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## Quick Reference Guide for Instructors

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### 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. The **Create Assignment** page appears.
3. In the **Assignment Information** section, enter the **Name** and **Instructions** in the textboxes.
4. In the **Due Dates** section, select the day and time to assign a due date for the assignment.
5. In the **Grading** section, enter the **Points Possible** in the textbox.
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.
11. Click **Submit** to create the portfolio assignment.

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## Add Portfolio Tool Link to the Course Menu

1. Click the plus sign in the upper left corner of the Course Menu, then select **Tool Link**.
2. Enter a **Name** in the textbox, select **Portfolios** from the **Type** drop-down menu, then select the **Available to Users** checkbox.
3. Click **Submit**.

**NOTE** The new Tool Link will appear at the bottom of the Course Menu. Click and drag the Tool Link to the desired location in the Course Menu.

## 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 the **Grade Center** and select **Needs Grading**. The **Needs Grading** page opens.
2. 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**. The **Grade Assignment** page opens.
3. 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.



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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>