The following tutorial demonstrates how to **create an assignment** for your course in Aportfolio.

Step 1: Once you have logged into Aportfolio, click on the **Courses** tab.	Home | People | Courses | e-Portfolios | Subscriptions | Administration | Reports APORTFOLIO
Step 2: Select the course in which you would like to create an assignment.	CURRENT COURSES PAST COURSES ? My Courses ⊕ Find 📁 **Sample Course** 01/01/14 - 02/01/18 0 posts.

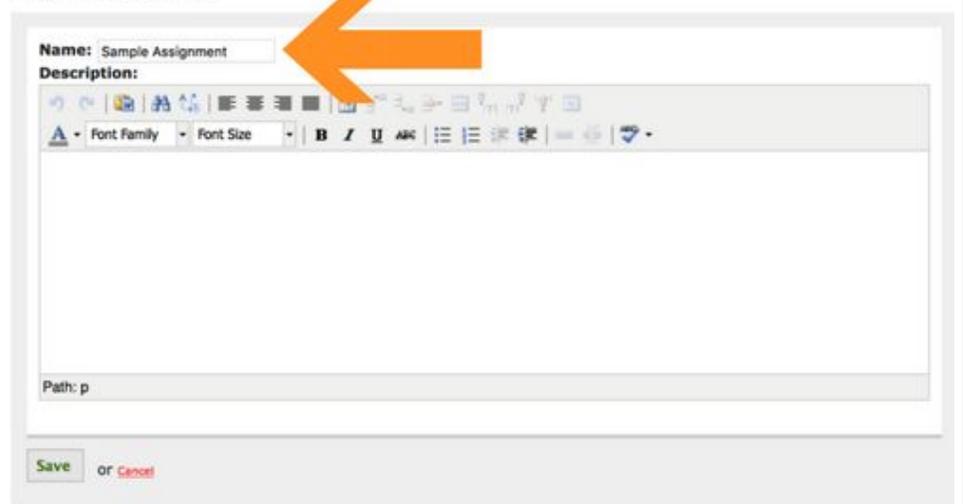|	
Step 3: Within the course tabs, select **Assignments.**	SAMPLE COURSE › COURSE NOTIFICATIONS Notifications Assignments Standards e-Portfolios People Settings ☐ I would like to receive email notifications from this course. Assignments List Quick Links Course Checklist Show There are currently no notifications. Look in the **Assignments** section.
Step 4: Here you can see all of the assignments that have been created in course. To create a new assignment, click **Add Assignment**.	SAMPLE COURSE › ASSIGNMENTS Notifications Assignments Standards e-Portfolios People Settings Assignment Grid Sample Course ¦ All Assignments Add Assignment Reorder Assignments STATUS KEY: N/A S Waiting for Student F Waiting for Faculty C Complete P Passed N Not Passed _Writing Sample / reflection / sample assignment / Journal / Firm Assignment 1_ Joseph O'neill S S S S S Wesley Shipley S S S S S Alisha Sprinkle S S S S S Jill Student P S C S S

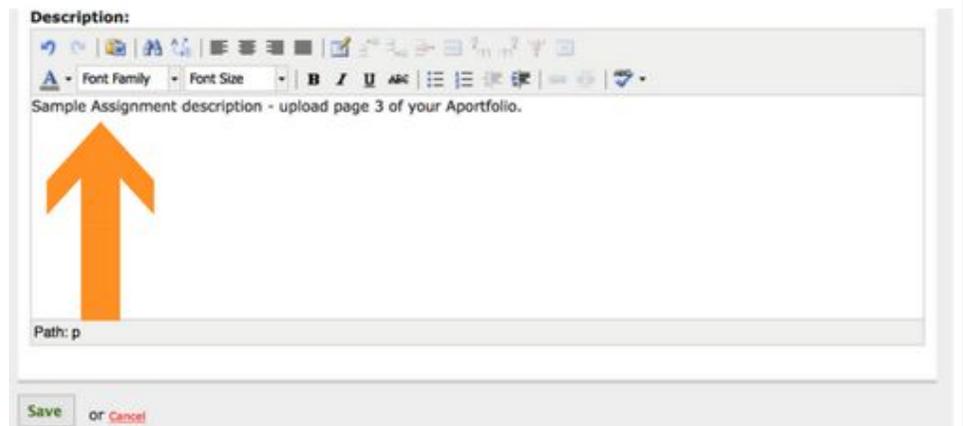|	
Step 5: Start by giving your assignment a **title**. **NOTE: IT IS IMPORTANT TO ADD THE NAME OF YOUR COURSE IN THE ASSIGNMENT TITLE** (example:RC 1000 Midterm) Student may have several courses with Aportfolio assignments and your course title will ensure they do not submit to the wrong course!)	Create New Assignment Name: Sample Assignment Description: Path: p Save or Cancel
Step 6: Next, you can give the assignment a **description**.	Description: Sample Assignment description - upload page 3 of your Aportfolio. Path: p Save or Cancel

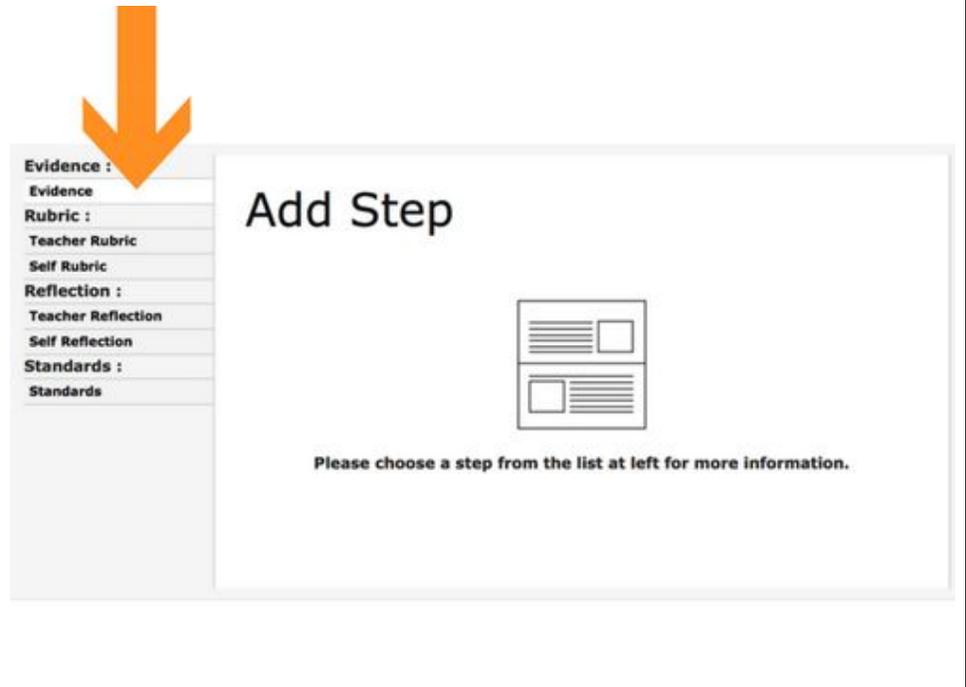|	
Step 7: Once you are satisfied with the assignment title and description, click the green **Save**.	**Description:** Sample Assignment description - upload page 3 of your Aportfolio. Save or Cancel
Step 8: After you have created the assignment, you will need to *be sure to add a step*, by clicking the **Add Step** button.	Edit Assignment Workflow Steps Sample Course ∣ All Assignments ∣ Sample Assignment ∣ **Edit Assignment** ❌ Delete Assignment EDIT **Name:** Sample Assignment **Description:** Please upload your Aportfolio here. **Assignment Workflow** ⊕ Add Step

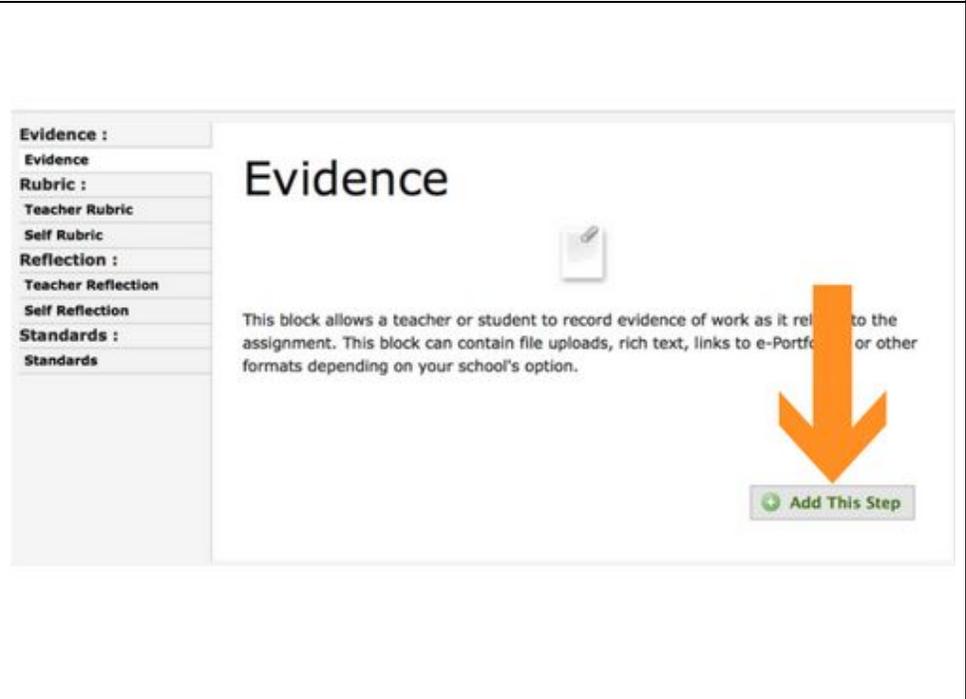|	
Step 9: Select **Evidence** in the Add Step tabs. You must <u>always</u> add Evidence; it allows students to submit work for the assignment.	Evidence : Evidence Rubric : Teacher Rubric Self Rubric Reflection : Teacher Reflection Self Reflection Standards : Standards Add Step Please choose a step from the list at left for more information.
Step 10: In the bottom right-hand corner, select **Add This Step**, to add Evidence to the assignment.	Evidence : Evidence Rubric : Teacher Rubric Self Rubric Reflection : Teacher Reflection Self Reflection Standards : Standards Evidence This block allows a teacher or student to record evidence of work as it rel___ to the assignment. This block can contain file uploads, rich text, links to e-Portf____ or other formats depending on your school's option. Add This Step

Step 11: Here, under **Basic Information**, you can give the evidence a title and add a description, if you so desire.	**My Evidence** *No Description* 1 Drag to reorder Basic Information **Name:** My Evidence **Description:** Save or Cancel Delete this step
Step 12: Beside the Basic Information, you will find **Step Options**. This is where you can edit the dates to make the assignment available at a specific time and include a deadline for the assignment. This is where you can also edit who will be able to see this step and if you want to allow changes to be made after the step is completed.	Step Options **This step will be available:** ● After the previous step is completed ○ On or after: Nov 2, 2017 ○ Immediately ○ Only when manually opened by a teacher **This step will no longer be available:** ○ On or after: Nov 2, 2017 3:04pm ● No deadline **Who can see this:** ● Just student being assessed **After step is completed, should changes be allowed?** ☐ Yes

Step 13: Once you have made all of your changes, be sure to click **Save** in the bottom left-hand corner of the page.

Basic Information

Name:
My Evidence

Description:

Save or Cancel

Delete this step

Step Options

This step will be available:
- ● After the previous step is completed
- ○ On or after: Nov 2, 2017
- ○ Immediately
- ○ Only when manually opened by a teacher

This step will no longer be available:
- ○ On or after: Nov 2, 2017 3:04pm
- ● No deadline

Who can see this:
- ● Just student being assessed

After step is completed, should changes be allowed?
- ☐ Yes

There are many other settings for rubrics, standards, and feedback available within the Assignment feature. If you wish to explore these additional, please make an appointment with Elaine Gray at grayje@appstate.edu.