



Student Cheat Sheet

Completing an Assignment in CampusTools HigherEd

To complete an assignment within CampusTools HigherEd, you must first log into the system.

I. Viewing the Assignment

- ❖ Look at the **Pending Tasks** section in the **Home** tab.
- ❖ Click on the link that says, "You have Pending Coursework."
- ❖ You will see a list of all **Pending Tasks** for your courses.
- ❖ Click on the name of the assignment you'd like to view.
- ❖ You will see the following sub-tabs appear within the Assignment:

<Assignment Name> will appear as the title of this sub-tab

This sub-tab gives the instructions for the assignment, the course and the due date.

Standards

This sub-tab allows you to view the standards that you must meet in this assignment.

Attach Artifacts

This is where you will attach your Artifact(s) to complete the assignment.

Assessments

In this sub-tab, you can view the assessment instrument that the instructor will use to evaluate the assignment.

Once you view the assignment details, then you are ready to create your Artifact for the assignment. Be sure to note the type of artifact that you will need to attach to the assignment.

II. Creating an Artifact

- ❖ Click on the **Artifacts** tab.
- ❖ On the left menu click **Create**.
- ❖ From the drop down menu select the type of Artifact you want to create (i.e. Lesson Plan, File, Teacher Work Sample, Essay). Your instructors will tell you what type of Artifact to create. Type in a **Title** for your Artifact. The **Description** is optional. Complete any other fields, as necessary.
- ❖ To attach a document/file to the Artifact, click on the **Documents** sub-tab.
- ❖ Click **Add New**.
- ❖ Click **Browse**. Search for the file on your computer that you want to attach.
- ❖ Once you have found the file, click **Open** and type in a title for that document.
- ❖ Click **Upload**. A small window will appear with the status of your upload. It will disappear once it's 100% complete.
- ❖ Follow the same steps above if you want to add more files your Artifact.
- ❖ When you are done uploading all of your files, don't forget to click **SAVE!**

Note: This Artifact is in your personal work area and is not visible to or shared with any one else unless you attach the Artifact to something. In Step III below, you will learn how to attach your Artifact to your assignment.

III. Attaching the Artifact to the Assignment and Submitting the Assignment

- ❖ Click on "You have Pending Coursework" under the **Pending Tasks** section of the **Home** tab.
- ❖ Click on the link to the assignment you want to work on.
- ❖ Click on the **Attach Artifacts** sub-tab within the assignment.
- ❖ Click **Add New**. Select the type of Artifact that you plan on attaching. If you're not sure, click "View All."
- ❖ Check the box next to the Artifact that you would like to attach to the assignment. Then click **Add**.
- ❖ If you are not ready to submit the assignment, click **Save** to come back and complete the assignment later.
- ❖ If you're ready to send the assignment to your instructor, click **Submit**.
- ❖ Once the assignment has been submitted, the task will disappear from the **Pending Tasks** box and your professor will have a message in his/her **Pending Tasks** box showing that you submitted the assignment.
- ❖ If you have accidentally attached the wrong Artifact and have already submitted your assignment, you can check the box to the left of your assignment's name, then click the gray "recall" button to "take back" the assignment from the professor. You will then need to attach the correct Artifact, then submit again. *Note: If your instructor has already begun assessing your assignment, you will not be allowed to recall it.*