Assignment Builder

Building assignments involves three steps:

1. Selecting curriculum and activities.
2. Refining the assignment.
3. Finalizing the assignment.

Some assignments include a learning path - a set of activities designed to cover the objectives a student has not mastered in an objective-based test or another exam. Learning paths are based on the same objectives targeted in an objective-based test. Learning paths based on customized objectives must be created manually.

Selecting Curriculum and Activities

To select curriculum for an assignment:

1. Launch Assignment Builder by selecting **Courses & Assignments** > **Assignment Builder**.
2. Search for curriculum by choosing one of the curriculum categories at the top of the page.

The **Curriculum** section displays all Compass Learning curricula for all subjects. After clicking this option, you can select curriculum by subject (and within subject, by grade level) or by keyword. The other curriculum types you see here are described in detail in the Curriculum Index section of this guide.

In this example, the teacher is building an assignment for sixth grade Language Arts. The teacher has chosen four tasks from those that are displayed for this subject at this level. Now the teacher clicks **Add Selected Tasks** to add these tasks to the assignment.
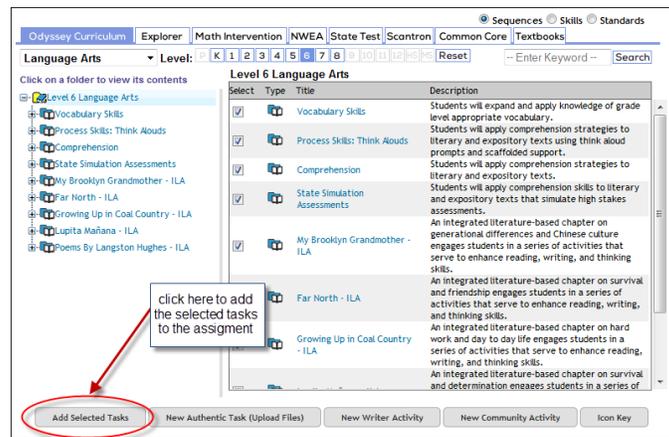
If you are ready to complete your assignment after adding these activities, click **Complete Assignment**. The window that opens prompts you to provide a name and description for the assignment, as well as subject and grade level. You can also specify other details, including:

- **Availability.** Defines who can access the assignment. To share the assignment across the school, select My School. To share the assignment across the district, select My District. Otherwise, select the default My Assignments folder. Note that you must be granted permission to save assignments to the My School and My District folders.

- **Assignment Order.**
  - Sequential presents tasks to students in the defined order, returning to the student's launch pad after each task.
  - Self-Select lets students perform task in any order they choose.
  - Auto-Launch presents activities to students in the defined order, without returning to the student's launch pad after each task.

- **Apply assignment order to all folders.** Enforces the Assignment Order for all of an assignment's folders.

- **Suppress Duplicate Activities.** Ensures that a student does not have to complete the same activity multiple times within an assignment.

- **Show Resources.** On the student's launch pad, displays a link to any student resources (or worksheets) associated with an activity. Activities that include student resources are denoted in the curriculum by a page icon with the letter S.

- **Draft Mode.** Specifies that the assignment is for review only. To administer the assignment, turn off Draft mode.

- **Show Writer.** Makes the Writer tool available from within the assignment.

- **Show Tool Kit.** Makes the toolkit available from within the assignment.

The other steps in creating an assignment are available via buttons at the bottom of the Assignment builder page.

NOTE: Ensure that all folders include at least one activity. Assignments containing empty folders are not saved.

Refining Assignments

Within Assignment Builder, click the Assignment tab (next to the Curriculum tab) to refine the assignment. In this example, the teacher has added Language Arts curriculum items to her assignment. The curriculum items are displayed in the center panel.
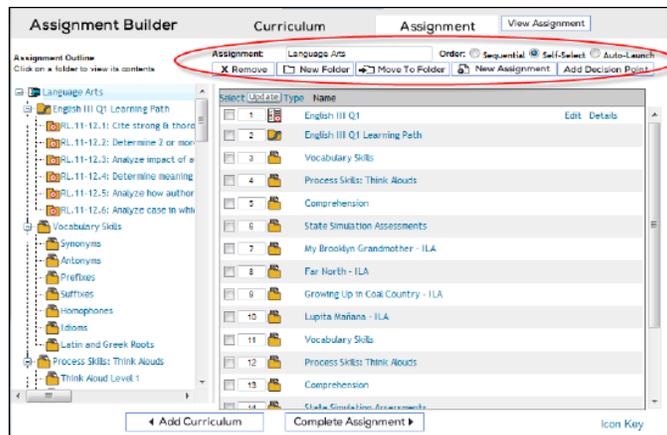
The top of the center panel, above the list of curriculum items, displays refinement options for your assignment. You can use these to:

- **Remove curriculum.** Select items you want to remove from the assignment and click **Remove**.

- **Create a New Folder.** If you wish to create a new folder (perhaps to create a sub-category for your curriculum, or to separate out tasks that will be classified as extra credit), click **New Folder**. A new untitled folder will appear at the bottom of your list of folders. Click the label **untitled folder** that appears next to the folder icon. In the window that opens, in the **Folder** field, enter a name for your new folder.

- **Move an Activity to a Folder.** Select the desired activity in the grid in the left navigation panel. To locate the activity, you may need to open one or more folders displayed in the tree. After you have selected the activity, click **Move To Folder**. From the Move to Folder dialog box, click the desired destination folder and then click **Move**.

- **Specify the Order of Activities in a Folder.** Select a folder in the tree in the left navigation panel. The activities in that folder appear in the center panel. You can overwrite the numbers next to each activity, which determine the sequence in which they appear. After you have re-ordered the activities, click **Update**.Your activities will be re-listed according to how you ordered them.

- **Add Decision Points to an Activity.** A decision point defines a custom set of activities for a student who does not meet the mastery level for a scored activity. You can add decision points to Sequential or Auto-Launch folders only. Because decision points depend on a defined order of activities, you cannot add a decision point to a Self-Select folder. (For details, see What are Decision Points?) To add a decision point to your assignment, click a folder in the left navigation panel containing the activities you want to focus on. Those activities appear in the center panel. Check the box next to the activity where you want to add the decision point and click **Add Decision Point**. A Decision Point Options window opens. Here, specify the master score for the task, how you want the system to behave if the student does or does not meet the mastery score, and whether to allow the student to continue working, to restart the folder, or to send out a Progress Alert (for details, see What are Progress Alerts?) informing you that the student needs assistance. When you have finished, click **Save Decision Point**. To cancel your changes, click **Cancel**.

Finalizing Assignments

Clicking **Complete Assignment** opens the Complete Assignment window. Depending on the type of assignment you are building, you may see different options in this window.

The Complete Assignment window includes the following settings:

- **Assignment Name.** Name of the assignment. A unique assignment name is required.
- **Description.** Description of the assignment. Include keywords that might be useful when searching for the assignment in the Assignment Archive.
- **Availability.** Defines who can access the assignment. To share the assignment across the school, select **My School**. To share the assignment across the district, select **My District**. Otherwise, select the default **My Assignments** folder.

  NOTE: You must be granted permission to save assignments to the **My School** and **My District** folders.

  Do not save tests that use school-specific standards to the **My District** folder. A user must have access to all of the curriculum in the assignment to in order access it from the **My District** folder; thus teachers from schools that don't have access to the same curriculum may not be able to use the assignment.

- **Subject.** Selecting Math, Mathematicas, or the High School curriculum enables student access to the toolkit.
- **Level.** Select the appropriate grade level.
- **Solution.** Check the box for the Compass Learning solution you are using to build this assignment.
- **Assignment Order.**
  - Sequential presents tasks to students in the defined order, returning to the student's launch pad after each task.
  - Self-Select lets students perform task in any order they choose.
  - Auto-Launch presents activities to students in the defined order, without returning to the student's launch pad after each task.
- **Apply assignment order to all folders.** Enforces the Assignment Order for all of an assignment's folders.
- **Suppress Duplicate Activities.** Ensures that a student does not have to complete the same activity multiple times within an assignment.

- **Show Resources.** On the student's launchpad, displays a link to any student resources (or worksheets) associated with an activity. Activities that include student resources are denoted in the curriculum by a page icon with the letter S.

- **Draft Mode.** Specifies that the assignment is for review only. To administer the assignment, turn off draft mode.

- **Show Writer.** Makes the Writer tool available from within the assignment.

- **Show Tool Kit.** Makes the toolkit available from within the assignment.

- **Assign to Students Now?** Specify whether you want to assign the work to students now, or save the assignment and assign it later.

After you have made your specifications, click **Next**.

The next page prompts you to select a class or specific students (whose records you can show by expanding the **+** icon next to each class name) to whom you wish to assign the assignment. Make your selections and click **Finish**. To revise your assignment specifications, click **Go Back**. To cancel your work, click **Cancel**.

Video: Building Assignments in Pathblazer

Media, iframe, embed and object tags are not supported inside of a PDF.