

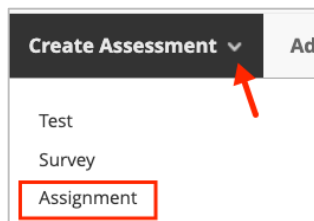
# PORTFOLIO: CREATE ASSIGNMENT

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.

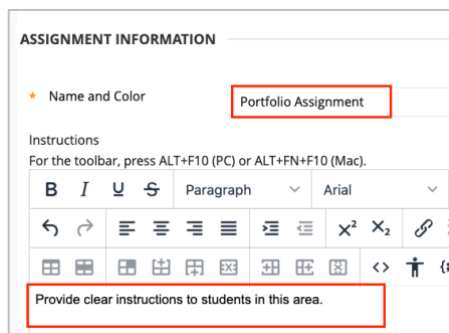
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## Instructions

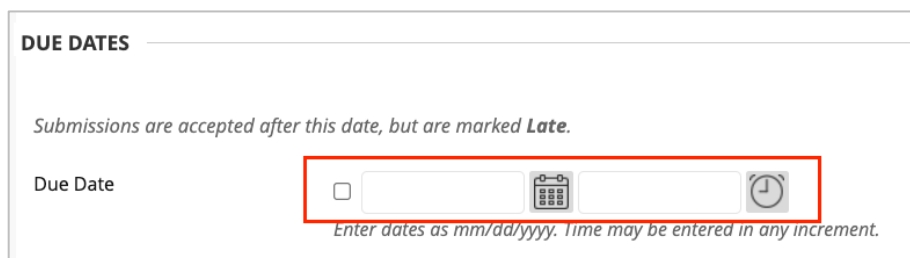
1. In a content area, click **Create Assessment** and select **Assignment**.



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

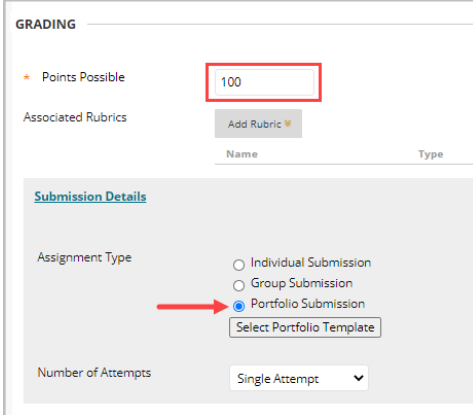


3. Enter a **Due Date** for the assignment.



4. Enter the **Points Possible** in the box and click **Submission Details**.  
Beside Assignment Type, select **Portfolio Submission**.

# PORTFOLIO: CREATE ASSIGNMENT



**GRADING**

Points Possible: 100

Associated Rubrics: Add Rubric

**Submission Details**

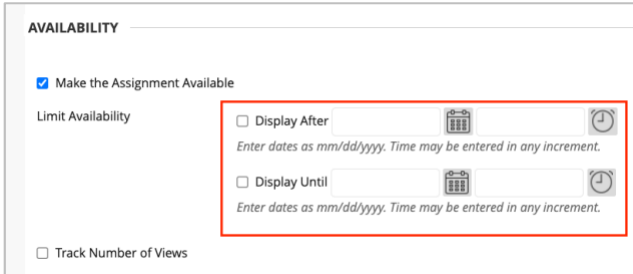
Assignment Type:

- Individual Submission
- Group Submission
- Portfolio Submission

Select Portfolio Template

Number of Attempts: Single Attempt

5. 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.



**AVAILABILITY**

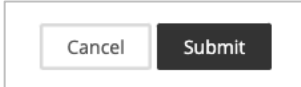
Make the Assignment Available

Limit Availability:

- Display After
- Display Until

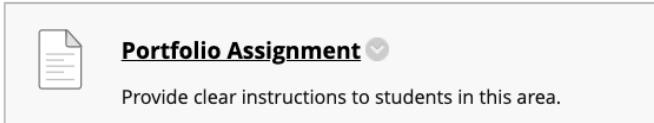
Track Number of Views:


6. Click the **Submit** button.



Cancel Submit

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



 **Portfolio Assignment** ▾

Provide clear instructions to students in this area.

## 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.