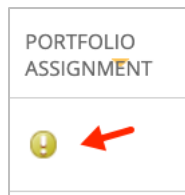


PORTFOLIO: GRADE AN ASSIGNMENT

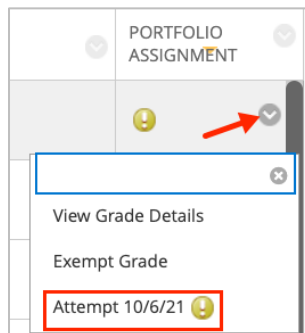
Once students have submitted work into the portfolio, it can be graded via the grade center.

Instructions

1. Go the grade center and locate the portfolio assignment column. A new submission is indicated by a yellow circle with a white exclamation mark. Click the down arrow to view a student portfolio submission.

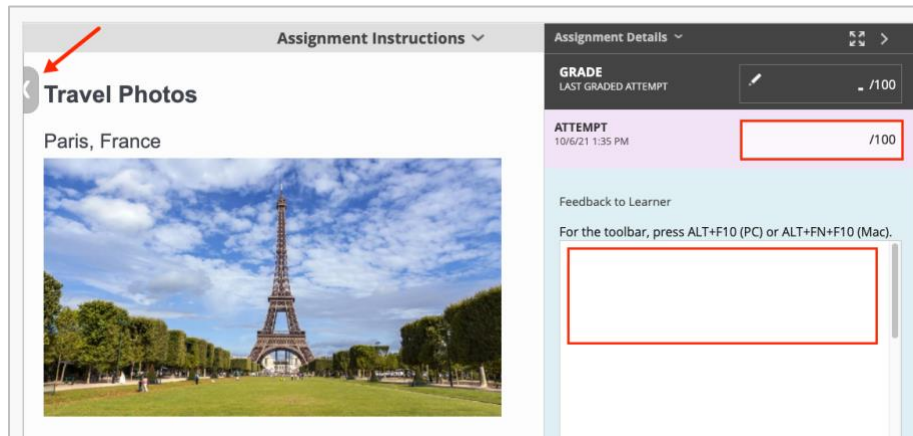


2. Select the **Attempt** from the menu.

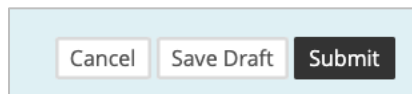


3. View the portfolio submission in its entirety by clicking on the **arrow** pointing left. All pages and sections are clickable from the this left menu. When done viewing, enter the grade in the box on the right under Attempt (in pink). Leave meaningful **Feedback to Learner** in the textbox provided.

PORTFOLIO: GRADE AN ASSIGNMENT



4. Click **Submit** to save.



5. You will be returned to the grade center. You can continue to grade more submissions by repeating these steps.