

Portfolio for TEACHERS

A Brightspace Tip
Video Tutorial (coming soon)

Jump to: [Approve Artifacts](#) • [View Artifacts](#) • [Upload Artifacts](#) • [Portfolio for Students](#)

Setup & Access:

Access **Portfolio** to choose settings and add categories.

- Add the link to your NavBar or access Class Tools navbar group.



Portfolio

- This step is done for each course
- Click  **Settings**

[Editing the NavBar](#)

Avatars

- ☒ Use friendly 'Funster' avatars instead of profile photos

Optional: Choose the look for the Course Portfolio.

Evidence Approval

Require teacher approval for evidence added using:

- ☐ The Portfolio web tool
- ☒ The Portfolio app in 'Class Device' and 'Family' mode
- ☐ The Portfolio app in 'My Device' mode

Save

Cancel

- Check an option to approve evidence before a student can access.
- Leave unchecked to allow students immediate editing rights upon upload.

Category Management

Add a new category ...

Optional: Use categories for organization.

Portfolio Student Access Options:

The Portfolio Web tool = access via

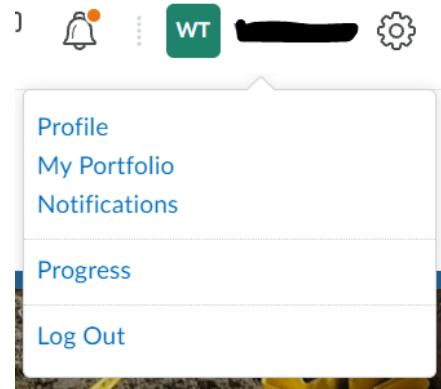
brightspace.aacps.org in Chrome browser

- Add **My Portfolio** to the NavBar for student access.
- Access in Class Tools Navbar group.
- Students can also access it by clicking their profile.

The Portfolio App = access via Chrome app on Chromebook (download from Play Store)

[Chrome App for TEACHERS](#)

[Portfolio App for STUDENTS](#)



Approve Artifacts/Evidence

Only applicable if Evidence Approval settings are activated.

Approve Student Evidence

- Click

[Approve Evidence](#)

- View and approve new artifacts/evidence
- Click the evidence to review
- Click Approve or Delete

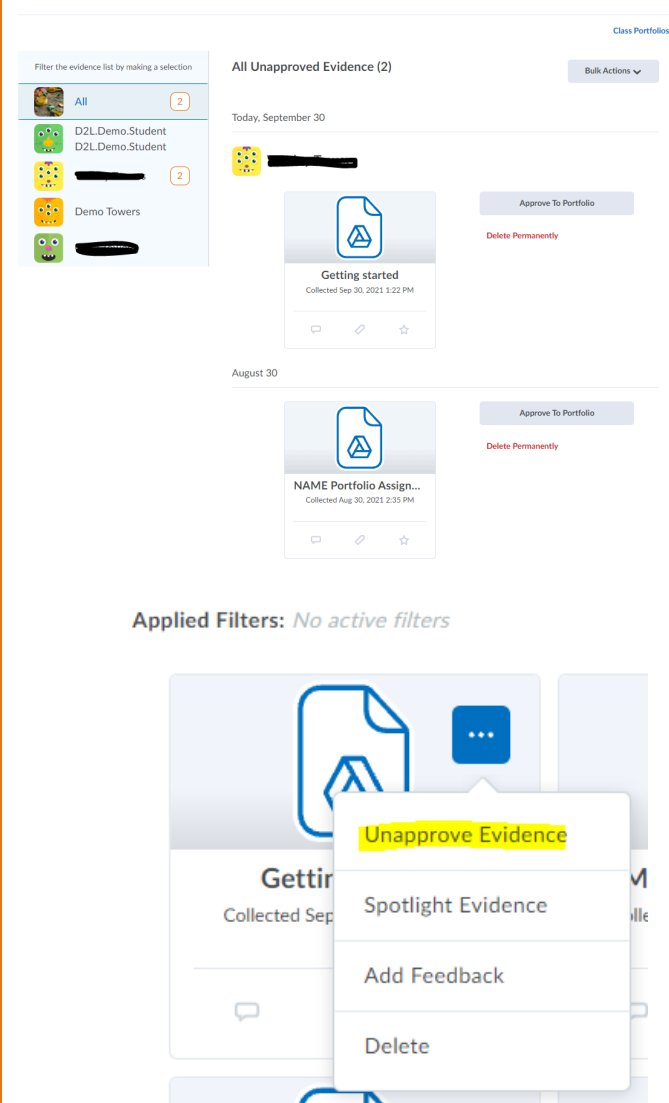
[Approve To Portfolio](#)

[Delete Permanently](#)

- Use the three-dot menu on individual pieces of evidence to unapprove, spotlight, add feedback, or delete

[Class Portfolios](#)

- click [Class Portfolios](#) to return to the main dashboard.

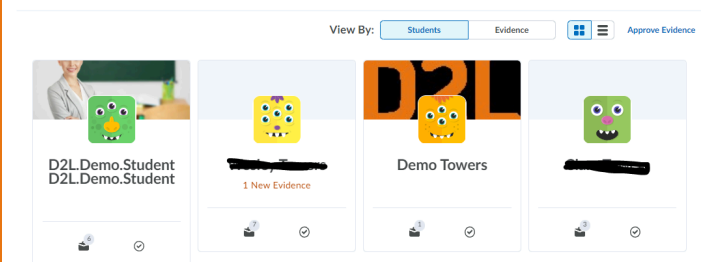


View Artifacts/Evidence

Choose a student or evidence.

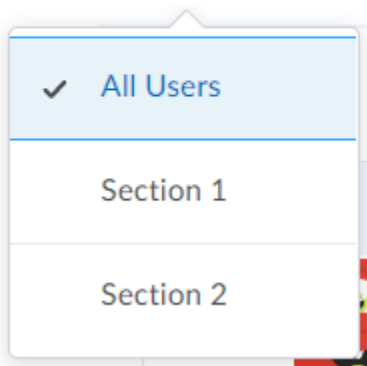
Options

- Filter by Section



Portfolio

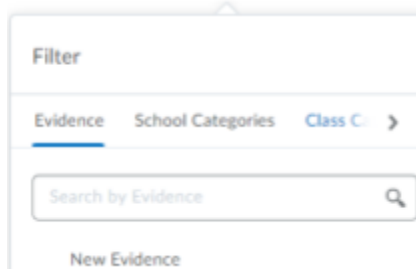
All Users ▾



- Select Evidence to Filter by Category

View By: Students Evidence Grid List

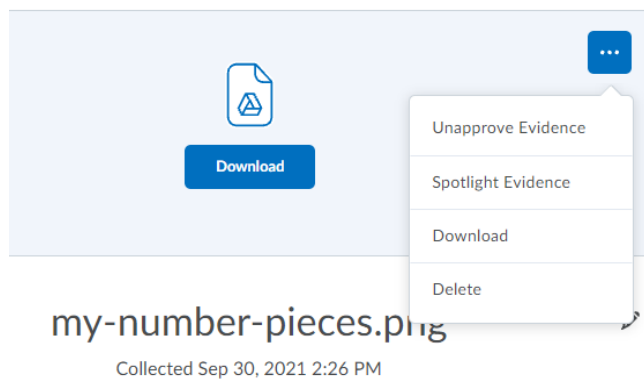
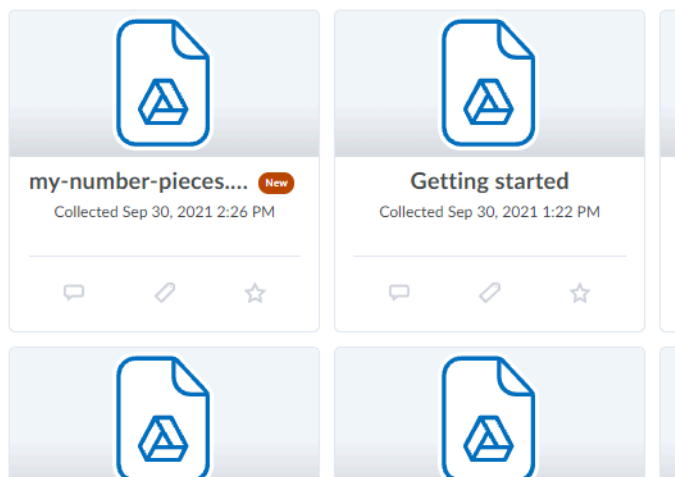
Filter ▾



Choose the evidence to...

- Unapprove
- Spotlight
- Download
- Delete
- Add a reflection for the student
- Add a category for the student
- Add Feedback to the student
- Add standards
- Add rubrics
- Add teacher-only notes
- Share with parent

Applied Filters: No active filters





Download

new evidence

Collected Oct 26, 2021 9:44 AM

has something to say

Upload an audio file

thoughts

Add a written reflection, this will be posted on behalf.

Type a reflection ...

Categorize their work

Pick the categories that will help you easily find this evidence later.

Add Category

science

Categories added by

unit 1

& Parent

Teacher Feedback



Me

Oct 26, 2021 5:25 PM

Great!

Provide with some feedback.

Type a comment ...

Rubrics



Portfolio Test

8 / 9

Standards

Tell and write time to the nearest minute and measure time intervals in minutes. Solve word problems involving addition and subtraction of time intervals in minutes, e.g., by representing the problem on a number line diagram.

3.MD.A.1 - Math Standard

Not Yet

Got It

Select course standards related to this work.

+ Add Standards

Teacher Only

Parent Sharing

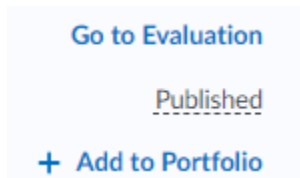
Shared



Upload Artifacts/Evidence

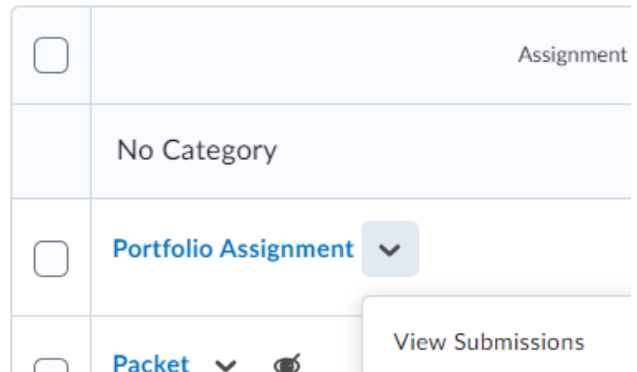
Upload from Assignment (File submission only)

- Navigate to Assignments > Choose **View Submissions**
- From the Users tab, choose **+ Add to Portfolio** to send student submission directly to the Portfolio for the course.



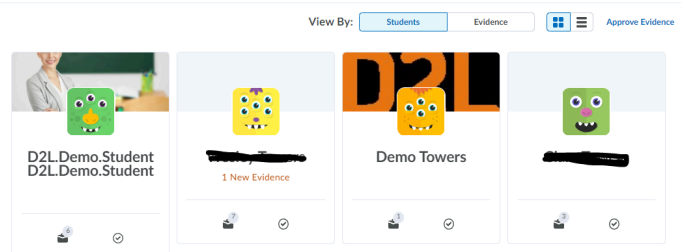
[View Artifacts/Evidence](#)

Bulk Edit



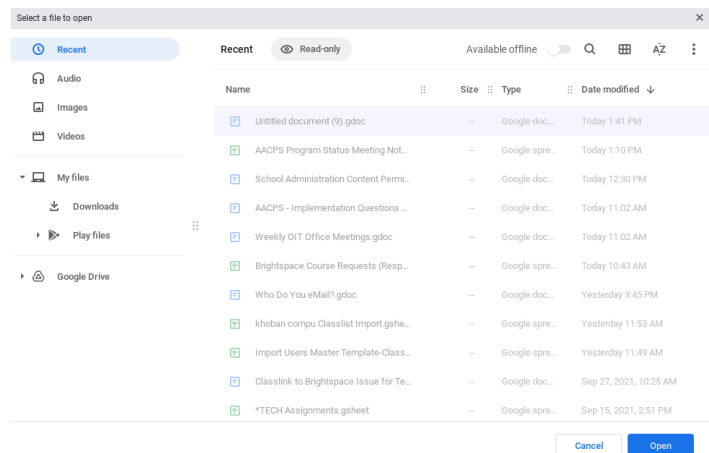
Other Upload Options

1. Navigate to course Portfolio.
2. Choose a student.
3. Click 
4. Choose the source of your artifact/evidence - the device (Drag and drop or [browse](#)), Google Drive, or Office 365



Drag and drop or [browse](#)

- Select evidence/artifact
- click 



Google Drive

- Select artifact/evidence

•

Select

Add Materials



Google Drive

Search...



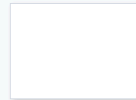
Folders

Assignment...

Chrome OS ...

Classroom

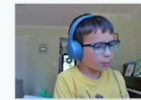
Files



ADD Name kmvdf...



NAME Portfolio A...



VID_20210607_1...



TEST Portfolio Ass...

Select

Cancel

787600@aacps.org ... change

Office 365

- Select artifact/evidence

•

Select

Add Materials



Microsoft OneDrive

Search...



Folders

Recordings

Favorites

Documents

Notebooks

Attachments

3-30 eCoac...

2015 Data ...

XC

Saturday Sc...

Social Media

SLO-Obser...

Power Teac...

Performanc...

PARCC

Hilltop Web...

Interim Rep...

Select

Cancel

DTOWERS@aacps.org ... change

