

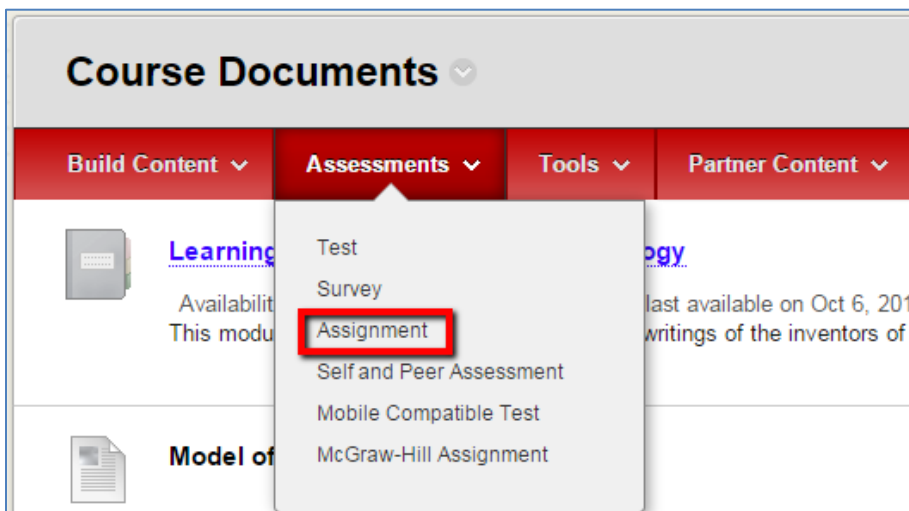
## Creating Portfolio Assignments

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.

**Submission Details**

*If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.*

Assignment Type

Individual Submission  
 Group Submission  
 **Portfolio Submission**  
Selecting this option will require students to submit a portfolio as a response to this assignment

Select Portfolio Template

Number of Attempts: Single Attempt

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**.

Cancel **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.

**ASSIGNMENT SUBMISSION**

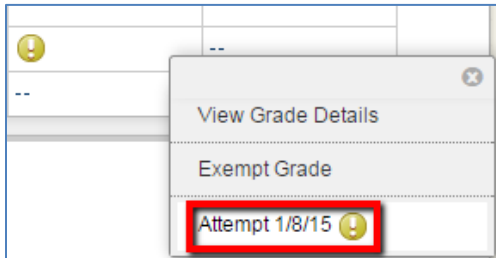
Attach Portfolio **Select Portfolio** OR **Create Portfolio**

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.

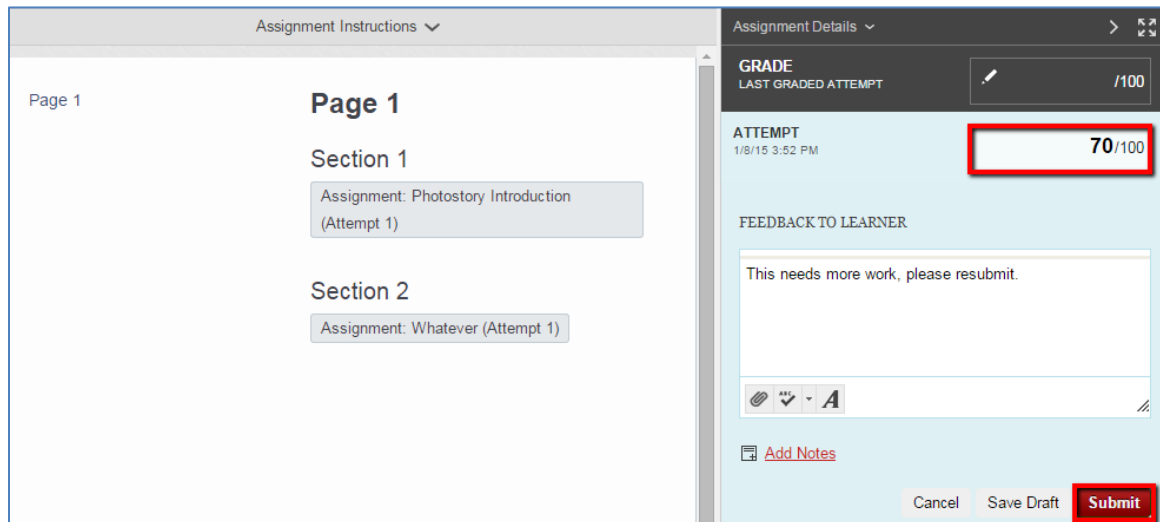
Cancel Save Draft **Submit**

## 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.

A screenshot of the Blackboard Grade Center inline grading interface. The left pane shows 'Page 1' with two sections: 'Section 1' containing 'Assignment: Photostory Introduction (Attempt 1)' and 'Section 2' containing 'Assignment: Whatever (Attempt 1)'. The right pane shows 'Assignment Details' for 'GRADE' with a 'LAST GRADED ATTEMPT' of '1/00'. Below this, the 'ATTEMPT' section shows '1/8/15 3:52 PM' and a grade of '70/100', which is highlighted with a red box. A feedback message reads 'This needs more work, please resubmit.' Below the feedback is a text input area with a rich text editor toolbar and an 'Add Notes' link. At the bottom right are 'Cancel', 'Save Draft', and 'Submit' buttons, with 'Submit' highlighted in red.