Creating Portfolio Assignments

The Submission Details subsection of the Create Assignment page allows instructors to choose whether the assignment is for individual students or for one or more groups. A third option is to create a Portfolio Assignment. This is limited to individuals. The student can either create a Portfolio in the usual way and then click a button to submit the Portfolio, or click a different button on the assignment page to begin creating a new one.

Creating the Assignment

Begin the process in the usual way:

1. Navigate to a Content Area, Folder, or Learning Module.
2. On the action bar, point to the Assessment button, and select Assignment.
3. Fill in the required fields, such as the Name and Points Possible, and any other properties you wish to set.
4. In the Grading Section, click Submission Details to expand that subsection.
5. Select the option for **Portfolio Submission**. If your institution has provided Portfolio Templates, you can click the **Select Portfolio Template** button to specify a template.

6. Determine whether to allow single, multiple, or unlimited attempts; set additional properties as needed, and then click **Submit**.

7. The new assignment appears at the bottom of the Content Area; you can drag it up to a different location.

**Submitting the Assignment**

When a student is ready to submit the assignment, he or she can navigate to it via the Content Area. Instead of a button to browse for a file, the student sees buttons labeled **Select Portfolio** and **Create Portfolio**. The first button can be used for a Portfolio already completed; the second, to begin creating a new one.

The student may also add Comments to explain the Portfolio, describe the processes used in creating it, or provide other information. Then the student can click **Submit** to complete the attempt.
Grading the Portfolio

As with a shared Portfolio, the attempt appears for the instructor as a snapshot. The instructor can navigate through Grade Center to grade the Portfolio in the Inline Grading window.

Unlike assignments submitted as documents, the CrocoDoc viewer is not used, so the instructor cannot mark directly on the Portfolio. Instead, click the links for the various pages and Artifacts to view them. Each Artifact will open in a separate browser tab.