

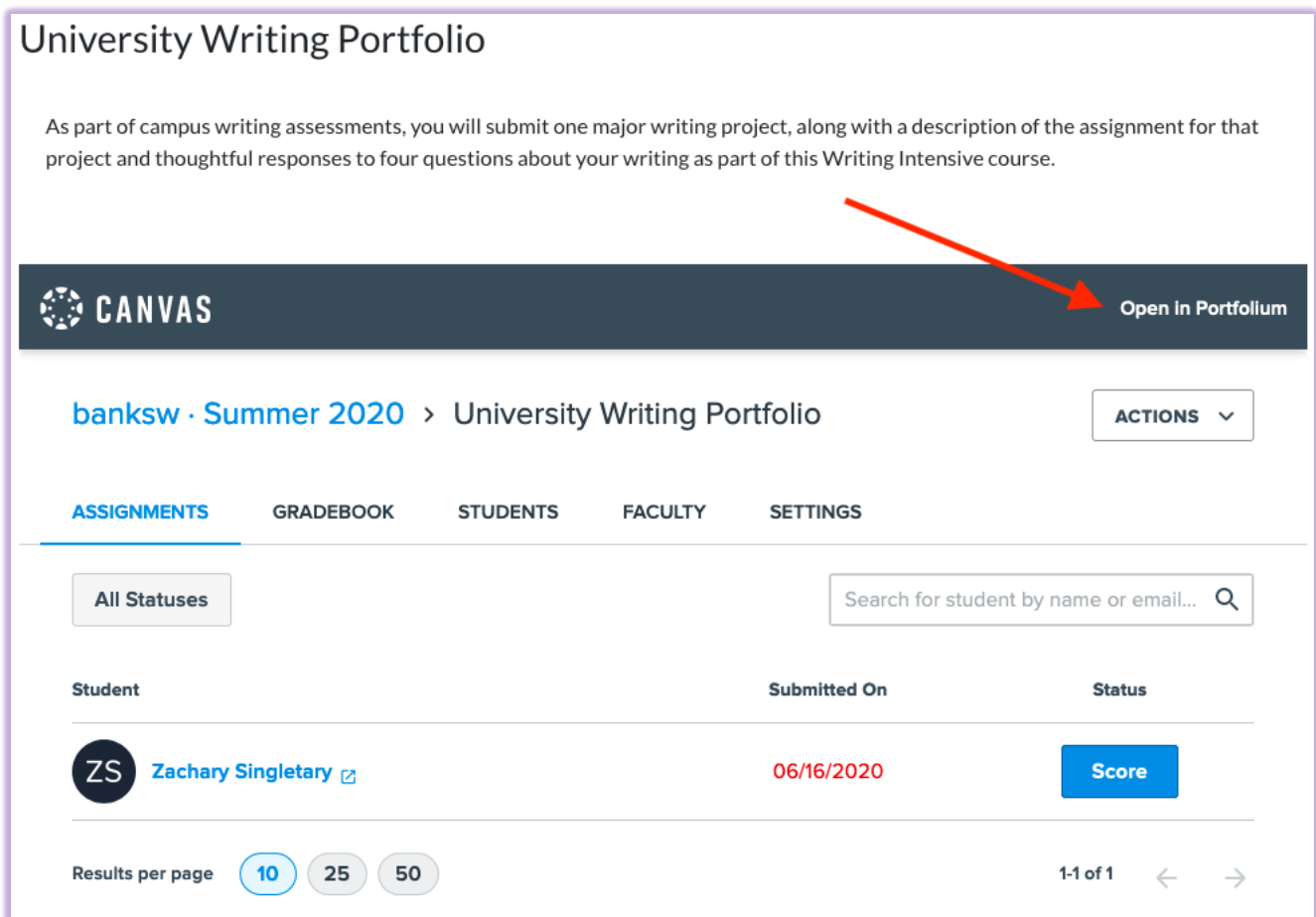
University Writing Portfolio Grading/Checking Off the Portfolium Assignment in Canvas

At the end of the term, you are going to want to check off that students have completed the University Writing Portfolio assignment. You will start this activity in Canvas, but because Portfolium is an external tool, it will work best if you move through Canvas and into Portfolium. The instructions below explain how to do that and then come back to Canvas.

1. Log into your Canvas course and find your University Writing Portfolio assignment. Once students have submitted materials, you will see their names, date submitted, and a “Score” button in blue. If students have started but not finished their submissions, you will see a grey button that reads “Unstarted.” This means that students have gotten as far in Canvas as viewing the assignment, but have not begun to upload yet. You will not see students names in this list unless they have at least clicked on the assignment in Canvas, so do not be alarmed if you check this early and do not see all of your students in the Portfolium list.

University Writing Portfolio

As part of campus writing assessments, you will submit one major writing project, along with a description of the assignment for that project and thoughtful responses to four questions about your writing as part of this Writing Intensive course.




CANVAS Open in Portfolium

banksw · Summer 2020 > University Writing Portfolio ACTIONS ▾

ASSIGNMENTS GRADEBOOK STUDENTS FACULTY SETTINGS

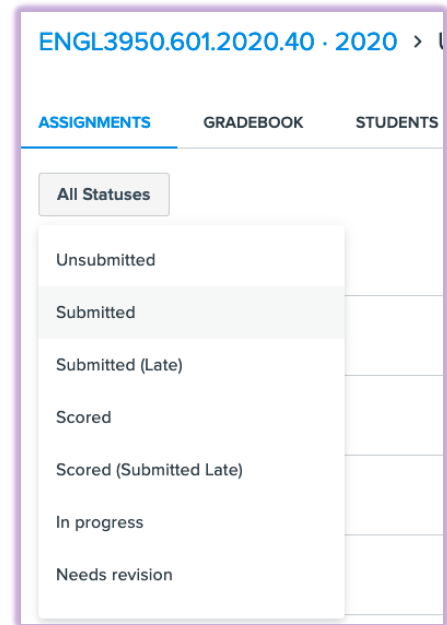
All Statuses

Student	Submitted On	Status
 Zachary Singletary ✉	06/16/2020	Score

Results per page 10 25 50 1-1 of 1 ← →

2. If you try to score these pieces/mark them complete in the mini-window in Canvas, you may find the small window frustrating. Instead, click on “Open in Portfolium” on the dark grey bar (see image above) and you will have a pop-up window/new tab that will provide more digital space to work.

3. Optionally, you can sort the list of names in order to see just those that have been submitted. This may be useful if students have a large window of time during which to submit but you don’t want to wait until everyone has submitted to check these off. To do that, click the grey “All Statuses” button and choose the “Submitted” option from the drop-down.



4. You will then see a list of students who have completed the University Writing Portfolio submission. Click the blue “Score” button by each student you want to score.

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ASSIGNMENTS GRADEBOOK STUDENTS FACULTY SETTINGS

Status is Submitted ✕ Search for student by name or email... 🔍

Student	Submitted On	Status
KE [Redacted]	06/12/2020	Score
MW [Redacted]	06/12/2020	Score
KW [Redacted]	06/12/2020	Score

Note: A red arrow points to the 'Score' button for the first student (KE).

5. When you click “Score,” you will see a window pop-up in the middle of your screen that will let you review the submitted materials, provide any feedback you would like to, and “grade” the portfolio submission. In this window, the student’s documents will show up on the left; you can scroll up and down a document in the frame and you can click the forward/backward buttons to move to the other documents the student has uploaded. If you need to see the full file for some reason, clicking the file link below the text box will allow you to download that file.

The screenshot displays the 'Assignment: University Writing Portfolio' interface. On the left, a document viewer shows a question: "How do rural college students use metis as means of communicating effectively in the digital spaces of their classroom?" Below the question is a text box for feedback and a list of attachments: "MeekMill.RhetAna.docx" and "8600.Proposal.docx". The right side of the interface is the 'SCORING' panel, which includes options for "Show Internal notes" (unchecked) and "Show student feedback" (checked). A "Pass" button with a green checkmark is visible, along with a "Student Feedback" text area. At the bottom of the scoring panel, there are two buttons: "Request revisions" and "SUBMIT SCORE". Red arrows point to the document viewer, the "Pass" button, the "Request revisions" button, and the "SUBMIT SCORE" button.

If students forgot to upload a file, you may choose “Request Revision” and ask students to provide the missing materials through a pop-up window in which you can write a message about what is missing/incomplete.

Once you add a numerical grade or choose pass/fail, you will see that “Submit Score” in the bottom right part of the window will now be active. Clicking that will finish your evaluation.

6. When you finish with your scoring in the Portfolium window, you can close that window and return to Canvas. The scores/completion marks will be listed in your Gradebook.