

Assignment Submission (Student)

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.

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.

The screenshot shows the 'Henry' user interface with the 'Calendar' tab selected. The calendar for September 2011 is displayed, with an 'A+' icon on September 6th. A red box highlights this icon, and a red arrow points to the assignment details below.

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

4801-1 AP Calc. I			
In-Class Activities (not graded)			
Name	Date(s)	09/06/2011	
Assignments			
Name	assign1	Total Points Possible	100
Due Date	09/06/2011	Score	
Date Assigned	09/06/2011	Comments	
Name	Online Submission Test	Total Points Possible	100
Due Date	09/06/2011	Score	
Date Assigned	09/06/2011	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 'Course Schedule' interface. On the left is a sidebar with navigation options: Henry, Calendar, **Schedule**, Attendance, Behavior, Health, Assessment, eTranscript, Graduation Planner, Transportation, Reports, Demographics, Child Nutrition, Family, Messages, Household Information, Family Members, User Account, Change Password, and Contact Preferences. The 'Schedule' tab is selected and highlighted with a red box.

The main area displays a 'Course Schedule' table with columns for 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). The table lists various courses and their teachers. A red box highlights the course '4801-1 AP Calc. I' in the Term Q1 column.

A pop-up window titled 'Term Q1 Quarter Detail' is overlaid on the schedule, showing a table of assignments for 'HW'. The table has columns: Name, Due Date, Assigned Date, Multiplier, Pts Poss, Score, % Turned In, and Comments. The assignment 'Online Submission Test' is highlighted with a red box. Below the table, 'HW Totals' are shown as 100 Pts Poss and 11% Score.

Term	Course	Teacher	Rm
Term Q1	3857-1 IB HL 1 Physics I	Geldert, Curtis	Rm: 334
Term Q2	3857-1 IB HL 1 Physics I	Geldert, Curtis	Rm: 334
Term Q3	2855-1 IB 20th Cen Top HL 2 II		
Term Q4	2855-1 IB 20th Cen Top HL2 II		
Term Q1	3852-1 IB Cl	Hawkinson,	Rm: 333
Term Q1	6005-2 Weib	Utter, John	Rm: 106
Term Q1	0600-2 Lun		
Term Q1	1758-7 English 12 I	Rich, Linda	Rm: 245
Term Q1	4801-1 AP Calc. I	Administrator, System	Rm: 115
Term Q2	4801-1 AP Calc. I	Administrator, System	Rm: 115
Term Q3	3858-2 IB HL 1 Physics II	Geldert, Curtis A	Rm: 334
Term Q4	3858-2 IB HL 1 Physics II	Geldert, Curtis A	Rm: 334
Term Q1	2854-2 IB 20th Cen Top HL2 I	Gagnon, Jason G	Rm: 391
Term Q2	2854-2 IB 20th Cen Top HL2 I	Gagnon, Jason G	Rm: 391

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	% Turned In	Comments
Worksheet 1-5	08/17/2011	08/17/2011	1.0	100	1	1	
Online Submission Test	09/06/2011	09/06/2011	1.0	100			
HW Totals				100	11%		

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.

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.	
Objectives	1. The dog chased _____ tail.
	2. _____ time to go to bed.
References	To test the text submission option and made sure everyone can figure it out.
References	Any number of grammar websites.

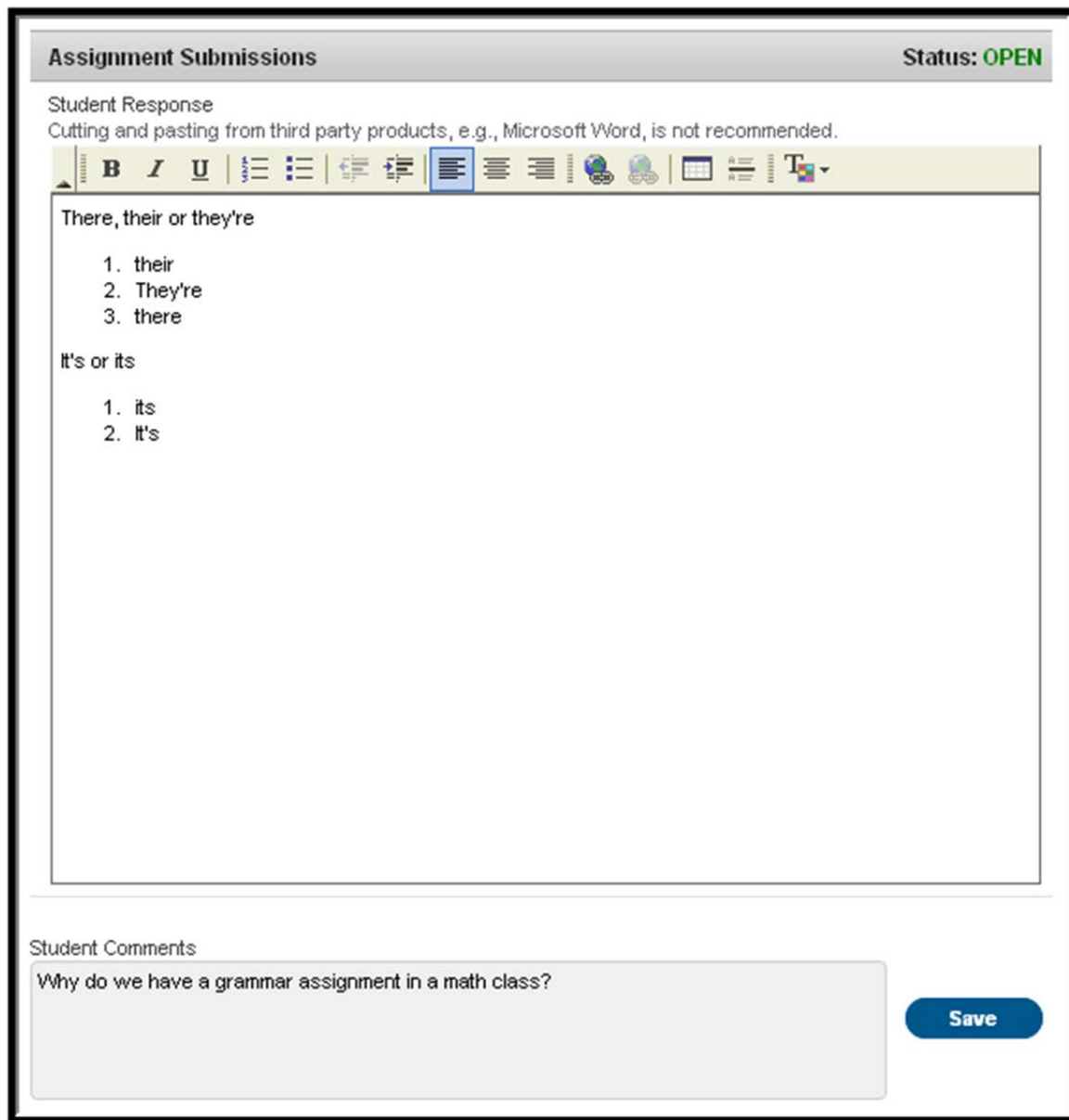
Image 3: Assignment Detail Section

Assignment Submissions Section

Students enter work to be submitted to the teacher in the Assignment Submissions Section. Work entered in the **Student Response** text box can be edited as long as the Status of the assignment is OPEN. Anything written here 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.

⚠ Saving a comment will not count as a submission. Teachers can view and respond to student comments before a response is submitted.

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



The screenshot shows the 'Assignment Submissions' interface. At the top, the title 'Assignment Submissions' is on the left and 'Status: OPEN' is on the right. Below the title is the 'Student Response' section, which includes a warning: 'Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.' A rich text editor toolbar is visible, with the bulleted list icon selected. The response text contains two sections: 'There, their or they're' with a numbered list (1. their, 2. They're, 3. there) and 'It's or its' with a numbered list (1. its, 2. It's). Below the response area is the 'Student Comments' section, which has a text input field containing the question 'Why do we have a grammar assignment in a math class?' and a blue 'Save' button to the right.

Image 4: Assignment Submission Section

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

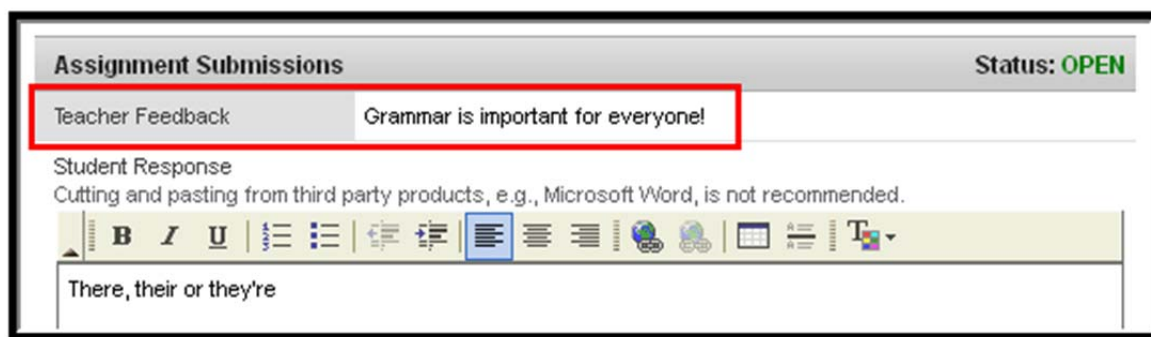


Image 5: Teacher Feedback

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.