# 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.

Last Updated: 8/16/2017
Questions? Email us at Blackboard@ttu.edu.

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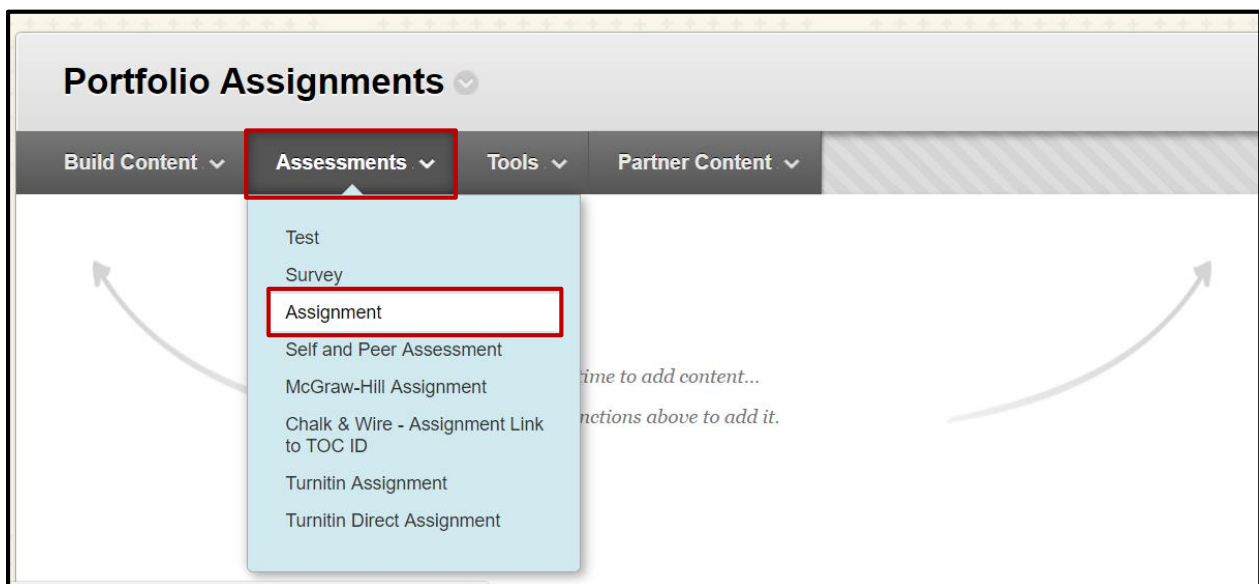
3. On the **Create Assignment** page, under **Assignment Information**, give the assignment a name and list any instructions in the text box provided.

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.

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5. Expand **Submission Details** in the grading area and complete the following steps:

    a. Add **Points Possible** for the assignment

    b. 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.

    c. Click the **Select Portfolio Template** button if you want students to follow a specific template (this is optional).

    d. 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.

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.

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