

# Using Portfolium Assignments

## When to Use a Portfolium Assignment

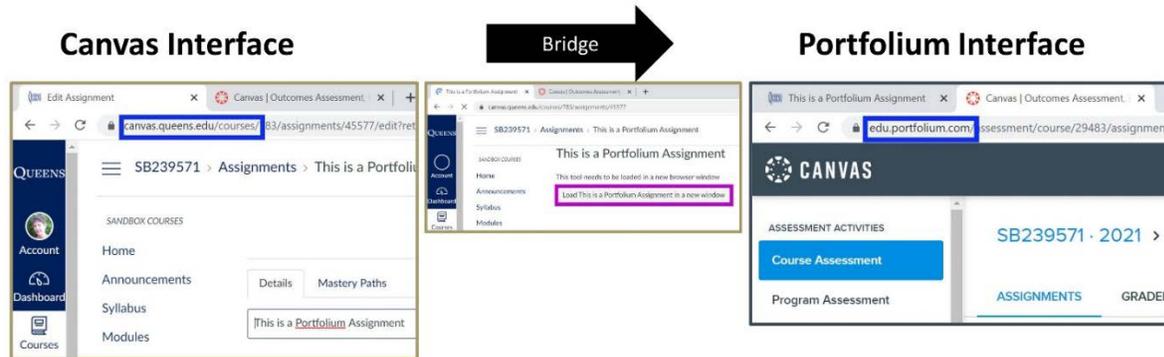
Portfolium expands the choices you have when creating a course assignment. Here are some situations when setting up a Portfolium assignment in Canvas could be a good choice:

If what you want students to do. . .	For example. . .	How would that work?
Supports the Yes/And Initiative by assisting students to build out their digital portfolio with learning artifacts that are visible to any online audience.	Your assignment is a significant course component and allows the student to demonstrate important skills or competencies—a substantial or cumulative assignment in the course. The assignment may also apply to one of the 5 Attributes of a Queens graduate: Agile Thinking, Honorable Engagement, Civic Mindedness, Professional Adeptness, & Global Mindedness.	You create a Portfolium assignment in Canvas and grade it. Meanwhile, students' submitted work will also reside in their Portfolios in Portfolium. Within Portfolium, a student can display their learning in your course by reflecting upon and featuring the assignment in their portfolio, which allows others to see evidence of the quality of their work and skills.
Supports your academic program's plan to have students revisit work done over multiple semesters and reflect on it for a particular purpose.	Seniors are asked to revisit major assignments completed earlier in the academic program; reflect on their work; and articulate their growth to date, identify next areas for growth, or articulate how their understanding changed.	You create a Portfolium assignment in Canvas and grade it. Meanwhile, students' submitted work will also reside in their Portfolios in Portfolium. Later, the students can see their major work from previous semesters in Portfolium, regardless of the status of the older Canvas course sites.
Illustrates skills or competencies that are broadly applicable and valued by employers	<p>You have an assignment in which students demonstrate their skills in areas such as:</p> <ul style="list-style-type: none"> <li>• Communication (written, oral, multimedia)</li> <li>• Problem-solving</li> <li>• Data analysis</li> <li>• Teamwork</li> <li>• Leadership</li> <li>• And other <a href="#">transferable skills</a></li> </ul>	You create a Portfolium assignment in Canvas and ask students to select their best work from your course that illustrates a specific skill. You could also ask them to explain their use of the skill (e.g., why they choose that work, how their use of the skill impacted the result). Grade their submission from Canvas. Meanwhile, students' submitted work will also reside in their Portfolios in Portfolium, where they can share it with their network and prospective employers.
Illustrates significant discipline-specific skills in creating something, with or without a substantial accompanying narrative	You have a major assignment in which students demonstrate skill(s) essential to your course, such as creating a sculpture. They could submit their work product (e.g., a video of the sculpture). They could also submit a narrative explaining their process, or how they might do something differently next time.	You create a Portfolium assignment in Canvas and grade it. Meanwhile, students' submitted work will also reside in their Portfolios in Portfolium where students can make work publicly viewable or share it via other social media with their network and prospective employers. Expand the Advanced Options area when setting up the Portfolium assignment to see where you can determine initial public/private status in Portfolium.

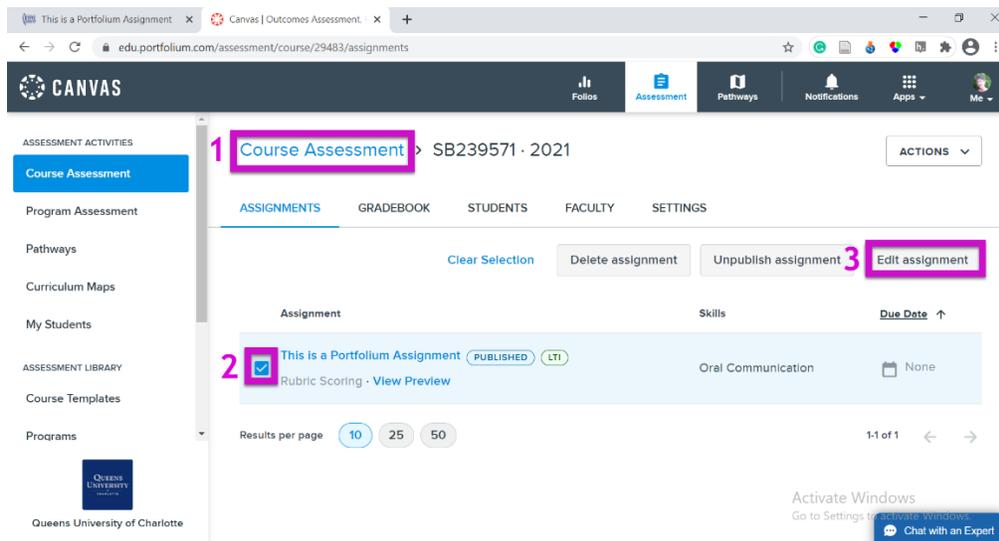
## Adding a Portfolium Assignment in Canvas

- **Tutorial:** [How to Add a Portfolium Assignment in Canvas](#)

You start assignment setup from within Canvas and are prompted to complete the process in Portfolium.



- In the Portfolium interface, above the Create Assignment button, expand the **Advanced Options** area and decide whether students' work will be made public in their Portfolio upon submission or kept private. Either way, you can access their work for grading. If you skip this step, the submission will default to public status in the student's Portfolio as soon as they submit their work. They can change it to private in Portfolium if they'd like, but it will originally appear publicly if you do not alter the default setting in Advanced Options.
- Portfolium offers several Scoring (grading) options; you may find Numeric the most straightforward. Because Portfolium rubrics are limited to those approved for use in Program Level Assessment, instructors cannot create new rubrics to appear in the Rubric dropdown box in Portfolium.
- How do I go back and edit the settings I put on the assignment within the Canvas interface (e.g., points)? Click **Edit Assignment Settings** as you normally would on an Assignment in Canvas.
- How do I edit the settings I put on the assignment in the Portfolium interface? Click the assignment's title in Canvas, then click the button **Load [assignment title] in a new window**. Navigate to Course Assessment for your course, check the box next to the assignment, and click Edit Assignment. Be aware that some settings cannot be changed after you have published the assignment.



- For technical help with Portfolium, use the Chat feature in the bottom right corner of the Portfolium interface to get help. Or email them at [support@portfolium.com](mailto:support@portfolium.com). You can also email Daniel Terry ([terryd2@queens.edu](mailto:terryd2@queens.edu)) or Luvon Hudson ([HUDSON12@QUEENS.EDU](mailto:HUDSON12@QUEENS.EDU)).
- Portfolium Assignments cannot be set up as Group Assignments in Canvas. Instead, [create a regular Group Assignment in Canvas](#) and check **Website URLs** submission. This way groups can submit a URL for a [Project created directly in Portfolium](#) in a group member's portfolio. A Canvas rubric can be used.

## Grading a Portfolium Assignment in Canvas

When you're ready to grade the Portfolium Assignment, you'll go into Canvas as you would to grade any Assignment. Once you click into the Portfolium Assignment, you'll be routed to Portfolium. (Or you can click the Folio tab on the Canvas homepage in the left-side toolbar and that will take you to Portfolium, where you can enter Educator Tools, then My Courses). Once you have clicked into the correct Course in the Portfolium interface, the submitted assignment(s) are listed by student name. Click the Grade button and grade each student's work by leaving a grade and feedback as desired. The grades are routed to the Canvas gradebook.

- **Tutorial:** [How to Grade a Portfolium Assignment That You Set Up in Canvas](#)
- [How to View Grades of Portfolium Assignments](#)

## Useful Links for Students

- [How to submit a Portfolium Assignment in Canvas as a student](#)
- [What types of files can students add to a Portfolium assignment?](#)
- [What do Portfolios look like?](#)
- [How does a student add a Project directly within Portfolium?](#) (only applicable when a Portfolium Assignment has **not** been set up in Canvas)
- [How does a student get the URL for a Project created in Portfolium?](#)
- [How does a student view the scoring of their Portfolium assignment?](#)

## When You Might Not Use Portfolium for Course-Level Assessment of Student Learning

Situation	Alternative Approach
The student will never need their work again	Ordinary Assignment in Canvas
Work has no connection to students' future coursework	Ordinary Assignment in Canvas
You think there may be a significant amount of weak, in-progress, or unpolished work	Use another type of Assignment submission now. Then have students submit a final/revised product as a Portfolium Assignment near the semester's end. Or have them select their best work illustrating a specific skill near the semester's end and curate that through a Portfolium Assignment, perhaps accompanied by a narrative of why they choose that example.
You want to build significant class discussion and peer-learning around the work immediately	Discussion in Canvas
To maximize students' comfort in sharing information and alleviate concern that others can access it	Ordinary Assignment in Canvas

## Using Portfolium for Program Assessment

The Portfolium Assignments that students submit can be used as artifacts for program assessment purposes. A department or program administrator can create a Program Assessment structure within Portfolium that utilizes rubrics and student learning outcomes to measure whether/to what extent students are meeting program objectives. Student submissions in the form of Portfolium Assignments are used as artifacts in the assessment process. For specific information and coaching about Program Assessment functions within Portfolium, contact Daniel Terry, Director of Yes/And ([terryd2@queens.edu](mailto:terryd2@queens.edu)) or Nicole Tarr, Director of Institutional Effectiveness ([tarrn@queens.edu](mailto:tarrn@queens.edu)). Explore more General information about [Program Assessment functions in Portfolium](#).