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.

Mark an assignment **Active** to include it's 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.

A snapshot of which assignments have comments of **T**urned in, **M**issing, **L**ate, **I**ncomplete, **Ch**eated, or e**X**empt.

Click the gradebook icon next to an assignment to enter grades and comments for the assignment.
(An alternative to Grade Book)

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.)

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**.

Assignment Detail
ActivityID
*Name
*Abbreviation
Test Strand
Last Modified

Show Description, Objectives, and References Fields

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

Sections
Select which sections get this assignment.

Section	Active	Hide	Assigned	*Due	Seq	Student Group
☑ 40135y-301 AP World History	☑	☐	08/31/2011	08/31/2011	1	No Groups
☐ 40135y-401 AP World History						
☐ 40135y-701 AP World History						

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.

Standards
Select which standards get this assignment.

Standard	Scoring Type	*Total Pts	*Multiplier

Grading Tasks
Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier
☐ 9 WEEK			
No Categories			
☐ Semester 1 Average			
☐ Semester 2 Average			
☐ Course Average			
No Categories			

Grading Task	Scoring Type	*Total Pts	*Multiplier
☐ 9 WEEK			
No Categories			
☑ Semester 1 Average	⦿ Points ☐ Formative ○ Marks ○ Summative ○ Work Habits	100	1
☐ Semester 2 Average			
☐ Course Average			
No Categories			

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.

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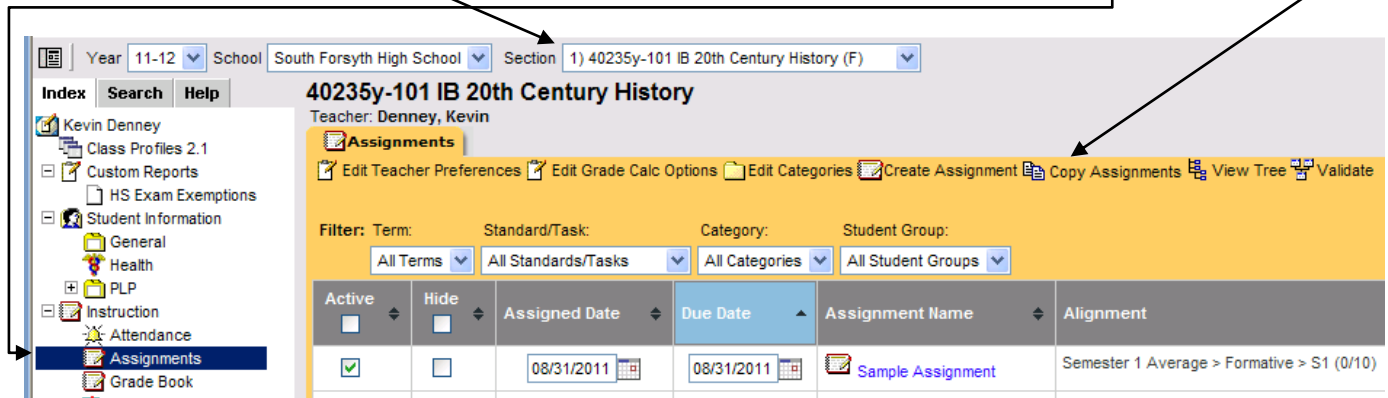
The Assignment Copier will show you your Source Section (highlighted as the one you selected above), and the assignments within that section. Check the assignments you wish to copy.
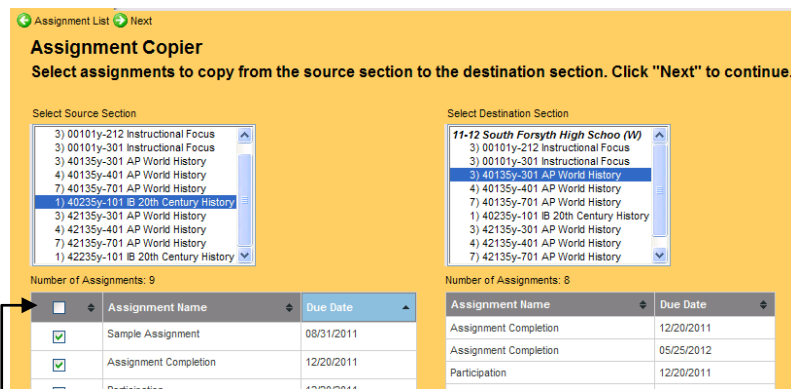

Use the checkbox at the top of the list to check/uncheck all of the boxes in the column.

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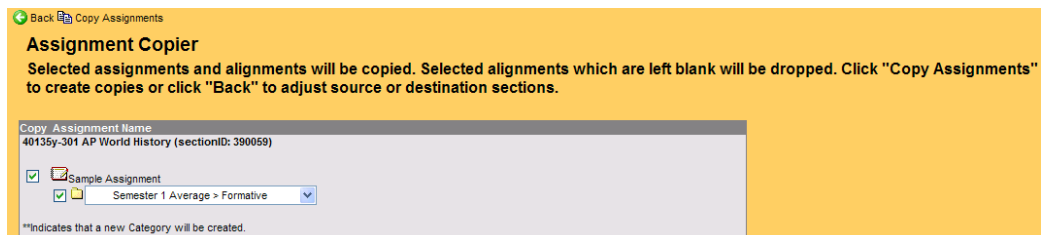
IC will process for a few seconds (or more, depending on the number of assignments being copied), and then return you to the Assignment List.

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.)