

Student Assignment Submission (Portal)

August 2014

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Student Assignment Submission (Portal)

[Overview](#) | [Submitting an Assignment](#)


 The information in this article is specific to submitting assignments on the Portal. To see a full description of the Portal, see the [Campus Portal for Parents and Students](#) article.

Overview

PATH: *Campus Portal > Calendar > A+ Icon > Assignment Name*

PATH: *Campus Portal > Schedule > Course Name > Assignment Name*

Using the Campus Portal, students can complete and submit assignments posted there by teachers. Assignments are accessed from the **Calendar** tab or through the **Schedule** tab.

 The options available for assignment submission, such as Attachments or text Student Responses depend on the assignment preferences set by the teacher. Not all options shown in this article will appear for every assignment.

Through the Calendar Tab

In the Calendar tab, "A+" icons indicate when an assignment is due. Click the icon to view all assignments due on that day. The **Description** of the assignment will indicate if a response should be submitted through the Portal. Unsourced activities can only be accessed through the Calendar.

Henry

Calendar

Schedule >

Attendance >

Behavior >

Health >

Assessment >

eTranscript >

Graduation Planner >

Transportation >

Re

September 2011

Assignment(s) Due Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
				01	
				Henry	Henry
04	05	06	07	08	
		Henry			
11	12	13	14	15	

Henry's Assignments and Activities for 09/06/2011

4801-1 AP Calc. I

In-Class Activities (not graded)

Name	Date(s)
act1	09/06/2011

Assignments

Name	Total Points Possible
assign1	100
Due Date	09/06/2011
Date Assigned	09/06/2011
Score	
Comments	

Name	Total Points Possible
Online Submission Test	100
Due Date	09/06/2011
Date Assigned	09/06/2011
Score	
Comments	

Description

Responses to this assignment are to be submitted using the Campus Portal.

Indicate which option (there, their or they're) is appropriate in the following sentences:

Image 1: Accessing Assignments through the Calendar

Through the Schedule Tab

From the Schedule tab, click the Course Name next to the Notebook icon. Then click the name of the assignment. The **Description** of the assignment will indicate if a response should be submitted through the Portal.

The screenshot shows the 'Henry' user interface with a sidebar menu. The 'Schedule' tab is selected and highlighted with a red box. The main area displays the 'Course Schedule' for four terms: Term Q1 (07/01/11-09/30/11), Term Q2 (10/01/11-12/31/11), Term Q3 (01/01/12-04/01/12), and Term Q4 (04/02/12-06/30/12). A pop-up window titled 'Term Q1 Quarter Detail' is overlaid, showing a table of assignments. The table has columns: Name, Due Date, Assigned Date, Multiplier, Pts Poss, Score, %, Turned In, and Comments. The first row is 'Worksheet 1-5' with a due date of 08/17/2011 and a score of 100. The second row is 'Online Submission Test' with a due date of 09/06/2011 and a score of 100. The 'HW Totals' row shows a score of 100 and a percentage of 1.1%. A red arrow points from the 'Online Submission Test' row in the pop-up to the '4801-1 AP Calc. I' class entry in the main schedule table, which is also highlighted with a red box.

Course Schedule

Click on Class Name for Current Assignments and Scores
Click on Teacher Name for Email

	Term Q1 (07/01/11-09/30/11)	Term Q2 (10/01/11-12/31/11)	Term Q3 (01/01/12-04/01/12)	Term Q4 (04/02/12-06/30/12)
00	EMPTY	EMPTY	EMPTY	EMPTY
01	3857-1 IB HL 1 Physics I Geldert, Curtis Rm: 334	3857-1 IB HL 1 Physics I Geldert, Curtis Rm: 334	EMPTY	EMPTY
02	EMPTY	EMPTY	2855-1 IB 20th Cen Top HL 2 II	2855-1 IB 20th Cen Top HL 2 II
03	3852-1 IB CL Hawkinson, Rm: 333	EMPTY	EMPTY	EMPTY
04	6005-2 Weib Utter, John Rm: 106	EMPTY	EMPTY	EMPTY
05	6600-2 Lun Rm: Caf	EMPTY	EMPTY	EMPTY
06	1758-7 English 12 I Rich, Linda Rm: 245	1758-7 English 12 I Rich, Linda Rm: 245	EMPTY	EMPTY
07	4801-1 AP Calc. I Administrator, System Rm: 115	4801-1 AP Calc. I Administrator, System Rm: 115	3858-2 IB HL 1 Physics II Geldert, Curtis A Rm: 334	3858-2 IB HL 1 Physics II Geldert, Curtis A Rm: 334
08	2854-2 IB 20th Cen Top HL2 I Gagnon, Jason G Rm: 391	2854-2 IB 20th Cen Top HL2 I Gagnon, Jason G Rm: 391	EMPTY	EMPTY
09	EMPTY	EMPTY	EMPTY	EMPTY
10	EMPTY	EMPTY	EMPTY	EMPTY
11	EMPTY	EMPTY	EMPTY	EMPTY

Term Q1 Quarter Detail

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Turned In	Comments
Worksheet 1-5	08/17/2011	08/17/2011	1.0	100	100	1	1	
Online Submission Test	09/06/2011	09/06/2011	1.0	100	100			
HW Totals					100	1.1%		

Image 2: Accessing Assignments through the Schedule



For more details on the [Calendar](#) tab or [Schedule](#) tab, see the [Campus Portal for Parents and Students](#) article.

Submitting an Assignment

When an assignment is enabled to be submitted via the Portal, the Assignment page is divided into sections, the Assignment Detail section and the Assignment Submissions section.

Assignment Detail Section

The Assignment Detail Section includes all information provided to the student by the teacher, including Due Date, Points Possible, etc. The work to be completed and returned to the teacher will be included in the **Description** section. Details will likely differ based on whether the teacher requires a text (*Image 3*) or file (*Image 4*) response.

Grade Book Assignment Detail for 4801-1 AP Calc. I**4801-1 AP Calc. I**

Teacher: Administrator, System

[Grade Book view for 4801-1 AP Calc. I](#)**Assignment Detail**

Name	Online Submission Test
Due Date	09/06/2011
Date Assigned	09/06/2011
Total Points	100
Multiplier	1
Responses to this assignment are to be submitted using the Campus Portal.	
Indicate which option (there, their or they're) is appropriate in the following sentences:	
Description	1. She didn't like _____ way of doing business.
	2. _____ not going to be able to make it to the party.
	3. I'll meet you _____.
Indicate which option (it's or its) is appropriate in the following sentences.	
Description	1. The dog chased _____ tail.
	2. _____ time to go to bed.
Objectives	To test the text submission option and made sure everyone can figure it out.
References	Any number of grammar websites.

Image 3: Assignment Detail Section - Text Submission Example

Assignment Detail


Name	Unit 2 Grammar Worksheet
Due Date	02/21/2012
Date Assigned	02/21/2012
Total Points	100
Multiplier	1
Description	Complete the attached worksheet.
References	<i>Emphasis on Grammar</i> pp.14-19
Assignment Files	 Unit 2 Grammar Worksheet (Unit 2 Grammar Worksheet.txt)

Image 4: Assignment Detail Section - File Attachment Example

Students enter work to be submitted to the teacher in the Assignment Submissions Section. Work entered in here can be edited as long as the Status of the assignment is OPEN. The **Attachments** section lists any files the student has attached to the assignment. Anything written in the **Student Response** section will appear to the teacher just as it does in the text box. Students can enter comments regarding the assignment in the **Student Comments** area below the Response area.

Click the **Save** button to save your work. The teacher will be able to view any saved material regardless of the assignment's due date.

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Image 5: Assignment Submission Section

If the teacher has enabled file attachments for the assignment, click **Attach File** to attach a file. Enter a unique name for the file and click **Browse** to select a file. Then click **Next**. In the next window, you must agree to the Terms and Conditions by clicking **Agree** to proceed. Campus acts as only a carrier for attached files - files are downloaded and opened in the program in which they are saved. For example, if a student attaches an Excel file, the teacher will need Excel in order to download and view the file.

⚠ The appearance of the *Attach File* window will vary based on browser.

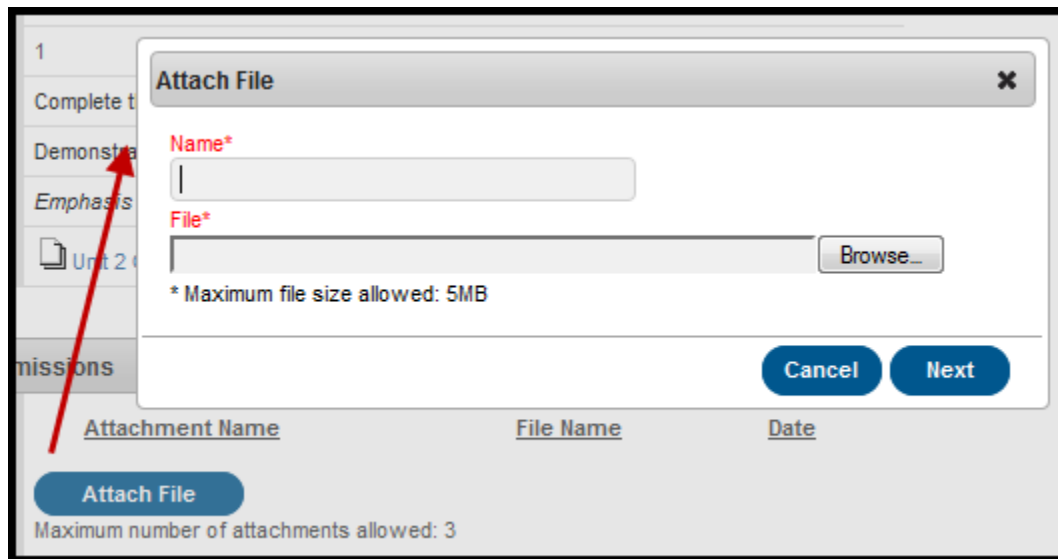


Image 6: Attaching a File

Attached files will appear in the *Assignment Submissions* area. Click the 'X' next to a file name to remove the attachment.

If the teacher enters any feedback concerning the student's response or comments, it will appear at the top of the Assignment Submission section.

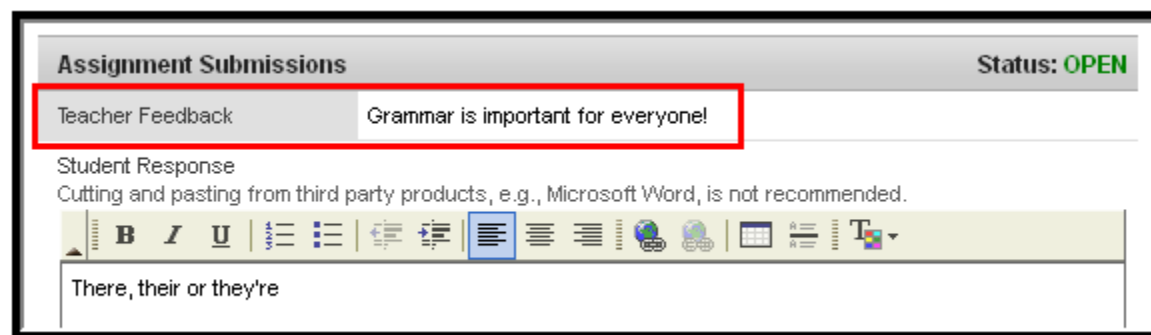


Image 7: Teacher Feedback

Status

The assignment status will remain as OPEN until the teacher marks the assignment as Turned In, at which point the Student Response and Comments sections will be closed for editing.