

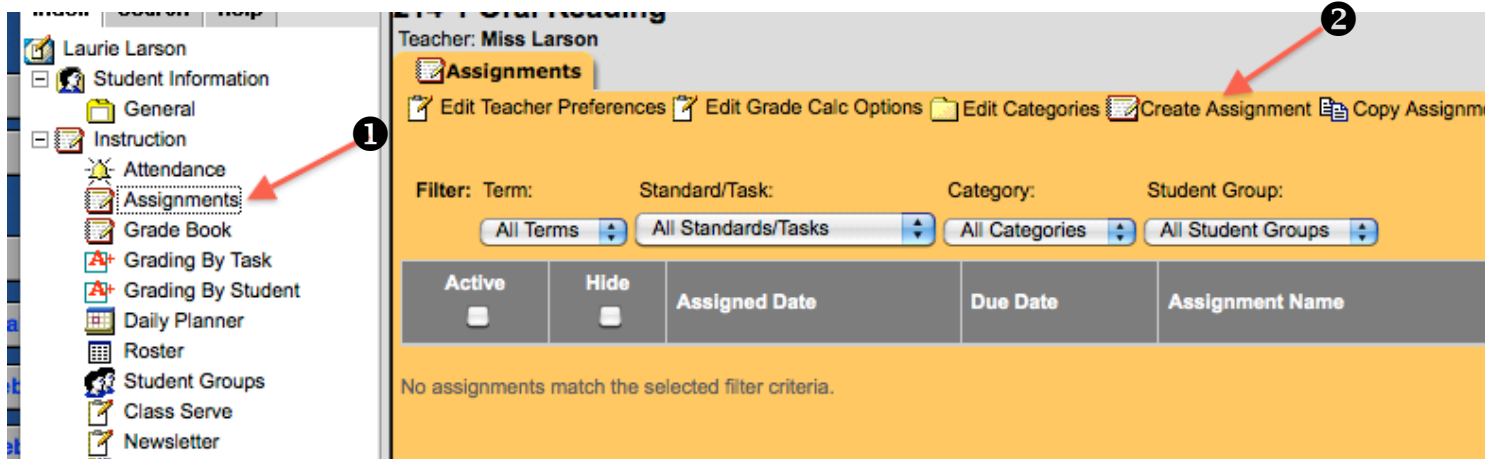
Infinite Campus

Grading Set-up 2011-12

Step 5: Create & Score Assignments

Select the school year and your class section

- ① Instruction Menu--->Assignments---> ② Create Assignment



- ③ Enter the assignment name and abbreviation

- ④ Check each section to which you want this assignment to apply

- ⑤ Click link to enter Description, Objectives and References.

- ⑥ Enter assigned date and due date

- ⑦ Click the group in which you want to place the assignment
Enter points

The screenshot shows the '214-1 Oral Reading' assignment creation form. At the top, it says 'Teacher: Miss Larson' and 'Assignments'. There are buttons for 'Return to Assignment List', 'Save', 'Save & Score', and 'Delete Assignment'. The 'Assignment Detail' section includes fields for 'ActivityID', '*Name' (with value 'Quiz 1 - reading for meaning'), '*Abbreviation' (with value 'Q1'), 'Test Strand', and 'Last Modified'. A link 'Show Description, Objectives, and References Fields' is present. The 'Sections' section has a heading 'Select which sections get this assignment.' and a table with columns: 'Section', 'Active', 'Hide', 'Assigned', '*Due', 'Seq', and 'Student Group'. The table has one row: '214-1 Oral Reading' with 'Active' checked, 'Assigned' as '06/16/2011', '*Due' as '06/16/2011', 'Seq' as '1', and 'Student Group' as 'No Groups'. The 'Standards' section has a heading 'Select which standards get this assignment.' and a table with columns: 'Standard', 'Scoring Type', '*Total Pts', and '*Multiplier'. The 'Grading Tasks' section has a heading 'Select which grading tasks get this assignment.' and a table with columns: 'Grading Task', 'Scoring Type', '*Total Pts', and '*Multiplier'. The table has one row: '02 oral reading grade' with 'Points' selected, '*Total Pts' as '15', and '*Multiplier' as '1'. Other options include 'Daily Work', 'Quizzes', and 'Tests'. At the bottom, there are buttons for 'Save' and 'Save & Score'.

- ⑧ Click either SAVE or SAVE & SCORE

Continued on back

