directions later in this packet
 3. From ASSIGNMENT OVERVIEW as listed in the ASSIGNMENT OVERVIEW directions later in this packet
- Whichever way you choose, once you select ADD or NEW assignment, the ASSIGNMENT DETAIL box will appear (as shown on the following page)
- Enter the NAME of the assignment (ex- Test 1, Cells Homework, Egypt project, etc.)

Section	Term	Active	Campus Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/> 8640-13 COMPUTER 6	MP1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/28/2014	09/02/2014	1.00	No Groups
<input type="checkbox"/> 8640-14 COMPUTER 6							
<input type="checkbox"/> 8640-15 COMPUTER 6							
<input type="checkbox"/> 8640-16 COMPUTER 6							

- Enter an ABBREVIATION for the assignment. This is what will display in the GradeBook as the column heading. It has a 5 character limit. (ex – HW1, TEST1, QUIZ1, PROJ1, PART1)
- Ignore the ADD NOTES section, unless you want notes for your own use about the assignment. Whatever you put in here will not appear in the student/parent portal.
- Make sure the **ACTIVE** and **CAMPUS PORTAL** boxes are checked so the students and parents will see the assignment in the student/parent portal
- Select the SECTIONS (classes) that will have this same assignment
- Select the ASSIGNED DATE and DUE DATE of the assignment for each section
- Scroll down to the SCORING ALIGNMENT DETAIL section. Make sure the **ALIGN TO GRADEBOOK** box is checked. If you don't check this, it will be an unscored assignment.
- Scroll down to the GRADING TASK section:
 - Select **Marking Period Mark**
 - Select the CATEGORY the assignment belongs to (ex – HW, Tests, Participation, etc.)
 - Enter the total POINTS the assignment is worth
- Scroll down to the INFORMATION FOR STUDENTS section:

- In the DESCRIPTION box, enter detailed directions about the assignment (ex- complete the attached worksheet, answer questions 1-3 on p. 36). You can also insert an IMAGE, TABLE or LINK to a website in this section.
- Select OBJECTIVES or REFERENCES about the assignment, if desired
- Select **Add Files** if you want to attach any files (PDF, doc, image), then browse to where the file is saved and select the file(s)
- Under the STUDENT WORK PRODUCT section, select **None** unless you want to Enable Student Submission (if you want students to submit files right to IC), or Enable Online Assessment (if you want to create an online assessment right in IC).
- Select **Save** and then **Close** when done

Score an ASSIGNMENT:

- Just like creating, there are multiple areas in INSTRUCTION BETA where you can score an assignment:
 1. From your GRADEBOOK as listed below
 2. From your PLANNER
 3. From ASSIGNMENT OVERVIEW
- Whichever way you choose, once you select SCORE an assignment, the SCORE box will appear (as shown below)

- Enter a score for each student

- You can also select **Fill Scores/Comments** to enter a certain score or comment that you want to appear for all the students, or only the students with empty score boxes

The screenshot shows the 'Score' interface for an assignment titled 'C1: Student Information Survey' due on 09/02/2014. The interface includes a table with the following columns: Students, Att (09/02), GT1 (20 pts), Dr, Assignment Comments, and Student Submissions (T, M, L, I, Ch, X). The table lists six students: Alexa M Amster (#11603), Lilian M Barano (#35913), Charles M Blondo (#67603), Victoria G Candini (#118457), Stephanie M Chiriboga (#140893), and Jose L Colon (#973800). Each student row has a score input box, a 'Dr' dropdown, an 'Assignment Comments' text area, and a set of submission status buttons (T, M, L, I, Ch, X). A red arrow points to the 'Fill Scores/Comments' button in the top right corner of the table.

- Some optional buttons you can use for scoring:
 1. Selecting TURNED IN (T) is optional, but if you choose to use it, be consistent, or parents will expect to see if their child turned in their assignment each time.
 2. Selecting MISSING (M) for an assignment will automatically calculate the assignment as a zero.
 3. The late (L) button can be used if you want the student/parent to see the assignment was turned in late. It marks the score with a blue flag in your GRADEBOOK.

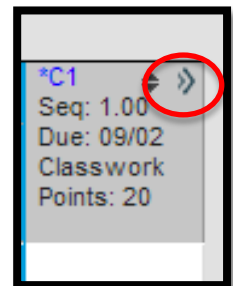
4. The INCOMPLETE (I) button can be used if you want the student/parent to see the assignment was turned in incomplete. It marks the score with a blue flag in your GRADEBOOK.
5. Selecting CHEATED (Ch) for an assignment will automatically calculate the assignment as a zero, even if you enter a score. The score will have a strike through line on it.
6. The EXEMPT (X) button can be used to mark a student's score as exempt for that assignment. Even if you enter a score for a student, if you also select X, then that score will not count in his/her average. The student/parent will NOT see the assignment in his/her IC view if you mark them as EXEMPT.

- Select **Save** and **Close** when done

Create and score an ASSIGNMENT from your GRADEBOOK:

- **You can add an assignment** from your GRADEBOOK by selecting the white **+Add** button in the gray section at the top of the GRADEBOOK

- **You can score any assignment** from your GRADEBOOK:
 - Select the EXPAND button (a double right arrow in the top right corner of the gray header for an assignment) and you will see the expanded scoring view of the assignment
 - After scoring, select the double left arrow to collapse the scoring view
 - Select **Save** to save your scores



Settings	Save	Grade Table	CW3	CW4	CW5	CW6: Twitter Response Activity	Fill Scores/Comments	CW7	CW8
			Seq: 1.00 Due: 02/27 Classwork Points: 100	Seq: 1.00 Due: 03/11 Classwork Points: 100	Seq: 1.00 Due: 03/27 Classwork Points: 100	Seq: 1.00 Due: 04/03 Classwork Points: 20		Seq: 1.00 Due: 04/03 Classwork Points: 20	Seq: 1.00 Due: 04/03 Classwork Points: 20
Students							T M L I Ch X Dr		
Alexander, Michael A		50	100	93	95	20			20
Coe, Dylan A		50	100	98	94	20			20
Corrales, Julianna		17	97	89	94	20			20
Henrich, Katrina A		50	100	90	94	20			20