

Uploading Annotated Assignments to the ePortfolio

After instructors annotate an assignment, they can manually upload it to a student's Binder (ePortfolio). Annotated files are converted into PDF format.

Adding an Annotated Assignment to the Binder

1. Locate and assess an assignment in your course using the **Annotate** feature.
Note: See the ***Marking Assignments document*** for details.
2. Ensure that a **numerical grade** is entered.
3. After the assignment is marked up (annotated) and the changes are saved, return to the course main page.
4. Click on the **Assignment** link.



- Click on the **View all submissions** button.
- Locate the learner's name in the list.
- Scroll horizontally to the right until the **Annotate PDF** column is visible.

Assessment Task: Writing a Description


Grading action

First name

Surname

[Reset table preferences](#)

Select	First name of Surname	Status	Grade	Sub	Last modified (Submission)	Submission comments	Online test	Last modified (graded)	Feedback comments
<input type="checkbox"/>	Ahmed Ali	Submitted for grading	Grade	100%	Monday, 15 May 2023, 11:28 AM	Comments	0/1 words	Friday, 19 May 2023, 9:12 AM	Good job! Ahmed, Next time, try to focus

Annotate PDF
 Ahmed Ali_454909_0.pdf
19 May 2023
[View annotated PDF...](#)

8. Click on the **View annotated PDF...** link to ensure the annotations appear on the document.
9. If the document is acceptable, click on the **document name** link.



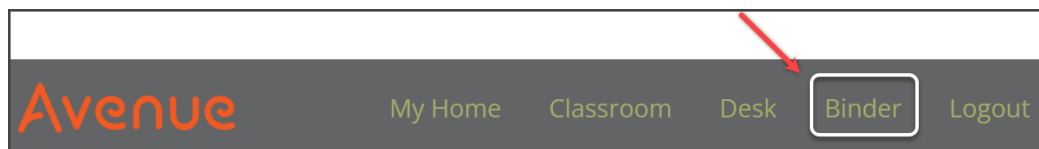
Note: The document should download.

10. Locate the downloaded **document** and note its location.

11. Click on the large **Avenue logo** at the top of the screen.



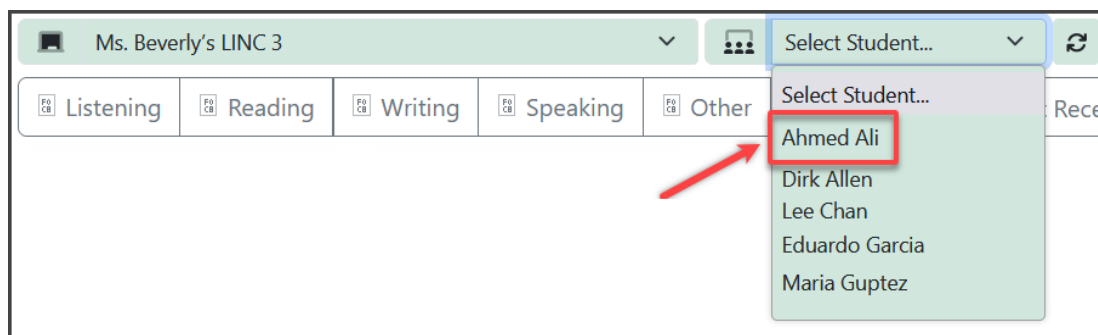
12. Click on the **Binder** link at the top of the screen.



Note: The MyPortfolio screen appears.

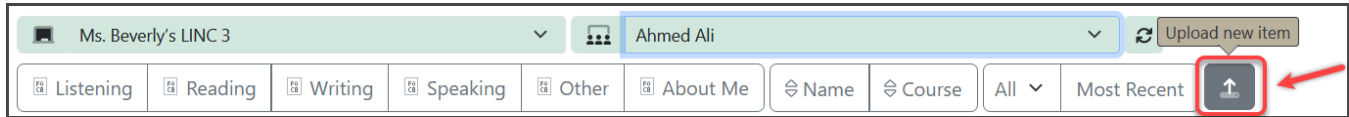
13. Choose the **name** of the appropriate **course**.

14. Click on the **Select student...** option.



15. Choose the **student's name** from the drop-down menu.

16. Click on the **Upload new item** button.



Note: The **Upload** pop-up appears.

17. If there is another item in the student's eportfolio that is associated with this artifact, click on the drop-down under the title **Choose related Artifact** and select an item from the drop-down menu. Otherwise, ignore the **Choose Related Artifact** option.

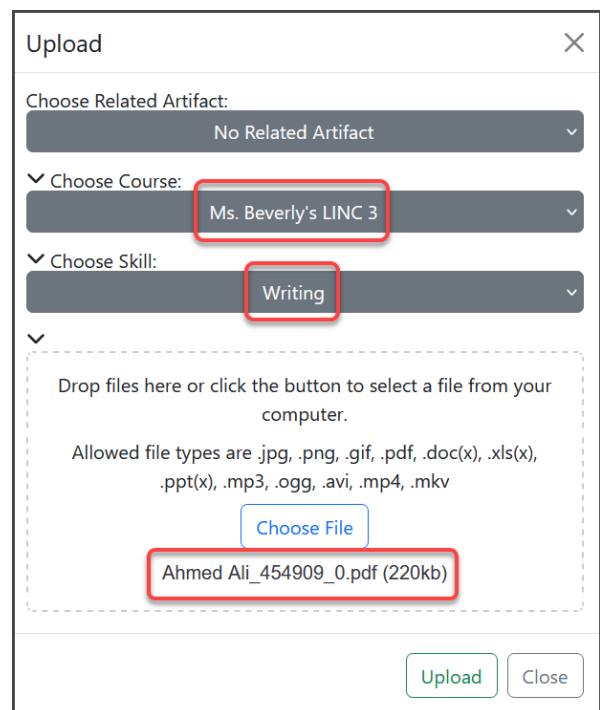
18. Click on the drop-down link under the **Choose Course** title.

19. Select the **course name** from the drop-down list.

20. Click on the drop-down link under the **Choose skill** title.

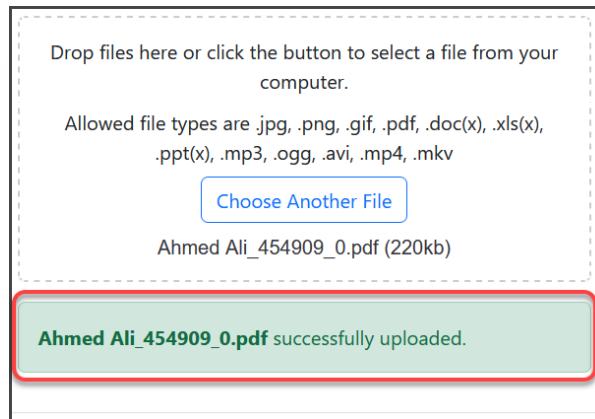
21. Select the appropriate **skill** from the drop-down list.

22. Drag and drop the **Annotated PDF document** on to the large rectangle at the bottom of the **Upload** pop-up. Optionally, use the **Choose File** button to upload the **Annotated PDF document**
Note: This is an example of the appearance of the **Upload** pop-up.

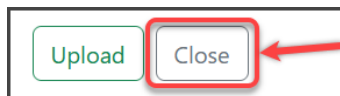


23. Click on the **Upload** button.

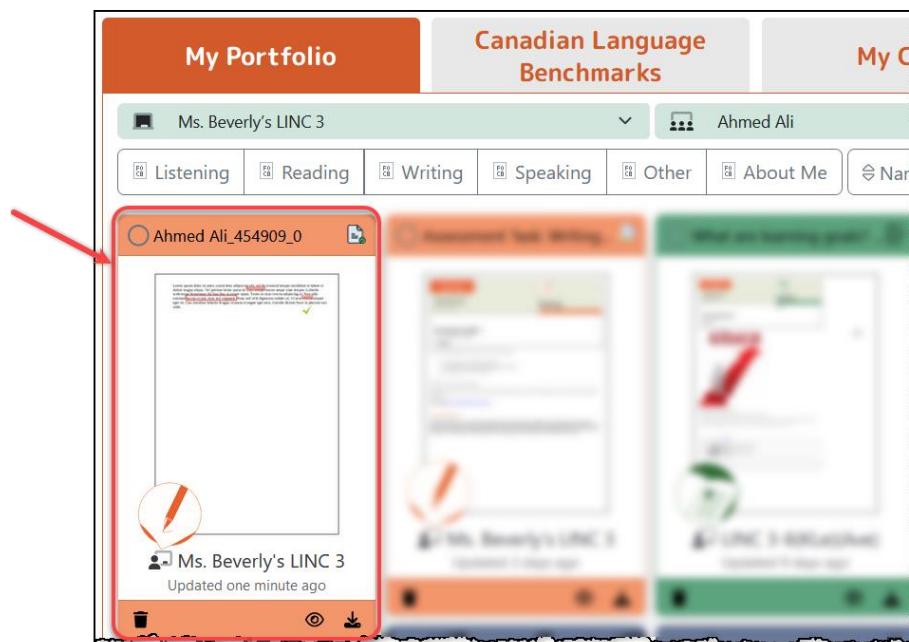
24. After the **successfully uploaded** message appears under the **Choose File** button.



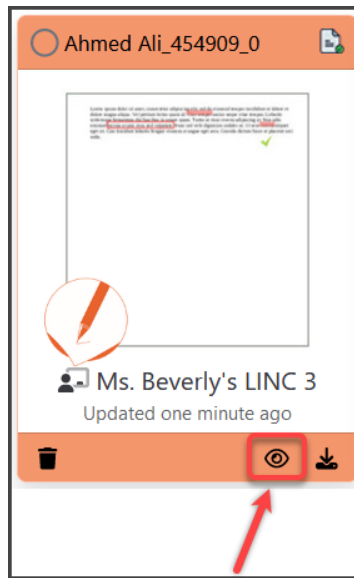
25. Click on the **Close** button.



Note: The **artifact** will appear in the ePortfolio.



26. Click on the **View** (eye) icon.



Note: A pop-up appears, **comments** and **annotations** are displayed.

Artifact Preview

Source

Artifact name:
Ahmed Ali_454909_0

Enter a short descriptive name for this artifact.

Course:
Ms. Beverly's LINC 3

Select the course where this artifact was created.

Activity Type

The activity type will determine how this task is represented in the Progress Report.

☒ Other
☐ Skill-using task
☐ Assessment

1 of 1

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Save Close

Note: Please be aware that not all browsers display the pop-up with content.

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