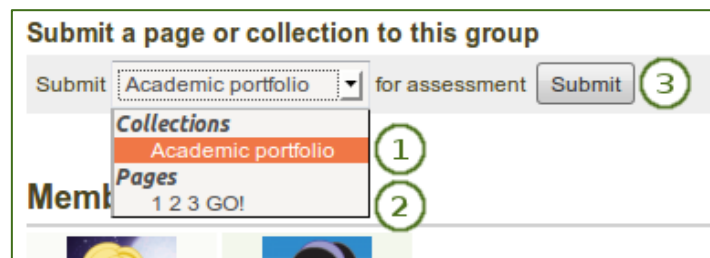# 4. Portfolio

4.10. Feedback for assessment

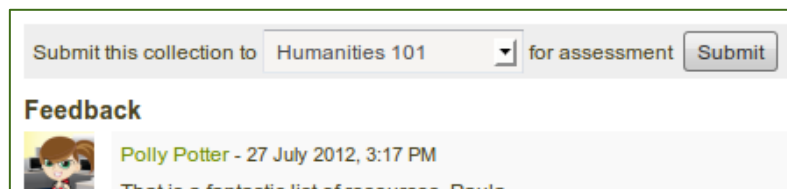### 4.10.1. Submit a page or collection for assessment

When you are a member of a group that allows submissions, you can submit portfolio pages and collections for feedback / assessment. This allows an instructor to view the portfolio with much of the content locked into place.

Submit a page or collection to a group

1. Go to the group homepage of the group in which you want to submit a page or collection. You can choose the **collection** from the drop-down menu under **Submit a page or collection to this group**.
2. Alternatively, you can select a page, which is not part of a collection, from the drop-down menu.
3. Click the *Submit* button to lock page content.

Alternatively, you can also display the page or collection that you wish to submit and click the *Submit* button right above the feedback and the select the group to which you want to submit your work.

Submit a page or collection to a group from the page or collection itself

You do not have to give the group permission to access your page or collection when you want to submit your page or collection for feedback or assessment. When you submit your page or collection, the group administrators and tutors are able to see them and give you feedback whereas regular group members do not have access to them.

During the feedback phase, you **cannot** make any changes to

- files
- journal entries
- text boxes
- links to external content

You **can** still edit

- plans
- profile information
- résumé information
- any external content on the source site, e.g. adding comments to a YouTube video, adding audio to a SlideShare presentation etc. or deleting the media

4.10.2. Instructor feedback

Once pages or collections have been submitted for feedback to a group, you can give feedback on them without the authors being able to change much of their content if you have the role of a tutor or group administrator in that group. You see all submitted pages and collections with a time stamp on the group's homepage.

Submissions to this group

Employment portfolio by Paula Paulsen (paula)
Time of submission: 06 April 2013, 7:54 PM

Work (and) interests by Paula Paulsen (paula)
Time of submission: 20 July 2012, 12:40 PM

Submitted page or collection with time stamp

You can now give feedback on the submitted individual pages or pages in a collection and then click on the *Release page* / *Release collection* button so that the authors can continue working on them.

Provide feedback as tutor or group administrator on a submitted page

1. Click the *Place feedback* link at the bottom of the portfolio page or the details page of an artefact for which you want to write feedback.
2. **Message**: Write your feedback into the editor window.
3. **Rating**: If the site administrator turned on comment ratings, you can use the 5-star rating scale in addition to your written comments and / or an uploaded file.
4. **Make public**: Enable the **Make public** check box when you want everyone who has access to this page to see your comment. If you do not make your feedback public, only you and the page / artefact author can see your comment. This check box is not ticked when you give feedback on submitted pages or collections.
5. **License**: You see this field if the site administrator turned on license metadata. Choose the license for your feedback. You can set your default license in your account settings.
6. **Advanced licensing**: You see this option if the site administrator turned on license metadata. If you click it, you see two additional license fields, "Licensor" and "Original URL", that you can fill in if this in not your own feedback.

    At the moment, you cannot display that license information on a portfolio page, but it is stored for future use when the functionality is expanded.

7. **Attach file**: Click the *Browse* button to attach a feedback file from your computer. This file is placed into the *Files* area of the author of the page. Click the *[+]* link to add another file.
8. Click the *Place feedback* button to save your feedback or click the *Cancel* button to abort your action.
9. Click the *Release page* or *Release collection* button to allow the author of the page or collection to continue editing.
10. Once you have placed feedback on the page, the author receives a notification about it.