Blackboard Portfolios: Staff Guide

How to create an Assignment with Portfolio Submission

Staff can require students to submit a Portfolio as an Assignment. This will enable staff to mark and provide feedback relating to portfolio requirements, for example, students’ progress towards course outcomes. Setting up an Assignment for students to submit a portfolio follows the same steps as standard Blackboard Assignment creation.

1. Start creating an Assignment using the standard process.
2. When you get to the Submission Details section of creating the Assignment, select ‘Portfolio Submission’ as the Assignment Type.

3. Once you complete all the other details, you will be able to see the Assignment link in your unit.

Instructor help for Assigned Portfolios: https://en-us.help.blackboard.com/Learn/Instructor/Assignments/Portfolios

How students submit

In most cases, students will be required to click choose ‘Select Portfolio’ to submit a Portfolio they have already created. By choosing ‘Create Portfolio?’ students will be taken to the My Portfolios area to create a new Portfolio before submitting.
Student Help for Portfolio Assignments: https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student/090_Tools/Portfolios/030_Portfolio_Assignments

Grading a portfolio submission

Grading a portfolio submission and providing feedback to students is similar to standard assignment marking. For more information, go to the assignment grading help guide. There are some differences for portfolio submissions and they are listed in this guide.