Creating and Grading a Portfolium Assignment in Canvas as a Faculty Member

Assignments in Canvas should be linked to Portfolium when you want the student’s work to display in their ePortfolio. As an example, you can have a Canvas course with ten assignments, and only three of the assignments are connected to Portfolium because only three of the assignments belong in the ePortfolio. Students access these three assignments the exact same way they access assignments that aren’t linked to Portfolium, the difference being when they click on the assignment, it will open the Portfolium application within Canvas for them to complete the work. Faculty can use P/F, 0-100, or a Rubric to assess the work and the score will flow back to Canvas.

Adding Assignments

1. Go to a course in Canvas
2. Click on the “Assignments” menu
3. Add a new Assignment by clicking on the “+ Assignment” button.
The “Create New Assignment” form loads, fill out the following required settings:

- Assignment Name
- NOTE: Assignment Instructions should not be entered on this screen (in Canvas). They will be added within the Portfolium interface
- Points: numerical value this assignment would be scored against
- Submission Type - External tool
- Click on the “Find” button from the “Enter or find an External Tool URL” section
- Choose “Portfolium”
- Choose to Load this Tool in a New Tab
- Choose Save and Publish
Click on the “Load ‘assignment name’ in a new tab” button.
Linking the Assignment to the Portfolium EDU Platform

When you click on an assignment in Canvas, the application sends you to the Portfolium EDU Platform. If you are new to the EDU Platform, you will be taken through the on-boarding flow to establish your account. After your account is created, you will be taken to the assignment setup page.
The EDU Platform requires you to enter the following fields to create your assignment:

- Instructions - This will give the student directions for the assignment.
- Skills – add the skills the student will acquire from completion of the assignment
- Due Date – set a due date for when the assignment should be completed.
- Category – select the assignment category
- Scoring Type – set the scoring type – there are five options to choose from
  - Rubric*
  - Numeric
- Star Rating
- Letter Grade
- Pass / Fail.
- Rubric - you can choose from the prepopulated list of rubrics, or, you can add your own.
- Visibility – choose whether the rubric is viewable to the student
- Publish Immediately - by default, the publish "ON" button is enabled. You have the option to control the status of the assignment on the Portfolium end.
- Create Assignment – once all the details are filled in choose the Create Assignment tab

Once you create the assignment you will be redirected to your listing of assignments
Add a Rubric

1. Use “Apps” to toggle to the Canvas Platform:

2. Choose “Assessment” from the top of the screen:

3. Choose “Rubrics” along the left-hand side of the screen:

4. And to create a new rubric.

Student Submission

The student will click into the assignment through Canvas and choose to open in a new tab. This will bring them into the EDU platform. They will choose Start Assignment. Once there they can choose how to submit (via link, type, upload, etc.) Once they’ve uploaded their assignment they will choose Submit Assignment.
Faculty Grading through Canvas

In Canvas, you will access the EDU Platform, by going to the “Course” and “Assignment” you would like to assess.

After your students submit their assignments, you will receive an email that alerts you that their assignment is ready to be assessed. There is also a notification that is triggered within the EDU Platform.
Grading the Assignment

You will be sent to the assignment detail page within the EDU Portal. Choose the assignment you want to grade. You will then see a list of students associated with their assignments and the assignment status. Those assignments with a status of “submitted” are ready to be assessed. Click on the “Score” button.
Within the assignment page in the EDU Platform, you can view the submitted assignment in detail and provide feedback. If a rubric is used, you can assess levels of achievement.
Faculty can provide comments (viewable by students) when assessing with a rubric:
Viewing the grading outcomes in Canvas

Within Canvas, the feedback and scoring you provided via Portfolium are pulled directly into the gradebook.
## DEMO-N-101 - Grades

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<th>Health policy name Out of 100</th>
<th>Nursing Mean 1 Out of 100</th>
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<th>Demo-Nursing Mean Out of 100</th>
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