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

Written by Ashley Hyman, amended by Manuela Long

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".

😳 CANVAS			Fe	ll 🖨 🚺	D	Apps • Me •
ASSESSMENT ACTIVITIES	Courses					NEW COURSE
Program Assessment			Clear Selection Delete course	e Edit course Vie	w all claimed courses	Claim course
Pathways						
My Students	RS-125	Theology	A sustained explorat	Religious Studies	0	\smile
ASSESSMENT LIDADY	SOC-195	Senior Seminar	This capstone course	Sociology & Anthropolo	gy 0	
Courses	ENG-006WA-1	Studies in Literature	ENG 6WA Studies in L	General Education	0	
Programs	ENG-007H-1	First-Year Honors Seminar in Literature	ENG 7H First-Year Ho	General Education	0	
Learning Outcomes	ENG-044-1	Studies in World Literature: Africa	ENG 44 Studies in Wo	General Education	0	
Rubrics	ENG-044-2	Studies in World Literature: Africa	ENG 44 Studies in Wo	General Education	0	
Badging	ENG-060-1	Writers in Conversation: Af-Am Lit	ENG 060 Writers in C	General Education	0	
Departments	ENG-134-1	Ethn and Race in Amer Lit: 1851	ENG 134 Ethnicity an	General Education	0	
	SP-180-1	Spanish-American Women Writers	SP 180 Latin America	General Education	0	
AND COLUMN COLU	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.

ILIUM EDU Platform	n		En	ingagement Assessment Res	i) 🤵 purces Notifications	Apps + Me +
IT ACTIVITIES	Courses	Claim Course	×			+ NEW COURSE
nts		ENGL-1301 - ENGL-1301: Freshman Composition I Select Year ' 2018	X Ŧ			•
	CODE	Select Term Please Select a Term	v		DEPARTMENT	
Outcomes	ENGL-1301 ENGL-1302	Section i.e. 01 or AA		Composition II course	English	ACTIONS V
	TARL-PORTFOLIUM	LMS Course ID i.e. MAT-101-2017-FALL-01				ACTIONS V
	EDUC-3320-020_10827_201601	This should be unique across your Learning Management System Single or Multiple Assessors? Single Assessor Multiple Assessors				ACTIONS V
			CLAIM COURSE			
TARA AT LOS						
on State University	Made with 🚔 in San Dieno, CA					c - All rights reserved

Adding Assignments

Start adding in your assignments now.

Portfolium EDU Platform			il. Engegement	Assessment	() Resources	Notifications		Apps 👻	UC Me +
ASSESSMENT ACTIVITIES Course Assessment My Students	Course Assessment > ENGL-1301 · Fall 2017 (Department Temp	plates)						ACTIONS	*
ASSESSMENT LIBRARY Courses	Search for assignments by name	L			PUBL	ISH ALL	+ NE	W ASSIGNME	ENT
Learning Outcomes Rubrics	Guided Reading Activity PUBLISHED Writing Here is the guided reading activity	Due Date: Not Set Skills: Writing, Reflection Scoring Type: Star Roting						ACTIONS	¥

Continue to fill out the assignment details

*Title and Instructions

Assignment Details

Title *	
Add your assignment title	
Instructions *	
Add your instructions	
	,

(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 \times	
*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 <u>connect to the Reading Imaginative Literature rubric</u>! Under **Visibility** you may toggle whether or not you would like the rubric to be visible to the students.

Assignment Scoring	
Scoring type *	
Rubric	
O Numeric	
O Star Rating	
O Letter Grade	
O Pass / Fail	
Rubric *	Preview Rubric
Reading Imaginative Literature	X .
Visibility	
O 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 Portfolium.

Program Assessment	
Pathways	Advanced Options
My Students	Assignment Visibility Options Assignments start as private projects for the students. When assignments are completed,
ASSESSMENT LIBRARY	they can be shared on Portfolium or remain private.
Courses	O Promote the student work after submission
Programs	 Keep the student work private after submission Student work is sensitive and can not be shared
Learning Outcomes	Assignment Grading Options
Rubrics	Select "Hide grades from students" to disable students from viewing grades.
Badging	O Allow students to view grades
Departments	Hide grades from students
	CREATE ASSIGNMENT CANCEL
SCHONT COLLES	

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:

Portfolium EDU Platform		ili Engagement	Assessment	(i) Resources	Notifications	Apps -	JC Me +
ASSESSMENT ACTIVITIES Course Assessment My Students	Course Assessment > ENGL-1301 · Fall 2017 (Department Templates)						
ASSESSMENT LIBRARY Courses Learning Outcomes Rubrics	No Enrolled Students There are no students enrolled in your course There are no students enrolled in your course There are no students enrolled in your course						Ω
Tarleton State University	Made with 👙 in San Diego, CA			0	2018 Portfolium, Ir	nc All rights reserv	red

When there are students:



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



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.



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.

Portfol					SCO	RING		HIST	ORY	APX Me –
	Assignr	nent: Health Policy Memo			CRITERION					_
ASSESSMEN	Neil Ai	rmstrong 📋 Mar 31 📋 Mar 02	7 / 8 (87.5%)		Includes inter- the patient's g	ventions or n oal, that are	ursing action specific in ac	is that direc	ctly relate to equency, are	
Program			- + Automatic Zoom 💲] 🏿 🗆 🗄	labeled "I" for	independent	and "C" for	collaborativ	ve, and	
Pathways					0	1	2	3	4	
My Stude	4	Policy Memo- Price Transparence Disclaimer: "I am a student at Columbia University. How Commission reflects my own personal opinions. This is no University. at the Trustees of Columbia University."	ey in health care industry rever, this comment to the Federal Trade ot representative of the views of Columbia	→	Excellent				4	
Courses		Executive Summary		\sim						
Programs		A lack of price transparency is responsible for providers and increasing health care costs. Proponen it will decrease health care costs by leading consume promoting provider competition. On the other hand, rather results in adverse consequences. Therefore, a empower consumers and reduce the health care costs effects.	r stalling competition among health care ts of greater price transparency believe than rs to make cost-conscious decisions and by some argue that price transparency can price transparency policy must not only but also minimize the potential negative	t	CRITERION Includes the n number that in R/T, and as ev	nost appropri ncludes all ap idenced by A	ate diagnosi propriate pa LEB for actua	s for patien rts (stem, r	t and ordinal elated to or and is	
Rubrics		Background			NANDA					
Radoino		1/2		0	0	1	2	3	4	
	Description	The policy issue brief is a short (4-6 pay public problem, one that may or alread Analysts prepare such briefs for educat	ges), neutral summary of what is I y does affect, or is affected by, go ted generalists (e.g., legislators) v	known about a overnment. /ho may know Tho policy	Excellent				4	
s		issue brief distills or synthesizes a large easily understand the heart of the issue	e amount of complex detail, so the e, its background, the "players" (si	e reader can akeholders) and	Cancel		8/	'8 s l	IBMIT SCORE	
Portfol	Assign	ment: Health Policy Memo			sco	RING	*	HIS	TORY	Al X Mo +
	Assignr	ment: Health Policy Memo) 7 / 8 (87.5%)		SCO CRITERION Includes inter	RING ventions or n	hursing action	HIS'	TORY ctly relate to	Arx Me v
Assessmen Course A Program	Assignr	ment: Health Policy Memo rmstrong 🚺 Mar 31 💼 Mar 02 の 个 ↓ 🔲 of 5	● 7 / 8 (87.5%) - + Automatic Zoom ©] 🛛 । :	SCO CRITERION Includes inter the patient's g labeled "I" for	RING ventions or n goal, that are independen	ursing action specific in ac t and "C" for	HIS ns that dire ction and fr collaborati	TORY ctly relate to equency, are ve, and	Arx Me +
Portfol Assessmen Course A Program Pathways	Assignr	ment: Health Policy Memo rmstrong 💼 Mar 31 💼 Mar 02 の 个 ↓ 🔲 of 5	● 7 / 8 (87.5%) — + Automatic Zoom ©) D E	SCO CRITERION Includes inter the patient's g labeled "I" for	RING ventions or n joal, that are independen 1	aursing action specific in ac t and "C" for 2	HIS his that direction and fr collaborati 3	torry ctly relate to equency, are ve, and	ArX Me v
Portfol Assessmen Course A Program Pathways My Stude	Assignr	nent: Health Policy Memo mstrong 💼 Mar 31 💼 Mar 02 🔎 个 ↓ 🔄 of 5 Policy Memo- Price Transparen Dyckame: "I on a sudent of Columpic University, Memo	 7 / 8 (87.5%) + Automatic Zoom () Submit Score) D :	SCO CRITERION Includes inter the patient's g labeled "I" for 0	RING ventions or n joal, that are independen 1	aursing action specific in ar t and "C" for 2	HIS ns that dire ction and fr collaborati 3	TORY ctly relate to equency, are ve, and 4 4	Al <mark>x</mark> Mo -
Portfol Assessmen Course A Program Pathways My Stude Assessmen	Assignr Neil A	nent: Health Policy Memo mstrong Mar 31 Mar 02 Mar 0 Mar 0 Mar 02 Mar 02	 7 / 8 (87.5%) + Automatic Zoom (2) Submit Score Your Score:] 🏾 🗆 🗌	SCO CRITERION Includes inter the patient's g labeled "I" for 0	ventions or m poal, that are independen	ursing action specific in at t and "C" for 2	HIS ns that direction and fr collaborati 3	tory ctly relate to equency, are ve, and 4 4	₩× Me ×
Portfol Assessmen Course A Program Pathways My Stude Assessmen Courses	Assignr Neil A	nent: Health Policy Memor mstrong Mar 31 Mar 4 Mar 02 Mar 02 Mar 1 G Mar 2 Ma	 7 / 8 (87.5%) + Automatic Zoom © Submit Score AH Your Score: 	8 / 8 (100.0%)	SCO CRITERION Includes inter the patient's g labeled "!" for 0	RING ventions or n joal, that are independen 1	specific in at and "C" for 2	HIS his that direction and fr collaborati 3	tory relate to equency, are ve, and 4	Ary Me -
Portfol Assessmen Course A Program Pathways My Stude Assessmen Courses Programs	Assignr Neil A	nent: Health Policy Memor mstrong Mar 31 Mar 02 Mar 0	 7 / 8 (87.5%) + Automatic Zoom () Submit Score Your Score: 	■ B / B (100.0%)	SCO CRITERION Includes inter the patient's g labeled "I" for 0 0	RING ventions or n joal, that are independen 1	ursing action specific in at t and "C" for 2 iate diagnosi	HIS his that direction and fr collaborati 3 is for patier arts (stem, r	TORY ctly relate to equency, are ve, and 4 4 4 4 4 4	₩ ₩ •
Portfol Assessmen Course A Program Pathways My Stude Assessmen Courses Programs Learning	Assignr Neil A	nent: Health Policy Memor mstrong Mar 31 Mar 4 Mar 02 Mar 02 Mar 1 Mar 1 Mar 1 Mar 1 Mar 1 Mar 1 Mar 1 Mar 1 Mar 1 Mar 1 Mar 1 Mar 1 Mar 1 Mar 1 Mar 1 Mar 2 Mar 2 Ma	 7 / 8 (87.5%) + Automatic Zoom () Submit Score AH Your Score: 	8 / 8 (100.0%)	SCO CRITERION Includes inter the patient's g labeled "!" for 0 SUBMIT SCORE	RING ventions or n joal, that are independen 1 iost appropr cludes all aj idenced by A	aursing action specific in au t and "C" for 2 2 iate diagnosi ppropriate pa AEB for actua	HIS his that direction and fr collaborati 3 is for patien rts (stem, r al diagnosis	tt and ordinal related to or) and is	
Portfol Assessmen Course A Program Pathways My Stude Assessmen Courses Programs Learning Rubrics Badolph	Assignr Neil A	nent: Health Policy Mendo marron	 7 / 8 (87.5%) + Automatic Zoom (1) Submit Score AH Your Score: 	8 / 8 (100.0%) CANCEL	SCO CRITERION Includes inter the patient's g labeled "I" for 0 SUBMIT SCORE K/1, and as ev NANDA	RING ventions or n joal, that are independen 1 iost appropr cludes all aj idenced by A	aursing action specific in at t and "C" for 2 iate diagnosi ppropriate pa 4EB for actual 2	HIS his that direction and fr collaborati 3 is for patien arts (stem, 1 al diagnosis 3	TORY ctly relate to equency, are ve, and 4 4 4 4 t and ordinal related to or) and is	
Portfol Assessmen Course A Program Pathway My Stude Assessmen Courses Programs Learning Rubrics Badelinn	Assignr Neil A C C C Description	nent: Health Policy Memo mstrong An ar an Ar a Ar a Ar a Ar a Ar a Ar a A	7 / 8 (87.5%) Automatic Zoom () Submit Score Your Score: Your Score: Your Score: Your Score: Your Score: Your Score:) D I : D 8 / 8 (100.0%) CANCEL CANCEL CANCEL CANCEL The policy	SUBMIT SCORE NANDA D Excellent	RING ventions or n joal, that are independen 1 1 ost appropr icludes all aj idenced by A	aursing action specific in at t and "C" for 2 iate diagnosi ppropriate pa AEB for actual 2	HIS his that direction and fr collaborati 3 is for patien arts (stem, r al diagnosis 3	tory relate to equency, are ve, and 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	₩÷ Me÷