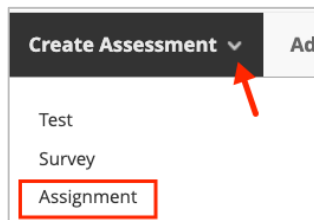


CREATE A PORTFOLIO ASSIGNMENT

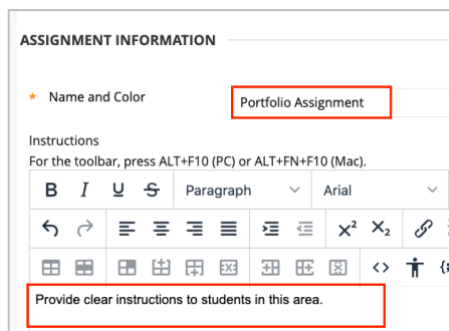
The ulearn portfolio tools allows students the ability to collect work samples, add reflections, and embed media to document growth for the duration of a course or program. Faculty can create an assignment to allow the student the ability to submit the current portfolio version.

Instructions

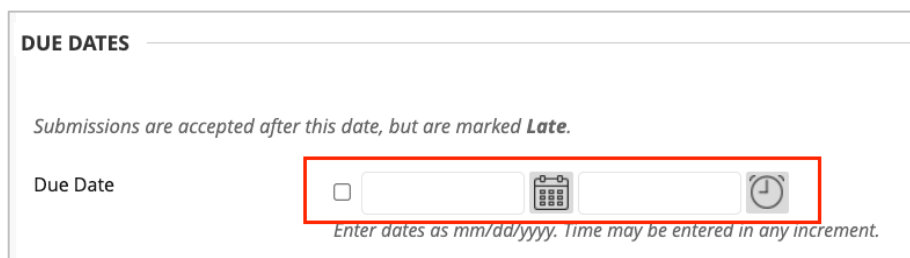
1. In a content area, click **Create Assessment** and select **Assignment**.



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

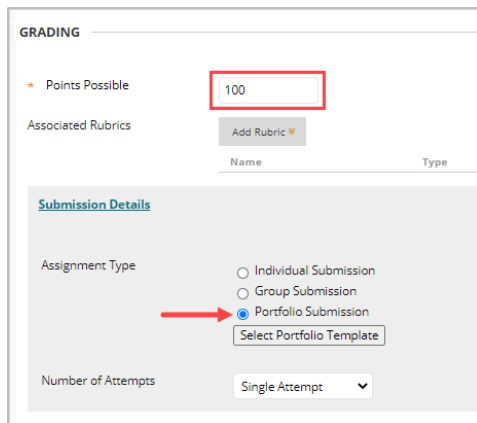


3. Enter a **Due Date** for the assignment.

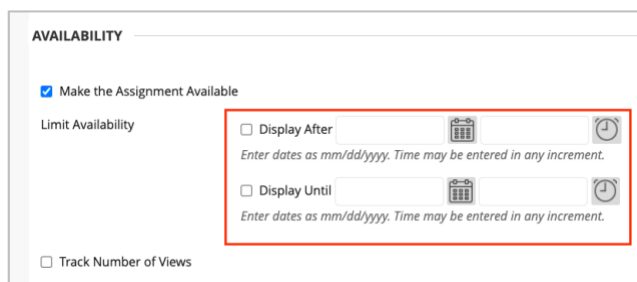


4. Enter the **Points Possible** in the box and click **Submission Details**.
Beside Assignment Type, select **Portfolio Submission**.

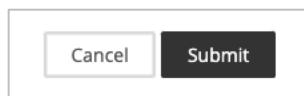
CREATE A PORTFOLIO ASSIGNMENT



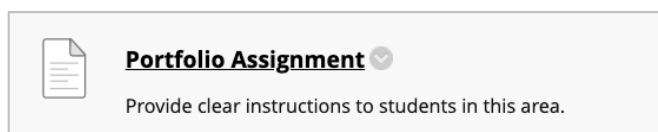
5. Check the box to **Make the Assignment Available** and **Limit the Availability** if preferred by enabling **Display After** and **Display Until** and selecting a date and time.



6. Click the **Submit** button.



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



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.