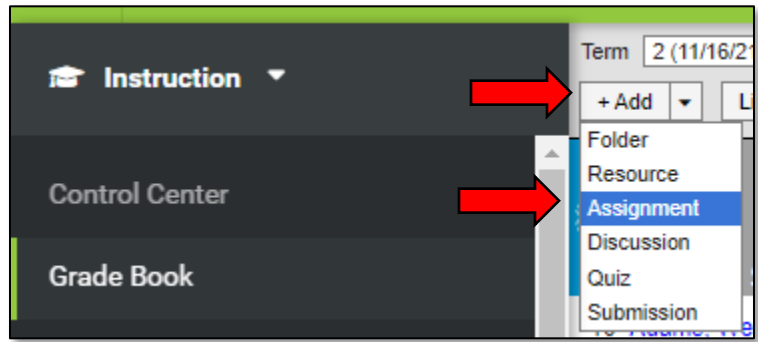


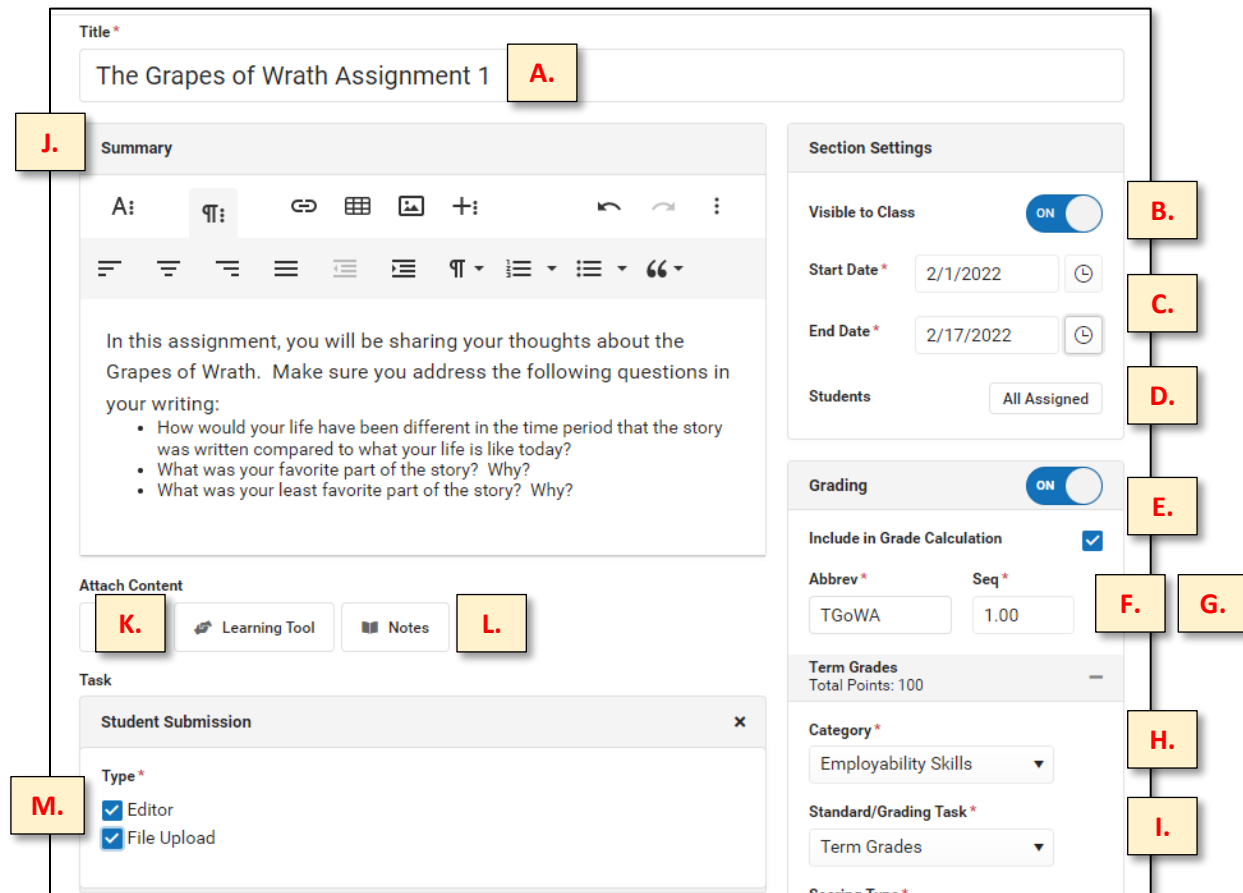
## Creating an Assignment in your LMS

1. When you have logged into Campus and are in your grade book, select **Assignment** from the **+Add** drop-down menu.

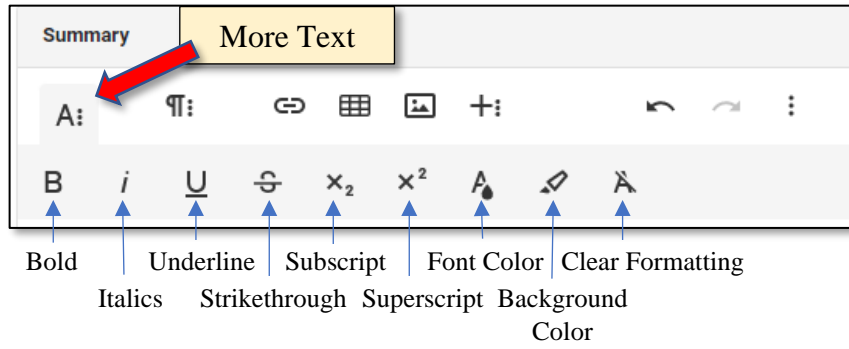


2. For the most part, you will be creating an assignment just like you have always been doing. The exception will be that you can now add more content to your assignment so the students can view the content you would like them to learn as well as submitting assignments through Campus (or 365). In the below example, the teacher is asking for feedback from the students about The Grapes of Wrath.

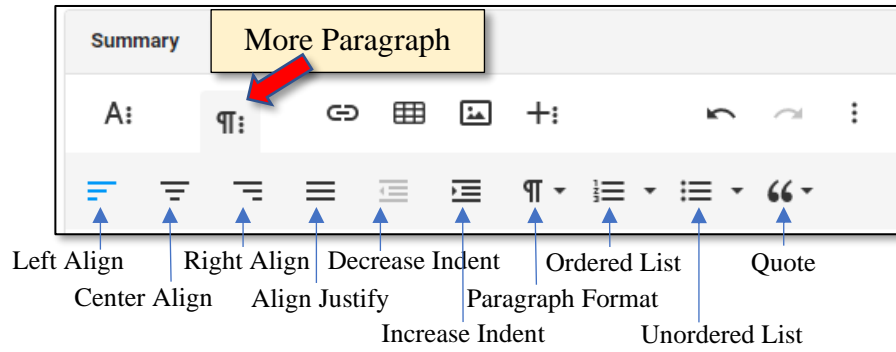
**A.** Enter the **Title** of the assignment. **B.** Toggle if the assignment is visible or not to the students. **C.** Select a **Start Date** and an **End Date** for the assignment. **D.** You can select whether this assignment is **assigned** to all students or only select students. **E.** Select if you want this assignment included in the student's **grade calculation** or not. **F.** Enter the **Abbreviation** for the assignment. **G.** Which **sequence** is this in the assignment's category? **H.** Select the **Category** this assignment is tied to. **I.** Select the **Standard** or **Grading Task** associated with this assignment. **J.** Enter your LMS content into the **Summary**. You can use the rich text options in the dashboard (more on this in Step 3.) that will be visible in the students' Portal accounts. **K.** You can link this assignment to a **Learning Tool** (ex: Naiku). **L.** You can choose if **Notes** will be available to the Students. **M.** Selecting **Editor** in **Student Submission** will allow students to respond to you.

A screenshot of the LMS assignment creation form. The form is titled 'The Grapes of Wrath Assignment 1'. It has several sections: 'Title' (A), 'Summary' (J) with a rich text editor containing text about 'The Grapes of Wrath' and three bullet points; 'Section Settings' (B, C, D, E) with fields for 'Visible to Class' (toggle ON), 'Start Date' (2/1/2022), 'End Date' (2/17/2022), and 'Students' (All Assigned); 'Grading' (E) with 'Include in Grade Calculation' (checkbox checked); 'Attach Content' (K, L) with 'Learning Tool' and 'Notes' buttons; 'Task' (M) with 'Student Submission' and 'Type' (Editor, File Upload) checkboxes; and 'Term Grades' (F, G) with 'Abbrev' (TGoWA) and 'Seq' (1.00) fields; 'Category' (H) with 'Employability Skills' selected; and 'Standard/Grading Task' (I) with 'Term Grades' selected.

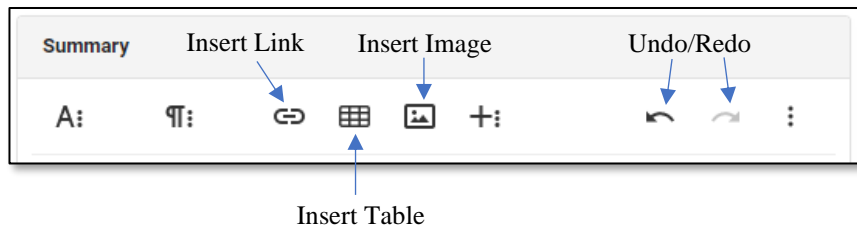
3a. Rich text options:



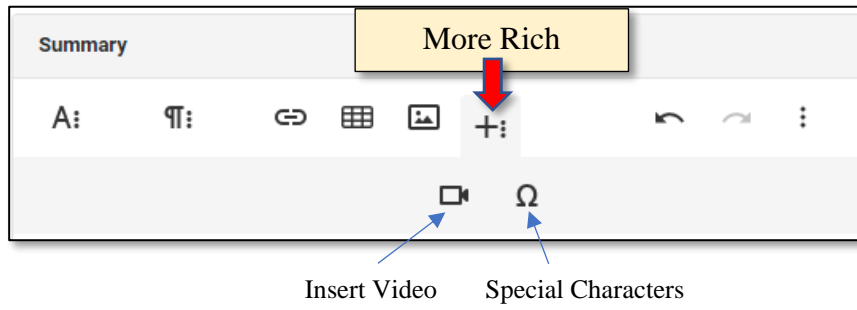
3b. Rich text options:



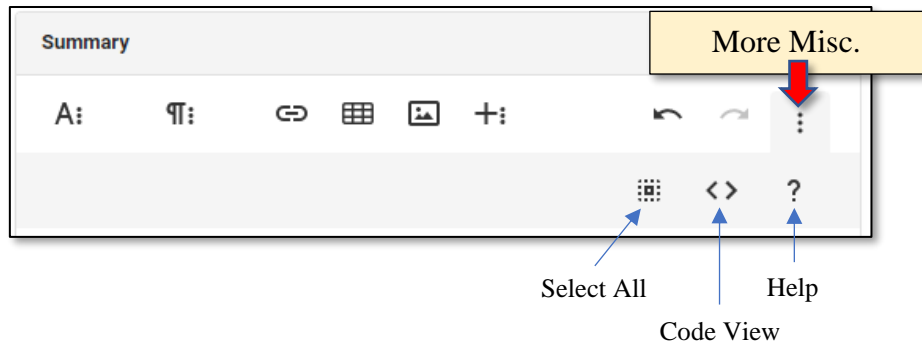
3c. Rich text options:



3d. Rich text options:



3e. Rich text options:



## 2. (Continued)

**N.** Enter the number of **Points** that the Assignment is worth. There are teachers who use the **Marks** option but Campus strongly discourages districts from using both Points and Marks. Our district predominantly uses Points. **O.** You may select **Add Scoring Rubric** to your Assignment. If you click on this option, a template for a Scoring Rubric will open. **P.** Click **Save** or **Save and Add Sections**. **Q.** After saving the Assignment, you can come back to the Assignment, and choose **Other Sections/Schedules**. This provides you with the option to use this Assignment in multiple sections that use the same, or close to the same, Assignment.

The screenshot shows a configuration interface for an assignment. On the right side, there are several sections:

- Scoring Type\***: A toggle with **Points** selected and **Marks** unselected.
- Points\***: A text input field containing the value **100**. A callout **N.** points to this field.
- Multiplier\***: A text input field containing the value **1.000**.
- + Add Standard/Task**: A button.
- Scoring Rubric ⓘ**: A section header.
- Add Scoring Rubric**: A button with a grid icon. A callout **O.** points to this button.
- Other Sections/Schedules**: A section header.
- Available to edit after saving.**: A blue informational box.

At the bottom of the interface, there is a row of buttons: **Save** (highlighted in blue), **Save and Add Sections**, **Preview**, and **Cancel**. A callout **P.** points to the **Save** button.