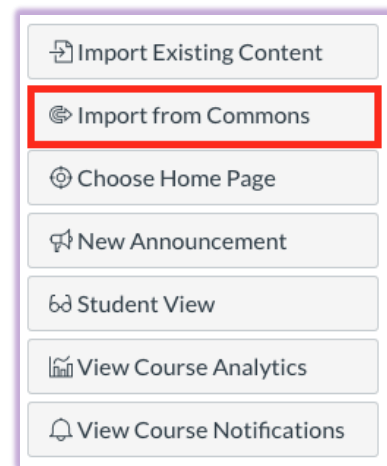


University Writing Portfolio

Creating a Portfolium Assignment in Canvas

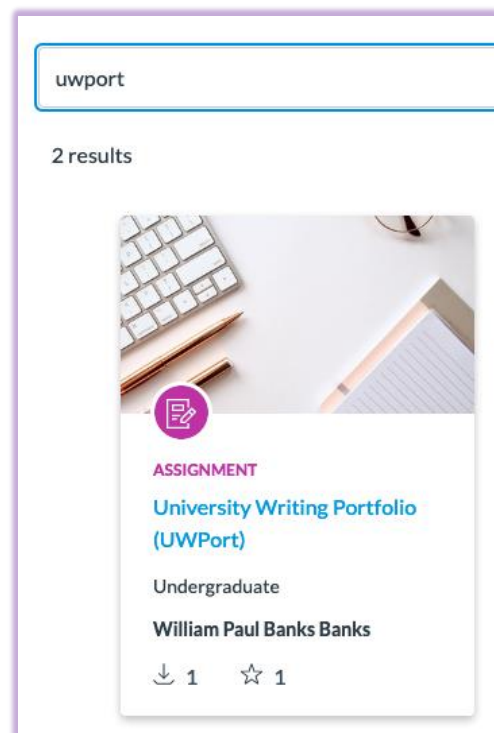
Portfolium integrates with Canvas so that instructors can determine which course project is the best sample for assessors to use when conducting assessments. Faculty in Writing Intensive courses may choose multiple projects in a course to designate as part of students' University Writing Portfolios but 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.

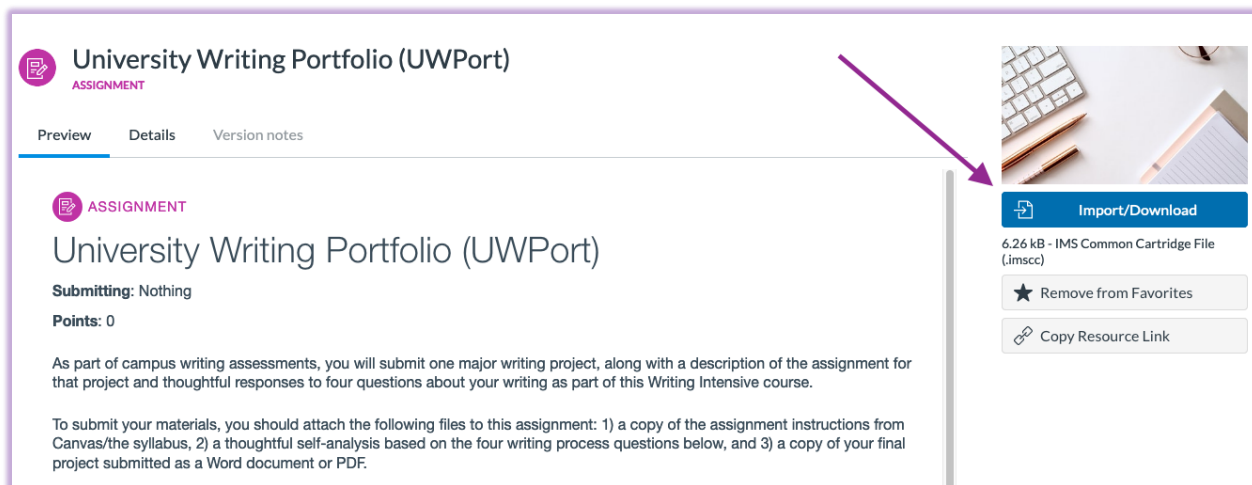


2. On the page that loads, using the search bar at the top, type "UWPort" to find the University Writing Portfolio assignment template located in the Canvas Commons. You should see an option that looks like the one in the image to the right: an undergraduate assignment titled "University Writing Portfolio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

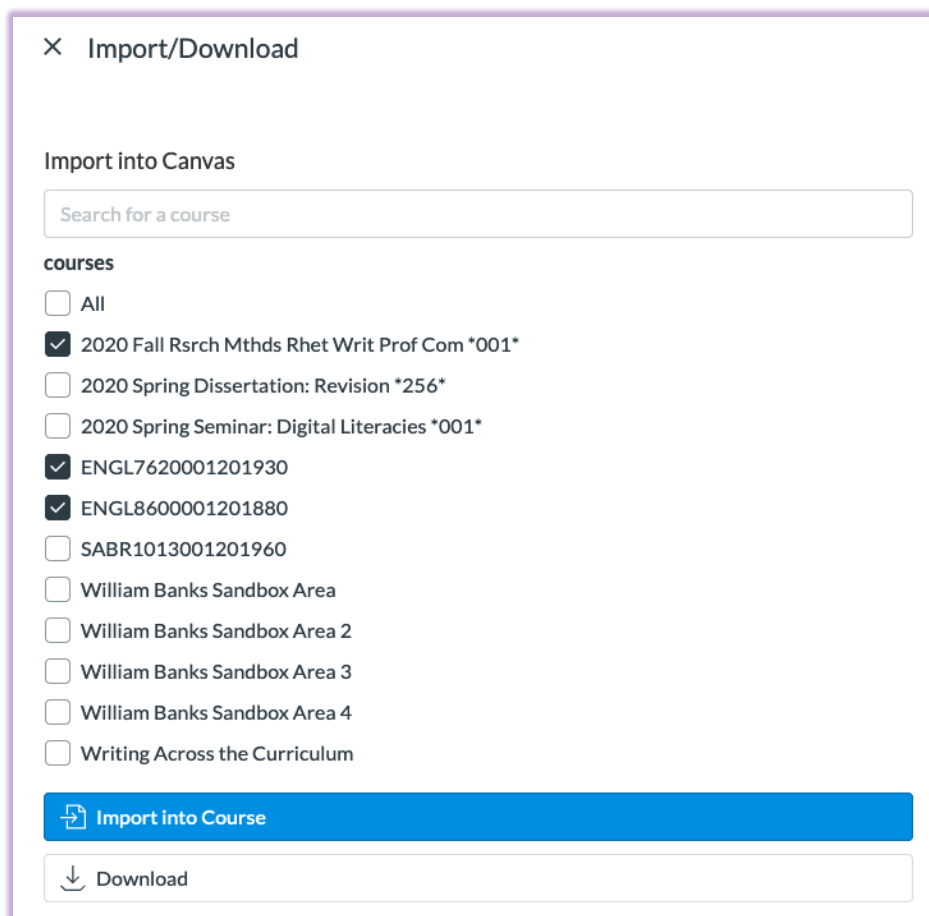
Click the blue-highlighted title to view the assignment template.



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.



The screenshot shows the 'University Writing Portfolio (UWPort)' assignment page. The page has a header with the UWPort logo and 'ASSIGNMENT' label. Below the header are tabs for 'Preview', 'Details', and 'Version notes'. The main content area displays the assignment title, submission status ('Nothing'), and points ('0'). It also includes a description of the assignment and instructions for submission. On the right sidebar, there is an 'Import/Download' button, a file size indicator ('6.26 kB - IMS Common Cartridge File (.imsc)'), and two additional buttons: 'Remove from Favorites' and 'Copy Resource Link'.

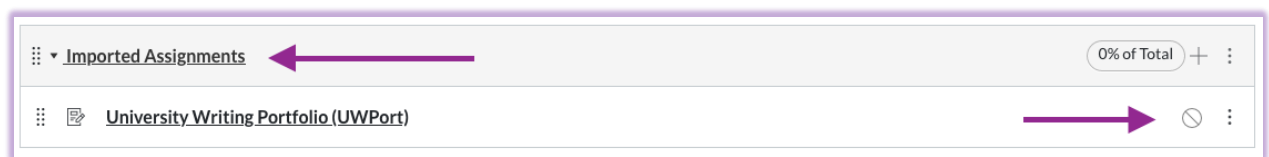


The 'Import/Download' dialog box is shown, featuring a search bar and a list of courses. The 'Import into Canvas' section includes a search bar with the placeholder text 'Search for a course'. Below this, a list of courses is displayed with checkboxes. The selected courses are '2020 Fall Rsrch Mthds Rhet Writ Prof Com *001*', 'ENGL7620001201930', and 'ENGL8600001201880'. At the bottom, there are two buttons: 'Import into Course' and 'Download'.

courses
<input type="checkbox"/> All
<input checked="" type="checkbox"/> 2020 Fall Rsrch Mthds Rhet Writ Prof Com *001*
<input type="checkbox"/> 2020 Spring Dissertation: Revision *256*
<input type="checkbox"/> 2020 Spring Seminar: Digital Literacies *001*
<input checked="" type="checkbox"/> ENGL7620001201930
<input checked="" type="checkbox"/> ENGL8600001201880
<input type="checkbox"/> SABR1013001201960
<input type="checkbox"/> William Banks Sandbox Area
<input type="checkbox"/> William Banks Sandbox Area 2
<input type="checkbox"/> William Banks Sandbox Area 3
<input type="checkbox"/> William Banks Sandbox Area 4
<input type="checkbox"/> Writing Across the Curriculum

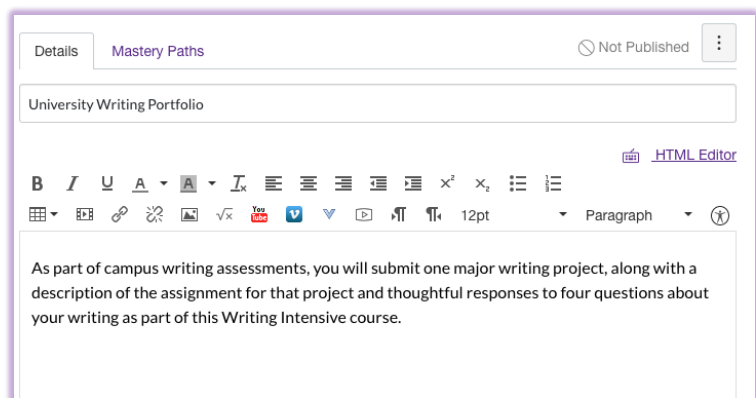
- Now, click “Assignments” from the menu on the left in Canvas. Once the assignment template has finished the import process, you will see an assignment called “University Writing Portfolio” in the “Imported Assignments” section on your Assignments page. You will see that assignment is not published 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).

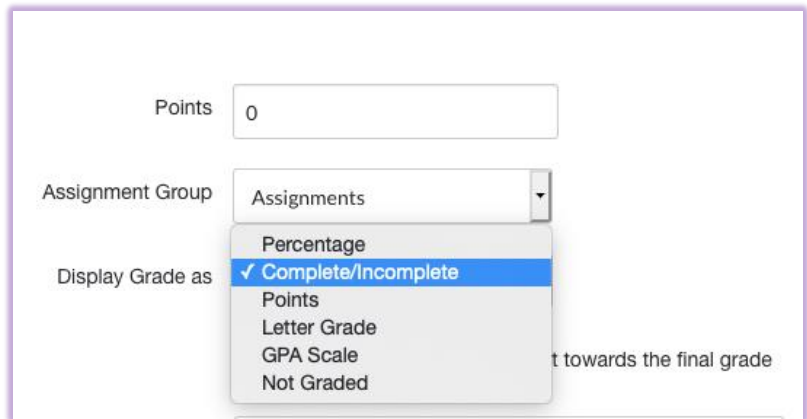


- When you click on “edit,” you will see an assignment page just like any other assignment you’ve created in Canvas, except the title and description of the assignment is preloaded.

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.

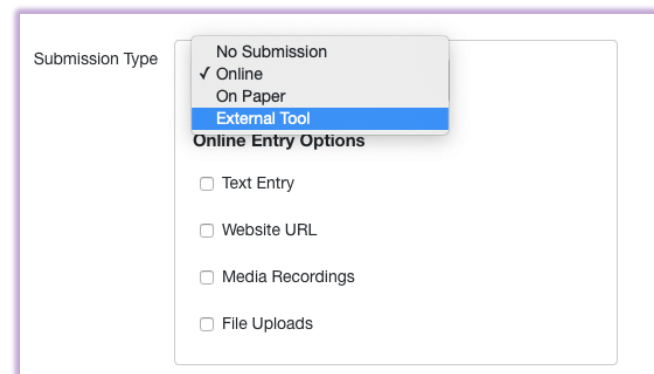


The screenshot shows the 'Display Grade as' dropdown menu in Canvas. The 'Points' field is set to 0. The 'Assignment Group' is set to 'Assignments'. The 'Display Grade as' dropdown is open, showing options: Percentage, Complete/Incomplete (selected with a checkmark), Points, Letter Grade, GPA Scale, and Not Graded. A note to the right says 't towards the final grade'.

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.

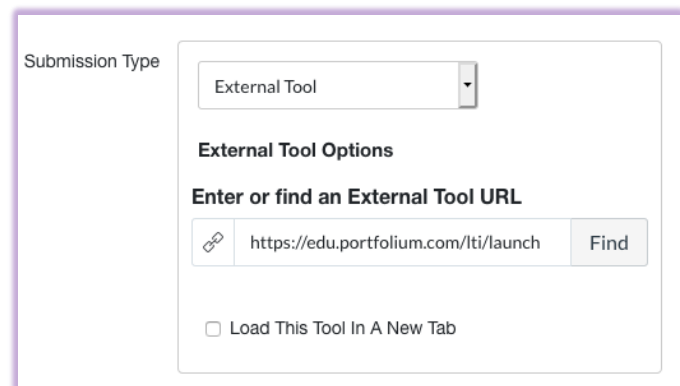
7. Next, under “Submission Type,” choose “External Tool” from the drop-down list.



The screenshot shows the 'Submission Type' dropdown menu in Canvas. The dropdown is open, showing options: No Submission, Online (selected with a checkmark), On Paper, External Tool (highlighted in blue), and Online Entry Options. Below the dropdown, there are checkboxes for Text Entry, Website URL, Media Recordings, and File Uploads.

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.

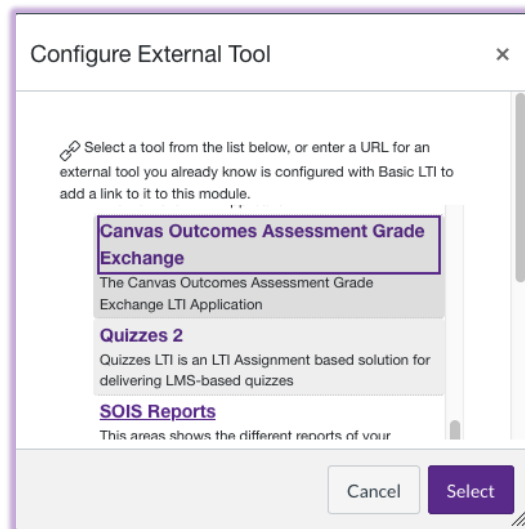


The screenshot shows the 'External Tool Options' section in Canvas. The 'Submission Type' dropdown is set to 'External Tool'. Below it, there is a section titled 'External Tool Options' with the heading 'Enter or find an External Tool URL'. There is a link icon, a text input field containing 'https://edu.portfolium.com/lti/launch', and a 'Find' button. Below this, there is a checkbox labeled 'Load This Tool In A New Tab'.

- 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.

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Settings

University Writing Portfolio (UWPort)

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.

To submit your materials, you should attach the following files to this assignment: 1) a copy of the assignment instructions from Canvas/the syllabus, 2) a thoughtful self-analysis based on the four writing process questions below, and 3) a copy of your final project submitted as a Word document or PDF.

Writing Process Questions:

- What aspects of your writing in the project are effective and why do you think they are effective? Please be specific: for example, rather than saying "I used good examples," identify one or two examples that you used and explain why these examples are good ones.
- What do you think could be improved in your written project and how could it be improved? Again, please be specific. Rather than saying that, for example, your organization could be stronger, say what you might do to make it stronger.
- Briefly describe the process you used to write the project. Do you think the process you used was effective? Why or why not? Please consider not only the research that you conducted (if applicable) but also any planning, drafting, and revising that you did.
- Have you applied anything that you learned in previous WI courses, including English 1100 and 2201(or the equivalent if taken at another institution), to the writing that you have done in this course? What have you applied and how have you applied it?

To access the Grade Exchange LTI tool, please click the button below.

Open in a New Tab

[For more information on this change, please read our blog post.](#)

10. Once you save these settings, you will be brought to a new page. Select the button that says "Open in a New Tab."

This is a small button you will see near the bottom under the Writing Process Questions, seen at the bottom of the image above.

11. When you click “Open in a New Tab,” 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.

The screenshot shows the 'Portfolium Connect' page in Canvas. At the top, there's a dark header with the Canvas logo and a 'Return to Canvas' link. Below the header, the page title 'Portfolium Connect' is displayed. A progress indicator shows two steps: '1. Link a course' (completed) and '2. Link assignment to your course' (current step). Under the first step, it says 'Kimberley Stevenson Sandbox Area 2 has been linked to Portfolium'. Under the second step, it says 'Now link your assignment to this course by selecting an existing assignment or by creating a new one'. There are two buttons: 'SELECT EXISTING ASSIGNMENT' and 'CREATE NEW ASSIGNMENT'. The 'CREATE NEW ASSIGNMENT' button is highlighted with a blue underline. Below these buttons is the 'Assignment Details' section, which includes a 'Title' field with the text 'University Writing Portfolio (UWPort)' and an 'Instructions' field with the placeholder text 'Add your instructions...'.

CANVAS [Return to Canvas](#)

Portfolium Connect

- ✓ **Link a course**
Kimberley Stevenson Sandbox Area 2 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](#)

Assignment Details

Title *

University Writing Portfolio (UWPort)

Instructions *

Add your instructions...

12. 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

Title *

University Writing Portfolio

Instructions *

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.

To submit your materials, you should have attach your files to this assignment: 1) a copy of the assignment instructions from Canvas/the syllabus, 2) a thoughtful self-analysis based on the four writing process questions below, and 3) a copy of your final project submitted as a Word document or PDF.



Chat with an Expert

13. 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.

The screenshot shows a form with three main sections. The first section, titled 'Skills *', has a text input field containing 'UWPort' with a close button (x). Below it is a note: '*Special Tag Field: Separate by comma or return keys (max-length: 60 per skill)'. The second section, titled 'Due Date', has a date picker dropdown showing 'Select a date...'. Below it is a note: 'Due date & time will be set in your local time zone'. The third section, titled 'Category *', has a dropdown menu showing 'Select a Category...'. Below the dropdown is a search bar containing 'Writing', and at the bottom, the word 'Writing' is listed as a selectable option.

14. 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](#).

Assignment Scoring

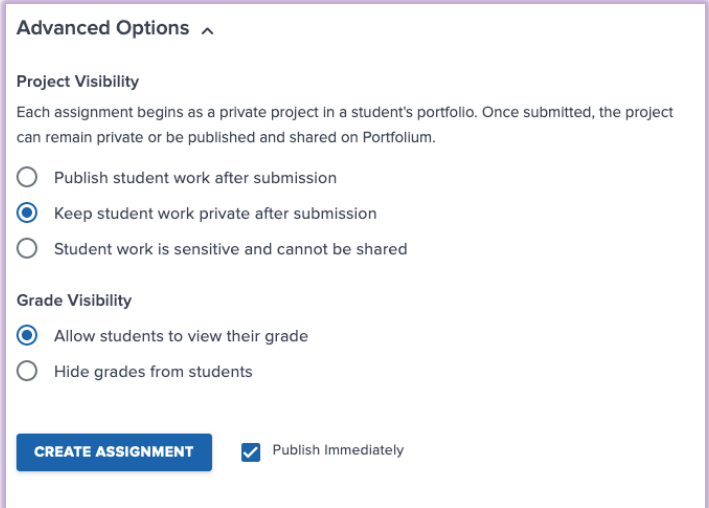
Scoring type *

- ☐ Rubric
- ☐ Numeric
- ☐ Star Rating
- ☐ Letter Grade
- ☒ Pass / Fail

15. 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.



Advanced Options ^

Project Visibility
Each assignment begins as a private project in a student's portfolio. Once submitted, the project can remain private or be published and shared on Portfolium.

- ☐ Publish student work after submission
- ☒ Keep student work private after submission
- ☐ Student work is sensitive and cannot be shared

Grade Visibility

- ☒ Allow students to view their grade
- ☐ Hide grades from students

CREATE ASSIGNMENT ☒ Publish Immediately

16. 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.