

Portfolium

Quick Guide to Portfolium

For Educators - Assessment Tool

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Educator's Guide

GETTING STARTED, STEP-BY-STEP



Getting started

1 - CREATE A FREE ACCOUNT

To create your own free Portfolium account (in order to access the network, connect with students and utilize the assessment capabilities), visit this URL: <https://portfolium.com/join>

Under *Profile settings* is your username, your profile will be accessible at: <https://portfolium.com/login>

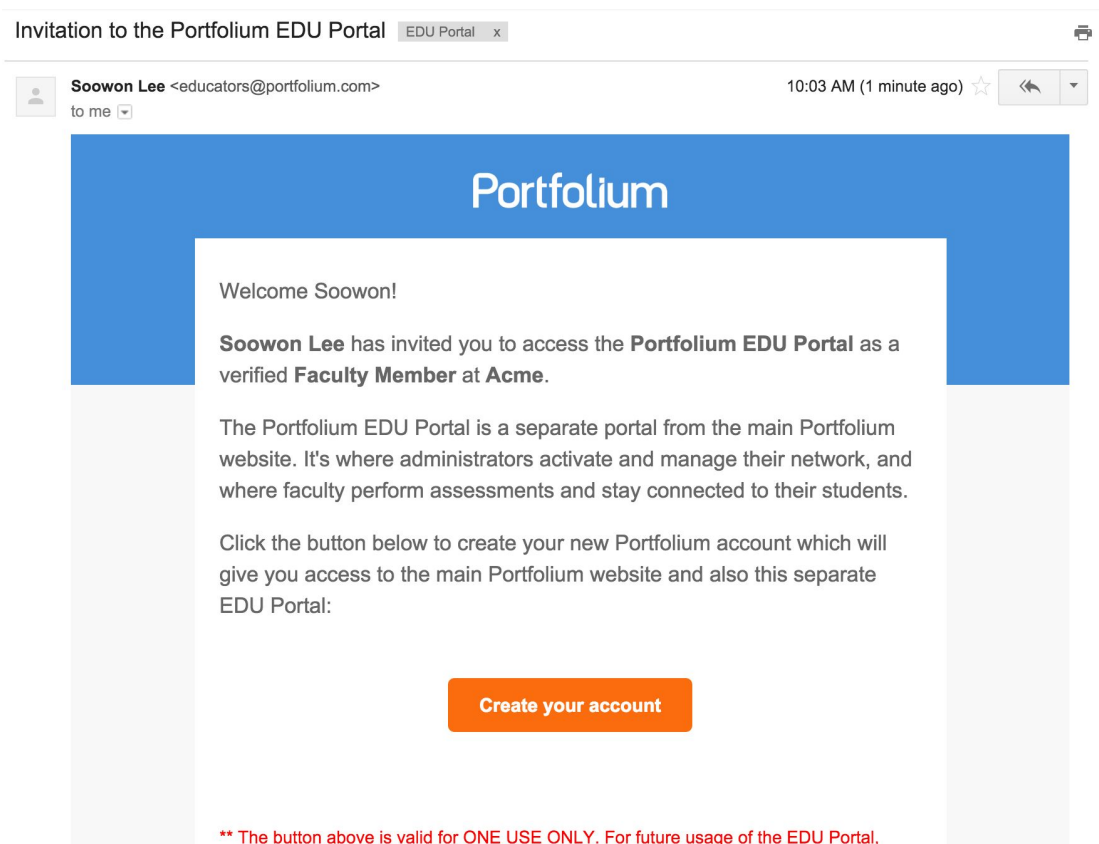
You can then instruct students to connect with you by sharing your unique profile URL on your syllabus.

Example: Connect with me on Portfolium: [https://portfolium.com/\[username\]](https://portfolium.com/[username])

2 - OR CLICK ON EMAIL INVITED BY YOUR SCHOOL

If you were invited by your school, you'll receive an email that looks like this:

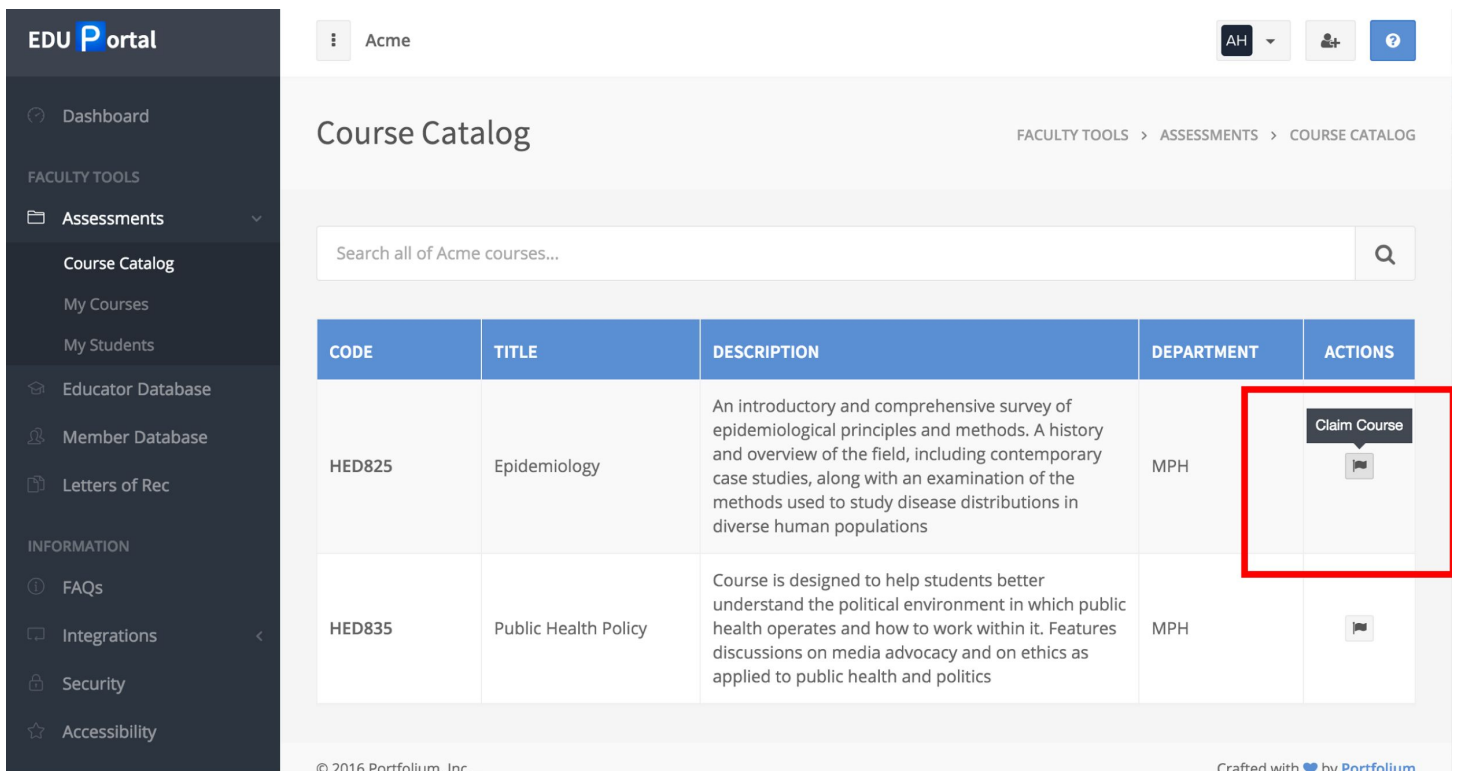
Example:



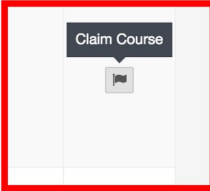
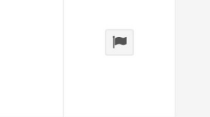
Claiming your courses

3 - CLAIM YOUR COURSES

After you've created your account, log into your Educator Portal. You can access **COURSE CATALOG** under **ASSESSMENTS**. Find your course and claim your course by clicking the flag under ACTION.

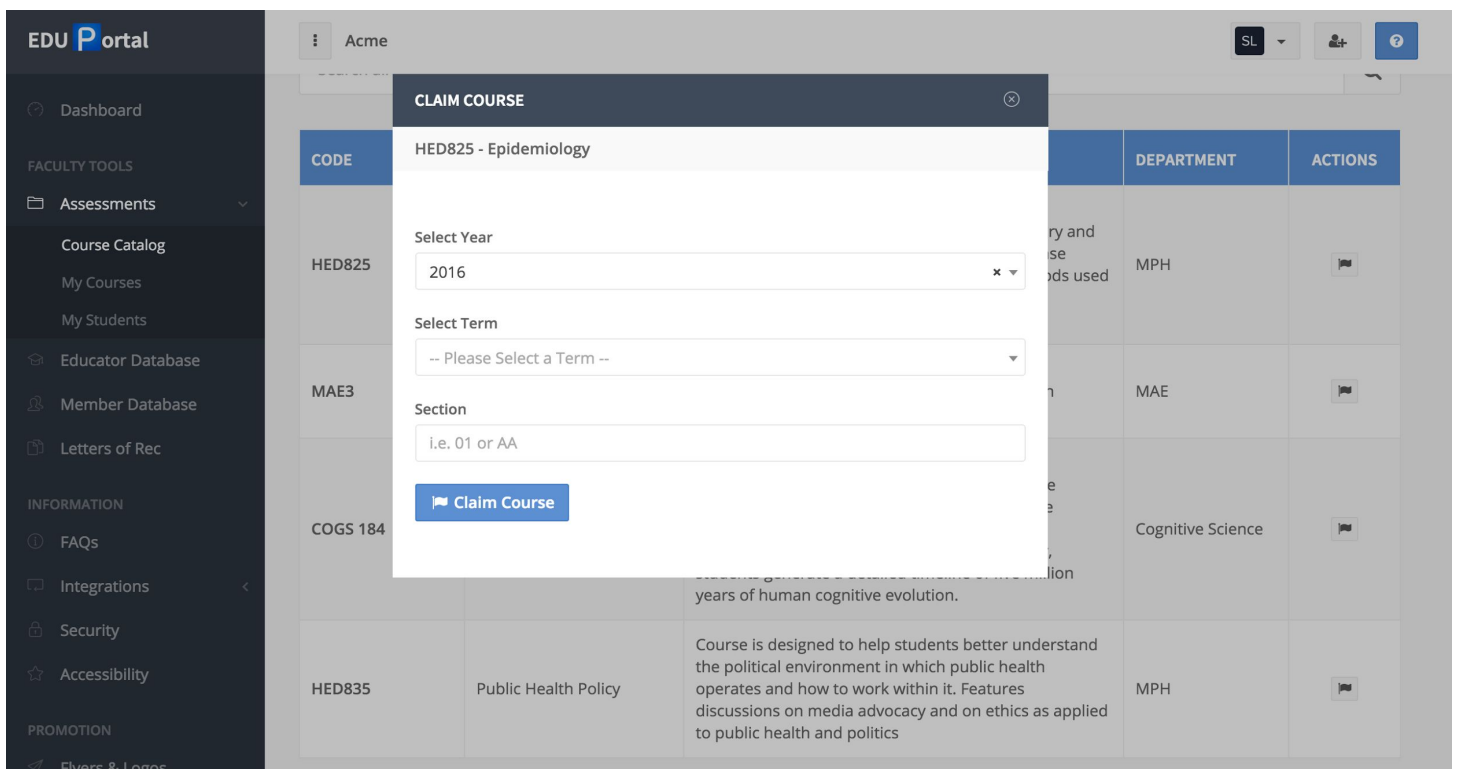


The screenshot shows the EDU Portal interface. On the left is a dark sidebar with navigation options: Dashboard, FACULTY TOOLS (Assessments, Course Catalog, My Courses, My Students), Educator Database, Member Database, Letters of Rec, INFORMATION (FAQs, Integrations, Security, Accessibility), and PROMOTION (Flyers & Logos). The main content area is titled 'Course Catalog' and includes a search bar and a breadcrumb trail: FACULTY TOOLS > ASSESSMENTS > COURSE CATALOG. Below the search bar is a table with the following data:

CODE	TITLE	DESCRIPTION	DEPARTMENT	ACTIONS
HED825	Epidemiology	An introductory and comprehensive survey of epidemiological principles and methods. A history and overview of the field, including contemporary case studies, along with an examination of the methods used to study disease distributions in diverse human populations	MPH	
HED835	Public Health Policy	Course is designed to help students better understand the political environment in which public health operates and how to work within it. Features discussions on media advocacy and on ethics as applied to public health and politics	MPH	

The 'Claim Course' button in the first row is highlighted with a red box. The footer of the page includes the copyright notice '© 2016 Portfolium, Inc.' and the text 'Crafted with ❤️ by Portfolium'.

After you claim the course, select **YEAR**, **TERM** and **SECTION**:



The screenshot shows the same EDU Portal interface as above, but with a 'CLAIM COURSE' modal form overlaid on top of the course catalog table. The modal form has the following fields:

- CODE:** HED825 - Epidemiology
- Select Year:** 2016
- Select Term:** -- Please Select a Term --
- Section:** i.e. 01 or AA
- Claim Course:** A blue button with a flag icon.

The background table is dimmed, showing the same course data as in the previous screenshot. The footer of the page includes the copyright notice '© 2016 Portfolium, Inc.' and the text 'Crafted with ❤️ by Portfolium'.

My Courses

All of your claimed courses will appear in **MY COURSES** underneath **ASSESSMENTS**:

CODE	TITLE	TERM	DESCRIPTION	STUDENTS	PUBLISHED	ACTIONS
HED825	Epidemiology	Spring 2016 (1531)	An introductory and comprehensive survey of epidemiological principles and methods. A history and overview of the field, including contemporary case studies, along with an examination of the methods used to study disease distributions in diverse human populations	2		
HED825	Epidemiology	Winter 2016 (1234)	An introductory and comprehensive survey of epidemiological principles and methods. A history and overview of the field, including contemporary case studies, along with an examination of the methods used to study disease distributions in diverse human populations	1		
HED825	Epidemiology	Winter 2016 (1)	An introductory and comprehensive survey of epidemiological principles and methods. A history and overview of the field, including contemporary case studies, along with an examination of the methods used to study disease distributions in diverse human populations	0		
HED825	Epidemiology	Spring 2016 (1)	An introductory and comprehensive survey of epidemiological principles and methods. A history and overview of the field, including contemporary case studies, along with an	1		

GLOSSARY

PUBLISHED:



This means that the course is NOT PUBLISHED. In order for students to start working on the assignment, your course must be published.



This green check means that your course is published.

ACTIONS:

Invite Students



Archive Course



Within ACTIONS, you can invite students to that particular course by pressing the airplane icon or archive your course by clicking the briefcase icon. Once you archive a course, it will still remain underneath **MY COURSES > ARCHIVED**

Creating an assignment

CREATE ASSIGNMENTS

Once your courses are claimed, create an assignment. by clicking on the eye icon next to assignments or clicking on the phrase, "...create your first assignment"

The screenshot displays the EDU Portal interface for a course titled "Modeling and Evolution of Cognition" (COGS 184). The interface includes a sidebar with navigation options such as "Dashboard", "Assessments", "My Courses", and "My Students". The main content area shows course details: Professor Soowon Lee, Term Spring 2016 (1), 0 Students, and 0 Assignments. A red arrow points to the "ASSIGNMENTS" link, and another red arrow points to a yellow warning banner that says "You need to create your first assignment."

EDU Portal

Acme

SL

Draft Mode

Modeling and Evolution of Cognition
COGS 184

PROFESSOR
SOOWON LEE

TERM
SPRING 2016 (1)

STUDENTS
0

ASSIGNMENTS
0

You need to create your first assignment.

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Creating an assignment

CREATING AN ASSIGNMENT

You can create as many assignments you want but we recommend that the project/assignment is a SIGNATURE/CAPSTONE PROJECT. This is NOT meant to be used for small, everyday assignments.

CREATE ASSIGNMENT

Score Type

How is this used?

★★ ★ ★★ ★★ ★★ A B C D F ✓ -

Title

Description & Criteria

Add as much information as you'd like.

To add a link, use the full URL <http://google.com> or customize it: `[Google](http://google.com)`

Category

Skills/Competencies

How is this used?

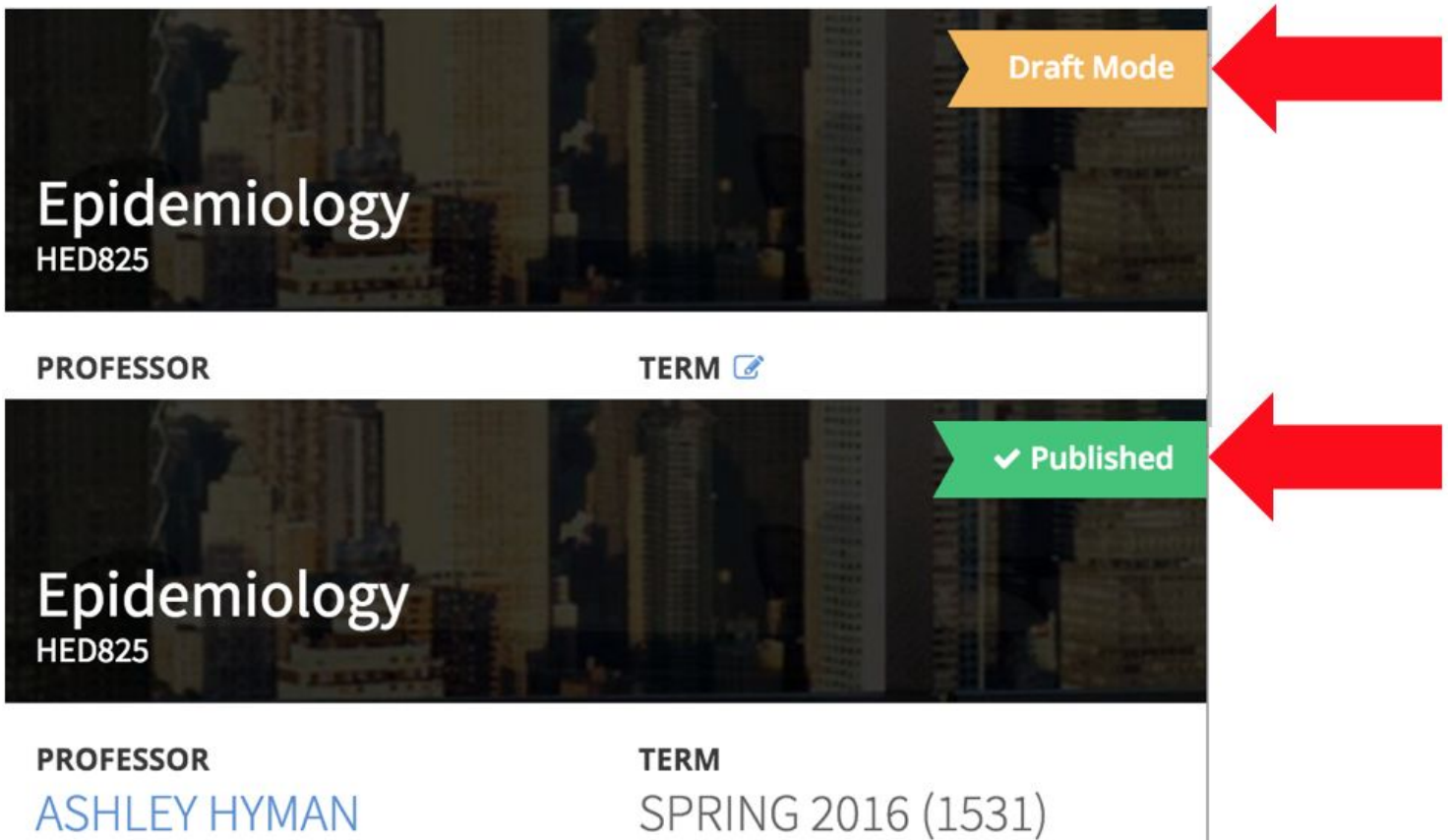
**Special Tag Field: Separate by comma or return keys*

Create Assignment


Publishing your course

PUBLISHING YOUR COURSE

Publishing your course is important. And if you're not sure if a course is published or not, check the banner that appears in your course top-right corner:



The image displays two examples of a course banner for 'Epidemiology HED825'. The top banner is in 'Draft Mode', indicated by an orange banner in the top-right corner with the text 'Draft Mode'. A red arrow points to this banner. The bottom banner is 'Published', indicated by a green banner in the top-right corner with a checkmark and the text 'Published'. A red arrow points to this banner. Below the banners, the course details are shown: 'PROFESSOR' and 'TERM' with an edit icon. In the published version, the professor's name 'ASHLEY HYMAN' and the term 'SPRING 2016 (1531)' are displayed in blue text.

Epidemiology HED825	Draft Mode
PROFESSOR	TERM 
Epidemiology HED825	✓ Published
PROFESSOR ASHLEY HYMAN	TERM SPRING 2016 (1531)

*Just remember that once you publish your course, your assignments will be populated as a call to action on students' profiles. To prevent any confusion on student's part, you cannot edit the assignments once it's published. So make sure to ensure the edits are finalized before you publish your course.

Inviting students

INVITING STUDENTS

You can invite students in different ways. You can first include the link in an email that you send to your students.

EMAIL INVITE EXAMPLE:

Dear Students,

The school has provided a tool to help you showcase your projects and skills in order to enhance your career readiness. In alignment with the goal to best prepare you for your future, we are using Portfolium as a way for you to upload your course project.

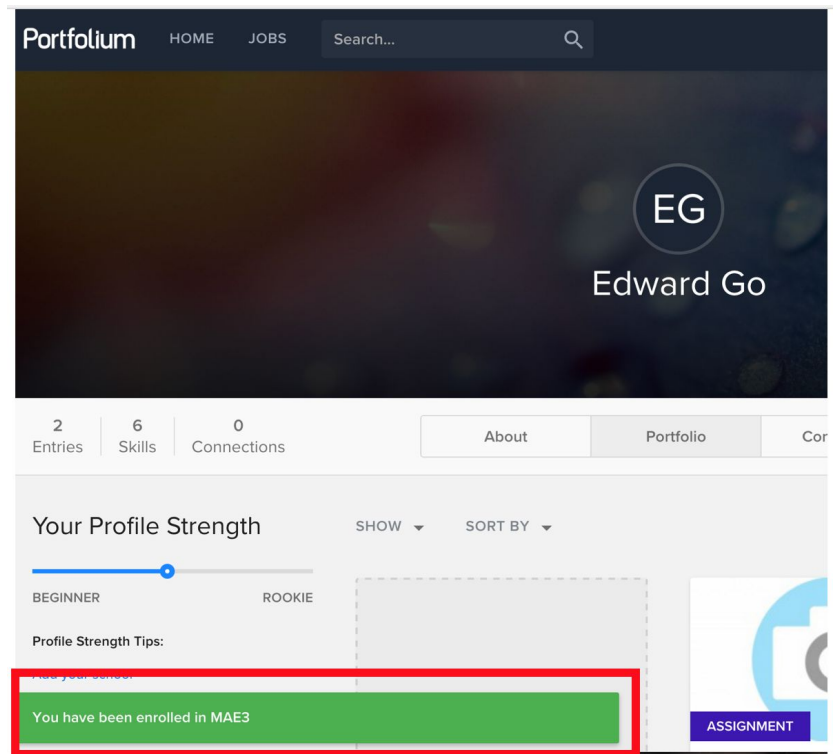
Simply click on this link and verify your enrollment and see the criteria for your course project. <https://portfolium.com/enroll/42/hed825-2016-spring-1>

Or, you can include the link in your syllabus or your course website as well.

Student's view

Students will see

Once the student clicks on the link, they will see the confirmation for your class enrollment on the bottom left.



The student will also see the assignments appear in their profile as a call-to-action to work on their assignment:



Educator's Guide

Reviewing your students' work



Reviewing entries

Once your students complete their assignments, you will be able to review their work without opening up a new window or tool.

Just click on each assignment to review their work:

Acme AH + ?

Epidemiology
HED825 Published

PROFESSOR
ASHLEY HYMAN

TERM
SPRING 2016 (1531)

STUDENTS ↗
2

ASSIGNMENTS 👁
5

Search for a student by name or email...

	NAME	MAJOR	ASSMT. 1	ASSMT. 2	ASSMT. 3			
	Andy Analysis	Public Health	★★★★ ☆☆	—	A B C D F	✓	★★★★	
	Ellie Epidemiology	Public Health	★★★★ ★★☆	✓	A B C D F	✓	★★★☆☆	

Click on each student's assignment rubric to see and review their work

Reviewing entries

Once you click on the assignment, you'll see their entry. Here, you can score and give feedback:

ENTRY DETAILS

DISEASE FACT SHEET PRESENTATION

Symptoms of Tuberculosis

- Coughing up blood
- Chest pain
- Fatigue
- Weight loss
- Night sweats
- Loss of appetite
- Fever
- Coughing
- Shortness of breath
- Hemoptysis
- Tuberculous pleuritis
- Chest pain

Types of Tuberculosis

- Latent tuberculosis
- Active tuberculosis
- Miliary tuberculosis
- Disseminated tuberculosis
- Extrapulmonary tuberculosis
- Tuberculous meningitis
- Tuberculous lymphadenitis
- Tuberculous spondylitis
- Tuberculous peritonitis
- Tuberculous orchitis
- Tuberculous epididymitis
- Tuberculous proctitis
- Tuberculous cystitis
- Tuberculous urethritis
- Tuberculous epididymo-orchitis
- Tuberculous epididymitis
- Tuberculous proctitis
- Tuberculous cystitis
- Tuberculous urethritis
- Tuberculous epididymo-orchitis

Skills/Competencies:

- public speaking
- research
- Teamwork

Description:

Key facts

Tuberculosis (TB) is a top infectious disease killer worldwide. In 2014, 9.6 million people fell ill with TB and 1.5 million died from the disease. Over 95% of TB deaths occur in low- and middle-income countries, and it is among the top 5 causes of death. In 2014, an estimated 1 million children became ill with TB and 140 000 children died of TB. TB is a leading killer of HIV-positive people; in 2015, 1 in 3 HIV deaths was due to TB. Globally in 2014, an estimated 480 000 people developed multidrug-resistant TB (MDR-TB). The Millennium Development Goal target of halting and reversing the TB epidemic by 2015 has been missed. The TB death rate dropped 47% between 1990 and 2015. An estimated 43 million lives were saved through TB diagnosis and treatment between 2000 and 2015. Ending the TB epidemic by 2030 is among the health targets of the newly adopted Sustainable Development Goals.

Attachments:

ANDY ANALYSIS

5 Entries 13 Skills 1 Connections

SCORING

★★★★☆

COMPLIMENTS

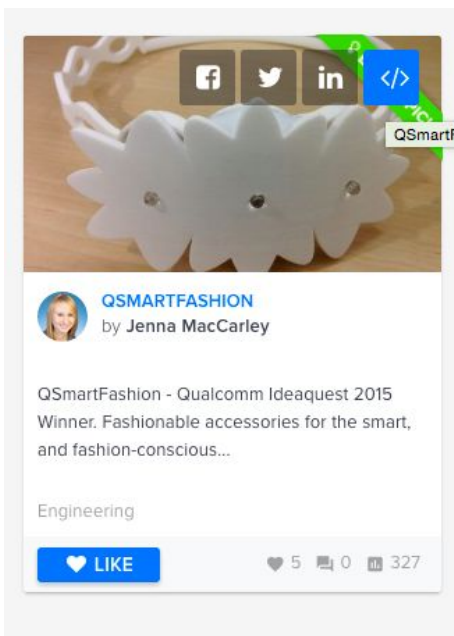
Leave feedback here...

Embedding entries in other places

1 - EMBED EXEMPLARY WORK AND PORTFOLIO SAMPLES WITHIN BLACKBOARD'S LMS.

This 3 minute youtube video will show you how: <https://youtu.be/dnvA2uYpT4w>

2 - EMBED PORTFOLIO ENTRIES DIRECTLY ON TO YOUR COURSE WEBSITE



Hover over a portfolio entry and click the brackets to get the code to embed the entry on your site.

[What's a hashtag?](#)

Copy and paste the code, which looks like this:

```
<div class="portfolium-entry-widget" data-id=" XXXXXX" data-width="500"
></div><script src="https://portfolium.com/assets/js/portfolium.js"
async></script>
```



ASSESSMENT STEPS



CLAIM YOUR COURSE

Claim your course and assign the Term/Section



CREATE YOUR ASSIGNMENTS

Make sure to finalize it.
Once the course is published, you can't edit the assignment.



PUBLISH YOUR COURSE

!This is important! Don't forget this step!



INVITE YOUR STUDENTS

List the link provided to your students via email or on the syllabus



REVIEW & GIVE FEEDBACK



SHOWCASE THE BEST WORKS

You'll have forever access to your students' best works!
Embed it in your LMS or anywhere!

Portfolium

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