OVERVIEW:
Portfolios are a great tool to use for assessment. They are primarily used for program assessment but can also be used for course assessment. Portfolios are a collection of artifacts, which can include research papers, presentations, assignments, and reflections. The best way to assess a portfolio is through an assignment. This tutorial covers how to submit a portfolio assignment.

HOW TO SUBMIT A PORTFOLIO AS AN ASSIGNMENT:
1. Access the course and assignment that is using your completed portfolio.

2. When you view an assignment that requires a portfolio, you will always see two options: Select Portfolio and Create Portfolio.
a. **Select Portfolio** creates a popup window with a list of all your portfolios from which to choose.

b. **Create Portfolio** takes you to create a portfolio that automatically uses the assigned portfolio template. This leaves you in Blackboard Portfolios and you will need to navigate back to the course or the assignment (whether or not you are finished).

3. For this tutorial, we will use option a. above. Click Select Portfolio. On the popup window, select the radio button next to the portfolio you want (if you have many, you can Search for it) and then select **Submit**.
4. Your portfolio is attached. Add comments if needed and select **Submit**.
5. You have now submitted a portfolio as an assignment.