

# Creating a Portfolium Assignment

**To get started:** in Canvas **open the Course > Click on “Assignments” > Click on “+Assignment”**

1. Title the Assignment.
2. Assign points.

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

The screenshot shows the Canvas LMS interface for creating an assignment. The left sidebar is visible with the 'Assignments' menu item highlighted. The main content area features a text input field for the assignment name, a rich text editor, and a 'Points' input field. Below the points field are dropdown menus for 'Assignment Group' and 'Display Grade as'. A right sidebar contains a 'Link to other content in the course' section with buttons for Pages, Assignments, Quizzes, Announcements, Discussions, Modules, and Course Navigation.

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**”.

3 Submission Type

External Tool

External Tool Options

Enter or find an External Tool URL

4 <https://edu.portfolium.com/lti/launch> Find

5  Load This Tool In A New Tab

Assign

Assign to

Everyone ×

6 Due

Available from

Until

+ Add

7

Notify users that this content has changed

Cancel Save & Publish Save

- 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.

Portfolio > Assignments > Specific Portfolium Assignment

## Specific Portfolium Assignment

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8 **Assignments** [Load Specific Portfolium Assignment in a new window](#)

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Edit Assignment Settings

Speed Grader™

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

- **Instructions** – for assignment description

The screenshot shows the Portfolium EDU Platform interface. At the top, there is a blue header with 'Portfolium EDU Platform' on the left and '< Return to Canvas' on the right. Below the header is a white box titled 'Portfolium Connect'. It contains two steps: 1. 'Link a course' (checked) with the text 'Portfolium Demo has been linked to Portfolium'. 2. 'Link assignment to your course' with the text 'Now link your assignment to this course by selecting an existing assignment or by creating a new one'. Below these steps are two buttons: 'SELECT EXISTING ASSIGNMENT' and 'CREATE NEW ASSIGNMENT'. The 'CREATE NEW ASSIGNMENT' button is highlighted with a blue underline. Below the 'Portfolium Connect' box is the 'Assignment Details' section. It has a 'Title \*' field with the text 'Specific Portfolium Assignment'. Below that is the 'Instructions \*' field, which is circled in red and has a '1' in a black circle next to it. The text 'Add your instructions...' is visible in the text area of the 'Instructions' field.

- **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)

2 Skills \* How to this used?

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

3 Due Date

Select a date...

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

4 Category \*

Select a Category...

5 Assignment Scoring

Scoring type \*

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

Badging

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

[Learn more about badging](#)

Advanced Options ▾

6 **CREATE ASSIGNMENT**  Publish Immediately

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>