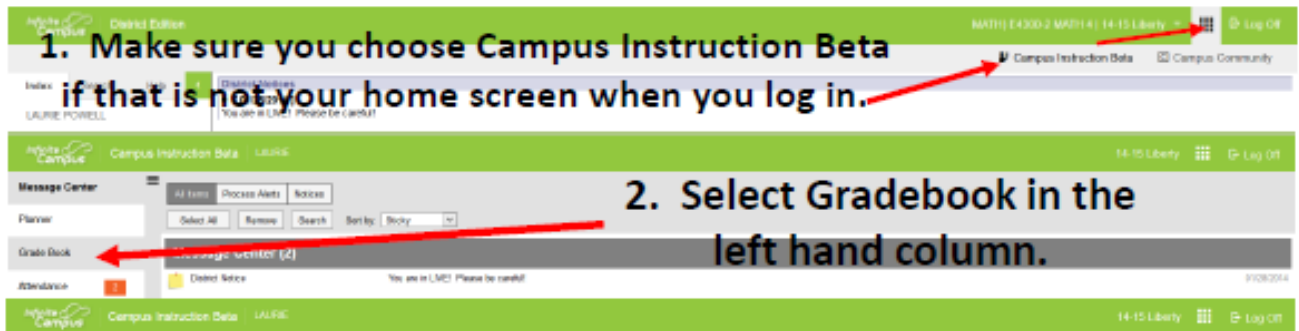
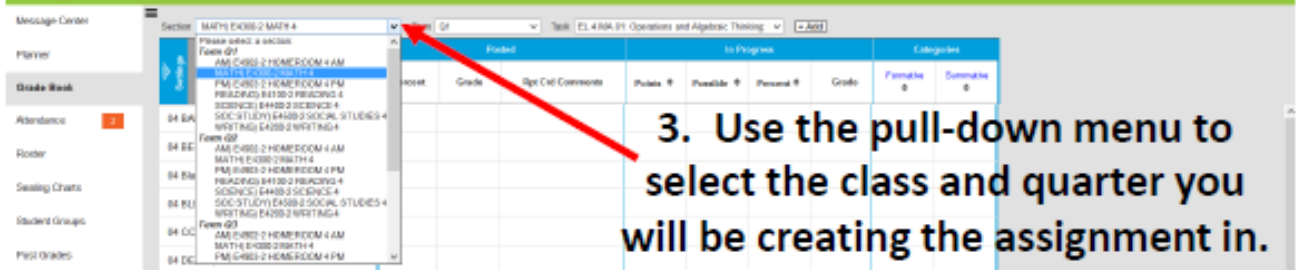


# Creating and Scoring Assignments/Assessments in Infinite Campus

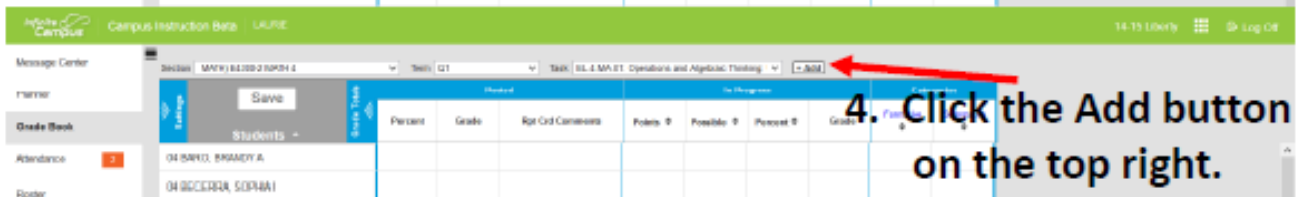
1. Make sure you choose Campus Instruction Beta if that is not your home screen when you log in.



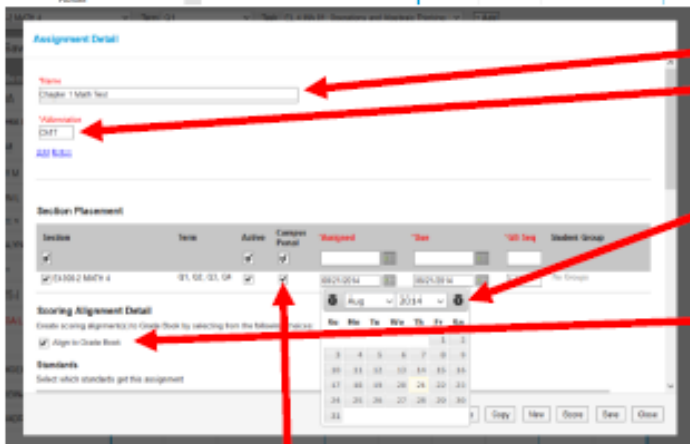
2. Select Gradebook in the left hand column.



3. Use the pull-down menu to select the class and quarter you will be creating the assignment in.



4. Click the Add button on the top right.

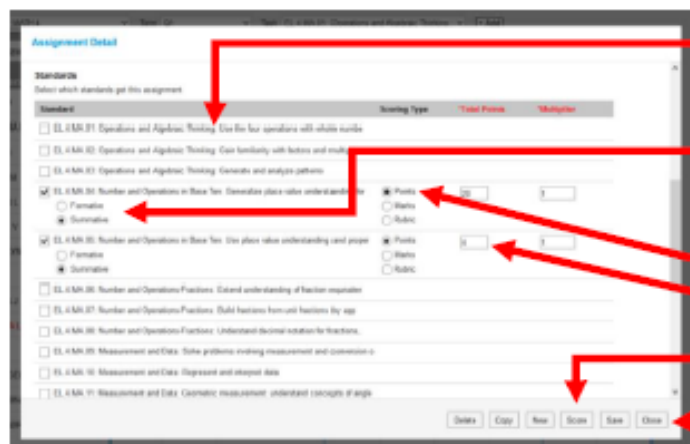


5. Input a title and abbreviation for your assignment/assessment

6. Choose an assign date and end date for your assignment\*\*

7. Make sure align to gradebook is checked!

\*\*You may enter multiple assessments at one time & guesstimate assign dates/end dates then change them later if needed! If you don't want parents to see numerous blank assignments, uncheck campus portal and recheck when ready for them to see it.



8. Select every standard tied to the assignment/assessment

9. Choose summative or formative for each standard chosen

10. Click points & enter total number of points possible for each standard

11. CLICK SAVE & THEN CLOSE!!!

12. From the pull-down menu, choose one of the standards assessed on the assignment you just created & your assignment column will appear

13. Next to your assignment abbreviation, you will see a double arrow right (>>). Click on >> to expand options for scoring.

14. To enter scores for all standards on an assignment/assessment, click Multi Score in the top right corner.

15. This screen shows columns for all standards assessed on the assignment/assessment where you may enter students' scores for each standard.

16. CLICK SAVE & CLOSE!

17. When you go back to your gradebook, you will see scores for each standard and their in progress average for that particular standard.

18. Use pull-down menu to view other standards.

