Create an Assignment in Your Grade Book

Once logged in to Infinite Campus, choose **Grade Book** on the left.

**Pay close attention to the Term to be sure that you are working within the correct Quarter or Semester.**

Choose the **Section** that you would like to begin creating assignments for in the drop-down menu.

Choosing the correct **Task** Window is important. Teachers are unable to see In Progress grades on any tasks except for the final course task. Elementary grades 3-5 should choose the **9 Week Grade** Task. WJW should choose the **Semester Cumulative** Task. CAG and CCHS should choose the **18 Week Grade** Task. *(The only exception is WJW 9-week Rotation courses which will need to select the 9 Week Grade Task.)*

Click **+Add** to begin the assignment creation process.

The required information is shown in **red**. Please use very specific language for the **Assignment Name**. *(Data Distribution Quiz as opposed to Ch. 1 Quiz.)* Parents and students will see this name when logged into Portal.

The **Abbreviation** is for your quick reference in the grade book and can be up to 5 characters.

You must select which **Section(s)** will use this assignment, the **Assigned** date, the **Due** date, and **GB Seq**uence of the assignment. The **Section** is automatically selected for the class that was open in the grade book. The default assigned and due dates will be the current date, and the default grade book sequence is 1.00.

*Teachers may choose to **Add** this assignment to any other section(s) they teach by clicking on the Add/Remove button and choosing the additional sections from the Section Selector pop-up window.*

Next, choose the **Category** to be associated with the assignment. Elementary grades 3-5 will have one category named “Grades.”

WJW, CAG, and CCHS should see more categories. These are the only categories allowed by Colquitt County Schools.
You will see a box checked that says **Include in Grade Calculation**. Leave this checked for assignments that should be a part of the grade.

Now you will choose the appropriate **Standard/Grading Task**.

- Elementary grades 3-5 should always enter grades on the 9 Week Grade Task.
- WJW should enter grades on the Semester Cumulative Task.
  - *(The only exception is for WJW 9 Week Rotation courses. These teachers do enter grades on the 9 Week Grade Task.)*
- CAG and CCHS should enter grades on the 18 Week Grade Task.

<table>
<thead>
<tr>
<th><em>Standard/Grading Task</em></th>
<th>Scoring Type</th>
<th><em>Total Points</em></th>
<th><em>Multiplier</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Week Grade</td>
<td>Points</td>
<td>100</td>
<td>1</td>
</tr>
</tbody>
</table>

Leave **Points** as the Scoring Type.

Enter the **Total Points** available for the assignment.

Teachers may adjust the **Multiplier** as needed. The multiplier allows you to weight certain assignments but please be mindful of the math since grades 6-12 already use weighted Categories in grade calculations.

Now you have a few options:

Click to **Save** the assignment.

Teachers may also choose to **Delete** this assignment, **Copy** this assignment to another section, create a **New Assignment**, **Score** this assignment, or **Close** this window.

Upon closing the window, the assignment should appear in the Gradebook.

**Questions or Issues?** Please reach out to the Academic Coach or Assistant Principal for your school location.