

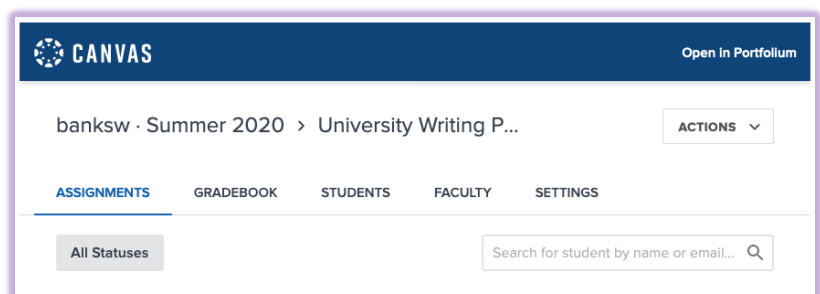
University Writing Portfolio

Editing a Portfolium Assignment in Canvas

After setting up a Portfolium assignment in Canvas, you may discover that you missed something important. Perhaps you forgot to include the right skills, or you want to include additional skills with the particular assignment, or perhaps you decided to change the due date. The following steps will help you to edit the Portfolium assignment.

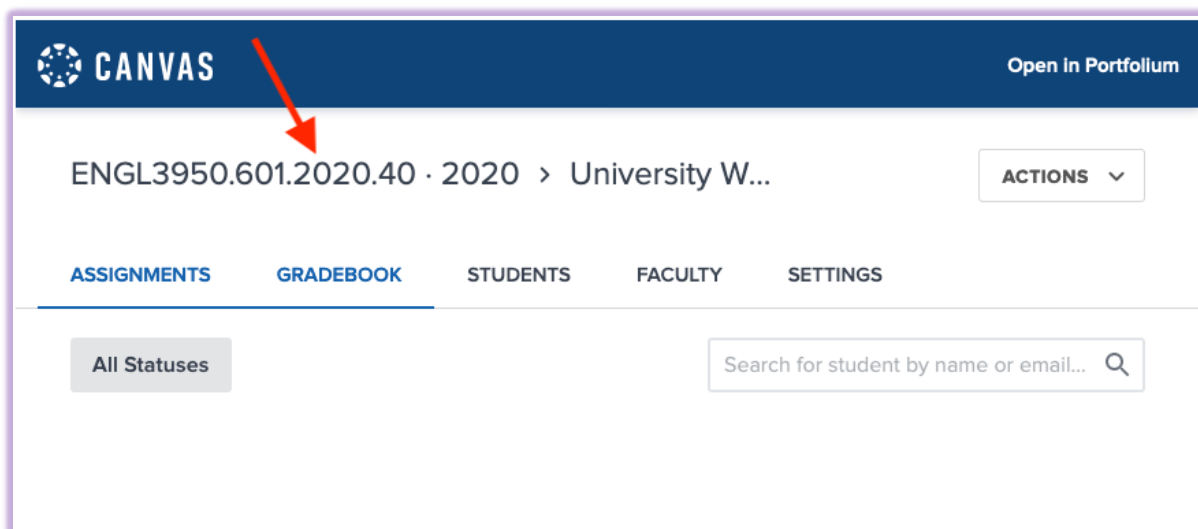
1. Log into Canvas and find your University Writing Portfolio assignment.

2. Click on the name of the assignment. Do not click “Edit Assignment Settings”; instead, wait for the Portfolium module to load in the middle of the screen. You should see something like the following once it loads.

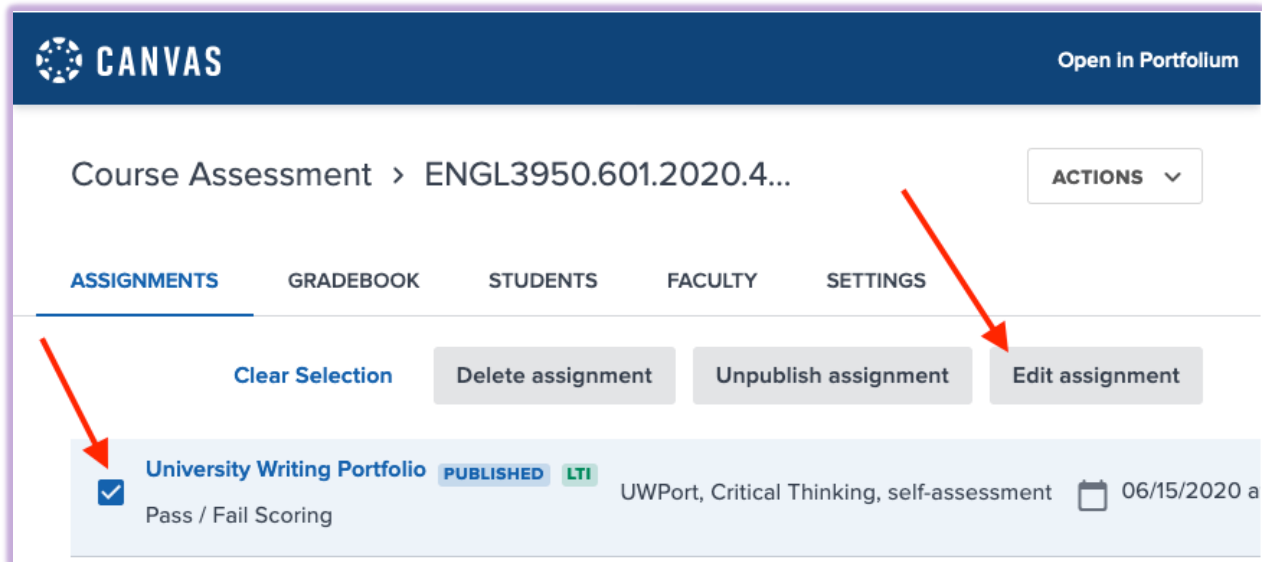


(You can also click “Open in Portfolium” and you will see a full window rather than a frame within the Canvas screen. Many users find this larger screen more helpful.)

3. In the middle of the Portfolium module window, you should see your Course ID, followed by the name of the assignment: “University Writing Portfolio.” Click the Course ID.



4. Your screen should now look like the following image:



5. Click the box next to “University Writing Portfolio” and a set of grey buttons will appear above the assignment. Click “Edit assignment” and you will see a page like the one where you originally created the Portfolium assignment.
6. Edit any information you need to edit and then click “Update” at the bottom of the page. You will be taken back to the page in Canvas for this assignment.