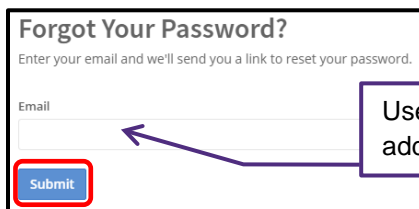


## Portfolio for Intern2Learn Supervisors

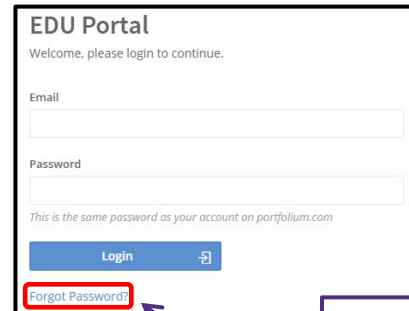
Supervisors who will be grading Intern Portfolio entries need to first claim an EDU Portal account. **A supervisor will only need to claim an EDU Portal account once.** Supervisors will be prompted to create a password during this process. This password will not be associated with any Tarleton credentials by default.

### How to claim a Portfolio EDU Portal account:

1. Navigate to <http://edu.portfolium.com>.
2. Click on the “**Forgot Password?**” link.
3. In the **Email** field provide your Tarleton email account. Then select **Submit**.



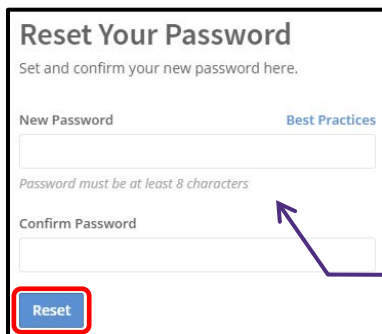
Use a Tarleton email address and select **Submit**.



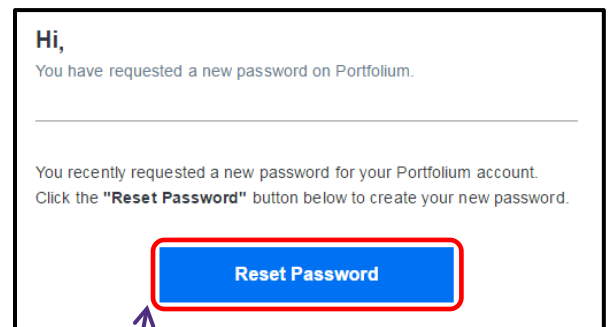
Select the “**Forgot Password?**” link.



4. A **Password Reset** email will be sent to the supplied email address. Within this email will be a “**Reset Password**” button. Once selected, a password can be added to the account.

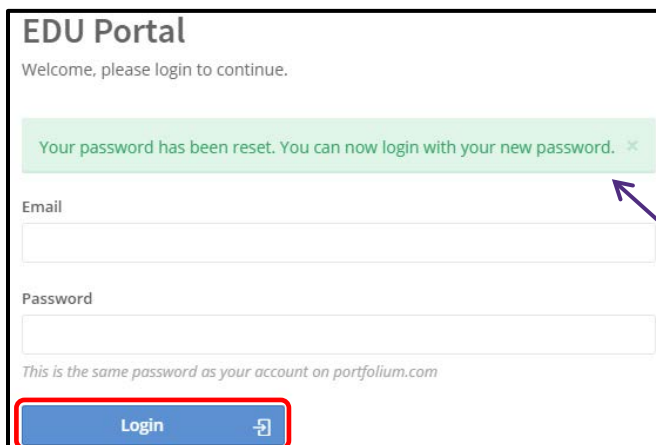


Set a password for the Portfolio EDU Portal.



Sample email message received. Select “**Reset Password**” to begin.

5. The password has now been added to the account.



The account has now been claimed. Remember to bookmark <http://edu.portfolium.com>

## Accessing the Portfolium EDU Portal:

To access the Portfolium EDU Portal, follow the steps below:

1. Navigate to <http://edu.portfolium.com>
2. Enter in a Tarleton university email address and the password used during the account claim process.
3. Select the **Login** button.

### EDU Portal

Welcome, please login to continue.

Email

Password

This is the same password as your account on [portfolium.com](#)

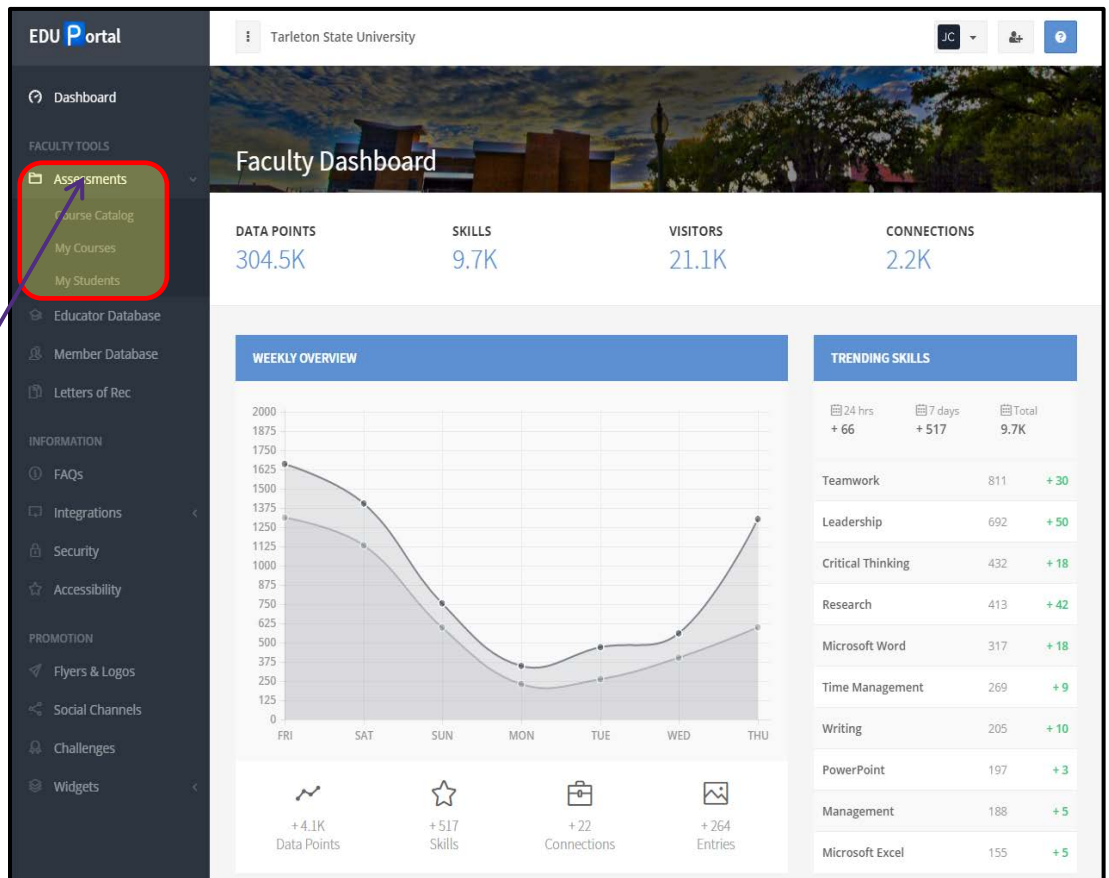
Login

## The EDU Portal Supervisors Dashboard (Also called “Faculty Dashboard”)

**Course Catalog** shows all courses loaded in the EDU Portal for Tarleton.

**My Courses** shows all courses associated with the supervisor, including Intern2Learn. **My Courses** will be the area to grade Intern Portfolium submissions.

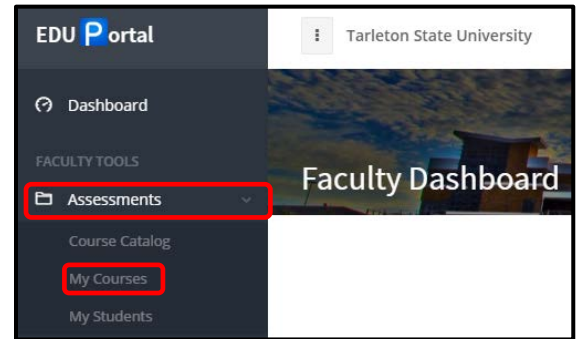
**My Students** shows a roster across all courses utilizing Portfolium. A supervisor can send messages and view Intern portfolios here.



## Activating Intern Portfolium Entries:

After successfully logging into the EDU Portal, follow these steps to activate Intern Portfolium entries:

1. From the **Faculty Dashboard** screen, click on the **Assessments** menu item and select **My Courses**.
2. From the **My Courses** page, ensure that the Intern2Learn course has been assigned and the correct number of Interns appear. Once verified, select the Intern2Learn course by clicking the **Course Title**.



My Courses Active FACULTY TOOLS > ASSESSMENTS > MY COURSES > ACTIVE

Search all of your active courses...

| CODE      | TITLE  | TERM           | DESCRIPTION   | STUDENTS | PUBLISHED | ACTIONS |
|-----------|--|----------------|---|----------|-----------|---------|
| EDUC-3320 | Professional Development I: Understanding Learners | Fall 2016 (80) | An examination of students and teachers in learner centered schools. Topics will include brain-based learning, cooperative learning, learning styles and strengths of diverse learners, and formal and informal assessment, learner centered instruction. | 0        |           |         |
| EDUC-3320 | Professional Development I: Understanding Learners | Fall 2016 (90) | An examination of students and teachers in learner centered schools. Topics will include brain-based learning, cooperative learning, learning styles and strengths of diverse learners, and formal and informal assessment, learner centered instruction. | 0        |           |         |

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Select the **Course Title** ("Intern2Learn") to start the process.

3. Within the course, the supervisor must create the **Assignment**. One assignment for Intern2Learn is required, but up to 10 may be created.
4. Select the word "**Assignments**", then click on the "**Add New Assignment**" box.

Tarleton State University JC

PRIMARY PROFESSOR: KAYCIE GRIFFITH    TERM: FALL 2016 (1)    STUDENTS: 1    **ASSIGNMENTS: 1**

**Advertising**

☆☆☆☆☆ · 5 Skills

**Intern Reflection**

Reflection over internship within the Mathematics...

Skills: Organization Management, Google Documents Software, Analyze Data, Scheduling-Creating and Dealing with Conflicts, Outreach - Advertisement

**Add New Assignment**

*You can add up to 10 assignments per course.*

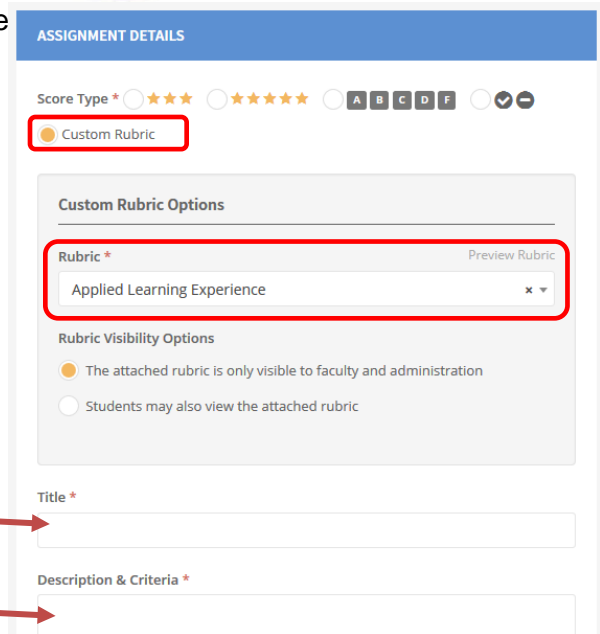
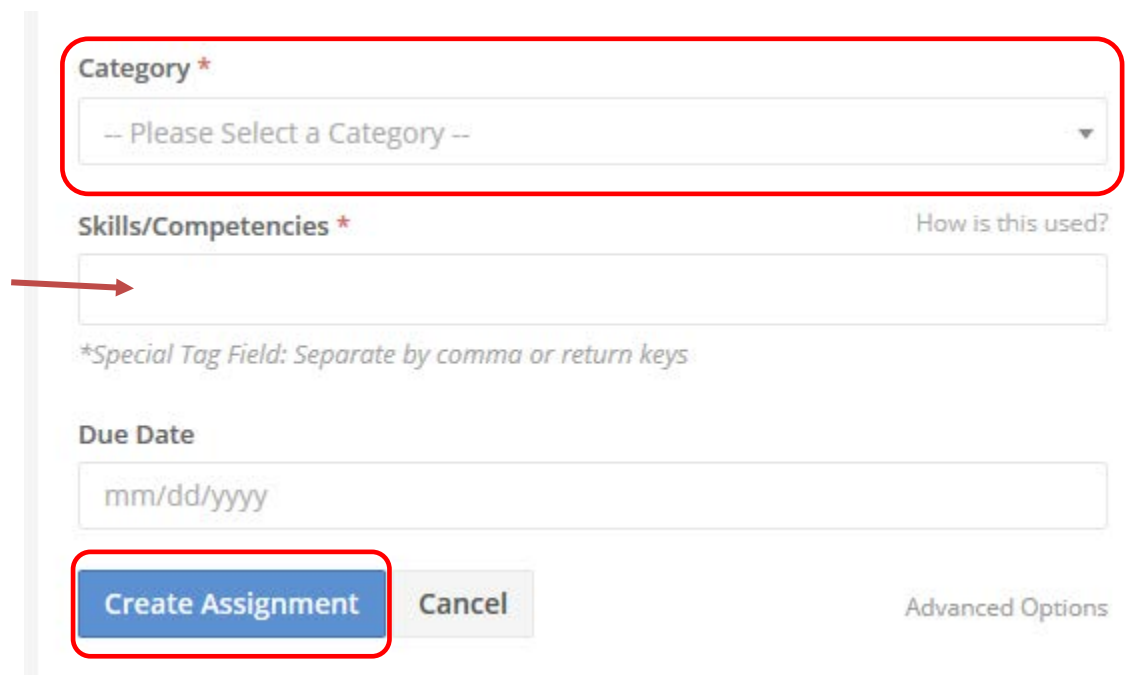
**PAGE ACTIONS**

[← Back to Course](#) [➤ Invite Students](#)

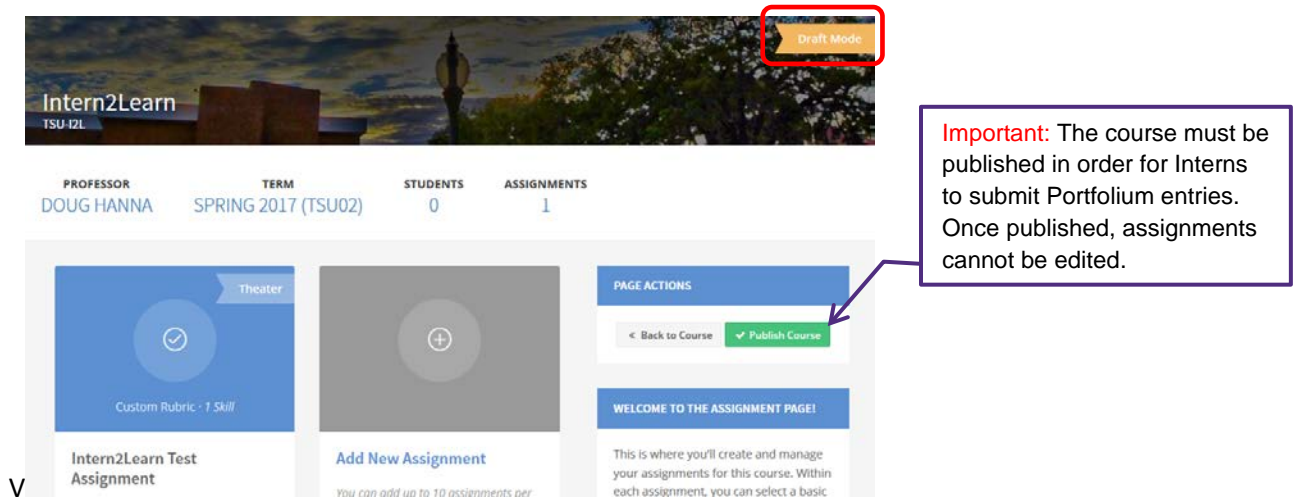
**WELCOME TO THE ASSIGNMENT PAGE!**

This is where you'll create and manage your assignments for this course. Within each assignment, you can select a basic scoring type, such as a 5-star rating, or a classic letter grade. Or you can choose to set a custom rubric from your Rubric Catalog.

5. Select the **“Custom Rubric”** radio button. Then under the **“Rubric”** dropdown box, select the **“Applied Learning Experience”** rubric.
6. Add a **Title** (recommended that you use **“Intern2Learn”** in the title). Then in the **Description & Criteria** box add a short note about the duties performed by the Intern.
7. Select a **Category** that best represents the Intern position. Then type in 2 to 3-one/two word skills into the **Skills** box. Each skill is separated by a comma. Example: Project Planning, Communication, Critical Thinking.
8. The **Due Date** is optional.
9. Click the **Create Assignment** button to complete.

- The course will be in **Draft Mode** until the course has been **published**.

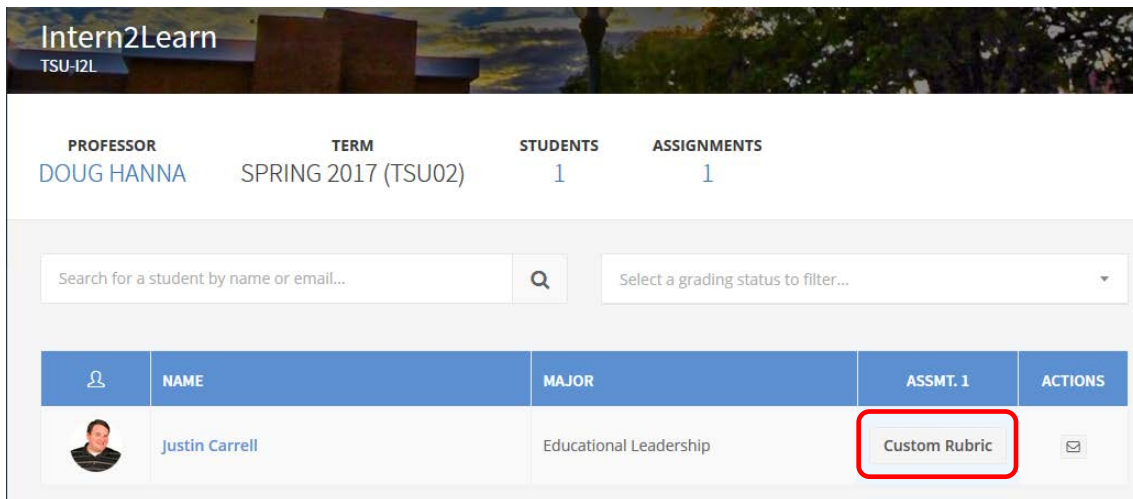


**Important:** The course must be published in order for Interns to submit Portfolium entries. Once published, assignments cannot be edited.

- Publish the course by selecting the **green Publish Course** button as shown above. The Interns now have access to the Intern2Learn assignment(s) in Portfolium.

### Grading Intern Portfolium Entries:

- Click on the **Custom Rubric** box to begin your assessment.

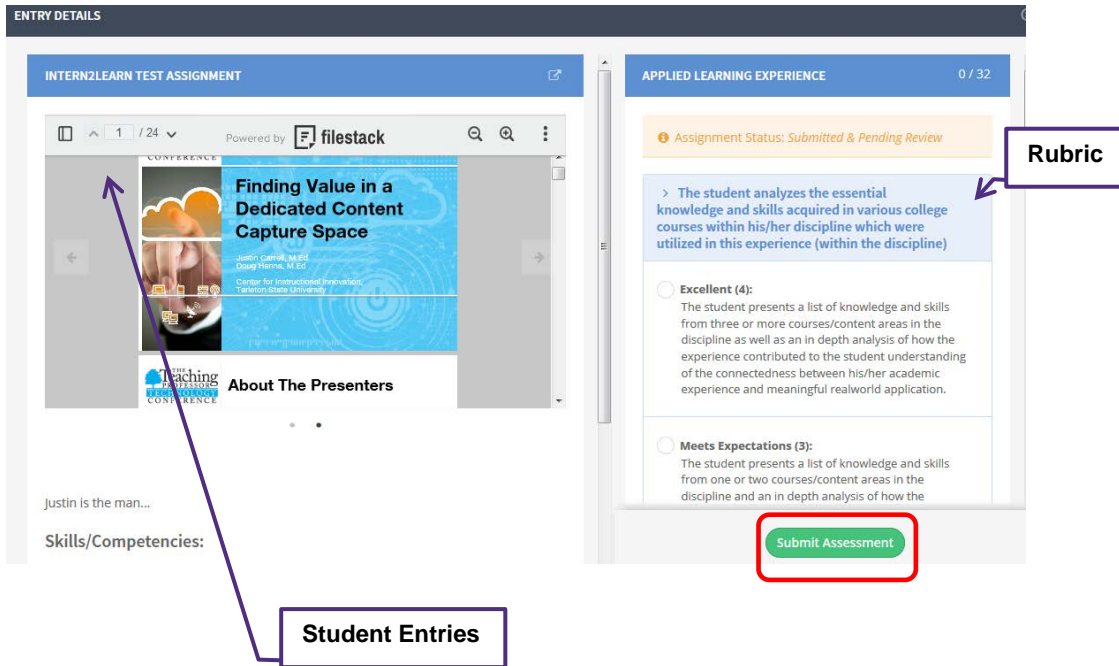


| PROFESSOR  | TERM                | STUDENTS | ASSIGNMENTS |
|------------|---------------------|----------|-------------|
| DOUG HANNA | SPRING 2017 (TSU02) | 1        | 1           |

| NAME           | MAJOR                  | ASSMT. 1      | ACTIONS         |
|----------------|------------------------|---------------|-----------------|
| Justin Carrell | Educational Leadership | Custom Rubric | [Envelope Icon] |

2. The left side of the screen will show the items the student has loaded for assessment. On the right side the rubric is shown.
3. Complete the rubric and click **Submit Assessment**. This completes this student's Intern2Learn Portfolium assessment.



The screenshot displays the 'ENTRY DETAILS' page for an 'INTERN2LEARN TEST ASSIGNMENT'. The left pane shows a student entry titled 'Finding Value in a Dedicated Content Capture Space' with a 'filestack' viewer. Below the entry, there is a 'Skills/Competencies' section with a text input field containing 'Justin is the man...'. A purple box labeled 'Student Entries' has an arrow pointing to this section. The right pane shows the 'APPLIED LEARNING EXPERIENCE' rubric for '0 / 32' points. The rubric includes an 'Assignment Status: Submitted & Pending Review' and a description: '> The student analyzes the essential knowledge and skills acquired in various college courses within his/her discipline which were utilized in this experience (within the discipline)'. A purple box labeled 'Rubric' has an arrow pointing to this description. Below the rubric, there are two radio button options: 'Excellent (4):' and 'Meets Expectations (3):'. A red box highlights the 'Submit Assessment' button at the bottom of the right pane.