

Creating and Grading a Portfolium Assignment in Portfolium as a Faculty Member

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Please note, the Portfolium Tech Support is available to help whenever you see and click on this icon.

Claiming and Adding Courses

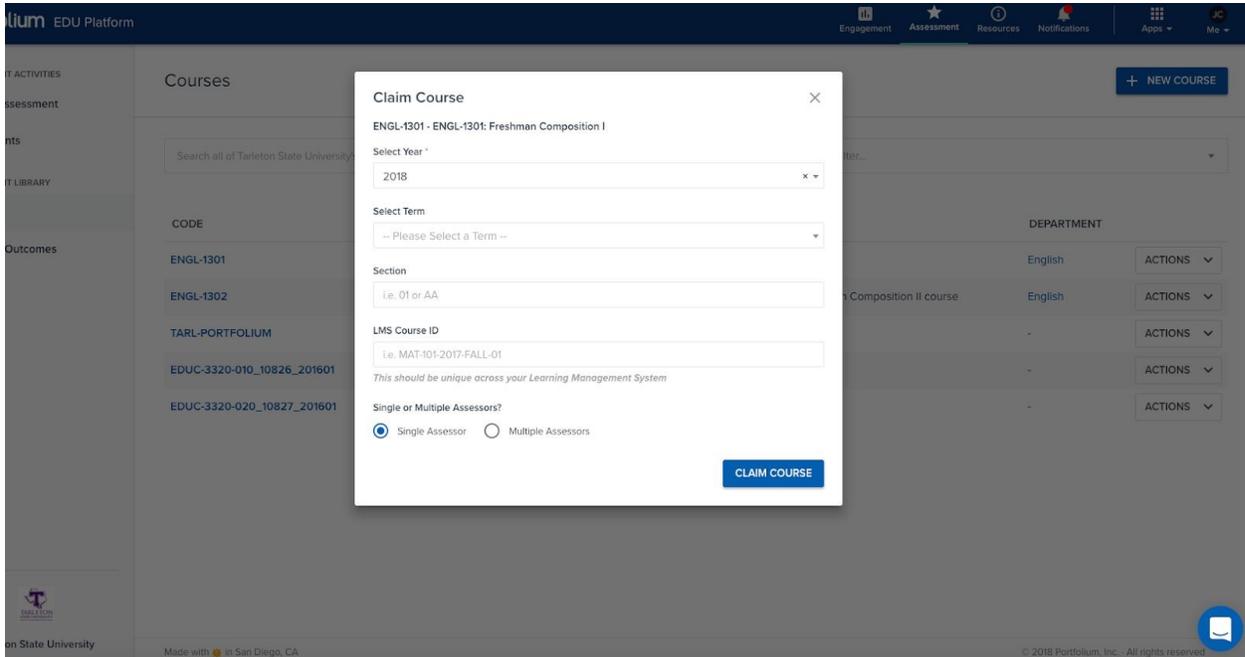
After you have logged into your Portfolium EDU platform account, you will be able to claim your course by clicking “Assessment Library” > “Courses”, select your course, and click “Claim course”.

The screenshot shows the Canvas LMS interface. The top navigation bar includes the Canvas logo and icons for Folios, Assessment, Pathways, Notifications, Apps, and a user profile. The left sidebar lists various assessment activities, with 'Courses' highlighted under the 'ASSESSMENT LIBRARY' section. The main content area is titled 'Courses' and features a '+ NEW COURSE' button in the top right. Below this, there are several action buttons: 'Clear Selection', 'Delete course', 'Edit course', 'View all claimed courses', and 'Claim course'. The 'Claim course' button is circled in red. A table of courses is displayed below, with the first row selected. The table columns include a checkbox, course ID, course title, description, subject area, and a grade count.

	Course ID	Course Title	Description	Subject Area	Grade Count
<input type="checkbox"/>	RS-125	Theology	A sustained explorat ...	Religious Studies	0
<input type="checkbox"/>	SOC-195	Senior Seminar	This capstone course ...	Sociology & Anthropology	0
<input checked="" type="checkbox"/>	ENG-006WA-1	Studies in Literature	ENG 6WA Studies in L ...	General Education	0
<input type="checkbox"/>	ENG-007H-1	First-Year Honors Seminar in Literature	ENG 7H First-Year Ho ...	General Education	0
<input type="checkbox"/>	ENG-044-1	Studies in World Literature: Africa	ENG 44 Studies in Wo ...	General Education	0
<input type="checkbox"/>	ENG-044-2	Studies in World Literature: Africa	ENG 44 Studies in Wo ...	General Education	0
<input type="checkbox"/>	ENG-060-1	Writers in Conversation: Af-Am Lit	ENG 060 Writers in C ...	General Education	0
<input type="checkbox"/>	ENG-134-1	Ethn and Race in Amer Lit: 1851	ENG 134 Ethnicity an ...	General Education	0
<input type="checkbox"/>	SP-180-1	Spanish-American Women Writers	SP 180 Latin America ...	General Education	0
<input type="checkbox"/>	TA-001-1	Great Literature of The Stage	TA 1 Great Literatur ...	General Education	0

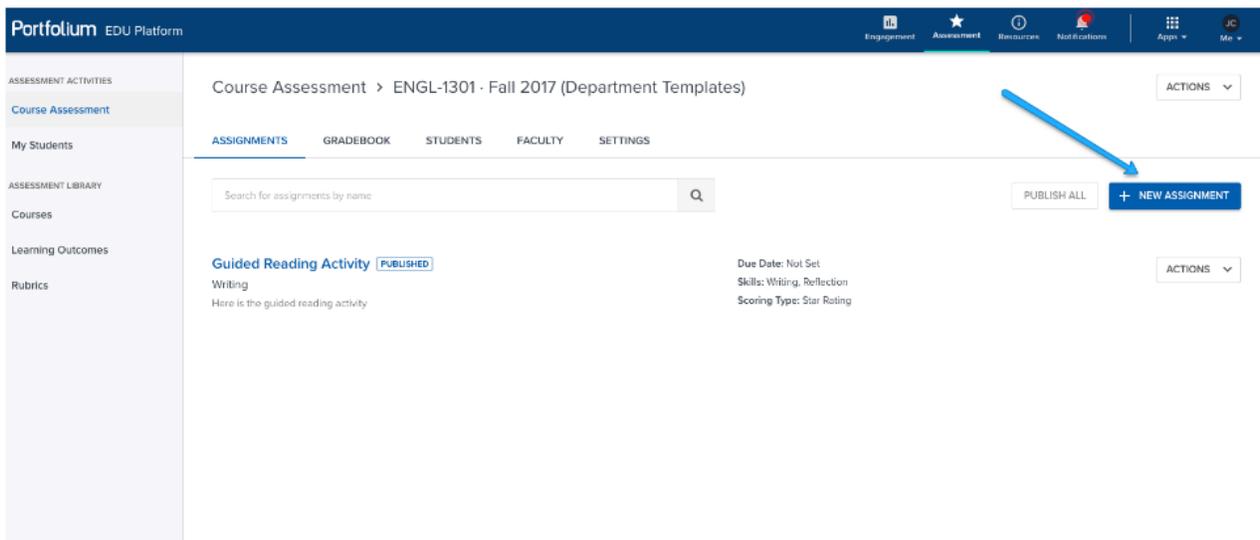
Enter the meta data for your course:

Select a Year, Term, Section and please select “Single Assessor”. You do not need to input the LMS course ID.



Adding Assignments

Start adding in your assignments now.



Continue to fill out the assignment details

***Title and Instructions**

Assignment Details

Title *

Add your assignment title...

Instructions *

Add your instructions...

Add as much information as you'd like. To add a link, use the full URL <http://google.com> or customize it: [\[Google\]](#) (<http://google.com>)

***Skills/Competencies** - adding skills and competencies will help your students display meaningful learning outcomes and help bridge the skills gap when showcasing their work to employers. Among the type of assessment (e.g. Reading Imaginative Literature), you may include others that apply.

***Learning Outcomes** – Please select learning outcomes if applicable:

Skills *

How is this used?

Reading Imaginative Literature x

*Special Tag Field: Separate by comma or return keys (max-length: 60 per skill)

Due Date

Select a date...

Due date & time will be set in your local time zone

Learning Outcomes

+ Outcome

Reading Imaginative Literature - Criterion 1

Institutional Level Outcome



Reading Imaginative Literature - Criterion 2

Institutional Level Outcome



***Category** - Select the assignment category. If you can't find an applicable category, please select "Other"

***Assignment Scoring** - Assignments can be edited but you cannot change the scoring type once the assignment is published. Please select “Rubric” and connect to the Reading Imaginative Literature rubric! Under **Visibility** you may toggle whether or not you would like the rubric to be visible to the students.

Assignment Scoring

Scoring type *

- Rubric
- Numeric
- Star Rating
- Letter Grade
- Pass / Fail

Rubric *

Preview Rubric

Reading Imaginative Literature



Visibility

- The attached rubric is only visible to faculty and administration
- Students may also view the attached rubric

***Advanced Options** – Under **Assignment Visibility** make sure to select “Keep the student work private after submission. Under **Assignment Grading Options** you may toggle whether or not you want the student to be able to view their grades in Portfolio.

- Program Assessment
- Pathways
- My Students
- ASSESSMENT LIBRARY
- Courses
- Programs
- Learning Outcomes
- Rubrics
- Badging
- Departments

Advanced Options

Assignment Visibility Options

Assignments start as private projects for the students. When assignments are completed, they can be shared on Portfolio or remain private.

- Promote the student work after submission
- Keep the student work private after submission
- Student work is sensitive and can not be shared

Assignment Grading Options

Select “Hide grades from students” to disable students from viewing grades.

- Allow students to view grades
- Hide grades from students



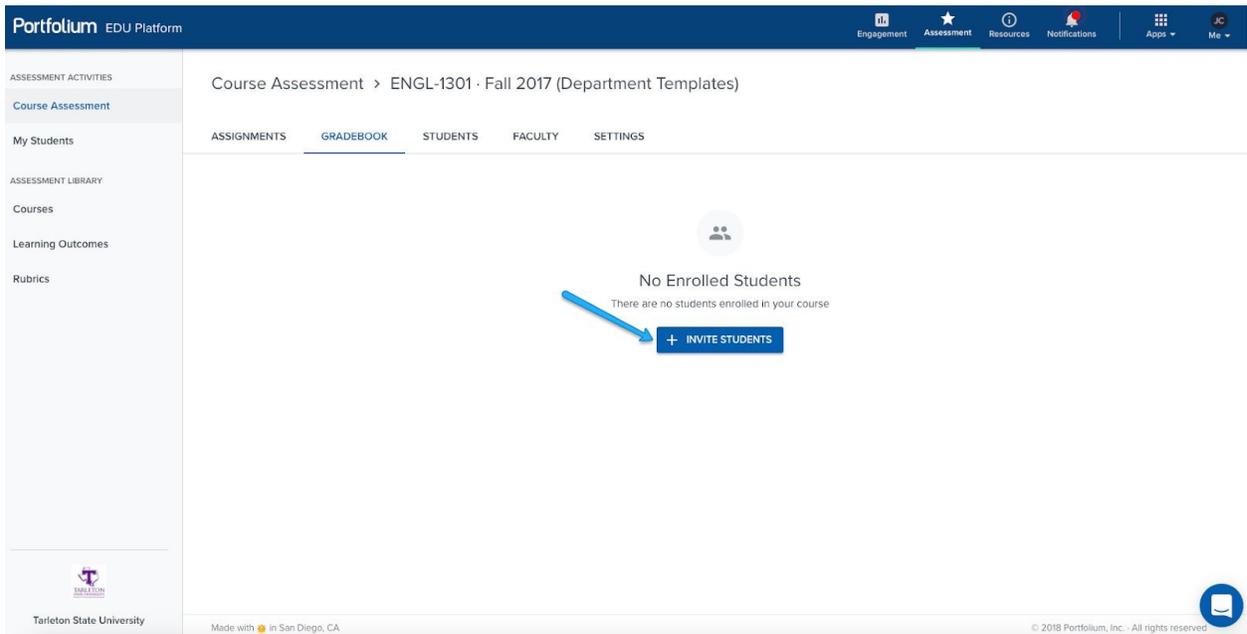
When you are finished adding the assignment details, click the **"Create Assignment"** button.

Publish Your Assignments

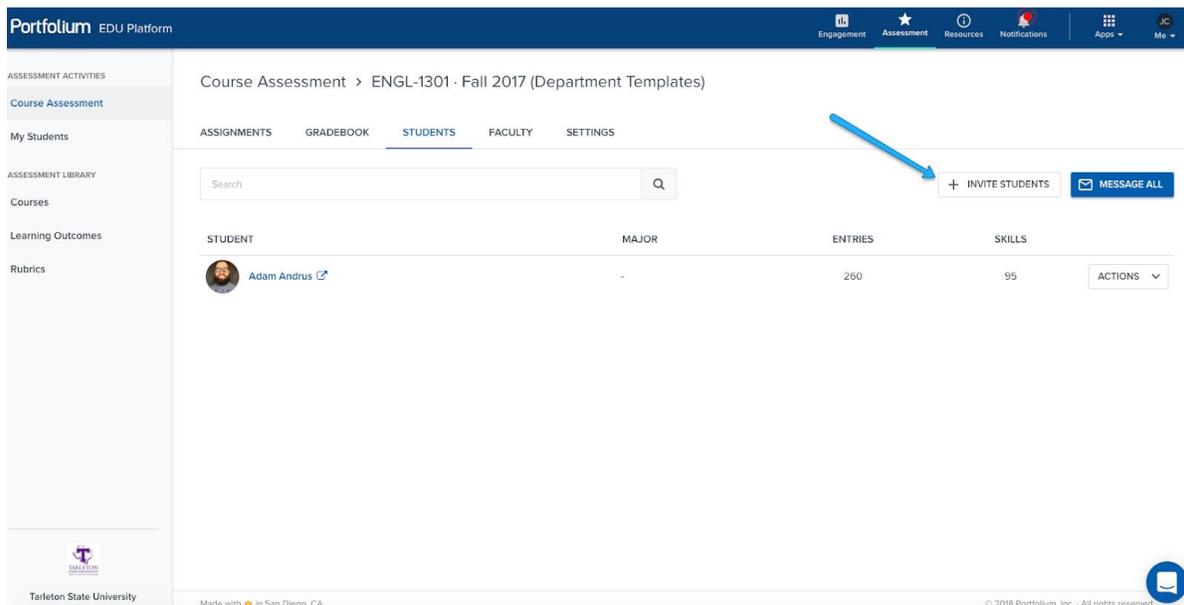
Once your first assignment is created, you are presented with an assignment dashboard. Here you can add more assignments, publish them all, or publish one at a time.

Inviting Students

Now you can invite students to enroll in your course by clicking the “Invite Students” button which will generate a secure invitation link. When there are no invited students:



When there are students:



This link can be sent via email, text or added onto a syllabus:

The screenshot shows the Portfolio EDU Platform interface. A modal dialog box titled "Invite Students" is open, displaying the course "ENGL-1301 - Fall 2017 (Department Templates)". It provides a link: <https://qa.portfolium.com/enroll/131/59de389ed4256>. Below the link, a note states: "Once your students enter the link above, they'll be placed in your course. If they do not follow the link, they will not receive your assignments, nor will they be tracked." The background shows the "Course Assessment" page with tabs for "ASSIGNMENTS" and "GRADEBOOK", and a student profile for Adam Andrus.

Whoever clicks this link will be automatically enrolled in the course and all assignments will be pre-populated into their Portfolio.

Reviewing Completed Assignments

Once the student submits an assignment, Faculty are notified in the "My Courses" > "Gradebook" section of the EDU Portal.

The screenshot shows the Portfolio EDU Platform interface in the "Gradebook" section. The page title is "Course Assessment > ENGL-1301 · Fall 2017 (Department Templates)". The "GRADEBOOK" tab is selected. There is a search bar for students and a dropdown for assignment status. Below, a student profile for Adam Andrus is shown with a "SCORE" button highlighted. The background shows the "My Students" and "Gradebook" sections.

Reviewing Completed Assignments with Rubric

The split-screen view allows for quick and easy review of the student's work using the custom rubric provided by the administrator.

The screenshot displays a split-screen interface. On the left, the assignment titled "Assignment: Health Policy Memo" by Neil Armstrong is shown. The document content includes a disclaimer, an executive summary, and a background section. On the right, a rubric table is visible, showing two criteria with a score of 4 for each. The rubric table is as follows:

CRITERION	0	1	2	3	4
Includes interventions or nursing actions that directly relate to the patient's goal, that are specific in action and frequency, are labeled "I" for independent and "C" for collaborative, and					4
Excellent					4
CRITERION	0	1	2	3	4
Includes the most appropriate diagnosis for patient and ordinal number that includes all appropriate parts (stem, related to or R/T, and as evidenced by AEB for actual diagnosis) and is NANDA					4
Excellent					4

This screenshot shows the same interface as the previous one, but with a "Submit Score" dialog box overlaid in the center. The dialog box displays the user's initials "AH" and their score: "Your Score: 8 / 8 (100.0%)". There are "CANCEL" and "SUBMIT SCORE" buttons in the dialog box.