Creating a Portfolium Assignment

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

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:

- *Instructions* – for assignment description

- *Skills* – add the skills that are required for this assignment (i.e. writing, editing, etc.)
- *Due Date* – Set the same Due Date as in Canvas
- *Category* – choose the category for the field of study that relates to the course's assignment
- *Scoring Type* – Set the same scoring type as in Canvas
- *Create Assignment* – to save the assignment (**Note:** the "Published immediately" option is set as default)

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