

## Evaluating ePortfolios in Blackboard

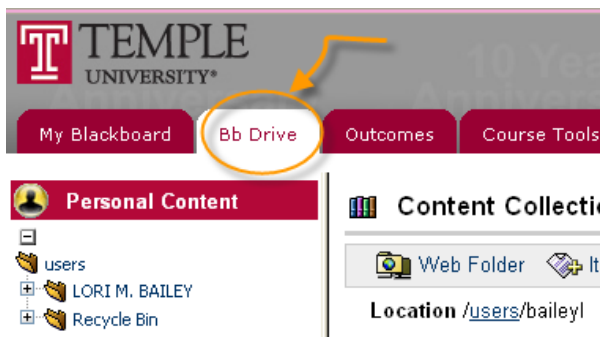
### VIEWING THE EPORTFOLIOS

Before you are able to view the portfolios, students must have enabled sharing and added your access. For detailed instructions on how to share a portfolio, please visit:

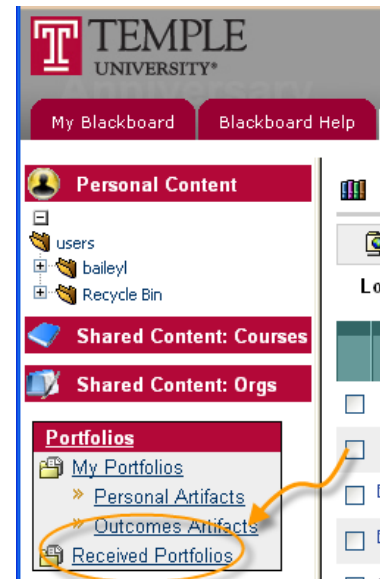
<http://ed.temple.edu/help/eportfolio.html>.

1. Open your browser and login to Blackboard either through TUPortal or by navigating to <https://blackboard.temple.edu>

2. Click the **BB DRIVE** tab in Blackboard



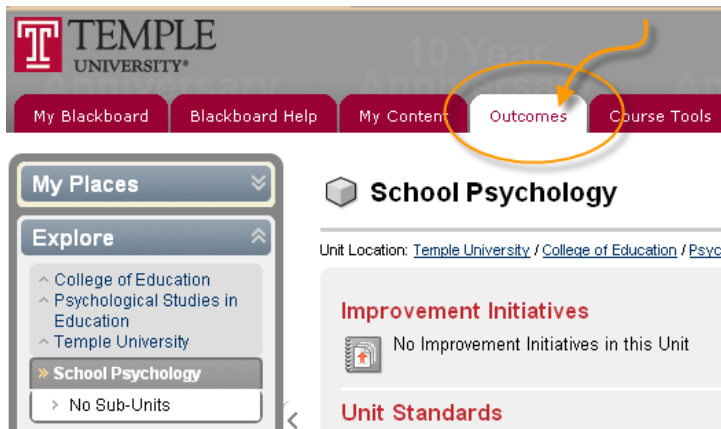
3. On the left-side menu, click "Received Portfolios"
4. A list of portfolios that have been shared with you will appear. Click on the title of the portfolio in order to view it.



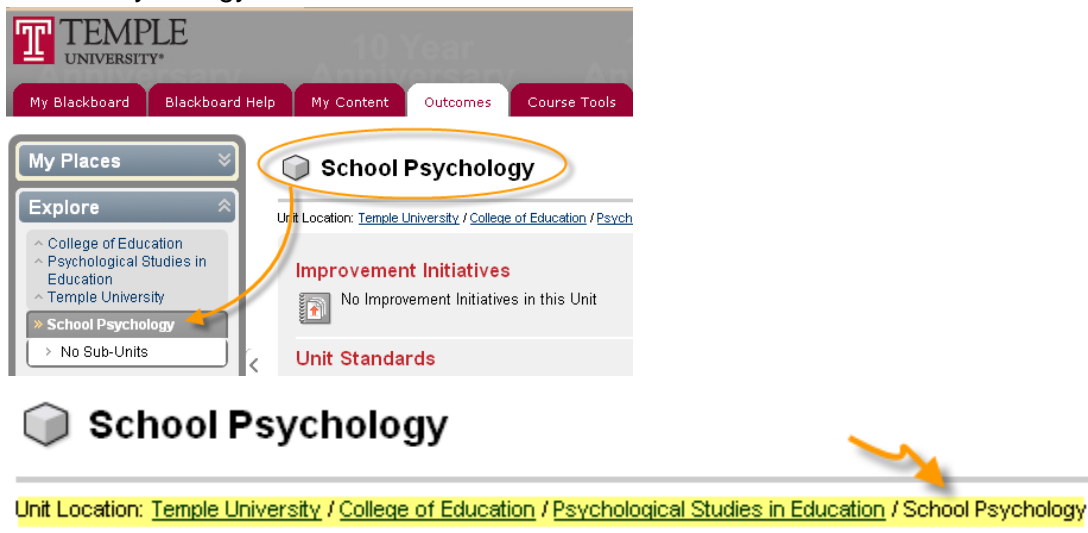
In the next section, we will discuss how to open a rubric and complete it. We advise that you DO NOT close this window, but open a NEW WINDOW (CNTRL+N) or NEW TAB (CNTRL+T) in your browser in order to view the portfolio and rubric side-by-side.

## COMPLETING A PORTFOLIO RUBRIC

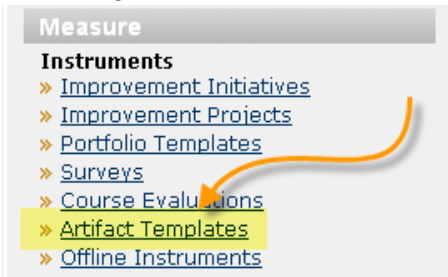
1. Open a new browser window or a new tab.
2. Navigate to Blackboard via TUPortal or directly at <https://blackboard.temple.edu>. If required, enter your login information.
3. Click on the **OUTCOMES** tab in Blackboard.



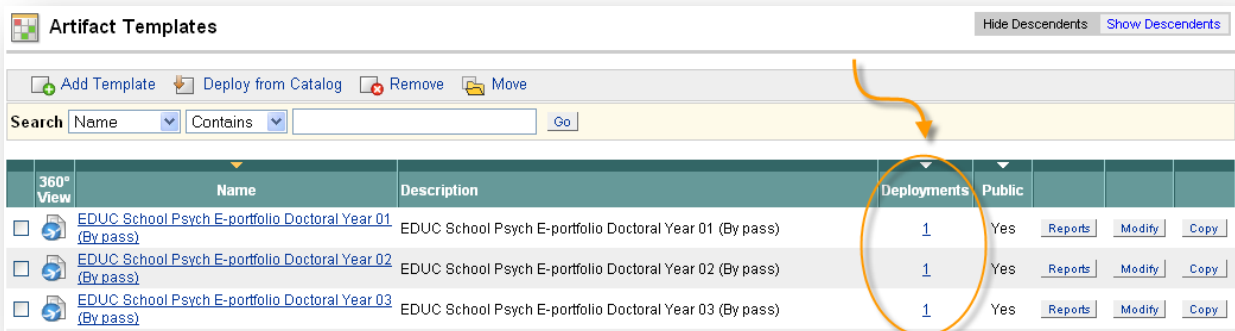
4. Verify that you are in the correct unit within Outcomes. This should be determined for you at the time you login. Look at the title of the page, the left-side menu, or the "Unit Location" line to indicate the currently selected unit. In this example we are in the School Psychology unit under PSE.



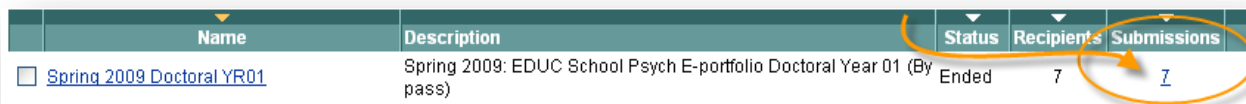
- On the right-side menu, under “Measure”, click “Artifact Templates”



- You will be presented with a list of available artifacts (e.g., portfolios) that are available for review. Find the correct artifact and click on the corresponding number under “Deployments.”



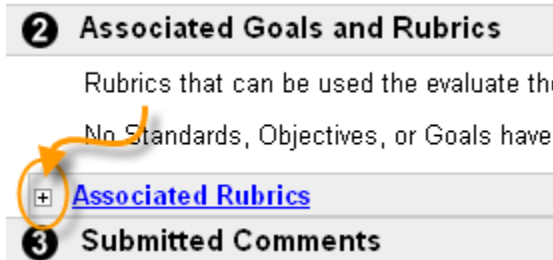
- Another deployment list appears – this list will grow each semester this artifact (portfolio) is evaluated. Find the current semester and year and click on the number under “submissions”: this is the number of students who can be evaluated for this artifact.



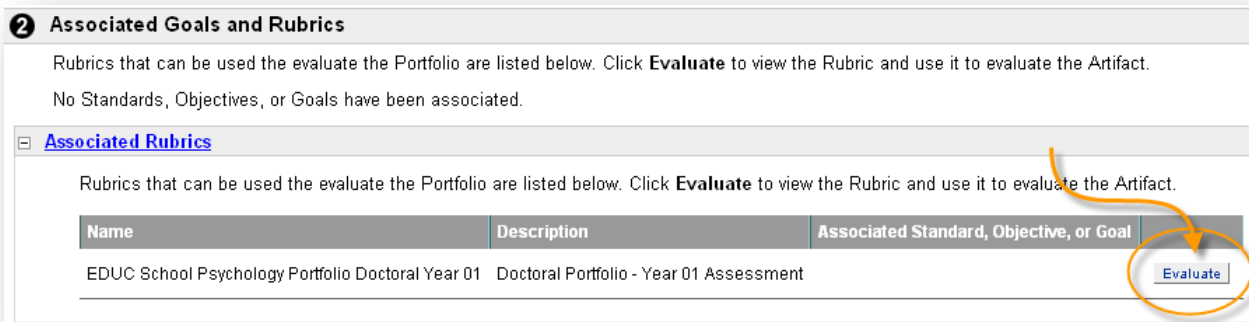
- You are now presented with a list of students who have artifacts (portfolios) waiting for evaluation. Click the **EVALUATE** button to the right of the student’s name to access the **EVALUATE ARTIFACT** screen for that student.



- On the **EVALUATE ARTIFACT** screen, scroll down to section 2: “Associated Goals and Rubrics” and click the + sign next to “Associate Rubrics”



- Click the **EVALUATE** button next to the associated rubric.



- The rubric opens in a new window. Click the appropriate radio button next to the score you want to assign for each criteria. You can enter comments at the bottom of the rubric.

CRITERIA	LEVELS OF ACHIEVEMENT			
	Missing	Incomplete	Mastery	Exceeds expectations
Personal Statement: Appropriate summary of experience and goals	<input type="radio"/> (1 Points) Missing	<input type="radio"/> (2 Points) Incomplete	<input type="radio"/> (3 Points) Summary of relevant experience, appropriate goals	<input type="radio"/> (4 Points)
Personal Statement: Clear statement of theoretical orientation	<input type="radio"/> (1 Points) Missing	<input type="radio"/> (2 Points) Incomplete	<input type="radio"/> (3 Points) Clear statement of theoretical orientation	<input type="radio"/> (4 Points)
Personal Statement: Clear	<input type="radio"/> (1)	<input type="radio"/> (2 Points)	<input type="radio"/> (3 Points)	<input type="radio"/> (4 Points)

- Click the **SUBMIT** button after you have completed the rubric.

- After you complete the rubric and click submit, you will be returned to the Evaluate Artifact screen. If appropriate, you can click the Evaluate button next to the next rubric, or you can enter general comments in the “Evaluator Comments” box.

14. When you have completed all rubric and entered comments, if desired, you can either:
  - a. Click **SAVE and CONTINUE** – save your evaluation, but do not make it public to the student.
  - b. Click **PUBLISH and CONTINUE** – save your evaluation and make it, including the rubric and all comments, available to the student.
15. After you select 14.a or 14.b above, you will be returned to the list of students and can select and evaluate the next student.