

Creating a Canvas Assignment for Students to Submit a Portfolium Entry

This how-to guide will walk you through the steps to create an assignment within Canvas that allows students to submit portfolio entries from Portfolium.

Step 1: Create a new Assignment within Canvas

Inside of your Canvas class, create a new **Assignment** under **Assignments** on the left side of the screen. On the **Assignments** page, click the “+Assignment” button.

The screenshot shows the Canvas LMS interface for a course named 'PracticeCourse_Portfolium'. The left sidebar is visible with various navigation options. The main content area is titled 'Assignments' and shows a search bar, a '+ Group' button, a '+ Assignment' button, and a list of assignments. The list is currently empty, displaying 'No assignments in this group'.

Next, enter a title for your assignment, for example: **Final Capstone Project**.

Then, enter the details of your assignment, reminding your students to submit their portfolio entry showcasing their final capstone project.

The screenshot shows the Blackboard assignment editor for 'Final Capstone Project'. On the left is a navigation menu with options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Chat, Attendance, Blackboard Collab..., Criterion, NBC Learn, LockDown Brows..., Writer's Help, MyLab and Maste..., +WebEx, Badges, and My CodeRate. The main area contains a rich text editor with a toolbar and a text area with the prompt: 'Submit your portfolio entry showcasing your Final Capstone Project'. Below the editor are settings for Points (100), Assignment Group (Assignments), Display Grade as (Points), and a checkbox for 'Do not count this assignment towards the final grade'. On the right, there is an 'Insert Content into the Page' sidebar with options for Links, Files, Images, and Wiki Pages.

Step 2: Submission Type = “Website URL”

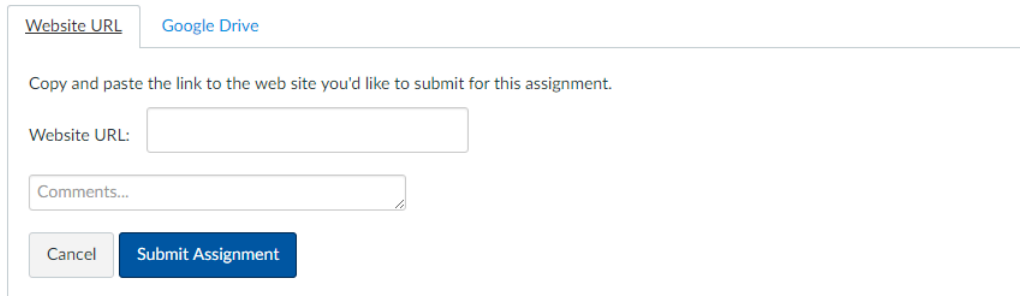
Select the **Online** Submission Type of **Website URL**.

This will allow your students to copy and paste their portfolio entry URL into the submission field.

This close-up shows the 'Submission Type' dropdown menu set to 'Online'. Below it, under 'Online Entry Options', there are several checkboxes: 'Text Entry' (unchecked), 'Website URL' (checked), 'Media Recordings' (unchecked), 'File Uploads' (unchecked), and 'Enable Turnitin Submissions' (unchecked).

Step 3: Student Submissions

Your students will copy and paste their portfolio entry URL into the submission field. Your students will see the screen displayed below on their end when they are submitting their Portfolio Entry Link within Canvas:



The screenshot shows a submission form with two tabs: "Website URL" (selected) and "Google Drive". Below the tabs, there is a text box containing the instruction: "Copy and paste the link to the web site you'd like to submit for this assignment." Below this instruction is a text input field labeled "Website URL:". Below the "Website URL:" field is a text area labeled "Comments...". At the bottom of the form are two buttons: "Cancel" and "Submit Assignment".

Your students will copy and paste their portfolio entry URL from Portfolium into the **Website URL** field to submit their portfolio entry. Once they submit, you will be able to view their submissions within Canvas and also click the “**View in a new tab**” link to view the entry in its entirety.

You can add additional assignments by following this same process.