

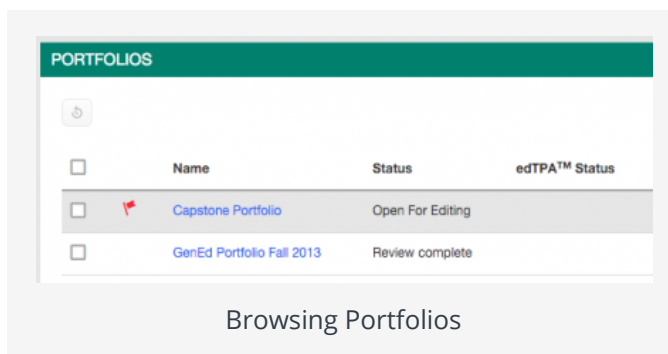
Completing an Assessment Portfolio

Instructions for Students

Completing an Assessment Portfolio

Viewing an Assessment Portfolio

1. Click on **Portfolios** in the sidebar.
2. Click on the Portfolio title located in the center of your screen.



Portfolio Layout

Portfolio Tabs: each sub-tab represents a different section of the portfolio

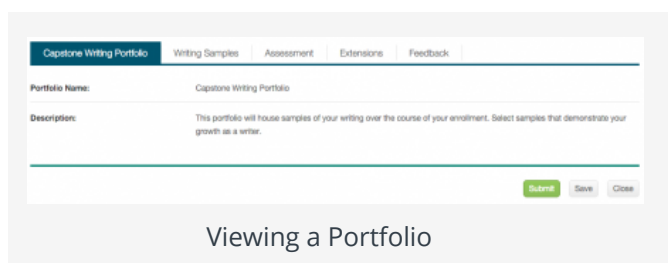
Title & Instructions: title and pertinent instructions are located on the Assessment Portfolio cover page

Assessment: portfolio grader(s) assessments of your work

Extensions: your instructor may grant you extensions to complete your work

Feedback: your instructor may leave feedback about your work

Due Date: portfolio due date will be provided by your instructor

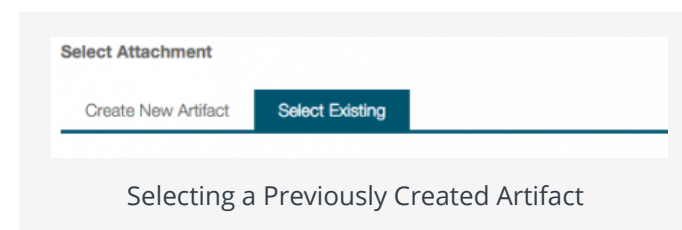
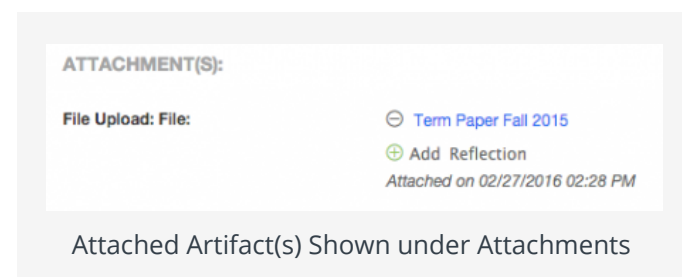
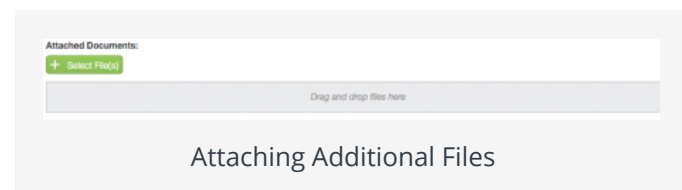
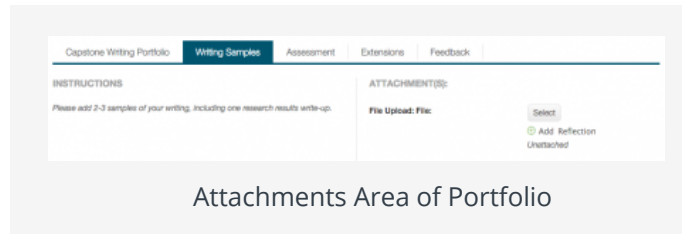


Completing an Assessment Portfolio

Artifact Attachment

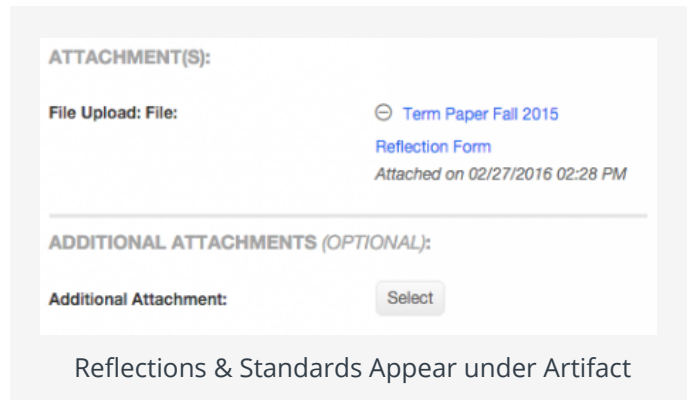
1. Click on the sub-tab to the right of the Assessment Portfolio cover page.
2. Assessment Portfolios require you to fill in defined submission fields known as **Artifacts**. Click on **Select** underneath Attachment(s).
All fields with an asterisk (*) must be filled in before the system will let you add your artifact.

If you are required to attach additional documentation to your artifact, click on the **Select files** button to search for a file(s) on your computer, or drag and drop in the indicated area. To remove the file, click the next to that file.
3. Once you have completed your artifact, click on **Add**. Your attachment will be listed underneath **Attachment(s)** as shown.
4. Continue in a similar fashion until you have attached all required artifacts for each sub-tab of the Assessment Portfolio.



Note(s):

If you have previously created an artifact, it can be selected when attaching an artifact. Existing artifacts of the same type are located in the attachment sub-tab as shown.



If you are required to attach additional standards, click on the **Standard(s)** link for any artifact.


Click on **Select** to add Additional Attachments to your portfolio.
(optional)

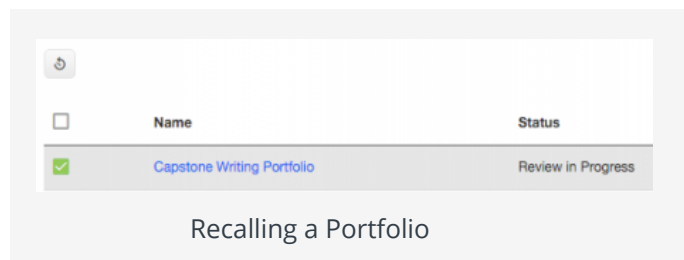
Submitting an Assessment Portfolio

Option 1: Submitting the Portfolio

1. Click on **Portfolios** in the sidebar.
2. Click on the Portfolio title located in the center of your screen.
3. Attachments can be edited prior to submission by clicking on the attachment title.
4. When you are done working on your Assessment Portfolio you can click on **Submit**.

Recalling a Submitted Portfolio

1. Click on the **Portfolios**
2. Make a checkmark next to the **Assessment Portfolio**, then click on  .
3. Click on the name of the Assessment Portfolio to edit it.
4. Click on **Save** or **Submit** when you have completed making the changes.



Reviewing Assessor Feedback

1. Login to your server and click on the **Portfolios**

2. Click on the **Assessment Portfolio** you want to view.

Assessment Tool(s)

Click on the **Assessment** sub-tab to view your assessment(s).

Note(s): Your **Performance Rating** for each **Criterion** and comments from your instructor may appear in the Score column.

File Upload Comments

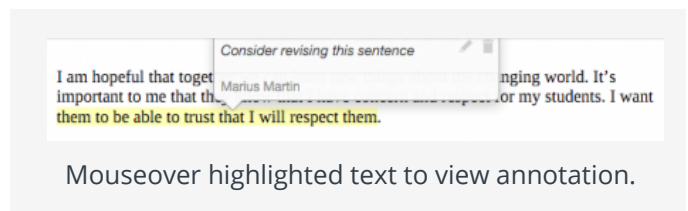
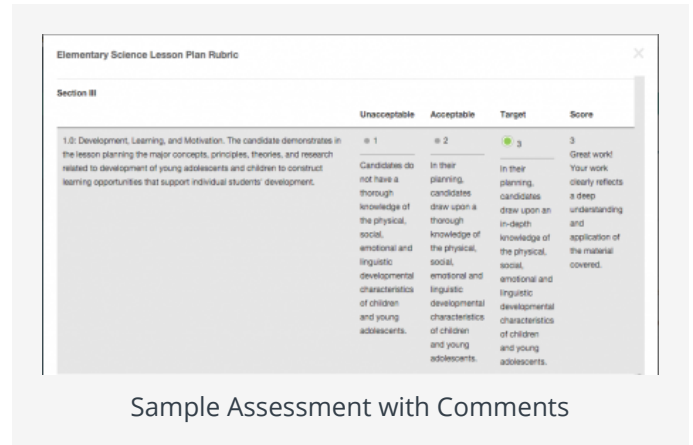
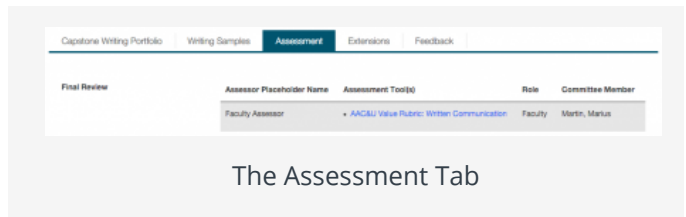
1. If you attached files to your assignment, your instructor may have left comments within the file. Click on the **sub-tab** containing your file.

2. Click on the **attachment title**.

3. Click on **View** next to your file to view any comments.

Share Your Portfolio

1. From Portfolios located in the side menu of the Portfolios tab, click on the name of the portfolio you wish to share.



2. Click on **Share** located at the top right-hand corner of the portfolio.
3. Choose what to share with others.
 - Email:** the email address(es) of the person(s) with which you wish to share your portfolio
 - Subject:** a default subject will be included but may be changed
 - Share Tabs:** check each tab you want to share
 - End Date:** choose a date to close the portfolio for external viewing
 - Message:** body of the email
4. Click on **Share**.

Share Portfolio

Gemma Adrian

To:

Subject: Gemma Adrian has just shared a portfolio with you.

Share Tabs:

Writing Samples

Select all that apply:

Share assessments associated with my portfolio

Send a copy of this message to my email address

Message:

Gemma Adrian has just shared a portfolio with you. To view Gemma Adrian's portfolio, click on this link or paste it into your web browser.

Portfolio URL:

URL_for_viewing_portfolio

URL Expiration Date:

MM/DD/YYYY

Share Cancel

Sharing a Portfolio