Create a Portfolio Assignment

Introduction to Portfolio Assignments

The Blackboard Assignment tool allows you to create three types of assignments: Individual Submission, Group Submission, and Portfolio Submission. Students upload their coursework to the assignment. You can make direct annotations (i.e., comments/inline grading) in uploaded documents for Individual and Group Submission assignments. Portfolio Submission assignments, however, do not allow you to make direct annotations in uploaded documents. To provide grading feedback to the student, use the Grading Panel sidebar, which is separate from the actual Portfolio Submission assignment. (Refer to the “Grade Portfolio Assignment” instructions in the Instructor Tutorials section.)

Create a Portfolio Assignment

1. Access the content area in your course where you want to add the portfolio assignment(s).
2. Select Assignment from the Assessments drop-down menu.
3. In the **Assignment Information** section on the **Create Assignment** page, enter the **Name** and **Instructions** in the textboxes.

![Assignment Information](image)

4. In the **Due Dates** section, select the day and time to assign a due date for the assignment.

![Due Dates](image)

5. In the **Grading** section, enter the **Points Possible** in the textbox.

![Grading](image)
6. Click the **Submission Details** link, then select the **Portfolio Submission** radio button.

7. *Optional:* click the **Select Portfolio Template** button if you want students to use a specific template, then select the radio button for the appropriate template from the pop-up list and click the **Submit** button. (You may need to scroll down to see the Submit button.)

   **NOTE**  Students may choose an existing template to use for their portfolio submission, or they can create a new portfolio. You can also ask students to follow a specific template. A template provides a ready-to-use structure of pages and sections to which students can add content and artifacts.

8. Select the number of attempts students are permitted to upload their portfolio from the **Number of Attempts** drop-down menu.

   **IMPORTANT** Consider selecting **Unlimited Attempts** for a portfolio assignment. If you allow unlimited attempts, students can continue to submit updated/revised snapshots of their portfolio until it is complete or until the due date.
9. Under **Availability**, select the **Make the Assignment Available** checkbox.

10. **Optional:** select the **Track Number of Views** checkbox.

![Availability section of Blackboard](image)

11. Click **Submit** to create the portfolio assignment.

![Portfolio Assignment creation successful](image)

**Blackboard Portfolio Resources**