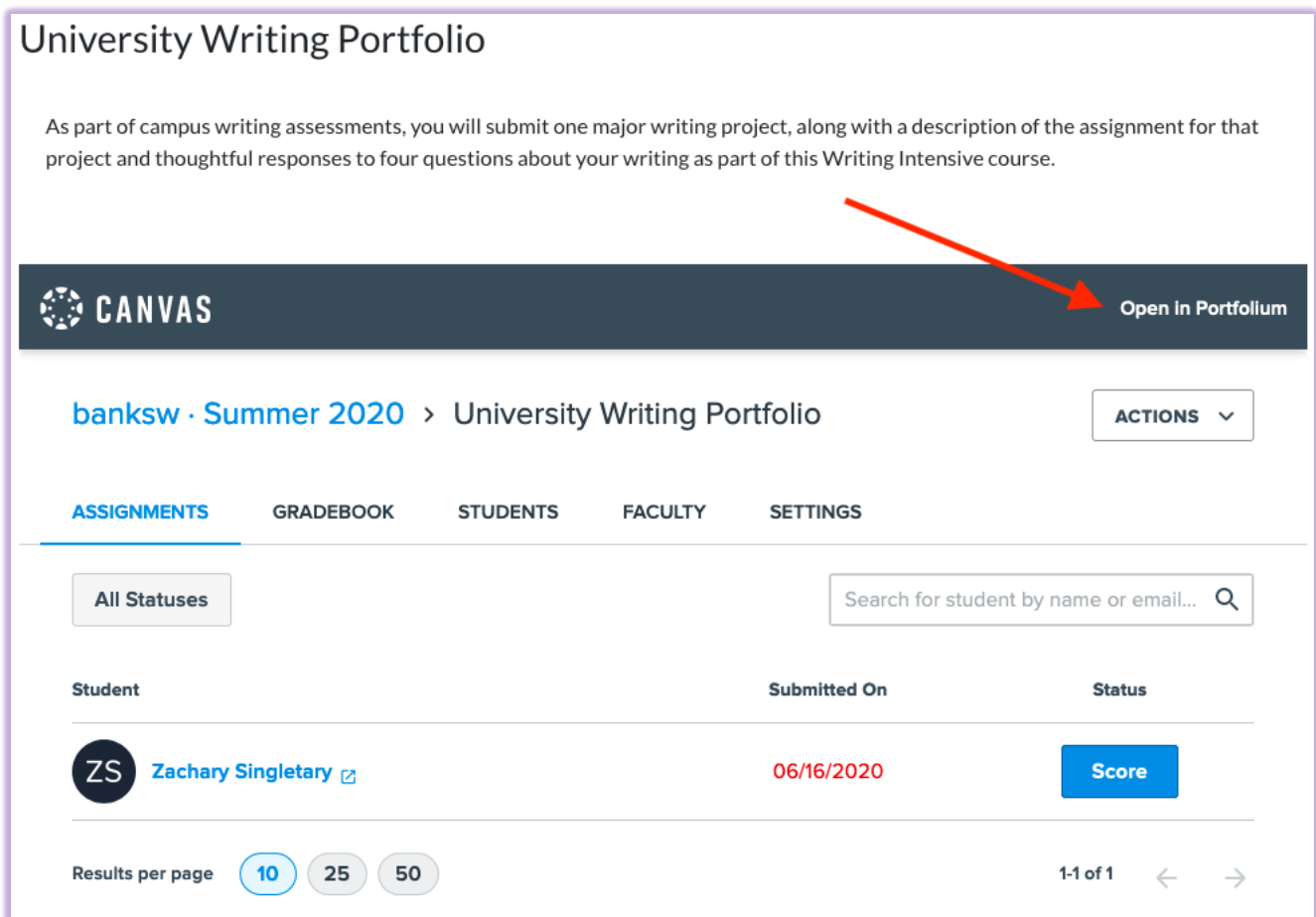University Writing Portfolio
Grading/Checking Off the Portfolium Assignment in Canvas

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.

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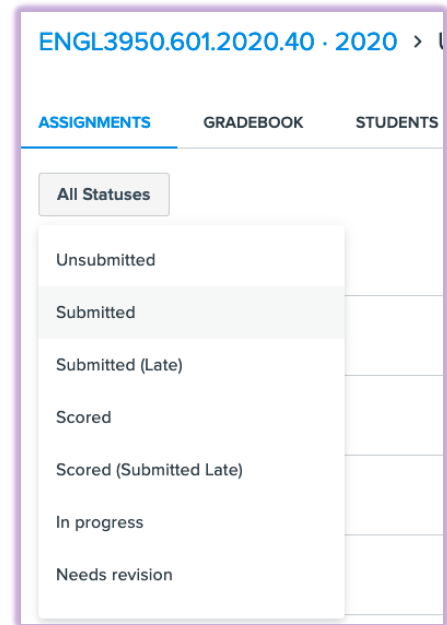
4. You will then see a list of students who have completed the University Writing Portfolio submission. Click the blue "Score" button by each student you want to score.

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.

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.