

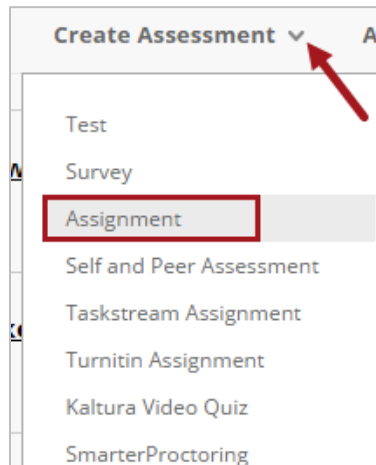
## CREATE A PORTFOLIO ASSIGNMENT

The ulearn portfolio tools allows students the ability to collect work samples, add reflections, and embed media to document growth for the duration of a course or program. Faculty can create an assignment to allow the student the ability to submit the current portfolio version.

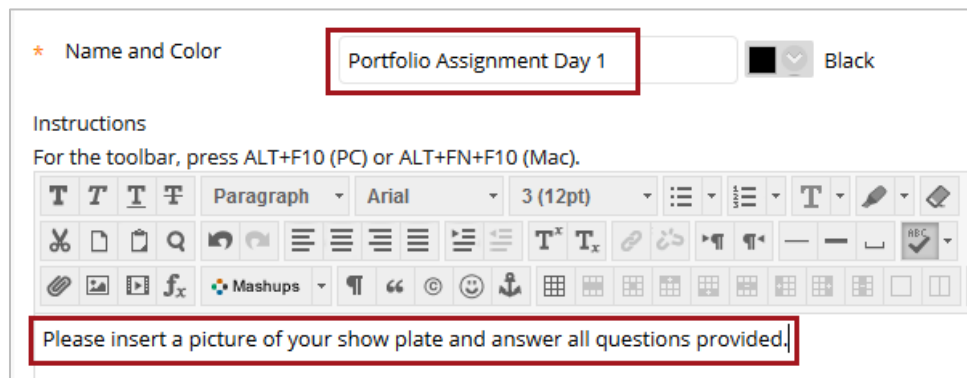
---

### Instructions

1. In a content area, click **Create Assessment** and select **Assignment**.



2. Enter the **Name** of the portfolio assignment and **Instructions** for the students.

A screenshot of a form for creating an assignment. The "Name and Color" section has a text input field containing "Portfolio Assignment Day 1" and a color selection dropdown set to "Black". The "Instructions" section has a text area containing the text "Please insert a picture of your show plate and answer all questions provided." Both the text input field and the text area are highlighted with red rectangular boxes. Below the text area is a rich text editor toolbar with various icons for text formatting, alignment, and media insertion.

3. Enter the **Points Possible** for grading and click **Submission Details**. Beside **Assignment Type**, select **Portfolio Submission**.

## CREATE A PORTFOLIO ASSIGNMENT

**GRADING**

\* Points Possible

Associated Rubrics

Name	Type
<b>Submission Details</b>	
If any students are enrolled in more than one group receiving the assignment, you may need to provide these students with an overall grade for the assignment.	
Assignment Type	<input type="radio"/> Individual Submission <input type="radio"/> Group Submission <input checked="" type="radio"/> Portfolio Submission <small>Selecting this option will require s</small>
<input type="button" value="Select Portfolio Template"/>	

4. Check the box to **Make the Assignment Available** and **Limit the Availability** if preferred by enabling **Display After** and **Display Until** and selecting a date and time.

**Make the Assignment Available**  
*This assignment cannot be made available until it is assigned to an individual or group of students.*

**Limit Availability**

**Display After**


*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

**Display Until**

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

5. Click the Submit button.

6. Students now have the ability to submit their portfolio.

 **Portfolio Assignment Day 1**

Please insert a picture of your show plate and answer all questions provided.

**Note:**

A portfolio assignment must be created each time the portfolio is to be submitted. Once created, a column will appear in the grade center where the portfolio submission is saved.