

Portfolio Projects in CANVAS

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A convenient strategy, quick to implement, and user friendly for managing student portfolio projects utilizes STUDENT GROUPS. The benefit of this tool is a single location within Canvas where 1) all project work can be stored and managed and 2) all project-related communication between the student and instructor is facilitated. For large classes or small, in-person or distance learning, lectures or labs, this efficient strategy streamlines project management.

Instructional Approach:

In my asynchronous online course, students embark on a research project in the first week of the term. They develop this over the following weeks, culminating in a portfolio of research at the end of the term. Throughout the course, students submit assigned components according to module due dates. These are evaluated and graded with feedback provided by the instructor. Students may submit preliminary work for initial feedback and they may submit revisions for later feedback. At the end of the semester, students compile all components, incorporating feedback and revisions, into a single portfolio for final submission.

Learning Outcomes:

1. Students learn research skills in creating each component of their portfolio over the course of a semester time period.
2. Students develop writing and organizational skills through initial drafts and revisions, as well as developing research citation skills.
3. Students learn the depth of a particular course topic of their own selection, expanding course content in a personal area of interest.

Implementation Steps:

- 1) Navigate to Canvas **'People'**
- 2) Click on **'+ Group Set'**
 - a. In **'Group Set Name'**, enter a descriptive title for the project
 - b. Leave unchecked **'Allow self sign-up'** and leave **'I'll create groups manually'** pre-selected
 - c. Click **'Save'**
 - i. A list of **'Unassigned Students'** appears with all students registered.
- 3) For each student, click **'+ Group'**
 - a. In **'Group Name'**, enter the name of the student
 - i. by entering last-name-first, the list is organized alphabetically by last name
 - b. Leave blank **'Limit groups to {#} members'**
 - c. Click **'Save'**
 - d. Click and drag the student's name from the **'Unassigned Students'** list to the newly created group

Now, each student has their own individual **'Group Homepage'**. Adjust this step accordingly for groups of multiple students.

- 4) To access a student's workspace, click **'Visit Group Homepage'** from the drop-down arrow to the far right of the student's name. Here,
 - a. **'Announcements'** can be used by student and instructor for notification: click **'New Announcement'** from the group home page.
 - b. **'Discussions'** can also be used for communication and by the instructor for leaving feedback.
 - c. **'Files'** can be used by the student to upload submissions.

These tools' functionality is the same as their counterparts in the main course site.

This portfolio-management strategy enables students to keep track of all portfolio work and communication from the instructor. The instructor has the same benefit of keeping together each student's work and all communication that occurred, resulting in efficient grading at the end the project!