## Creating a Portfolium Assignment

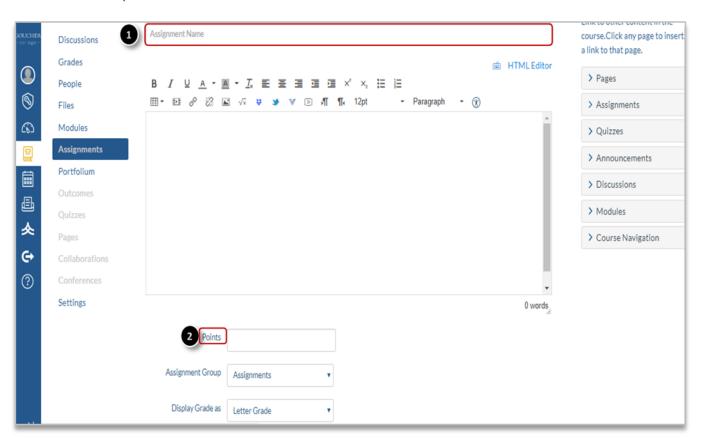
Before getting started: Write down the following details for your Portfolium assignment"

Due date: \_\_\_\_\_\_Skills: \_\_\_\_\_\_Category: \_\_\_\_\_\_

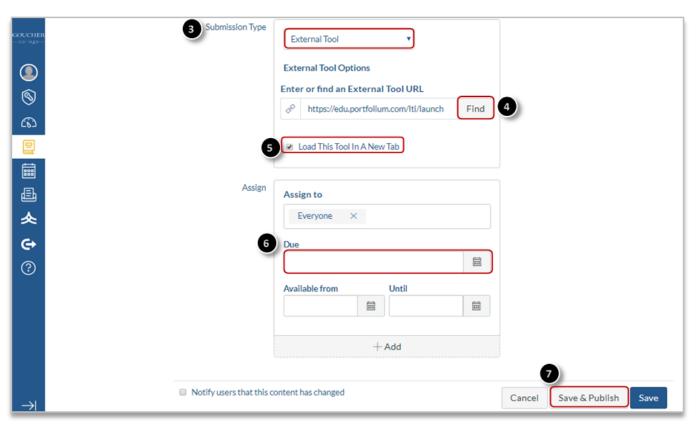
To get started: in Canvas open the Course > Click on "Assignments" > Click on "+Assignment"

- 1. Title the Assignment.
- 2. Assign points.

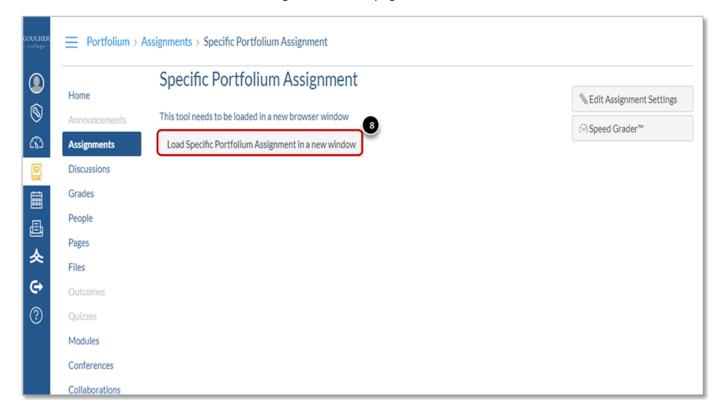
**NOTE:** <u>Do not</u> fill in assignment description in the assignment details. The assignment description will be done in Portfolium.



- 3. Select "External Tool" for Submission type.
- 4. Click "Find" and select Portfolium.
- 5. Enable the "Load This Tool In A New Tab" option.

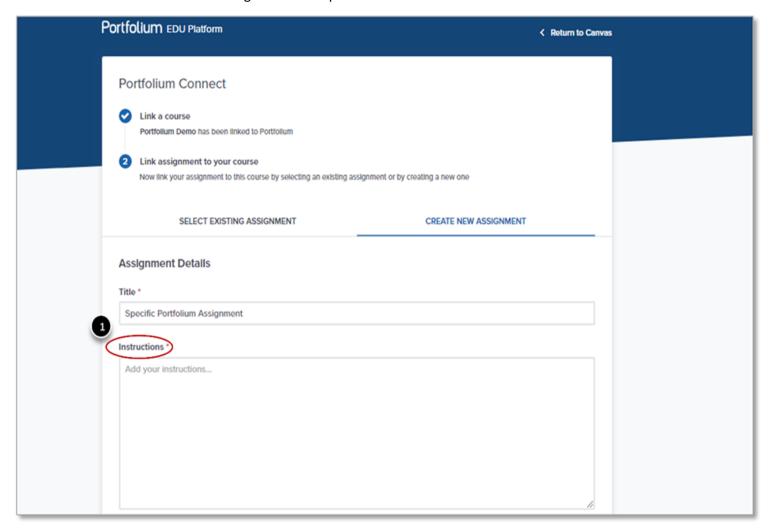


- 6. Set a Due Date for the assignment (Note: Repeat this step in Portfolium).
- 7. Click "Save and Publish".
- 8. Once you have "Saved and Published" click on the "Load Assignment in a new window" tab to be redirected to the Portfolium assignment details page.



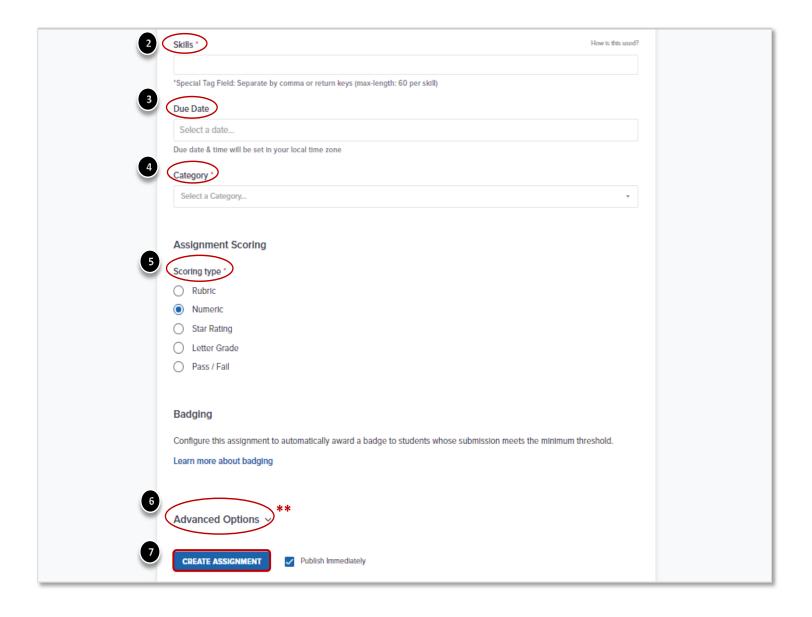
The Portfolium EDU Platform requires faculty to fill in the following fields to create the assignment:

1. *Instructions* – for assignment description



- 2. **Skills** add the skills that are required for this assignment (i.e. writing, editing, etc.)
- 3. **Due Date** Set the same Due Date as in Canvas
- 4. Category choose the category for the field of study that relates to the course's assignment

- 5. Scoring Type Set the same scoring type as in Canvas
- 6. **Visibility Preference** (Optional\*\*) By default the visibility of an assignment is set as "Public" to highlight your students' great work. However, you can change this privacy setting at your discretion by clicking the "<u>Advanced Options</u>" drop down menu and selecting the visibility option of your preference.
  - For more information, visit the following link for more information: <u>How can I adjust an</u> assignment's visibility (faculty)?
- 7. **Create Assignment** to save the assignment (**Note:** the "Published immediately" option is set as default)



For further details visit: <a href="https://help.portfolium.com/edu-platform/canvas-lti-integration/creating-and-grading-a-portfolium-assignment-in-canvas-as-a-faculty-member">https://help.portfolium.com/edu-platform/canvas-lti-integration/creating-and-grading-a-portfolium-assignment-in-canvas-as-a-faculty-member</a>