

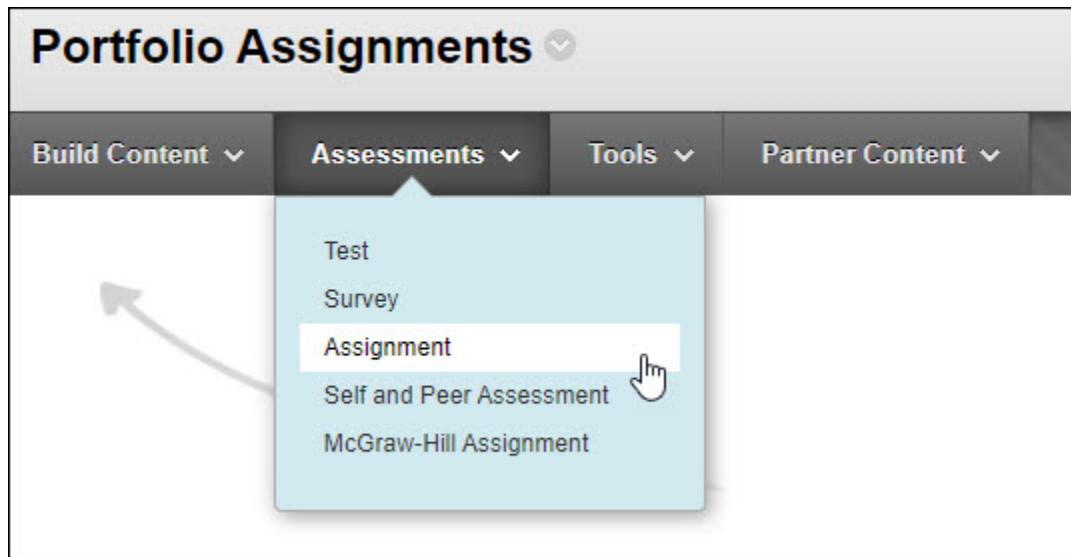
Create a Portfolio Assignment

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.



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3. In the **Assignment Information** section on the **Create Assignment** page, enter the **Name** and **Instructions** in the textboxes.

ASSIGNMENT INFORMATION

* Name and Color  Black

Instructions



Path: p **Words:** 0

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

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

GRADING

* Points Possible

Associated Rubrics 

Name Type

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.

[Submission Details](#)

If any students are enrolled in more than one group receiving the same assignment they will submit one assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type

Individual Submission
 Group Submission
 Portfolio Submission

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

[Select Portfolio Template](#)

Number of Attempts

[Unlimited Attempts ▾](#)

Score attempts using

[Unlimited Attempts](#) ▾

9. Under **Availability**, select the **Make the Assignment Available** checkbox.
10. *Optional:* select the **Track Number of Views** checkbox.

AVAILABILITY

Make the Assignment Available

Limit Availability Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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

Track Number of Views

Click Submit to finish. Click Cancel to quit without saving changes.

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

Success: Welcome Page Assignment created.

Portfolio Assignments

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾ ↑

 **Welcome Page Assignment**
Create your portfolio welcome page. This will be the "landing" page, or first page people see when they go to your portfolio.

Blackboard Portfolio Resources

<http://www.depts.ttu.edu/elearning/blackboard/portfolio/index.php>