




## Allowing Rubric Assessment

1. Go to ePortfolio.

Click on **Artifact, Reflection, Collection, or Presentation.**

2. Open  **Edit Page** for the **Artifact, Reflection, Collection, or Presentation** you want to enable comments for.

3. Click **Add Rubrics.**

4. Select the **Rubric** you want to attach.

Click **Add Selected.**

Click **Save.**

**Welcome to the ePortfolio**

ePortfolio is more than a place to store artifacts, evaluation, reflect on your personal learning and get feedback both within your institution and beyond.

To get started, choose a task below or choose a task from the navigation menu.

Common Tasks

**Add or create**

- [Artifact](#)
- [Reflection](#)
- [Collection](#)
- [Presentation](#)

**Presentations**

[Presentations](#) [New Presentation](#)

What are presentations?

Search For:   [Show Search Options](#)

20 per page

Presentation Name	Last Modified	Actions
<a href="#">Presentation on Show</a>	Dec 18, 2008 3:50 PM	

**Comments / Assessments**

When you select the checkboxes for Comments and Assessments you allow users with sufficient permission to add comments, or assessment based on rubrics.

Comments:  Allow others to add/view comments if they have sufficient permission

Assessments:  Allow others to add/view assessments if they have sufficient permission

**Add Rubrics**

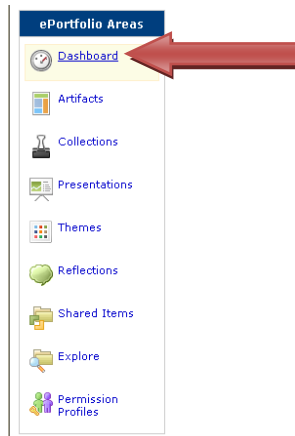
<input type="checkbox"/>	Course: Competencies and Rubrics Mini-Grant Summer 2008	
<input type="checkbox"/>	E-Portfolio Homepage Course: Web-Based Learning Systems 800	
<input type="checkbox"/>	E-Portfolio Homepage Course: Web-Based Learning Systems 632:301	
<input type="checkbox"/>	Newsletter Project Newsletter Rubric	
<input type="checkbox"/>	Course: Instructional Design Team - Spring 2008	
<input type="checkbox"/>	O1 - generic delivery Course: Advanced Public Speaking 001	
<input type="checkbox"/>	O2 - generic construction Course: Advanced Public Speaking 001	
<input type="checkbox"/>	Papers Rubric for grading all papers Course: Internship in Business Admn 001	
<input type="checkbox"/>	Participation Course: Spreadsheet Software - 790 Cancelled	
<input type="checkbox"/>	Participation Course: Springboard! Training Site_sTest	
<input type="checkbox"/>	Phipps Assignment Rubric Course: Competencies and Rubrics Mini-Grant Summer 2008	
<input type="checkbox"/>	Phipps Participation Points	
<input type="checkbox"/>	Attended all sessions, contributed to face-to-face discussions, and participated in online discussion. Course: Competencies and Rubrics Mini-Grant Summer 2008	

Page: 1 of 3  20 per page



## Allowing Rubric Assessment – Enabling Assessment by Default

1. Go to ePortfolio. Click **Dashboard** in the ePortfolio Areas left tool menu.

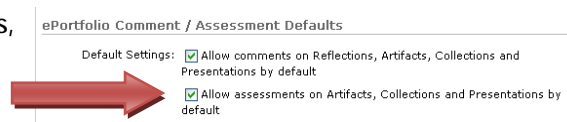


2. Click **Settings** in the top tool menu.



3. Click **Allow assessments on Artifacts, Collections, and Presentations by default**.

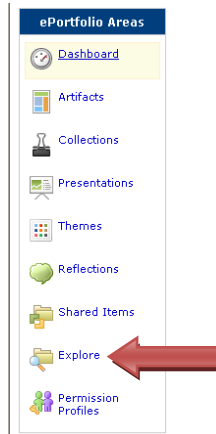
Click **Save**.





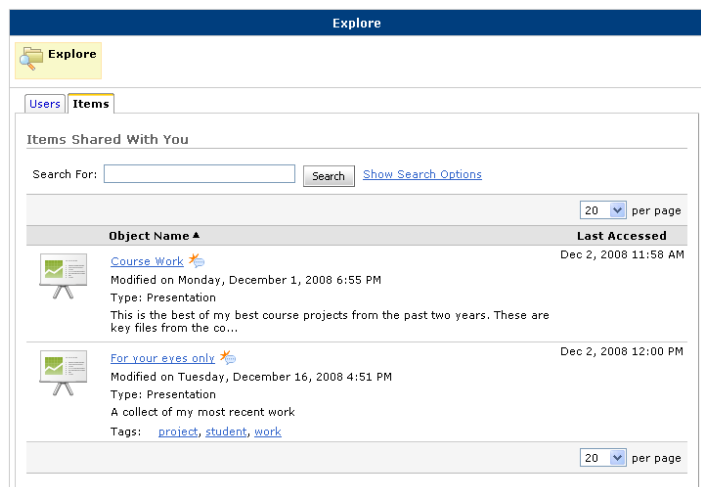
## Allowing Rubric Assessment – Leaving an Assessment

1. Go to ePortfolio. Click **Explore** in the ePortfolio Areas left tool menu.



2. Click on the **Items Tab**. Click on the Name of the item you want to leave an **Assessment** on.

A new window will open with the item displayed for review.



3. Click **Add Assessment**.

Click **Add**.

4. Select the **Rubric** you want to use to evaluate the item.

Click **Add**.

5. Select the appropriate achievement level.

Click **Add**.