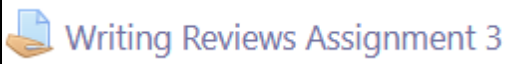




Uploading Annotated Assignments to the ePortfolio

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

User picture	First name / Surname	Email address	Status	Grade	Annotate PDF	Fe Po
	Ahmed Ali	ahmedali@fakemail.ca	Submitted for grading Graded	Grade 90.00 / 100.00	 Ahmed Ali_243923_0.pdf 8 October 2021, 2:56 PM 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.

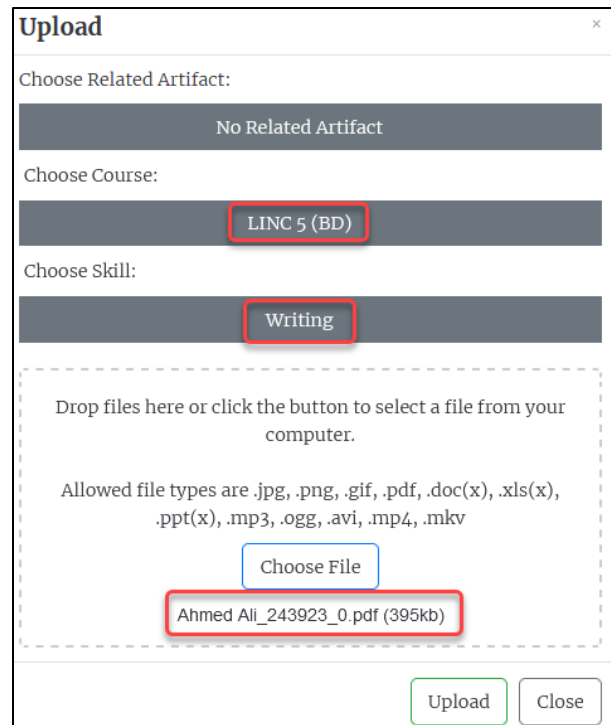
20. Click on the drop-down link under the **Choose skill** title.

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.

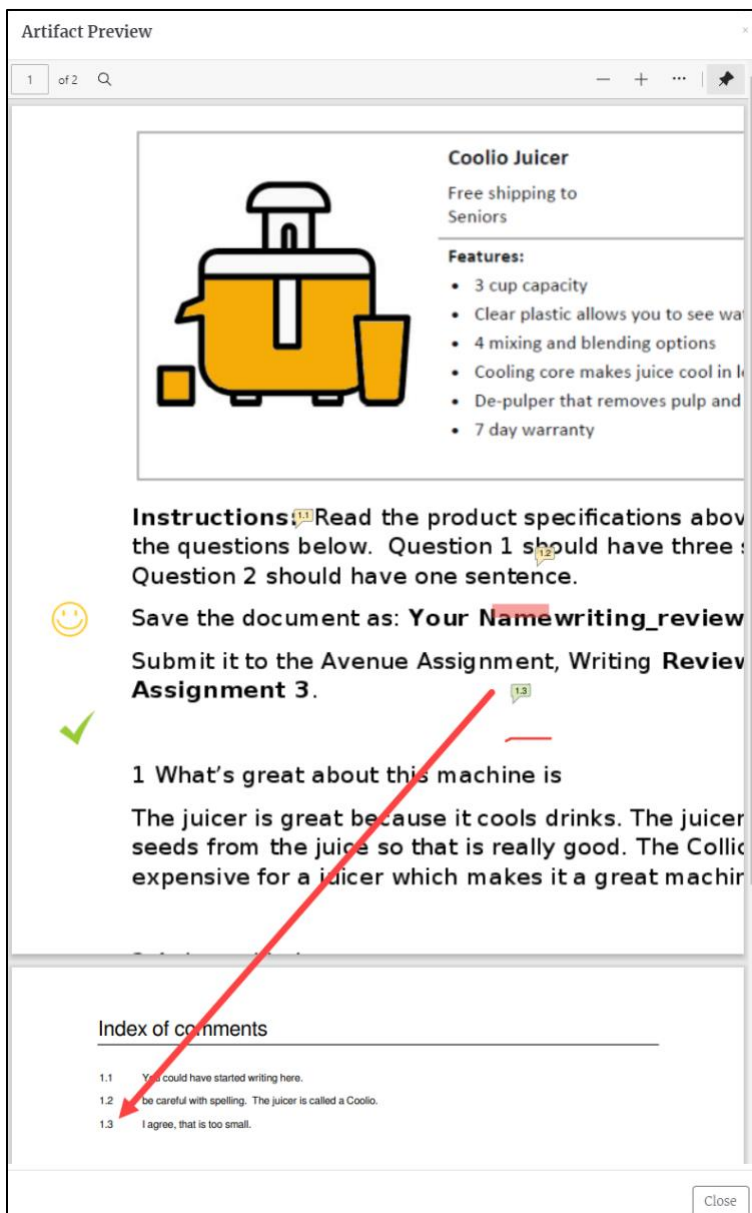
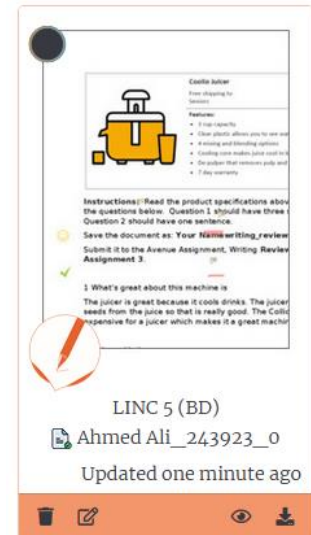
Ahmed Ali_243923_0.pdf successfully uploaded.

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** are displayed under the assignment.



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