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”.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Department(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RS-125</td>
<td>Theology</td>
<td>Religious Studies</td>
</tr>
<tr>
<td>SOC-195</td>
<td>Senior Seminar</td>
<td>Sociology &amp; Anthropology</td>
</tr>
<tr>
<td>ENGS-00664-1</td>
<td>Studies in Literature</td>
<td>ENGS 101A: Studies for L</td>
</tr>
<tr>
<td>ENGS-007H4</td>
<td>First Year Honors Seminar in Literature</td>
<td>ENGS 101: First Year Honors</td>
</tr>
<tr>
<td>ENGS-044-1</td>
<td>Studies in World Literature: Africa</td>
<td>ENGS 44 Studies in Wo</td>
</tr>
<tr>
<td>ENGS-044-2</td>
<td>Studies in World Literature: Africa</td>
<td>ENGS 44 Studies in Wo</td>
</tr>
<tr>
<td>ENGS-060-1</td>
<td>Writers in Conversation: Af-Am Lit</td>
<td>ENGS 100: Writers in C</td>
</tr>
<tr>
<td>ENGS-134-1</td>
<td>Ethnic and Race in Amer Lit: 1851</td>
<td>ENGS 134: Ethnicity in</td>
</tr>
<tr>
<td>SP-180-1</td>
<td>Spanish-American Women Writers</td>
<td>SP 180: Latin America</td>
</tr>
<tr>
<td>TA-001-1</td>
<td>Great Literature of The Stage</td>
<td>TA 1: Great Literature</td>
</tr>
</tbody>
</table>
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**

Reading Imaginative Literature

*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**

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 *

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 Portfolium.

**Advanced Options**

**Assignment Visibility Options**
Assignments start as private projects for the students. When assignments are completed, they can be shared on Portfolium or remain private.

- Promote the student work after submission
- Keep the student work private after submission
- Student work is sensitive and cannot 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:

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.