

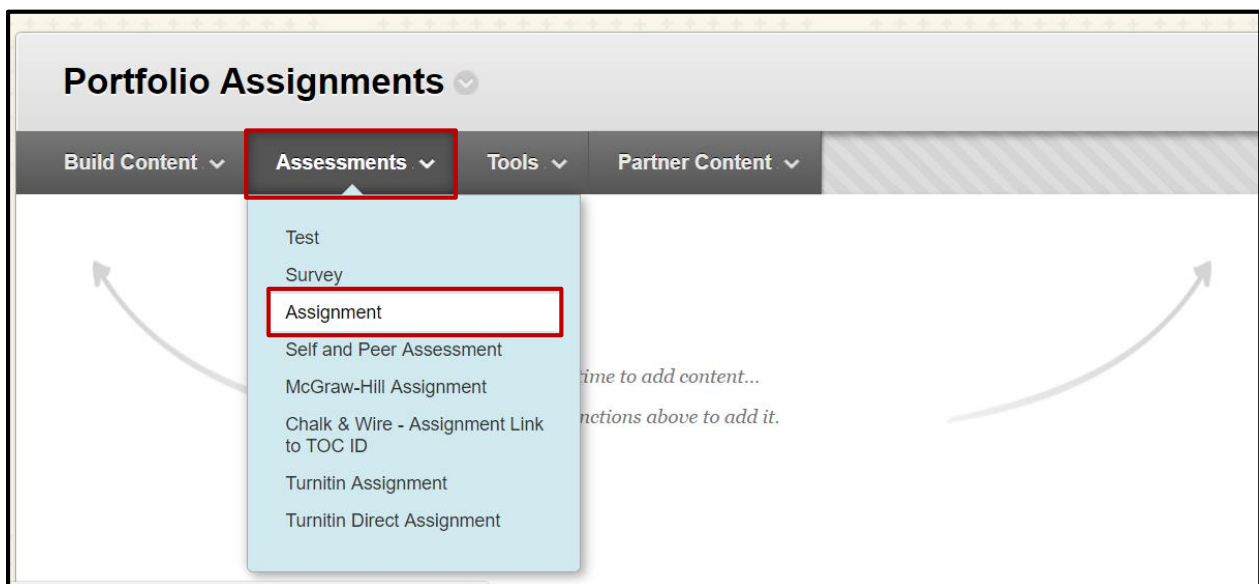
PORTFOLIOS

Introduction to Portfolio Assignments

The Blackboard Assignment tool allows faculty to create areas in Blackboard where students can upload coursework, and manage grading and feedback for each student. There are three assignment types: Individual Submission, Group Submission, and Portfolio Submission. Individual and Group submission assignments allow the instructor to make direct annotations (i.e. comments/inline grading) onto uploaded documents. Portfolio submission assignments, on the other hand, do not allow instructors to make direct annotations onto uploaded documents. Grading feedback to the student is provided in the Grading Panel sidebar, and is separate from the actual Portfolio. Therefore, carefully consider the purpose of the assignment when selecting an Individual submission assignment versus a Portfolio submission assignment.

Create Portfolio Assignment

1. Access a content area in your course where you'd like to add the Portfolio assignment(s).
2. Select **Assignment** from the **Assessments** drop down menu.





3. On the **Create Assignment** page, under **Assignment Information**, give the assignment a name and list any instructions in the text box provided.


Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Assignment Information

* Name and Color  Black



Instructions

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Table, Table of contents, Print, etc.

4. To assign a due date for the assignment, scroll down to the **Due Dates** section and select the day and time the assignment will be due.

3. Due Dates

Submissions are accepted after this date, but are marked **Late**.

Due Date ☐  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.



5. Expand **Submission Details** in the grading area and complete the following steps:
- Add **Points Possible** for the assignment
 - Select the **Assignment Type** of **Portfolio Submission**. Note: Students may choose a template to use in their portfolio submission or they can start from an empty portfolio. You can also ask students to follow a specific template. A template provides a pre-built structure of Pages and Sections to which students can add content and artifacts.
 - Click the **Select Portfolio Template** button if you want students to follow a specific template (this is optional).
 - Select the **Number of Attempts** students will get to upload their Portfolio. Consider selecting unlimited attempts for the Number of Attempts for a Portfolio Assignment. If you allow for unlimited attempts, students will be able to continue to submit snapshots of the portfolio up until the portfolio is completed or the due date is reached.

4. Grading

✖ Points Possible **a**

Associated Rubrics **b**

Name	Type	Date Last Edited
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Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one assignment.

Assignment Type

☐ Individual Submission

☐ Group Submission

☒ Portfolio Submission **b**

Selecting this option will require students to submit a portfolio as a response to this assignment.

c

Number of Attempts

d



6. In the **Availability** section, make the assignment available to students by checking the **Make the Assignment Available** box. We also recommend selecting to Track Number of Views.

5. Availability

☒ **Make the Assignment Available**
This assignment cannot be made available until it is assigned to an individual or group of students.

Limit Availability

☐ **Display After** [date/time picker]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ **Display Until** [date/time picker]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ **Track Number of Views**

7. Click **Submit** to save and create the Portfolio Assignment. See example of Portfolio Assignment in the image below.