

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

## 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**
  - 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”
- Click on the “Save and Publish” button

4. Click on the “Load this tool in a new tab” button.

5. Click on the “Load Assignment title in a new window” button

The EDU Platform requires you to enter the following fields to create your assignment:

- Instructions - This will give the student directions for the assignment.
- Scoring Type - Set the scoring type for this assignment, there are 5 options to chose from
- Rubric\*
- Numeric
- Star Rating
- Letter Grade
- Pass / Fail.
- Skills/Competencies - add the skills the student will acquire from completion of the assignment.
- Due Date - Set a due date, i.e. when the assignment must be completed by.
- Category - Select the assignment category.
- 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.

\* Rubric - you can choose from the prepopulated list of rubrics, or, you can add your own.

6. Click on the “view Assignment “ button or you may be redirected automatically. You will be directed to EDU Platform.

## **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. Use “+New Rubric” o create a new rubric.

## **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.

You will be sent to the assignment detail page within the EDU Portal. This page shows the 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.

## **Viewing the grading outcomes in Canvas**

Within Canvas, the feedback and scoring you provided via Portfolium are pulled directly into the gradebook.