

Assessing ePortfolios

It is possible to assess content of a student's ePortfolio in Brightspace. To do this you must have an assignment inbox set up.

Look at the relevant how-to guides on iPark on how to set up Formative and Summative submission folders.



Please Note: ePortfolio submissions CANNOT go through TurnItIn

How Students Submit From their ePortfolio to the Assignment Submission Point:

1

First, the student goes to the assignment submission folder by clicking on *Feedback* and then *Assignments*. Then select the assignment name.

2

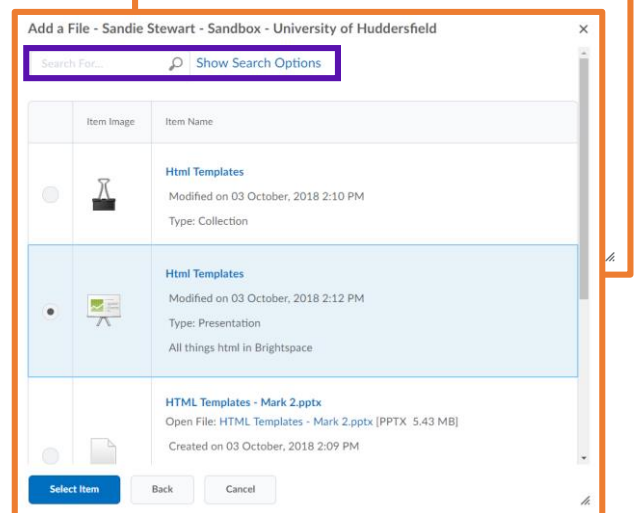
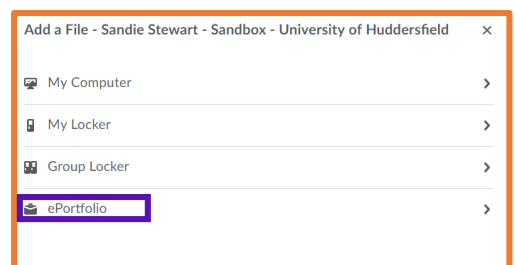
Next, the student clicks *Add a File*. From here they need to select ePortfolio.

3

Now they need to select which items from their ePortfolio they wish to submit.

They can use the [search](#) feature to find the specific item.

They can only select one item at a time, but can add more than one item in. This item can be an artefact, reflection, collection or a presentation.



Assessing ePortfolios : Marking

Once students have submitted their eportfolios items this is how to access and mark this:

1

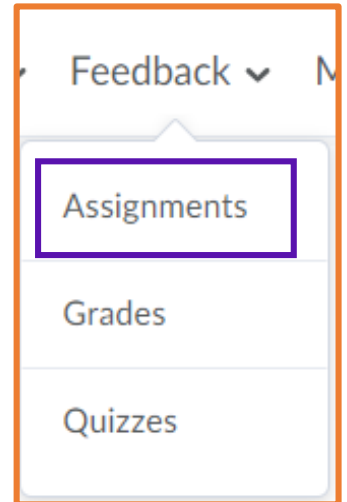
First, click on the *Feedback* drop-down list from the module navigation menu.

2

Next, select *Assignments*. This will take you to the *Assignment Submission Folders* page. Here you can find all your assignment folders.

3

Now click on the **assignment title** from the list provided.



<input type="checkbox"/>	Submission Folder	Total Submissions	Unread Submissions	Flagged Submissions	Due Date
	No Category				
<input type="checkbox"/>	Formative Assignment ▾	1	0	0	19 September, 2018 11:49 AM
<input type="checkbox"/>	Report demo ▾ 🗨	1	0	0	20 September, 2018 10:20 AM
<input type="checkbox"/>	tester ▾ 🗨	0	0	0	
<input type="checkbox"/>	EPortfolio Assignment ▾	1	1	0	03 October, 2018 3:00 PM

Assessing ePortfolios : Marking

4

To start marking the students submission, click on the *Evaluate* button. This can be found to the far right of the students name.

<input type="checkbox"/>	Last Name ▲, First Name	Submission Date	Delete
<input type="checkbox"/>	STEWART, ALEXANDRA-FEE		<input type="button" value="Evaluate"/>

Note: Depending on what was submitted, you have to open the documents/submissions to view them.

5

In this panel (seen on the right hand side of the screen) You can add:

- The Score,
- Written Feedback,
- Add A File,
- Record Audio Feedback,
- Add A Video

You can leave the score blank and just add feedback for formative assignments.

You may need to scroll down to see some of the options.

ALEXANDRA-FEE STEWART

[▶ Show Submission Folder Information](#)

[▶ Show Submission Folder Dates](#)

Evaluation

Rubrics

No Rubric Selected.

[\[Associate Rubric\]](#)

[\[Create Rubric\]](#)

Score

/ 100

6

If you wish to use a Brightspace rubric, you can use (or attach) it here.

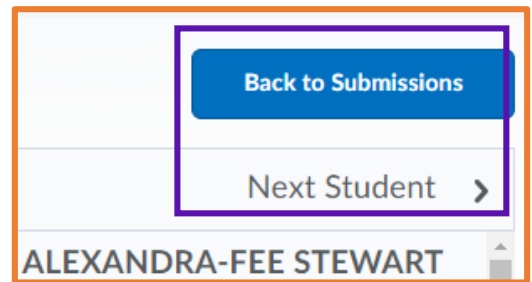
7

When you have finished marking the assessment and giving feedback: click on *Save Draft*. Do not click *Publish* as this will release the marks and feedback to the student immediately. (If you do publish by mistake you can go back into the student's assignment and retract the publishing).

Assessing ePortfolios : Marking

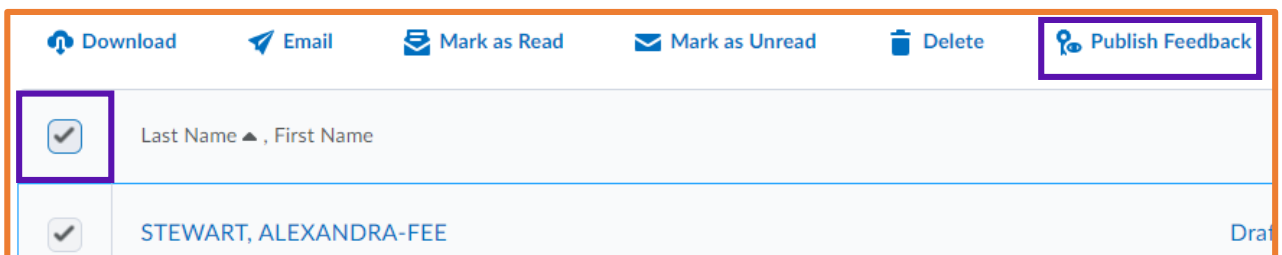
8

Using the *Next Student* button you can move onto the next submitted assessment. You can return to the list of submissions by using the *Back to Submissions* button.



9

When you have marked all the assignments and are ready for the feedback and grades to be released to the students: in the assignment submission box, select all students by ticking the top box and click on *Publish Feedback* for the selected students.



Students can access their marks/feedback through the **Feedback** option on the **Module navigation bar** once the marks/feedback have been published.

For Summative Assessments

One final thing you need to do is to change the category from *Hidden* in the Grade Book. This will then allow students to see their grades within the Grades area as well as the assignment area.

To do this:

1. From the module navigation bar click on *Feedback* and then *Grades*
2. Select *Manage Grades* from the options below the navigation bar.
3. In the *Hidden* category, select the appropriate assignment name and click the arrow to the right and select *Edit Grade Item* from the drop-down menu.
4. In the category field click the arrow and change the category from *Hidden* to either *None* or another category.
5. Click *Save and Close*.