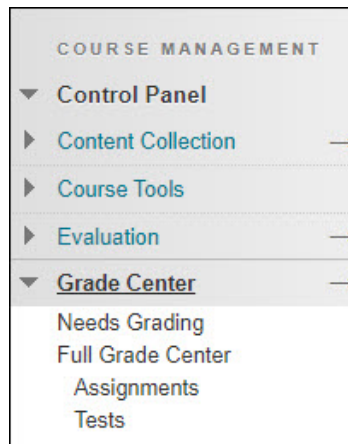


Grade a Portfolio Assignment

Grading Portfolio Submission assignments is similar to grading Individual Submission assignments. The student's portfolio assignment is viewable and accessed in the Grade Center.

IMPORTANT When students share or attach their portfolio to an assignment, the portfolio is a snapshot at that point in time. Students will need to reshare or reattach their portfolio to the assignment if they make changes to it before it is complete or before the due date.

1. In the course **Control Panel**, click **Grade Center** and select **Needs Grading**.



2. On the **Needs Grading** page, click the student's name for the portfolio assignment you want to grade; or, click the chevron next to the name of the portfolio assignment and select **Grade All Users**.

Needs Grading

View all items ready for grading or review on the Needs Grading page. Select Grade All to begin grading immediately, or sort columns and apply filters to narrow the list. [More Help](#)

Grade All Filter

Category: All Categories |
 Item: All Items |
 User: All Users |
 Date Submitted: Any Date |
 |

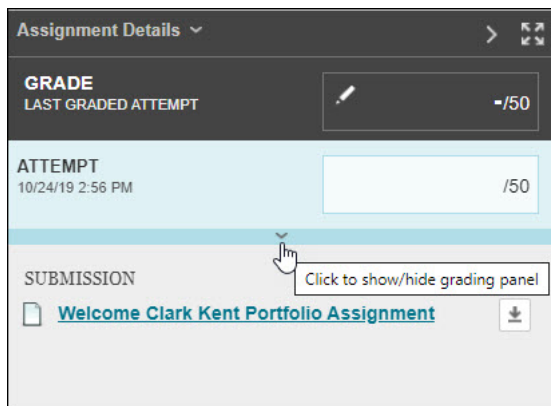
Enter dates as mm/dd/yyyy

Show attempts that don't contribute to user's grade

20 total items to grade.

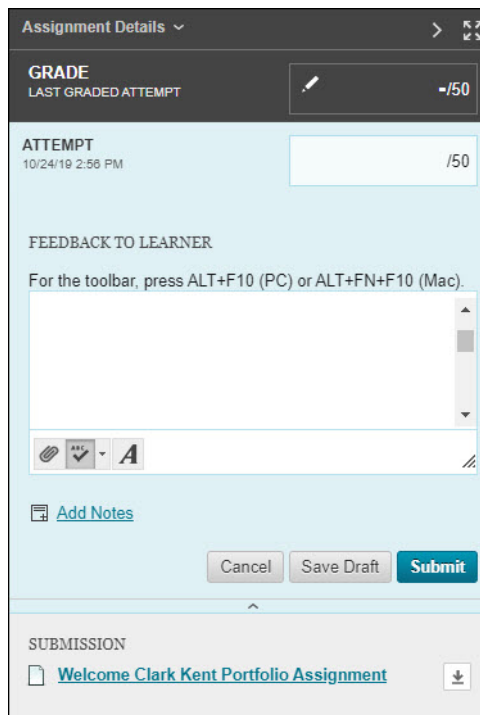
Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Welcome Page Assignment ▼	Clark Kent	October 24, 2019 2:56:10 PM	October 25, 2019
Assignment	Welcome Page Assignment ▼	Sheldon Cooper	October 24, 2019 2:53:41 PM	October 25, 2019
Assignment	Welcome Page Assignment ▼	Diana Prince	October 24, 2019 2:50:17 PM	October 25, 2019

3. On the **Grade Assignment** page, click the links in the portfolio to view the student's pages and content.
4. To the right of the student's portfolio, click the chevron under the **Attempt** section to expand the **Grading Panel**.



NOTE Annotation tools and direct inline comments (i.e., inline grading) are not available for the portfolio pages, because the portfolio snapshot is not rendered through Box.

5. Assign a grade in the **Attempt** textbox and enter feedback in the **Feedback to Learner** textbox.



-
6. *Optional:* to download the portfolio, click the down arrow next to the student's portfolio assignment title in the **Submission** section. The portfolio downloads as a zip file on your computer. Extract the files, then click the **index.html** file to launch the portfolio to view in a Web browser.
 7. Click **Submit**.

NOTE If you selected **Grade All Users** in **Step 2**, the next portfolio assignment that needs grading will open.

Blackboard Portfolio Resources

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