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.

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.
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.
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 Portfolium Entry Link within Canvas:

![Website URL field](image)

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.

![Portfolium entry image](image)

You can add additional assignments by following this same process.