

Portfolio

Students have a portfolio space to accumulate their work submitted and comments for each course.

Collect items in portfolio

Tests / Surveys

Course instructors can choose to add or not to add tests or surveys into the course members' portfolios from the add test and add survey pages.

Add Test page

Assignments

Course instructors can choose to add or not to add assignments into the course members' portfolios from the add assignment page. Submitted assignments by students can be stored into their respective portfolio by selecting the setting from the list below:

- Accessible to all course members.
- Accessible to instructors and course members who have submitted the same assignment.
- Accessible only to the student and the instructors. (Individual)

Add Assignment page

Projects

Projects submitted are all added into course members' portfolios. All projects submitted by team are added into each team member's portfolio.

Add Project page

Comments

All comments made in forums and mutually reviewed projects / assignments are stored into each course member's portfolio.

View students' portfolios

1. Click **Course Member List** from the course main page.
2. Click the name of a student and open the corresponding portfolio.

You can also access the student's portfolio by clicking the individual's name who made a comment in Forum.

3. Click the title of the assignment to view student's submission.
4. Click **Comments** to view the history of students' comments. If you click the title of the comment, the corresponding page will appear.

Files added to the original comment can be downloaded from the comment history page from each student's portfolio.

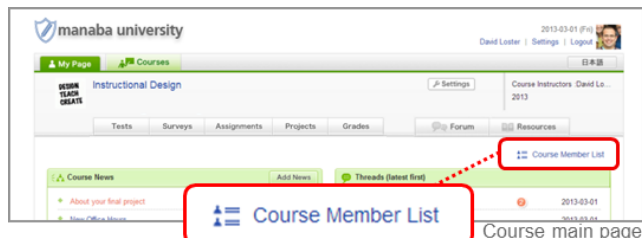
Instructors may not access all students' portfolios. They can only access their course members' portfolios.

The data instructors have access to:

- Grades
- Comments in the forum
- Assignments which have been set up to be added into student's portfolio

! Course member's portfolio page is displayed by academic year and course. Course instructors only have access to the courses they teach. (For other courses, just the names of the courses are displayed.)

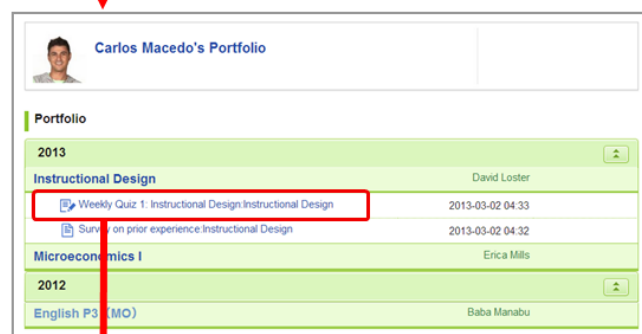
! Students cannot access other students' portfolios.



Course main page

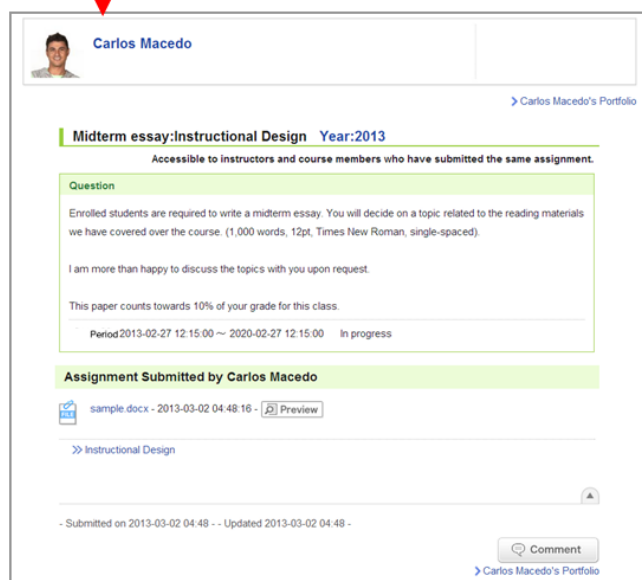
Name	Student ID	Course News	Reminder Settings	Assignment Notifications	Forums	Grades
Christina Jones sample@manaba.jp		N	N	N	Grades	
Max Li	5674523	Y	Y	N	Grades	
Andy Kennan a.kennan@asahinet.com	5693010	Y	Y	N	Grades	
Carlos Macedo sanc2@asahinet.com	5693055	Y	Y	N	Grades	

Course Member's List page



Click title of assignment

Portfolio page



Review assignment