How to create assignments in your Infinite Campus Grade Book

The following steps will guide you in creating assignments in your Infinite Campus grade book

so that you are able to better communicate a student's progress with their parents or

guardians.

1. Log into Infinite Campus with your district supplied Infinite Campus credentials.

2. Click Grade Book in the Infinite Campus dynamic navigation.

3. Remember that you have to have categories created in order to add assignments to

   your Infinite Campus grade book.

4. Click +Add.

5. Fill in the Assignment Detail window entering all the needed information (highlighted in

   red).

   a. Name = name of assignment
   b. Abbreviation = abbreviation of assignment name that will appear in your grade
      book
   c. Assigned/Due = when was the assignment assigned and when is the assignment
      due
   d. Total Points/Multiplier =how many points is the assignment worth and what
      would you like to multiply it by (turn a 20 point assignment into a 100 point
      assignment by setting the multiplier as 5)
   e. GB Sequence = Grade Book sequence, where and in what order do you want
      your assignment to appear in your Grade Book.
   f. In the Grading Task area, you will select what category you wish your assignment
      to appear in.

6. Click Save to create your assignment.

*If you are teaching multiple courses of the same section you are able to place the

assignment in all of the sections you teach when in the creation process.