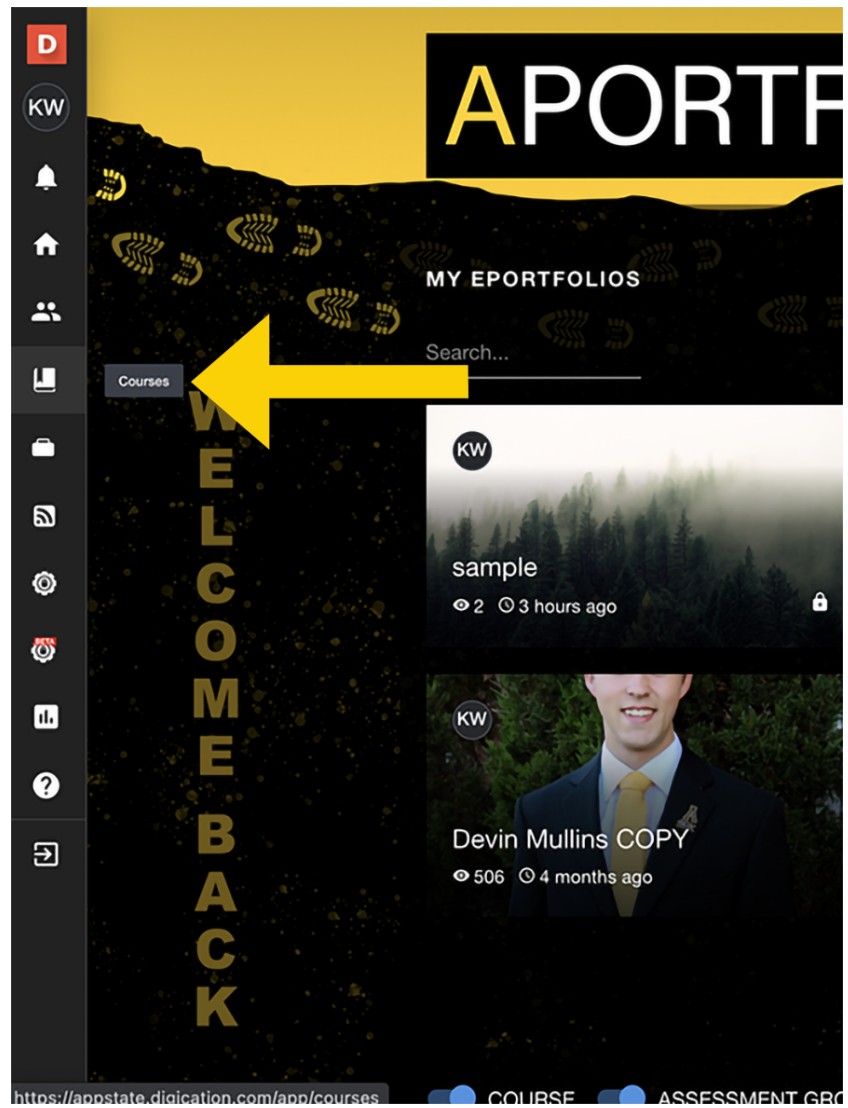


The following tutorial demonstrates how to create an assignment for your course in Aportfolio.

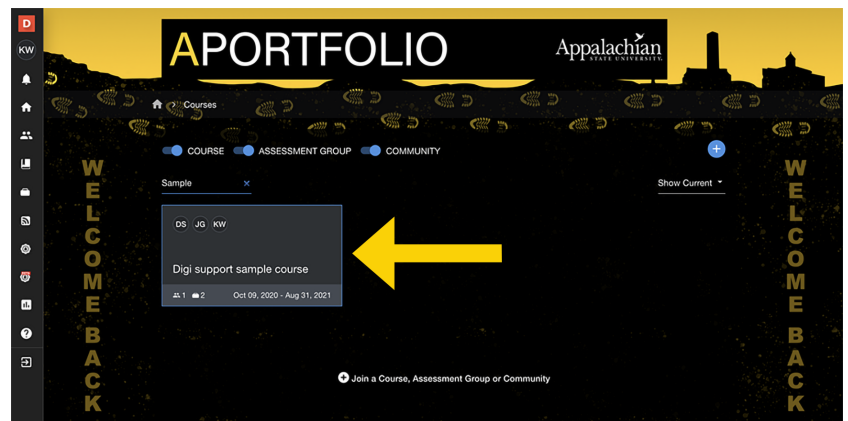
Step 1

Once you have logged into Aportfolio, click on the **Courses** tab.



Step 2

Select the course in which you would like to create an assignment.



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!)

A PORTFOLIO Appalachian STATE UNIVERSITY

DIGI SUPPORT SAMPLE COURSE > CREATE ASSIGNMENT

Notifications Assignments Standards Discussions ePortfolios People Settings Gradebook

Import Assignments

You can import Assignments from your previous Courses, or the assignment library. [Browse Assignments](#)

Or,
Create New Assignment

Name:

Description:

Font Family Font Size B I U ABC

Path: p

Save or [Cancel](#)

Step 6

Next, you can give the assignment a **description**.

Create New Assignment

Name:

Description:

Font Family Font Size B I U ABC

Description

Path: p

Save or [Cancel](#)

Step 7

Once you are satisfied with the assignment title and description, click the green **Save**.

Create New Assignment

Name: Title

Description:

Path: p

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.

DIGI SUPPORT SAMPLE COURSE > ASSIGNMENTS

Notifications Assignments Standards Discussions ePortfolios People Settings Gradebook

Edit Assignment Workflow Steps

Digi support sample course

All Assignments

Title

Edit Assignment

Name: Title

Description:

Description

Assignment Workflow

Add Step

There are no Workflow Steps listed.

Workflow steps are the building blocks of your Assignments. You define the order in which your students should submit work, receive feedback, and have their work evaluated. A step can be as simple as a place for students to upload the first draft of a paper, or as complex as a group of rubrics relating this assignment to the standards you have added to your Course. To learn more about the various types of workflow steps available, click "Add Step"

To begin adding Steps, click the "Add Step" button.

Step 9

Select **Evidence** in the Add Step tabs. You must always add Evidence; it allows students to submit work for the assignment.

Assignment Workflow

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.

Assignment Workflow ➕ Add Step

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 relates to the assignment. This block can contain file uploads, rich text, links to ePortfolios, 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.

Assignment Workflow ➕ Add Step

1 My Evidence Edit

No Description

Drag to reorder

Basic Information

Name:
Title

Description:
Description

Save or Cancel

[Delete this step](#)

Step Options

This step will be available:

- After the previous step is completed
- On or after:
- Immediately
- Only when manually opened by a teacher

This step will no longer be available:

- On or after:
- No deadline

Who can see this:

- Just student being assessed

After step is completed, should changes be allowed?

- Yes

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.

Assignment Workflow + Add Step

1 My Evidence Edit
No Description

Drag to reorder

Basic Information

Name:

Description:

or
[Delete this step](#)

Step Options

This step will be available:

- After the previous step is completed
- On or after:
- Immediately
- Only when manually opened by a teacher

This step will no longer be available:


- On or after:
- 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.

Assignment Workflow + Add Step

1 My Evidence Edit
No Description

Drag to reorder

Basic Information

Name:

Description:

or
[Delete this step](#)

Step Options

This step will be available:

- After the previous step is completed
- On or after:
- Immediately
- Only when manually opened by a teacher

This step will no longer be available:

- On or after:
- No deadline

Who can see this:

- Just student being assessed

After step is completed, should changes be allowed?

- Yes

