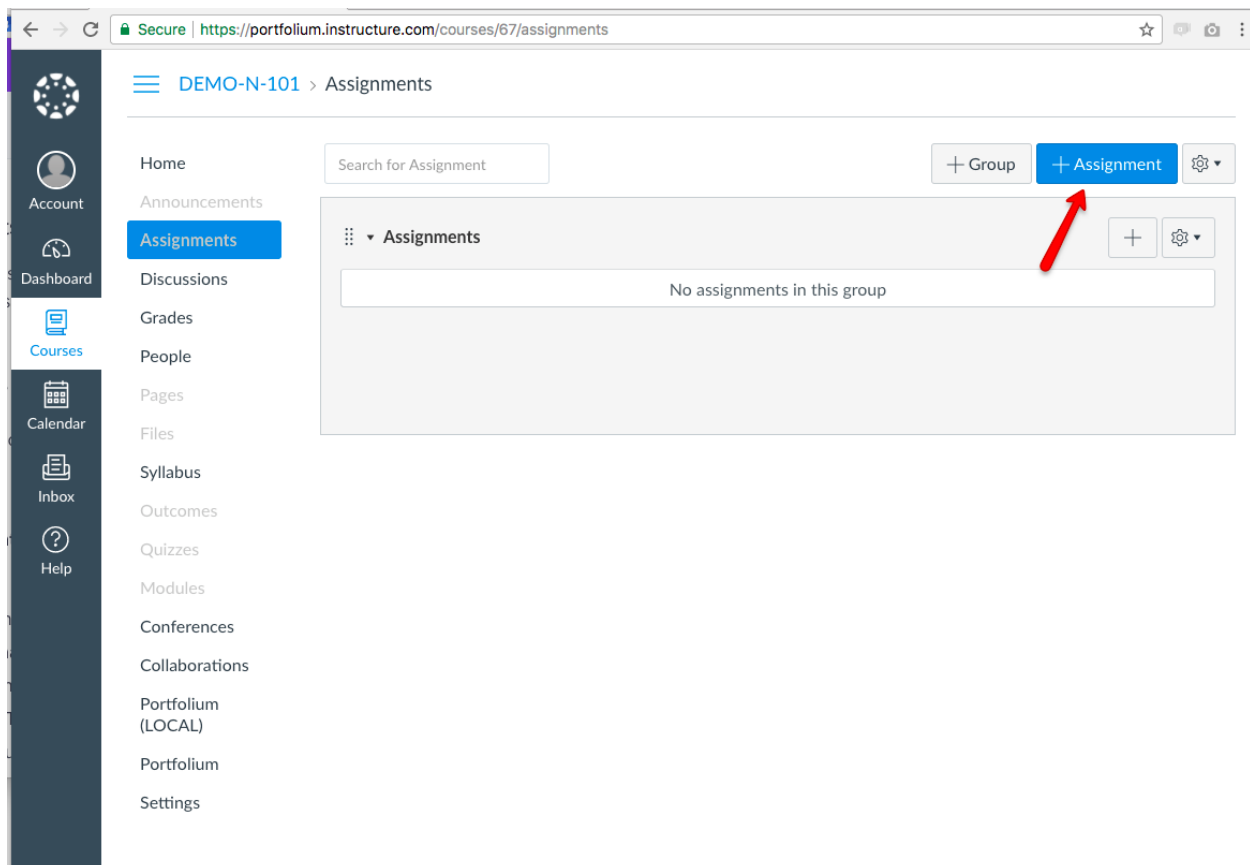


# Creating and Grading a Portfolium Assignment in Canvas as a Faculty Member

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 screenshot displays the Canvas LMS interface for a course named "DEMO-N-101". The page is titled "Assignments" and features a search bar labeled "Search for Assignment". On the right side, there are two buttons: "+ Group" and "+ Assignment". A red arrow points to the "+ Assignment" button. Below these buttons, there is a section titled "Assignments" with a sub-header "▼ Assignments" and a "+ Assignment" button. The main content area shows "No assignments in this group". The left sidebar contains navigation options: Home, Account, Dashboard, Courses, Calendar, Inbox, Help, Announcements, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Portfolium (LOCAL), Portfolium, and Settings.

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**
  - When naming an assignment please use these standardized titles when the artifact will be assessed as part of the Integrations Curriculum Program Assessment:
    - ❖ Learning Foundations\_write 1 and info lit 1 essay
    - ❖ Learning Foundations\_metacognition 1 reflection
    - ❖ Learning Explorations\_write 2 and info lit 2 essay
    - ❖ Learning Explorations\_ metacognition 1 reflection
    - ❖ Learning Integrations\_ write 3 and common good 3 essay
    - ❖ Learning Integrations\_ metacognition 3 reflection
    - ❖ Learning Integrations\_speak 3 video
    - ❖ CSD Identities\_speak 1 video
    - ❖ CSD Identities\_collaboration 1 reflection
    - ❖ CSD Identities\_gender 1 and race/ethnicity 1 essay
    - ❖ CSD Systems\_metacognition 2 reflection
    - ❖ CSD Systems\_gender 2, race/ethnicity 2, and common good 2 essay
    - ❖ Thematic Exploration\_WoT and theme
    - ❖ Thematic Exploration\_WoT and theme reflection
    - ❖ Thematic Focus\_collaboration 2 reflection
    - ❖ Thematic Focus\_analyze 2 and info lit 2 essay
    - ❖ Thematic Focus\_WoT and theme reflection
    - ❖ Theological Explorations\_theological reasoning 1, religious engagement 1, analyze 1, and common good 1 essay
    - ❖ Theological Integrations\_religious engagement 2, theological reasoning 2, and write 2 essay
    - ❖ ARTE Engagement\_assignment name
    - ❖ EXP Engagement\_assignment name
    - ❖ GLO Engagement\_assignment name
    - ❖ BEN Engagement\_assignment name

In some cases it is up to the instructor if he/she wants to cover multiple learning outcomes in a single essay or multiple essays. When doing multiple essays please make reference to the specific learning outcome demonstrated in the specific assignment and create additional assignments for the other learning outcomes.

- 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

DEMO-N-101 > Assignments > Create new >

Home Not Published

Announcements

**Assignments** Health Policy Memo

Discussions HTML Editor

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Portfolium (LOCAL)

Portfolium

Settings

Links **Files** Images

Link to other content in the course. Click any page to insert a link to that page.

Pages

+ Link to a New Page

- Assignments
- Quizzes
- Announcements
- Discussions
- Modules
- Course Navigation

Points 12

Assignment Group Assignments

Display Grade as Points

Do not count this assignment towards the final grade

Submission Type External Tool

External Tool Options

Enter or find an External Tool URL

**Find**

Load This Tool In A New Tab

Moderated Grading  Allow a moderator to review multiple independent grades for selected submissions

Assign Assign to


Everyone X

Submission Type

External Tool


External Tool Options

Enter or find an External Tool URL



Load This Tool In A New Tab

Configure External Tool

 Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

Allows you to pull in documents from Office 365 to Canvas

**Pearson MyLab and Mastering**

**Portfolium**  
The Portfolium LTI Application

**Roll Call**  
A very handy tool for creating seating charts and keeping track of attendance.

**Sanling HW**


Click on the “Load ‘assignment name’ in a new tab” button.

Submission Type


External Tool

External Tool Options

Enter or find an External Tool URL



Load This Tool In A New Tab



### 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.

DEMO-N-101 > Assignments > Assignment title

## Assignment title

Home

Announcements

**Assignments**

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences


Collaborations

Portfolium (LOCAL)

Portfolium

Settings

This tool needs to be loaded in a new browser window



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.

Portfolium EDU Platform
Return to LMS

### Portfolium Connect

- 1 Link a course  
Course Ending LTI has been linked to Portfolium
- 2 Link assignment to your course  
Now link your assignment to this course by selecting an existing assignment or by creating a new one

SELECT EXISTING ASSIGNMENT
CREATE NEW ASSIGNMENT

#### Assignment Details

**Title:** \*

**Instructions:** \*

Enter Instructions for the student to follow, so they can complete the assignment.

*Add as much information as you'd like. To add a link, use the full URL <http://google.com> or customize it: [Google] (<http://google.com>)*

**Skills:** \* How is this used?

Nursing x
Leader x
Nursing Informatics x

*\*Special Tag Field: Separate by comma or return keys (max-length: 60 per skill)*

**Due Date:**

*Due date & time will be set in your local time zone*

**Category:** \*

x v

#### Assignment Scoring

**Scoring type:** \*

- Rubric
- Numeric
- Star Rating
- Letter Grade
- Pass / Fail

**Rubric:** \* Preview Rubric

x v

**Visibility:**

- The attached rubric is only visible to faculty and administration
- Students may also view the attached rubric

#### Badging

Configure this assignment to automatically award a badge to students whose submission meets the minimum threshold.

**Enable badging for this assignment**

CREATE ASSIGNMENT
 Publish Immediately



- 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 Portfolio end.
- Create Assignment – once all the details are filled in choose the Create Assignment tab

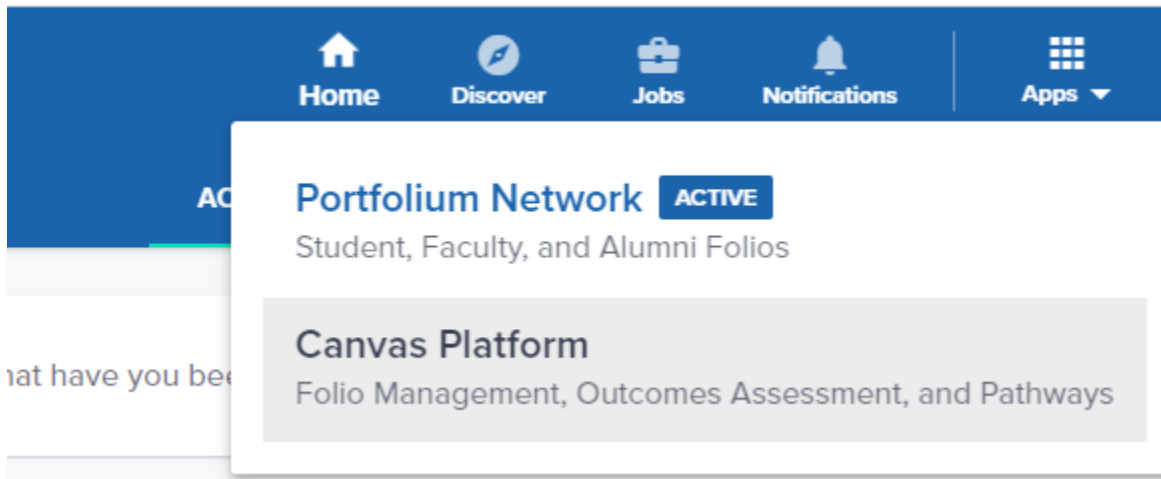
Once you create the assignment you will be redirected to your listing of assignments

<a href="#">ASSIGNMENTS</a> <a href="#">GRADEBOOK</a> <a href="#">STUDENTS</a> <a href="#">FACULTY</a> <a href="#">SETTINGS</a>				
<input type="text" value="Search for assignments by name..."/>			<input type="button" value="Publish All"/>	<input type="button" value="+ New Assignment"/>
Assignment	Skills	Due Date		
<input type="checkbox"/> Portfolio Writing Assignment <span>PUBLISHED</span> <span>LTI</span> Rubric Scoring - View Preview	Writing	<input type="calendar"/> None		
<input type="checkbox"/> Testing-Portfolio <span>PUBLISHED</span> <span>LTI</span> Numeric Scoring	test	<input type="calendar"/> None		

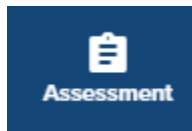


## Add a Rubric

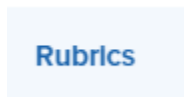
1. Use “Apps” to toggle to the Canvas Platform:



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.

DEMO-N-101 > Assignments > Assignment title

## Assignment title

Home

Announcements

**Assignments**

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Portfolium (LOCAL)

Portfolium

Settings

This tool needs to be loaded in a new browser window

Load Assignment title in a new window

Edit Assignment Settings

Speed Grader™

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.

The screenshot displays the Portfolium Assessment Demo interface. At the top, the header includes the logo and 'Assessment Demo' on the left, and user information 'LuisDemo Teacher' on the right. A red arrow points to the 'Assignment title' breadcrumb. Below the header, there are navigation tabs for 'ASSIGNMENTS', 'GRADEBOOK', 'STUDENTS', and 'FACULTY'. A warning banner states: 'This is a sandbox account. All data is used for demonstrative purposes only.' Below this, there is a search bar for students and a dropdown for assignments. The main content area features a table with columns for 'STUDENT', 'STATUS', and 'SUBMISSION'. The table lists three students: Neil Armstrong (SUBMITTED), Albert Einstein (UNSUBMITTED), and Eleanor Roosevelt (UNSUBMITTED). On the right side, a vertical list of assignment entries is shown, each with a Portfolium logo and the text 'DEMO-N-101 assignment submitted by Neil Armstrong' or 'DEMO-nursing assignment submitted by Neil Armstrong'.

## 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.

## DEMO-N-101 · 2017 > Assignment title

ASSIGNMENTS

GRADEBOOK

STUDENTS

FACULTY




SETTINGS

 This is a sandbox account. All data is used for demonstrative purposes only.

Search for a student by name or email...



Select an assignment status to filter...

STUDENT	STATUS	SUBMITTED ON	SCORE
 Neil Armstrong <a href="#">↗</a>	<b>SUBMITTED</b>	01/19/2018	<b>SCORE</b>
 Albert Einstein <a href="#">↗</a>	UNSUBMITTED	-	UNSUBMITTED
 Eleanor Roosevelt <a href="#">↗</a>	UNSUBMITTED	-	UNSUBMITTED

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.

Assignment: Health Policy Memo

Neil Armstrong Mar 31 Mar 02 7 / 8 (87.5%)

1 of 5 Automatic Zoom

**Policy Memo- Price Transparency in health care industry**

Disclaimer: "I am a student at Columbia University. However, this comment to the Federal Trade Commission reflects my own personal opinions. This is not representative of the views of Columbia University or the Trustees of Columbia University."

**Executive Summary**

A lack of price transparency is responsible for stalling competition among health care providers and increasing health care costs. Proponents of greater price transparency believe that it will decrease health care costs by leading consumers to make cost-conscious decisions and by promoting provider competition. On the other hand, some argue that price transparency can rather results in adverse consequences. Therefore, a price transparency policy must not only empower consumers and reduce the health care costs but also minimize the potential negative effects.

**Background**

1 / 2

**Description**

The policy issue brief is a short (4-6 pages), neutral summary of what is known about a public problem, one that may or already does affect, or is affected by, government. Analysts prepare such briefs for educated generalists (e.g., legislators) who may know little or nothing about the topic, but need a general background, quickly. The policy issue brief distills or synthesizes a large amount of complex detail, so the reader can easily understand the heart of the issue, its background, the "players" (stakeholders) and

**SCORING** HISTORY

**CRITERION**

Includes interventions or nursing actions that directly relate to the patient's goal, that are specific in action and frequency, are labeled "I" for independent and "C" for collaborative, and

0	1	2	3	4
---	---	---	---	---

Excellent 4

**CRITERION**

Includes the most appropriate diagnosis for patient and ordinal number that includes all appropriate parts (stem, related to or R/T, and as evidenced by AEB for actual diagnosis) and is NANDA

0	1	2	3	4
---	---	---	---	---

Excellent 4

Cancel 8 / 8 SUBMIT SCORE

Assignment: Health Policy Memo

Neil Armstrong Mar 31 Mar 02 7 / 8 (87.5%)

1 of 5 Automatic Zoom

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0	1	2	3	4
---	---	---	---	---

Excellent 4

**CRITERION**

Includes the most appropriate diagnosis for patient and ordinal number that includes all appropriate parts (stem, related to or R/T, and as evidenced by AEB for actual diagnosis) and is NANDA

0	1	2	3	4
---	---	---	---	---

Excellent 4

Cancel 8 / 8 SUBMIT SCORE

Faculty can provide comments (viewable by students) when assessing with a rubric:

Outcomes Assessment | Canvas x Criteria for Accrediting Engine x | +

edudemo.portfolium.com/assessment/course/899/gradebook

### Assignment: Signature Assignment (Learning Outcome 1)

Neil Armstrong

Neil Armstrong has not yet uploaded any work.

Category: Engineering

CRITERION	SCORING					
Implementing Engineering	N/A	0	1	2	3	4
Select your score						
Student Feedback						
Add additional feedback...						
Students will be able to view feedback when they review their score						
Life Skills	N/A	0	1	2	3	4
Select your score						
Student Feedback						
Add additional feedback...						
Request revisions						0 / 8
						<b>SUBMIT SCORE</b>

Assignment: Health Policy Memo

Neil Armstrong | Mar 31 | Mar 02 | 7 / 8 (87.5%)

1 of 5 | Automatic Zoom

### Submit Score

**AH** Your Score: 8 / 8 (100.0%)

**CANCEL** **SUBMIT SCORE**

CRITERION	SCORING				
Includes interventions or nursing actions that directly relate to the patient's goal, that are specific in action and frequency, are labeled "I" for independent and "C" for collaborative, and	0	1	2	3	4
					4
Most appropriate diagnosis for patient and ordinal includes all appropriate parts (stem, related to or NANDA	0	1	2	3	4
Excellent					4
Cancel					8 / 8
					<b>SUBMIT SCORE</b>

**Description** The policy issue brief is a short (4-6 pages), neutral summary of what is known about a public problem, one that may or already does affect, or is affected by, government. Analysts prepare such briefs for educated generalists (e.g., legislators) who may know little or nothing about the topic, but need a general background, quickly. The policy issue brief distills or synthesizes a large amount of complex detail, so the reader can easily understand the heart of the issue, its background, the "players" (stakeholders) and







DEMO-N-101 > Assignments > Demo Nursing Memo

## Demo Nursing Memo

Home | Announcements | **Assignments** | Discussions | Grades | People | Pages | Files | Syllabus | Outcomes | Quizzes | Modules | Conferences | Collaborations | Portfolio (LOCAL) | Portfolio | Settings

Search for a student by name or email...   Select an assignment status to filter...

[Edit Assignment Settings](#) [Speed Grader™](#)

STUDENT	SUBMITTED ON	STATUS
 <a href="#">Neil Armstrong</a>	04/25/2018	<b>100%</b> <small>View Details</small>
 <a href="#">Albert Einstein</a>	-	UNSTARTED
 <a href="#">John Glenn</a>	-	UNSTARTED
 <a href="#">Michael Jordan</a>	-	UNSTARTED
 <a href="#">Sally Ride</a>	-	UNSTARTED
 <a href="#">Eleanor Roosevelt</a>	-	UNSTARTED

**Success**  
The assignment was scored.

## 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 > Assignments






Home | Search for Assignment  |

**Assignments**

Discussions | **Grades** | People | Pages | Files | Syllabus | Outcomes | Quizzes | Modules | Conferences | Collaborations | Portfolio (LOCAL) | Portfolio

▼ Assignments

 **Assignment title**  
100 pts ✔ Settings

-  Account
-  Dashboard
-  Courses
-  Calendar
-  Inbox
-  Help

Individual View

Filter by student name or secondary ID

Import Export Settings

Student Name	Secondary ID	Health policy memo Out of 200	Health policy memo Out of 200	Nursing Memo 2 Out of 100	test123 Out of 100	Health Memo Out of 100	Demo Nursing Memo Out of 100	Assignments	Total
Neil Armstrong	neil	175	200	-	-	-	100	95%	95%
Albert Einstein	albert	-	-	-	-	-	-	-	-
John Glenn	john	-	-	-	-	-	-	-	-
Katherine Johnson	katherine	-	-	-	-	-	-	-	-
Michael Jordan	michael	-	-	-	-	-	-	-	-
Sally Ride	sally	-	-	-	-	-	-	-	-
Eleanor Roosevelt	eleanor	-	-	-	-	-	-	-	-

