

# Assignments in IC – The Assignment List

The Assignment List lets you manage all of the assignments for one section of a course. In your left-hand Infinite Campus menu, click **Assignments** (under *Instruction*) to access the Assignments List.

The screenshot shows the Assignments List interface. On the left is a navigation menu with 'Assignments' selected. The main area has a toolbar with options like 'Edit Teacher Preferences', 'Edit Grade Calc Options', 'Edit Categories', 'Create Assignment', 'Copy Assignments', 'View Tree', and 'Validate'. Below the toolbar are filter dropdowns for Term, Standard/Task, Category, and Student Group. The main table has columns for Active, Hide, Assigned Date, Due Date, Assignment Name, Alignment, and a grid of checkboxes for T, M, L, I, Ch, X. Callout boxes provide instructions: 'Mark an assignment Active to include its points in students' grade calculation. Mark is Hide to hide it from Parent Portal. Use the checkboxes in the column header to check or uncheck all assignments at once.' 'Click on the name of an assignment to change the details of that assignment.' 'Click the gradebook icon next to an assignment to enter grades and comments for the assignment. (An alternative to Grade Book)'. 'A snapshot of which assignments have comments of Turned in, Missing, Late, Incomplete, Cheated, or eXempt.' 'Click on the column headings to sort assignments by that heading.'

**NOTE**

IC now allows you to create one assignment in multiple sections of a course at once.

However, making changes to an assignment (for example, Active or Hide) from the Assignment List **will only change settings for that section's assignment.**

To change assignment settings for **all sections of one course**, click on the name of the assignment to edit the "master copy". (This will still not affect copies of this assignment in other course numbers.)

The View Tree screenshot shows a hierarchical view of assignments. It lists 'Creating Tests' and 'Standards' at the top. Under 'Creating Tests', it shows 'S1' and 'S2' sections. Each section has a 'Semester Average' and a list of assignments with checkboxes for 'Participation (25%)', 'Responsibility (25%)', 'Work Habits (decided)', 'Assignment Completion (Score)', 'Interpersonal Skills (Score)', and 'Participation (Score)'. At the bottom, it shows 'Course Average' for 'S1' and 'S2'.

**View Tree** provides an alternate way to view your assignments – similar to the Lesson Planner from earlier versions of IC.

Click an assignment name to edit it; click Score to enter grades and comments.

# Create Assignments

From the Assignments List, click **Create Assignment**.

Give your assignment a **Name**.  
**Abbreviation** is what will appear in the Grade Book, and must be 5 characters or less.

You can create an assignment in multiple sections of one course at once; check the box next to each section name.

However, **Assigned** and **Due** dates must be individually set for each section.

To edit the **Total Points** and **Multiplier** for an assignment, you must first click the appropriate Semester to which to add it. Then you will see the Task and Points options.

Clicking **Save** will save the assignment information **but keep you editing the same assignment** – any changes you make will *overwrite the previous assignment*, not create a new one.

To save one assignment and immediately create a new one, use **Save & Create New Assignment**.

**Assignment Detail**

ActivityID

\*Name

\*Abbreviation

Test Strand

Last Modified

**Sections**  
Select which sections get this assignment.

Section	Active	Hide	Assigned	*Due	Seq	Student Group
<input checked="" type="checkbox"/> 40135y-301 AP World History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/31/2011	08/31/2011	1	No Groups
<input type="checkbox"/> 40135y-401 AP World History	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> 40135y-701 AP World History	<input type="checkbox"/>	<input type="checkbox"/>				

**Standards**  
Select which standards get this assignment.

Standard	Scoring Type	*Total Pts	*Multiplier
<input type="checkbox"/> 9 WEEK			
<input type="checkbox"/> Semester 1 Average			
<input type="checkbox"/> Semester 2 Average			
<input type="checkbox"/> Course Average			
No Categories			

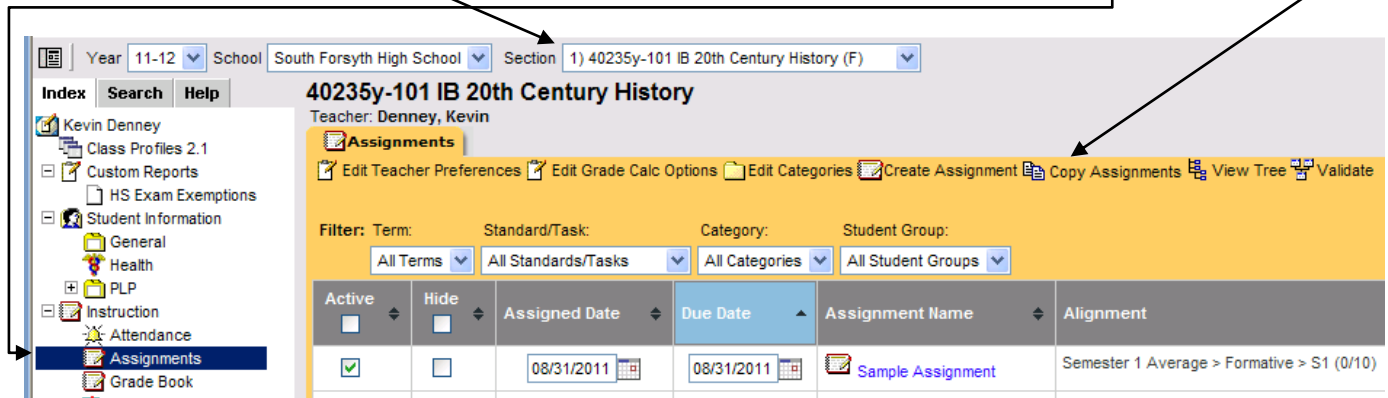
**Grading Tasks**  
Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input type="checkbox"/> 9 WEEK			
<input type="checkbox"/> Semester 1 Average	<input checked="" type="radio"/> Points	100	1
<input type="checkbox"/> Semester 2 Average	<input type="radio"/> Marks		
<input type="checkbox"/> Course Average			
No Categories			

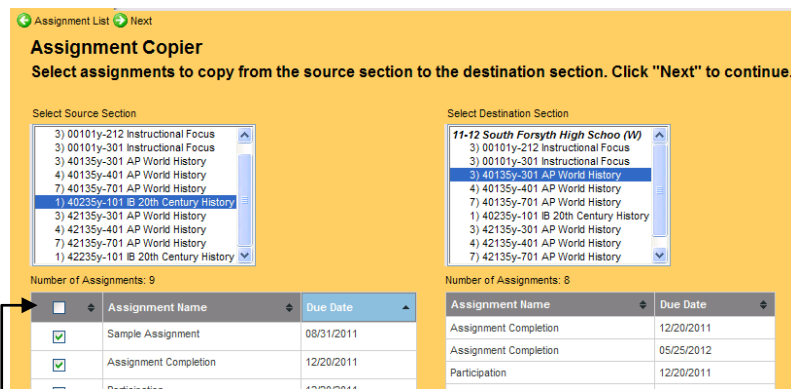
# Copying Assignments

You can create assignments in multiple sections at once, but only across a single course number. For sections of other course numbers, you can Copy Assignments.

Navigate to one of the sections which contains the assignment(s) you wish to copy. Click **Assignments**, and then **Copy Assignments**.



The Assignment Copier will show you your Source Section (highlighted as the one you selected above), and the assignments within that section. Check the assignments you wish to copy.

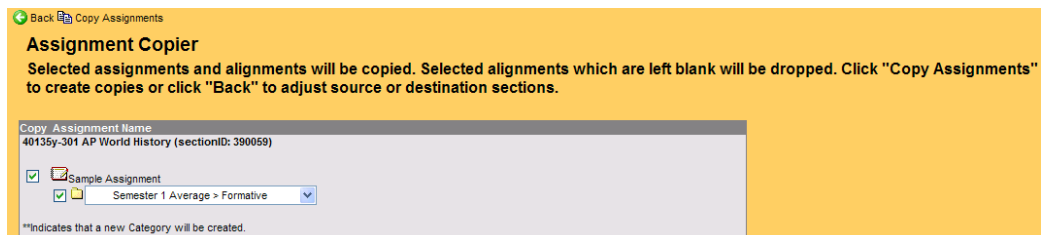


Use the checkbox at the top of the list to check/uncheck all of the boxes in the column.

Select the **Destination Section** from the right-hand list; the Assignment Copier will show you what assignments already exist in the destination section. (Use this feature to confirm whether you've already copied an assignment into a section.)

Once the correct destination section is selected, click **Next**.

The Assignment Copier will show you where the assignments will end up in the destination section. If all is correct, click **Copy Assignments**.



IC will process for a few seconds (or more, depending on the number of assignments being copied), and then return you to the Assignment List.

**NOTE:** If you attempt to copy an assignment that was already copied, the Assignment Copier should detect that and **not** include it in the copy list. In the previous screenshot, two assignments were selected; in the screenshot above, only one (the one not already in the destination course) shows.

# Edit Teacher Preferences

You can edit some of your interface preferences for IC from the Assignments List.

Click **Assignments**, and then **Edit Teacher Preferences**.

**Hide Dropped Students** will hide students (who appear in red) when they are removed from a section.

**Show Student Numbers** and **Show Student Pictures** will show student numbers and pictures (respectively) when viewing Attendance.

**Invert Seating Chart** and **Use Seating Chart for Attendance** allow you to use and configure the Seating Chart for your sections.

*To set up Seating Charts, use **Seating Chart Setup** under **Admin** in the left-hand menu of IC.*

**Use Canned Comments** and **Remove percentage...** should not be used; do not check those boxes.

The **Default Standard/Grading Task** choice is the spreadsheet that will come up first when you open Gradebook – you will want to set that to the current semester average.

Click on **Mass Assign to multiple sections** to make settings changes across all courses/sections in your gradebook. (Mark the checkboxes next to the sections in which you'd like the above settings to take effect; click **Check All** to check all section boxes.)

The screenshot shows the 'Teacher Preference' dialog box. At the top, there are buttons for 'Assignment List' and 'Save Teacher Preference'. Below the title bar, there is a section for preferences with several unchecked checkboxes: 'Hide Dropped Students', 'Show Student Numbers', 'Show Student Pictures', 'Invert Seating Chart Auto-Placement (Start from the bottom)', 'Use Seating Chart for Attendance', 'Use Canned Comments', and 'Remove percentage and calculations when using Standards (Grade Book)'. Below this is a 'Default Standard/Grading Task' section with a dropdown menu set to 'Course Average'. There is also a 'Web Site Address' field and a table showing 'Grade Book Last Updated' and 'Teacher Preference Last Modified' as '08/03/2011 22:03:00 -0400'. At the bottom, there is a link for 'Mass Assign to multiple sections'.

The screenshot shows the 'Mass Assign to multiple sections' dialog box. It has a 'Check All' checkbox at the top. Below it, there are two sections, 'S1' and 'S2', each containing a list of checkboxes next to course identifiers and names, such as '1) 40235y-101 IB 20th Century History (F)', '3) 00101y-212 Instructional Focus (W)', '3) 40135y-301 AP World History (F)', '4) 40135y-401 AP World History (F)', '4) 42135y-401 AP World History (F)', '7) 40135y-701 AP World History (F)', and '7) 42135y-701 AP World History (F)'.