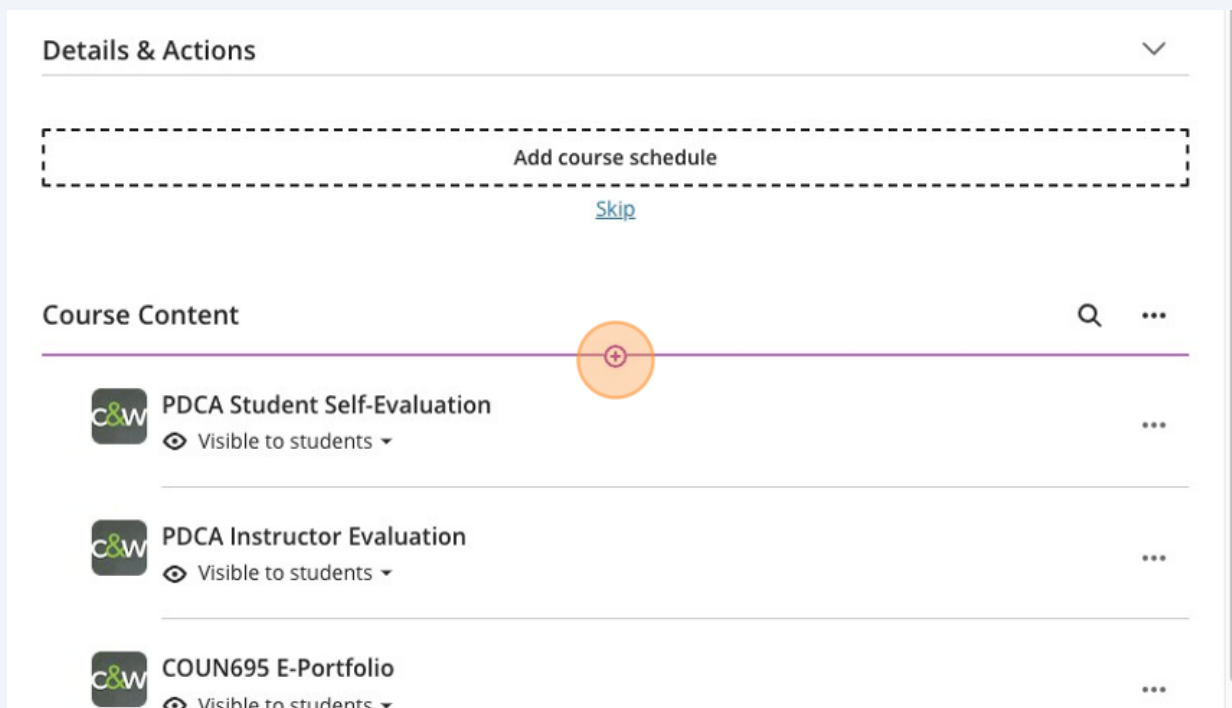


Using Anthology Portfolio for Course Assessment

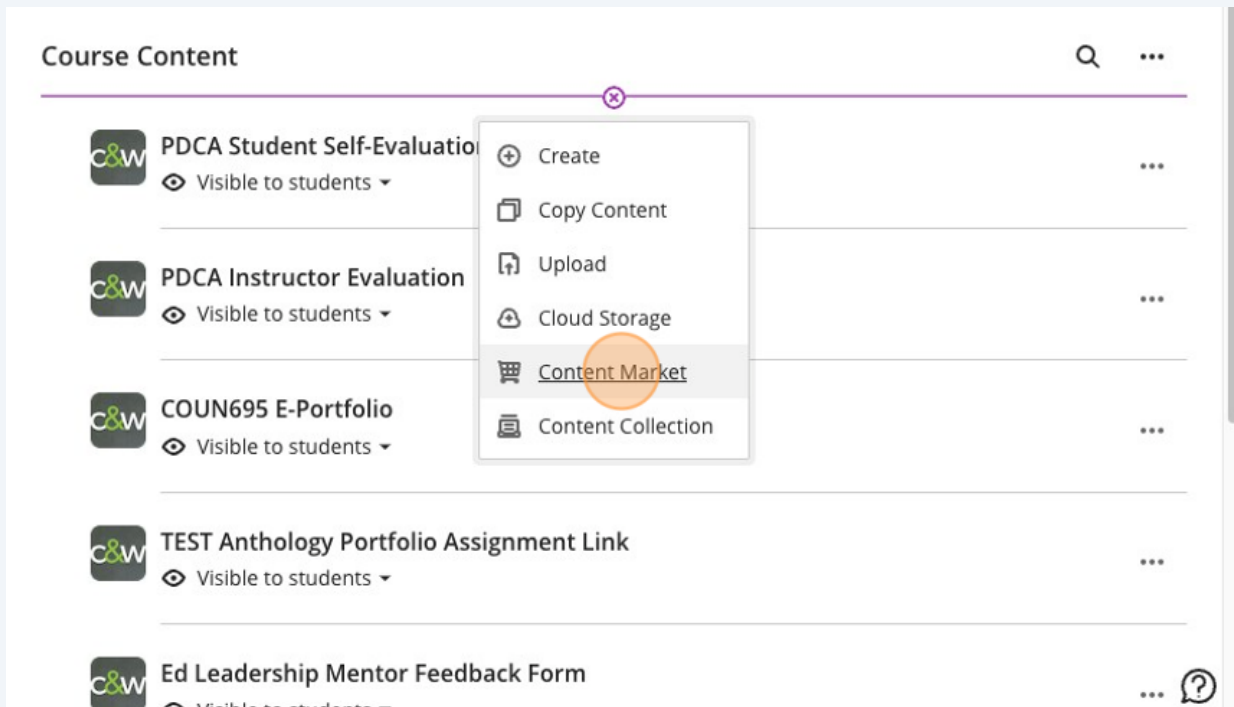
If you are teaching a course with a signature assignment, you and your students will use Anthology Portfolio for assessment. Your students will upload their work to Portfolio, and you will use the rubric in Portfolio to assess it.

- 1 To begin, you will need to create an assignment link in Blackboard which will link to Portfolio. Navigate to the Blackboard course and your Course Content.

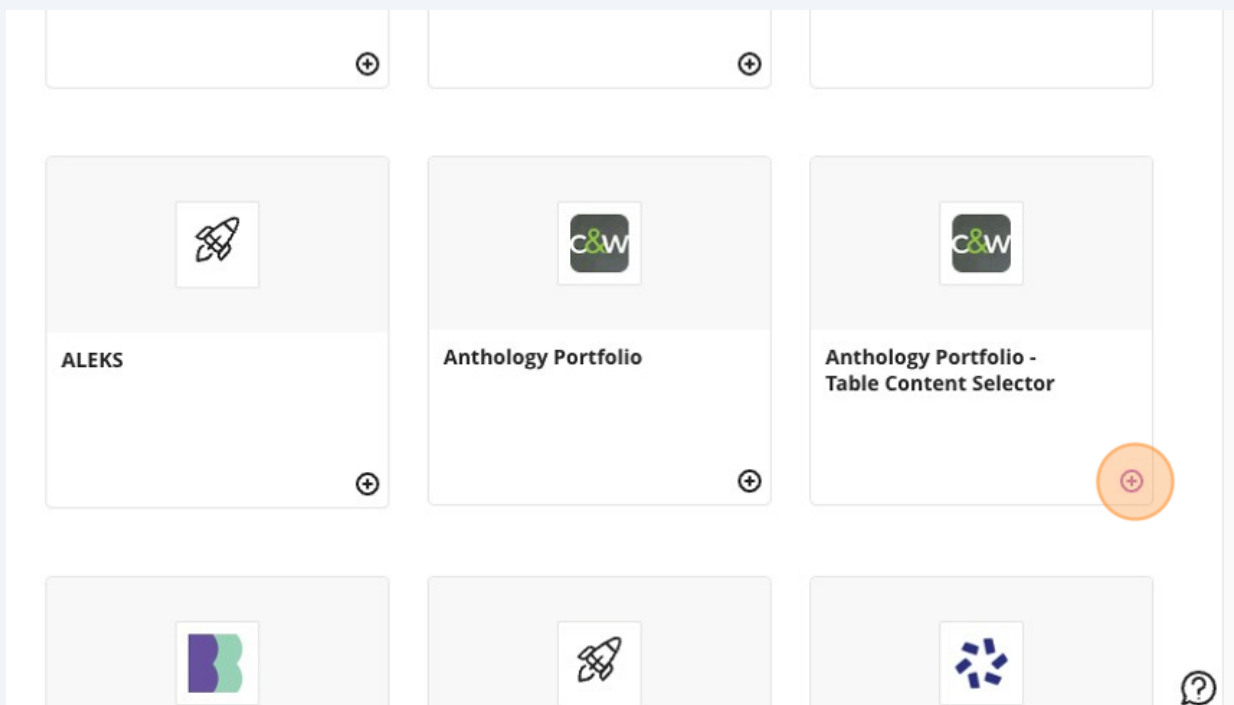
- 2 Click the plus sign to add Content.



3 Click "Content Market"

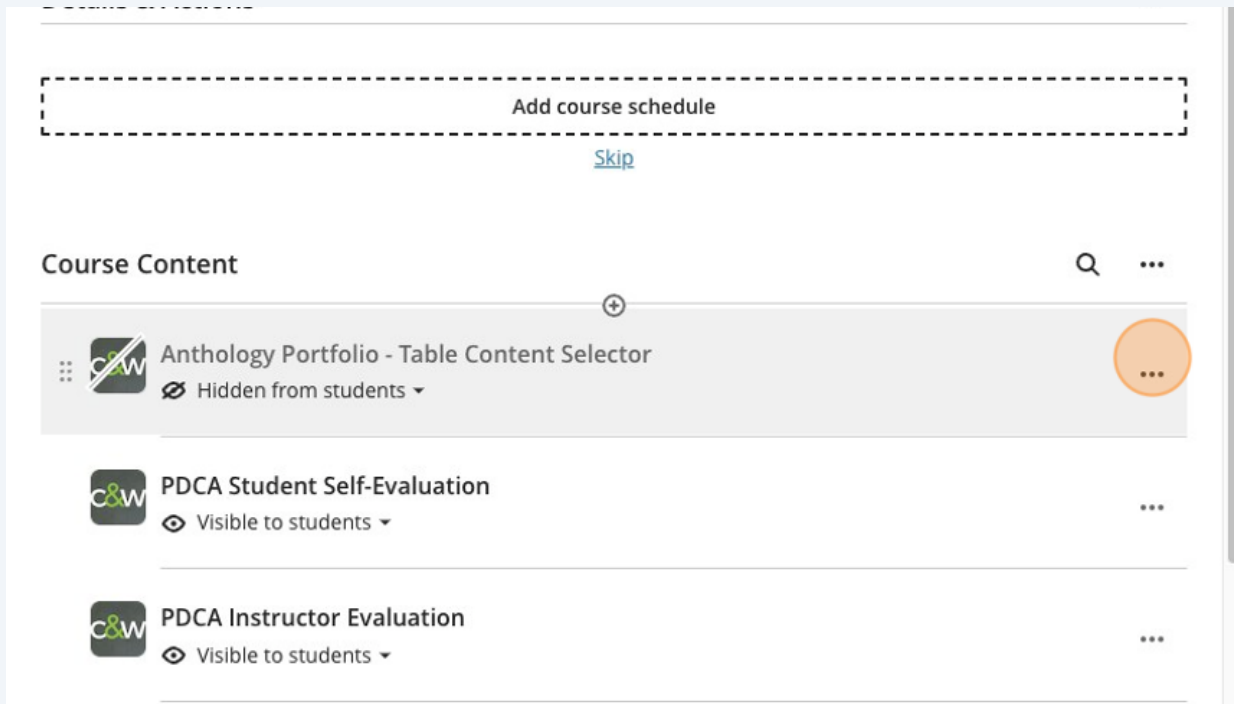


4 Click the plus sign underneath "Anthology Portfolio - Table Content Selector"



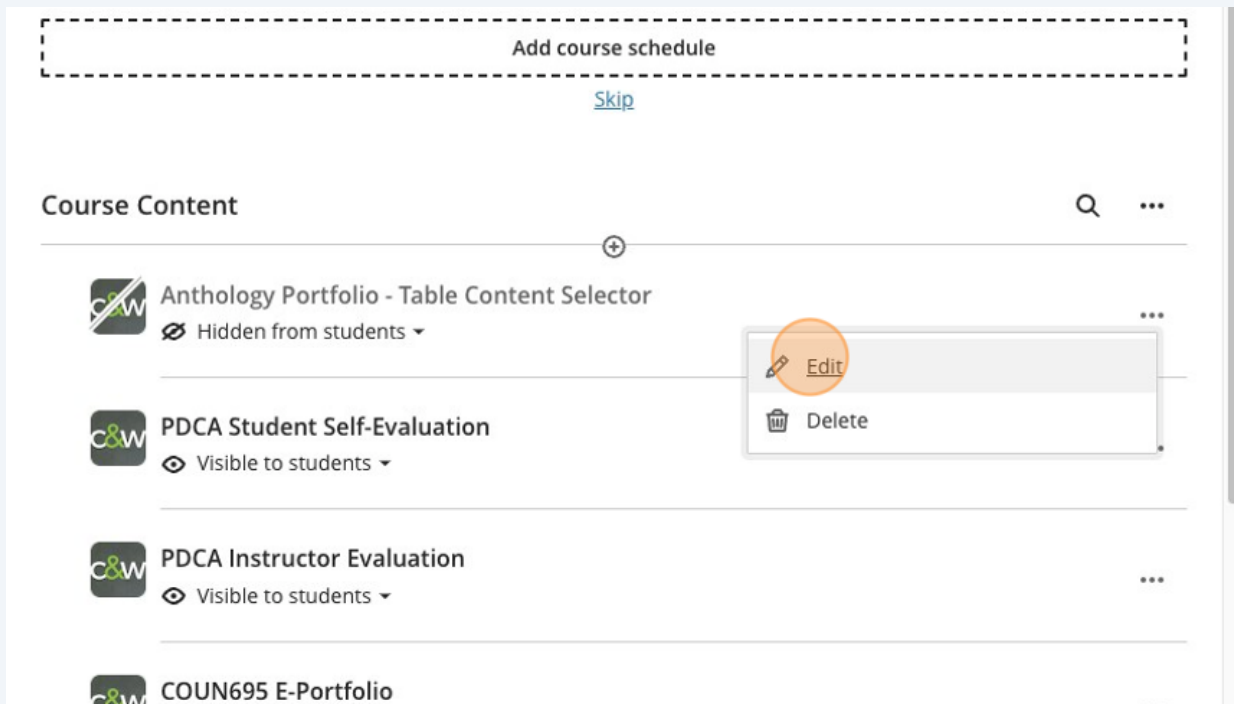
5

Click the three dots to the right of the Anthology Portfolio - Table Content Selector link you just created.



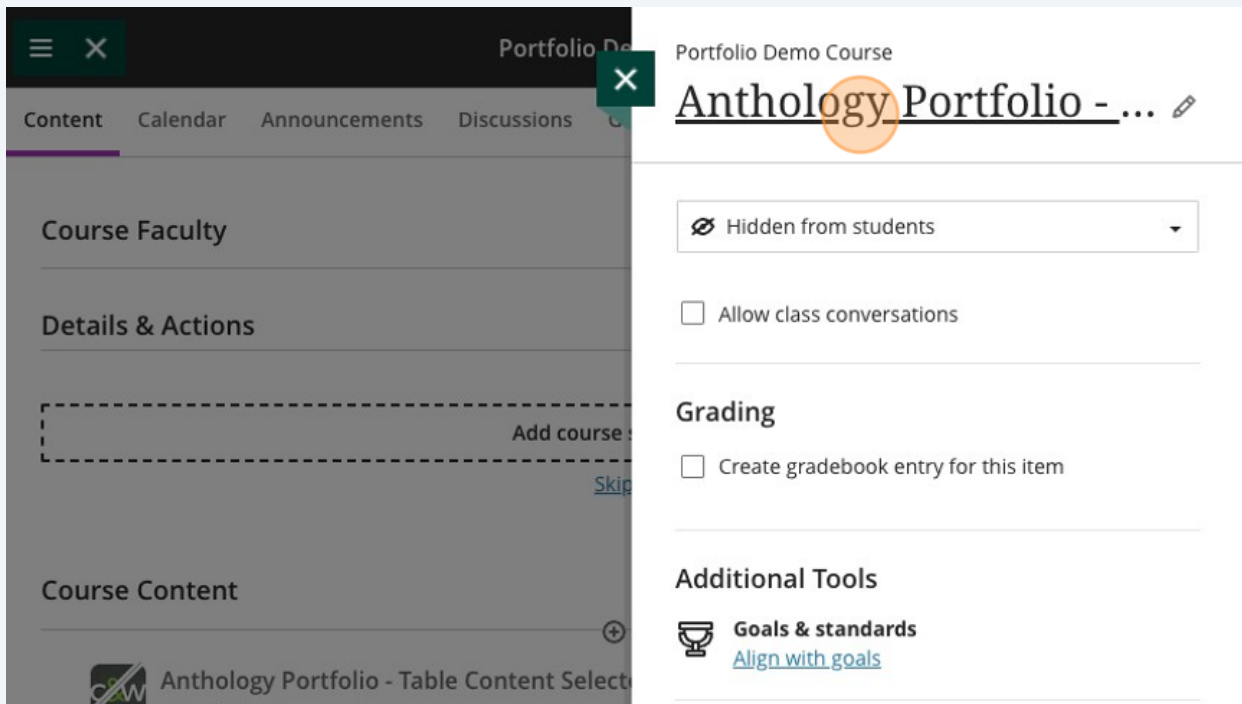
6

Click "Edit"



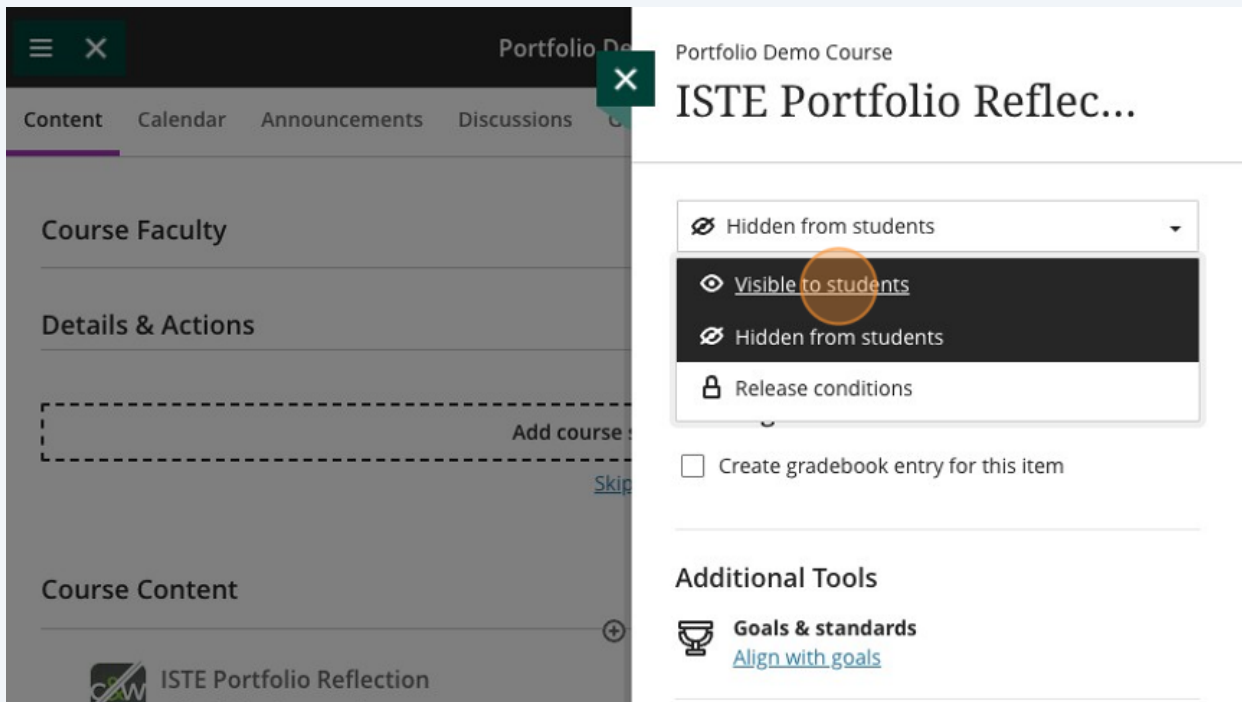
7

Double-click "Anthology Portfolio - Table Content Selector" to update the assignment name as you prefer.

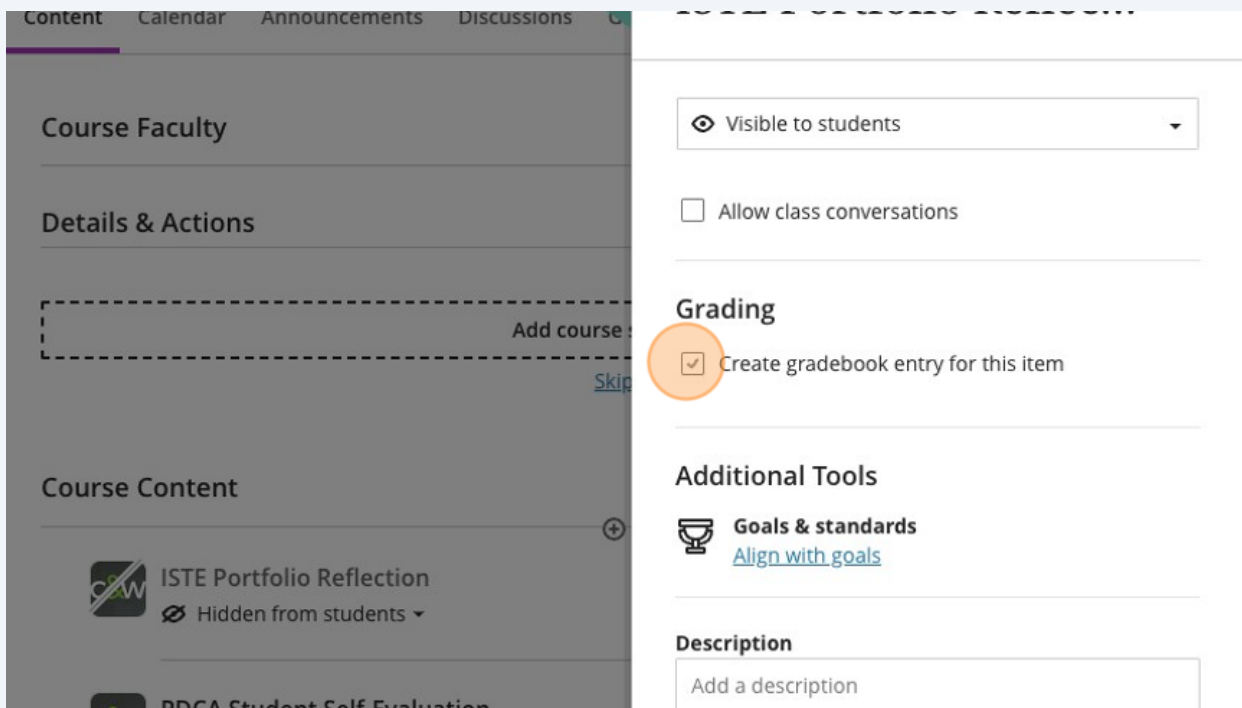


8

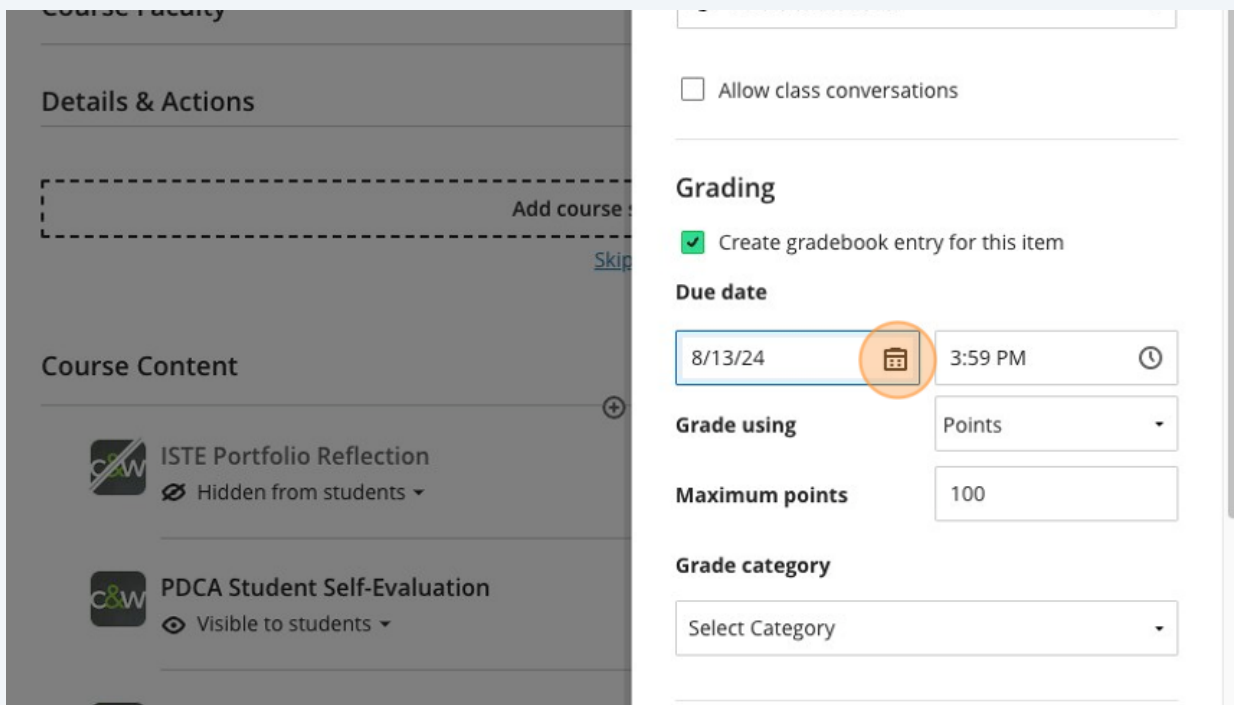
Click "Visible to students"



9 Click "Create gradebook entry for this item"



10 Update the assignment due date and grading details as necessary.



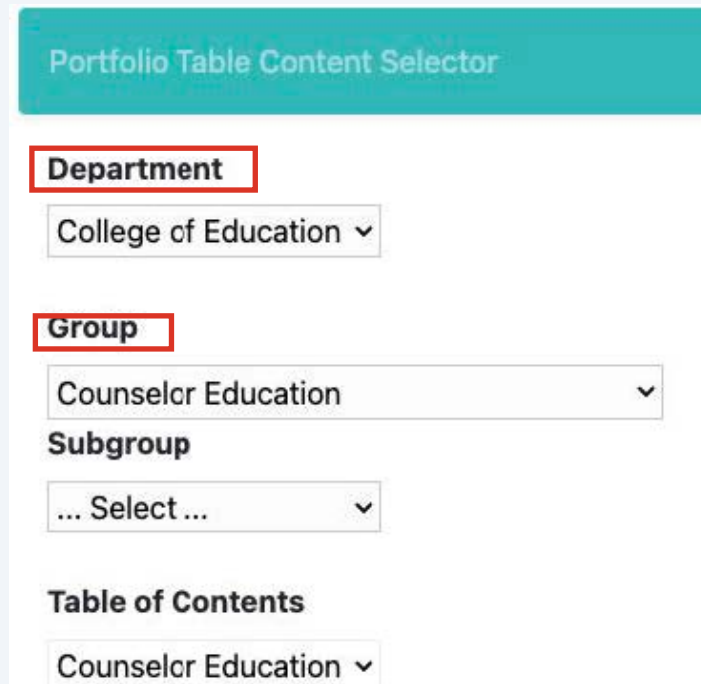
11 Click "Save" when finished.

The screenshot shows the Blackboard assignment settings interface. On the left is a 'Course Content' sidebar with four items: 'ISTE Portfolio Reflection' (Hidden from students), 'PDCA Student Self-Evaluation' (Visible to students), 'PDCA Instructor Evaluation' (Visible to students), and 'COUN695 E-Portfolio' (Visible to students). The main area on the right contains settings for the assignment: a date field set to '8/31/24', a time field set to '3:59 PM', a 'Grade using' dropdown set to 'Points', a 'Maximum points' field set to '100', and a 'Grade category' dropdown set to 'Assignment'. Under the 'Formative Tools' section, there are two unchecked checkboxes: 'Formative assessment' (with a note that it is not automatically excluded from grade calculations) and 'Display formative label to students'. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by an orange circle.

12 Click the assignment link that you just created in Blackboard.

The screenshot shows the Blackboard course content page. At the top, there is a dashed box containing the text 'Add course schedule' and a 'Skip' link below it. Below this is the 'Course Content' sidebar with three items: 'ISTE Portfolio Reflection' (Visible to students), 'PDCA Student Self-Evaluation' (Visible to students), and 'PDCA Instructor Evaluation' (Visible to students). The 'ISTE Portfolio Reflection' item is highlighted with a grey background and has an orange circle around its title. To the right of the sidebar, there is a search icon and a three-dot menu icon.

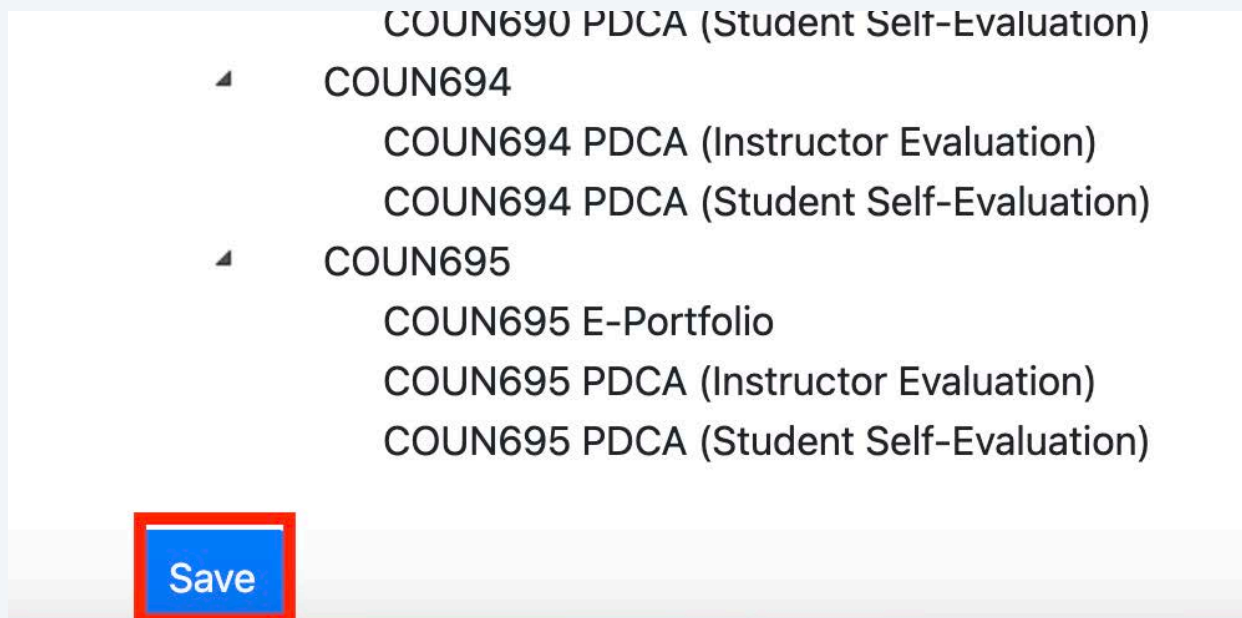
13 Click the drop-down menu for Department and choose **College of Education**. Choose your program from the drop-down menu for Group.



The screenshot shows a form titled "Portfolio Table Content Selector". It contains several sections:

- Department**: A dropdown menu with "College of Education" selected.
- Group**: A dropdown menu with "Counselor Education" selected.
- Subgroup**: A dropdown menu with "... Select ..." selected.
- Table of Contents**: A dropdown menu with "Counselor Education" selected.

14 Choose the correct assignment and then click Save.

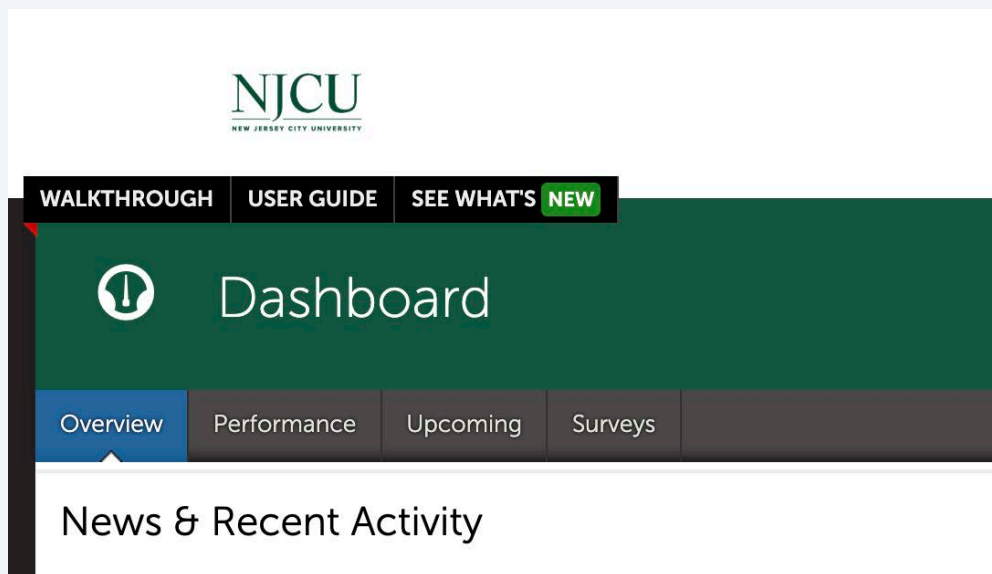


The screenshot shows a list of assignments with a "Save" button at the bottom. The list is as follows:

- COUN690 PDCA (Student Self-Evaluation)
- ▲ COUN694
 - COUN694 PDCA (Instructor Evaluation)
 - COUN694 PDCA (Student Self-Evaluation)
- ▲ COUN695
 - COUN695 E-Portfolio
 - COUN695 PDCA (Instructor Evaluation)
 - COUN695 PDCA (Student Self-Evaluation)

A red box highlights the "Save" button at the bottom left of the list.

15 After you click "Save," you will be taken to the Portfolio Dashboard page. You can use the link you created in Blackboard whenever you would like to navigate back to Portfolio.



Students will also use the link that you created in Blackboard to navigate to Portfolio and upload their work. Note that the Portfolio link will **not** work if you are in "Student Preview" in Blackboard.

16 Once students begin uploading their work, a "Pending Assessments" tab will appear on the Portfolio Dashboard page. Click this tab to begin assessing their work.

