# Assessing an Assessment Portfolio

Getting Started

1. Click on **Portfolios** in the sidebar, then **Portfolio Assessments**.

2. Click on the **name of the student** whose portfolio you want to assess. Use the search function as needed.

   a. On the left, you will be able to view the portfolio description, any attached standards and the student's submission.

   b. On the right, you will be able to view the binder's assessment tool(s), grant due date extensions, and provide additional feedback.

Portfolio List

Assessment Split-Screen View
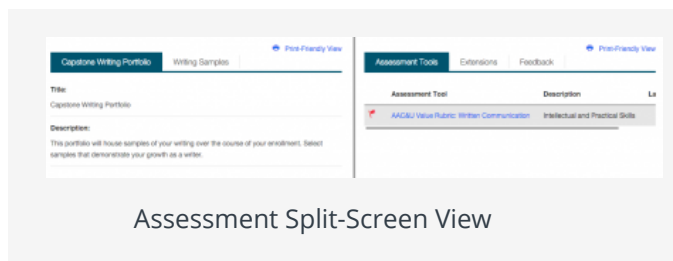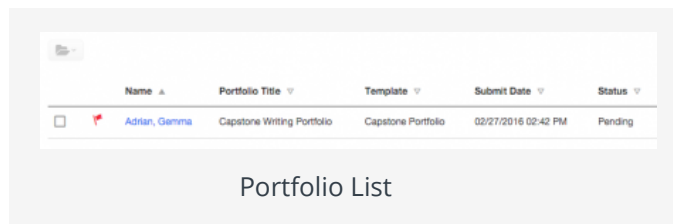
Student Submissions

Students have the option to attach three different types of work.

1. If the student has submitted a Tk20 artifact, it will be displayed on the left side of the screen. Click on the **artifact name** to open the attachment.

Submitted Artifacts

2. If the student has submitted a file upload, you may click on **Download** to save it to your computer, or you can click on **View and Annotate** to open the document in your web browser.

Download or View & Annotate in Browser

3. To annotate:

   a. Select the text you wish to annotate, then click to leave a comment.

   b. Click **Save** to to add your annotated comment.

   c. Click ✎ to edit your comment or 🗑 to delete it.

Annotation Pop-up

Review and Edit or Delete Annotation

Assessing Student Submissions

1. Click on the Assessment Tools available in the right side of the screen to complete assessments of your student.

2. Complete the assessment by selecting the radio button for each criterion within the
traditional rubric, as well as any additional questions.

3. After you have completed the form, choose one of the following actions:
    a. **Save**: save work and return at a later time,

    b. **Complete**: mark the assessment as complete and return to the previous screen.

4. Repeat this process until you have finished all assessments.

5. When you are finished with the last form, click **Submit**.

Note(s):

If available, **comments** may be left for each criterion within the score column of the rubric.

A **Grade** may be entered for the student based on the **Total Score**.

You will not be allowed to submit the portfolio until you have completed all assessment tools.

Rubric with Comments Under Score

Assign a Grade

Extend the Due Date

1. Click on the **Extensions** tab on the right half of the split screen.

2. Click **Edit Due Date**.

3. Select a new due date and time.

4. Enter a **comment**.

5. Click **Update**.

Editing Due Date