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.

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.
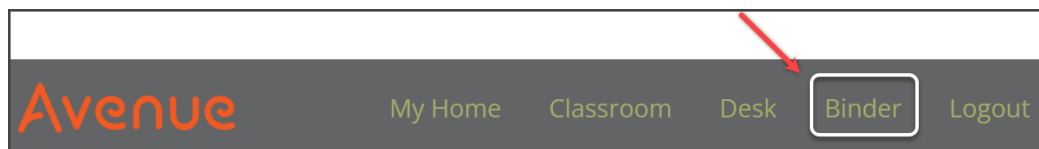

Note: The document should download.

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

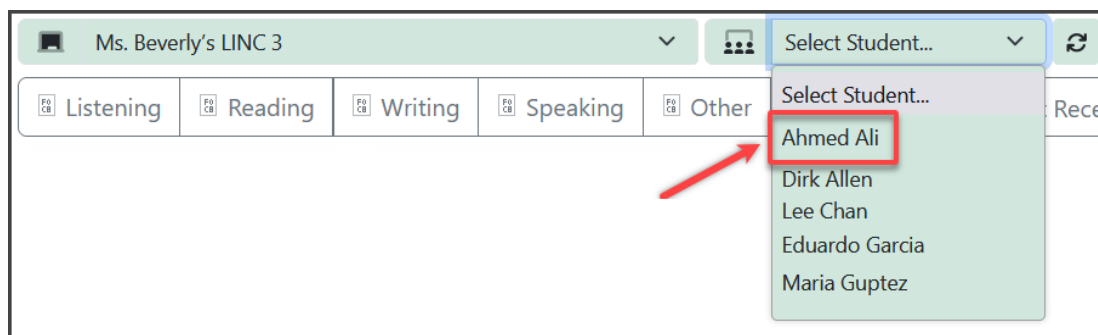11. Click on the large **Avenue logo** at the top of the screen.

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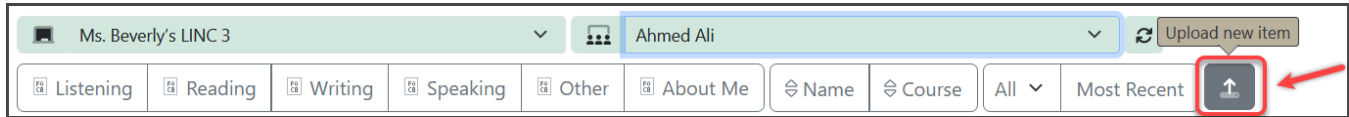

Note: The MyPortfolio screen appears.

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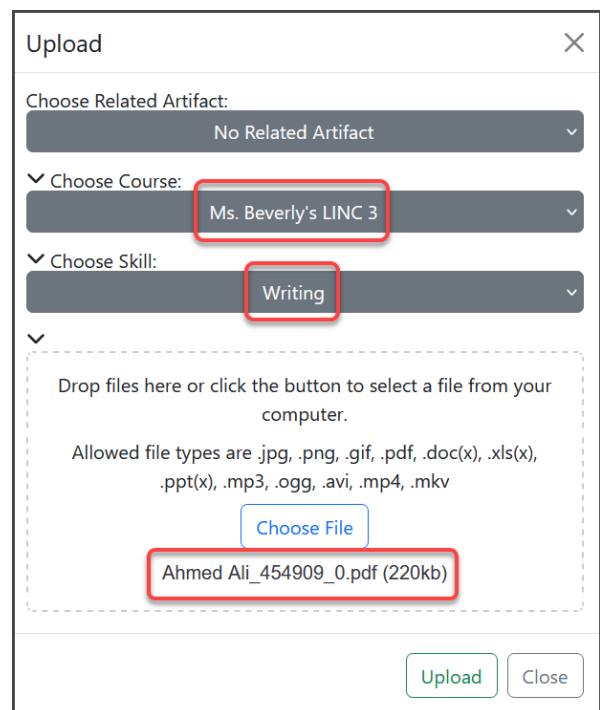
23. Click on the **Upload** button.

24. After the **successfully uploaded** message appears under the **Choose File** button.
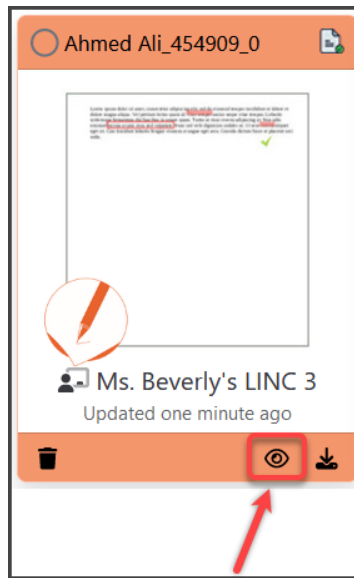
Drop files here or click the button to select a file from your computer.

Allowed file types are .jpg, .png, .gif, .pdf, .doc(x), .xls(x), .ppt(x), .mp3, .ogg, .avi, .mp4, .mkv

Choose Another File

Ahmed Ali_454909_0.pdf (220kb)

Ahmed Ali_454909_0.pdf successfully uploaded.
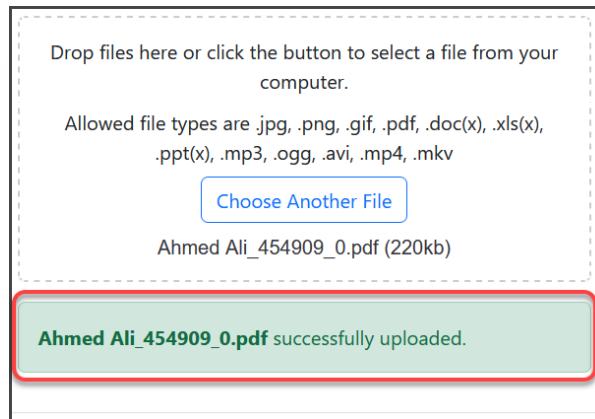
25. Click on the **Close** button.
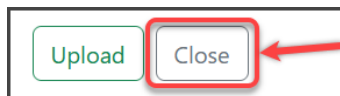
Note: The **artifact** will appear in the ePortfolio.
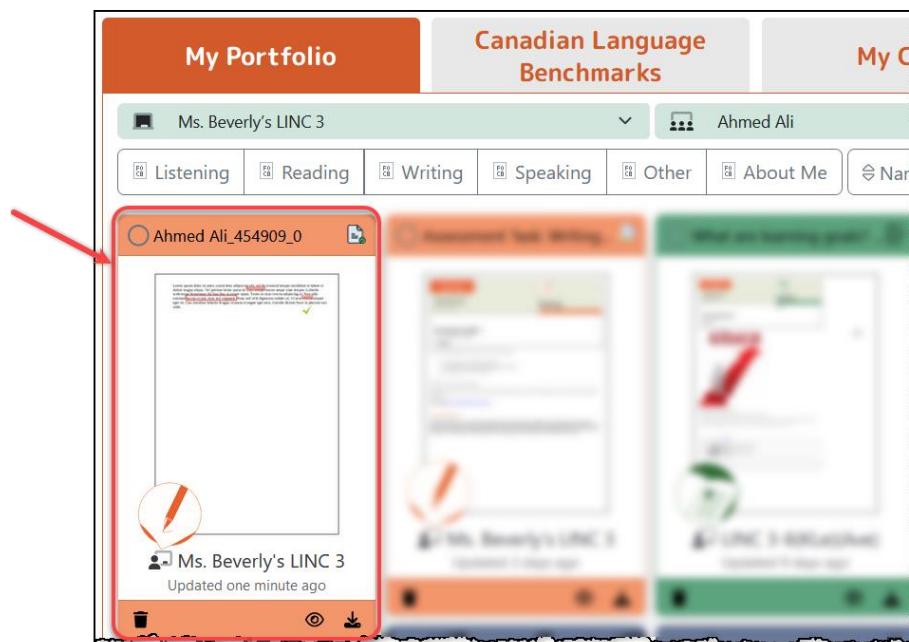
26. Click on the **View** (eye) icon.

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

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