University Writing Portfolio
Creating a Portfolium Assignment in Canvas

Portfolium integrates with Canvas so that instructors can determine which course project is the best sample for assessors to use when conducting assessments. Faculty in Writing Intensive courses may choose multiple projects in a course to designate as part of students’ University Writing Portfolios but are only required to submit one project per course. The following steps will help you to create an assignment in Canvas to which students can upload their materials for later assessment.

1. Log into Canvas and click “Import from Commons” on the landing page for your canvas course.

2. On the page that loads, using the search bar at the top, type “UWPort” to find the University Writing Portfolio assignment template located in the Canvas Commons. You should see an option that looks like the one in the image to the right: an undergraduate assignment titled “University Writing Portfolio (UWPort)”.

   Click the blue-highlighted title to view the assignment template.
3. From the assignment template view page, click “Import/Download” and select which course or courses you want to add this assignment to. If you are teaching multiple WI course sections, can conveniently add the template assignment to each course at this time.
4. Now, click “Assignments” from the menu on the left in Canvas. Once the assignment template has finished the import process, you will see an assignment called “University Writing Portfolio” in the “Imported Assignments” section on your Assignments page. You will see that assignment is not published yet and you will need to do that in order for students to see it. You can also move this assignment to another grouping or simply change the name of this assignment group as you would any other assignment group in Canvas.

Clicking “University Writing Portfolio (UWPort)” shows you the assignment page and provides you with an “edit” option. This is the step where you connect Canvas to Portfolium (external tool).

5. When you click on “edit,” you will see an assignment page just like any other assignment you've created in Canvas, except the title and description of the assignment is preloaded.

You can certainly add additional requirements/clarification or improve upon the text that is there. If you have found in the past that you need to provide more guidance or explanation, you can do that here. We would ask, however, that you make sure students know to include the 3 required components that are listed below.
6. Next, you can enter into Canvas what model you want to use for scoring the submission. The default is Complete/Incomplete with zero points. Whatever you choose here needs to match what you choose later in Portfolium since Portfolium sends a grade back to your Canvas gradebook.

Many instructors over the years have found that providing students a small incentive in the forms of points/grade for submission is helpful for encouraging students to submit. Others make the submission complete/incomplete. How you value this work remains your decision as the instructor.

You can also change the “Assignment Group” from this screen.

7. Next, under “Submission Type,” choose “External Tool” from the drop-down list.

8. Once you select “External Tool,” you can click “Find” to search for Canvas Outcomes Assessment Grade Exchange from a list of external tools that ECU has made available to Canvas users.

This long name is new as of July 2020, but the tool itself is still called Portfolium and that’s what you and your students will see on the screen so that is the name we will continue to call it in this set of instructions.
9. This will create a small pop-up from which you can choose “Canvas Outcomes Assessment Grade Exchange” as an external tool to connect to this assignment. These are listed alphabetically, so you will need to scroll down a little over halfway through the list of options.

Click “Canvas Outcomes Assessment Grade Exchange” and “Select,” which will return you to the Assignment creation screen in Canvas.

From here, you can complete the Assignment creation by adding in a due date for the project for your course. The due date does not matter for the University Writing Program, so just make it whatever date is most effective for you to track as the instructor.

** Update (July 2020): There is a small glitch in the LTI that Instructure is working on now which leads Canvas to mark “late” in the gradebook work that is “graded” in Portfolium after the due date has passed in Canvas. This may not impact you if you do not have automatic deductions built into the Canvas gradebook. If you do, we’re happy to brainstorm workarounds until the glitch is fixed.
10. When you click “Save,” you will be taken to a new page within Canvas. The new page indicates that you have saved this project as a Canvas Assignment, and Canvas will now automatically load a Portfolium module so that you can finish connecting your Canvas assignment to the Portfolium tool.

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.

Portfolium Connect

1. Link a course
   William Banks Sandbox Area has been linked to Portfolium

2. Link assignment to your course
   Now link your assignment to this course by selecting an existing assignment or by creating a new one

SELECT EXISTING ASSIGNMENT

CREATE NEW ASSIGNMENT
11. From this screen, you will duplicate the assignment you created in Canvas with some small modifications that are specific to Portfolium. In the “Assignment Details” section, enter “University Writing Portfolio” as the Title, and under “Instructions,” you can copy-and-paste the instructions from the Canvas assignment OR simply put “See Instructions in Canvas.”

![Assignment Details](image)
12. Next, you can add any skills to this project that you think are appropriate (e.g., “Critical Thinking,” “Research”), but we ask that you use “UWPort” as one of the skills. If that’s the only skill you add, that’s fine, too, but you have to add at least one skill on this screen. You should also add the Due Date that you entered into Canvas and then under “Category,” find “Writing” and select it.

![Skills and Due Date screenshot]

13. For “Assignment Scoring,” choose the option here that mirrors what you chose above in Canvas. If you chose “Complete/Incomplete,” then here you would choose “Pass/Fail.”

Once students submit their work in your course, you will return to Portfolium (through Canvas) to assign a score or indicate Pass/Fail. Portfolium’s scoring page is similar to “Speedgrader” in Canvas. What you enter in Portfolium will be passed back to Canvas and show up in your gradebook there. You can find additional instructions on grading in a separate set of instructions on the UWP website.
14. Next, you will need to click on “Advanced Options“ and make decisions here about what will happen with this project. The default in Portfolium, which is a platform for helping students to showcase their work to external audiences, is to publish the work after submission. We encourage you to choose the second option, “Keep student work private after submission.” Students could still make this public to the world, but that will require them to go in and make changes to their work.

*IMPORTANT* If your assignment or the students’ work contains protected or proprietary information that should never be made public (e.g., student/client names, internship materials covered under a privacy policy), then you should choose “Student work is sensitive and cannot be shared.” This will prevent students from ever making their work on this particular project public.

You can leave “Allow students to view their grade” checked.

15. Click “Create Assignment“ and you’re done! You should see a dialogue box that lets you know that you have completed the creation of the assignments in Canvas and Portfolium. Students should now have an assignment in Canvas for submitting their University Writing Portfolio materials.