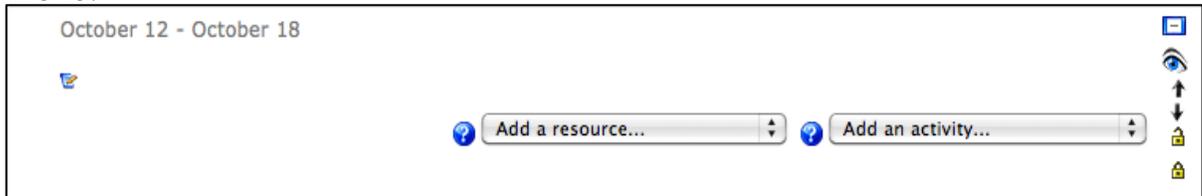


# eCourses FAQ – Creating an ePortfolio Assignment

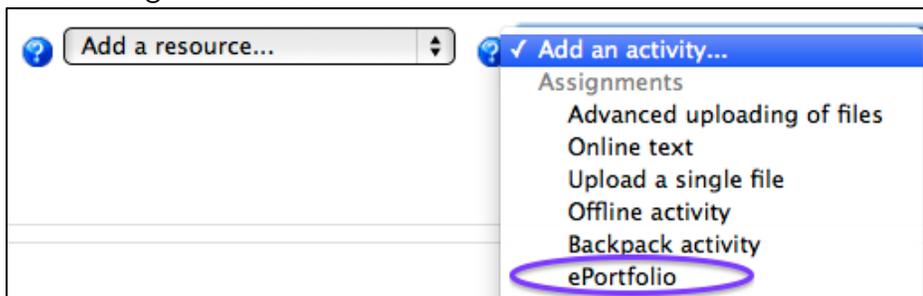
## Creating ePortfolio Assignments

To add an ePortfolio Assignment:

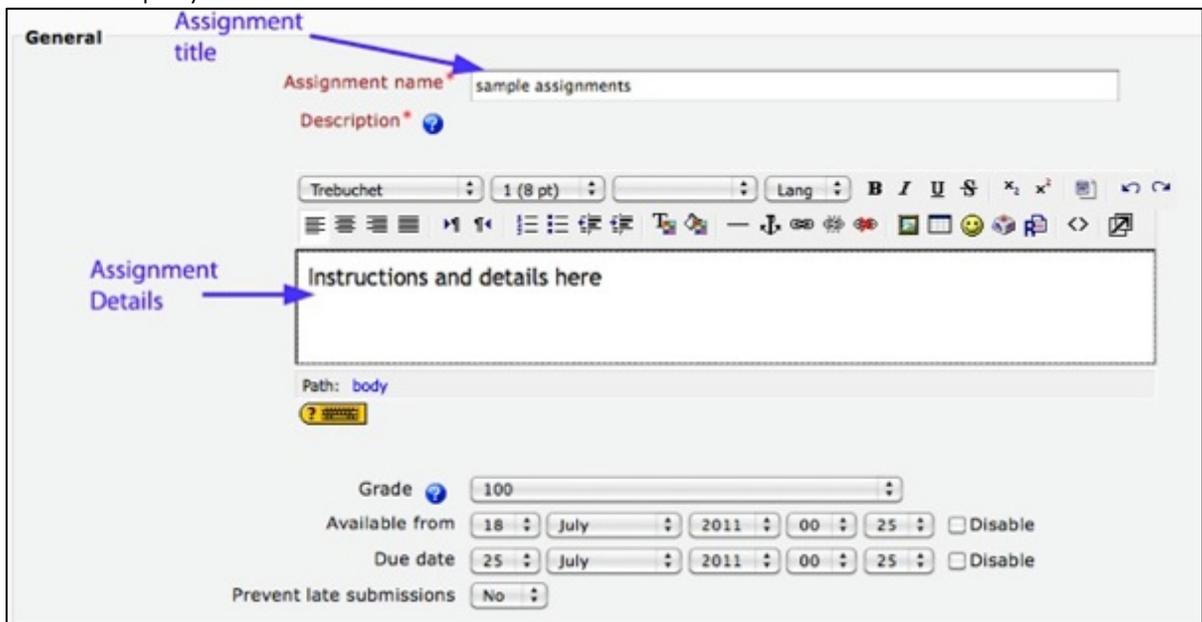
1. Go to [ecourses.pvamu.edu](http://ecourses.pvamu.edu) from an Internet Browser.
2. Access the course you want to add an **ePortfolio Assignment** to.
3. Click the **Turn editing on** button to insure you are in editing mode. (Reminder, editing is on when the button say “Turn editing off”)
4. Scroll down to the *Topic* or *Week* where you want to add the **ePortfolio Assignment**. Under that *Topic* or *Week* click **Add an activity** drop-down menu.



5. Select **ePortfolio** from the **Add an activity** drop-down menu. It is located under Assignments as show below:



6. Once you select **ePortfolio** as shown above, the “Adding a new assignment” screen displays as shown below:



## eCourses FAQ – Creating an ePortfolio Assignment

- In the Description area, carefully describe your assignment (see figure above). It's a good idea to be very detailed in your instructions.  
**Note:** If you already have assignment instructions in an external file, copying and pasting the instruction text into the **Description** text field or clicking here [Add a Separate Link to External File](#).
- Click the **Grade** drop-down menu and select the appropriate grade for this assignment.
- Select drop-down menus for **Available from** and **Due date** for assignment. Click the check boxes to the right of **Disable** if due dates will not be used.  
**NOTE: Student will see dates as AM/PM and not in Military time.**
- Select Yes or No for the **Prevent late submissions** drop-down menu.
- The **ePortfolio** section (see figure below) provides a list of additional options for this assignment type.

**ePortfolio**

Site ePortfolio

Allow resubmitting No

Email alerts to teachers No

Comment inline No

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**Common module settings**

Group mode No groups

Visible Show

ID number

Grade category Uncategorised

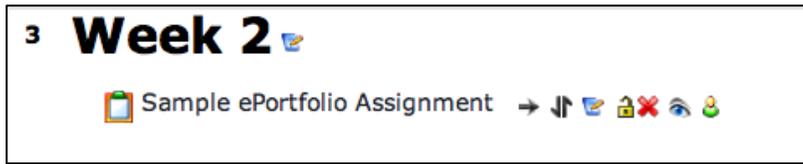
**Save and return to course** Save and display Cancel

- Site: LEAVE AS ePORTFOLIO (DO NOT CHANGE).**
- Allow resubmitting:** By default, students cannot resubmit assignments once the teacher has graded them. If this option set to YES, then students will be allowed to resubmit assignments after they have been graded (for you to re-grade). This may be useful if the teacher wants to encourage students to do better work in an iterative process.
- Email alerts to teachers:** If this option is set to YES, then instructors are alerted with a short email whenever students add or update an assignment submission. Only teachers who are able to grade the particular submission are notified.
- Comment inline:** If this option is set to YES, then the original submission will be copied into the feedback comment field during grading, making it easier to comment inline (using a different color, perhaps) or to edit the original text.
- Common module settings** are explained on the FAQ page.

## eCourses FAQ – Creating an ePortfolio Assignment

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17. Click the **Save and return to course** button to the create ePortfolio assignment process. The assignment displays within the topic (week) selected. The following is an example:



18. To update ePortfolio assignment after it has been saved. Double click the assignment name. In the above example, click "Sample ePortfolio Assignment".
19. On the right side of the screen as show below, there is an **Update this Assignment** button. Click to get back to step 6.



20. On the above screen the **No attempts have been made on this assignment** is a link to the submissions area. As students begin to upload assignments, the message will change to **1 attempt have been made on this assignment**. This number will increase depending on the number of students enrolled in the course.
21. Check out the [dl.pvamu.edu/ecoursesFAQ](http://dl.pvamu.edu/ecoursesFAQ) for instructions to assist students with setting up and uploading ePortfolio assignments.