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Getting Started

Our Mission

Pathbrite is a next-generation portfolio learning platform that is changing the way people teach, learn, and grow.

**GETTING STARTED TOPICS:**

- Sign Up & Sign In →
- Editing Your Profile →
- Your Account Settings →
- More User Features →

If you are a student, visit our [Student User Guide](#) here.
Sign Up & Sign In

Register for an Account

Don't have a Pathbrite account? Select the Create Account button on the top right corner of Pathbrite.com corporate website:
Or go to " https://pathbrite.com/signup

Login

Select the Login button in the top right corner of our website.

Or go to: “ https://pathbrite.com/login

NEXT TOPIC:
Editing Your Profile →
Editing Your Profile

Access Profile Settings

To complete or edit your profile, access the user menu in the top right corner by hovering your cursor over your name and image. A drop down menu will appear. Click My Profile to view your profile.

From here you may edit your profile details by hovering on your profile image and clicking the EDIT PROFILE link.
Upload Image & Edit Personal Info

In this section you’ll be able to introduce yourself and upload your photo or avatar.
1. You can upload a new profile image by clicking Change right above the image box
2. Crop and resize your image by dragging the slider left to right, and by dragging the image around
3. Here you can also edit your First Name, Last Name, and Title
4. Click Save & Next to continue

Add Contact Information

This section allows you to enter various ways for others to contact you, including your phone number, email address, and via social media.
1. Add/edit/delete contact information
2. Add a new row of contact information by clicking + Add Another on the lower left side
3. Select the type of contact information by clicking the drop-down arrows next to the icons
4. Delete a contact field by clicking the delete icon on the right side of the fields
5. Click the Save & Next button when finished
About Me

Here you can answer some questions that will help you express who you are to your audience.

1. Select the questions you’d like to answer by clicking on the drop down arrows near the question fields
2. Respond to the questions you select in the Response fields
3. Add another question by clicking on + Add Another
4. Delete a question by clicking on the trash can icon to the right of the response field
5. Click Save & Close when finished
Profile Banner Image

1. Click the camera icon to upload a new profile banner image
2. Banner images must be at least 1536px wide by 768px height.
3. To replace your banner image, just upload a new version.

NEXT TOPIC:
Your Account Settings →
Your Account Settings

Accessing Account Settings

To edit your Account Settings, select the user menu in the top right corner by hovering your cursor over your name and image. A drop down menu will appear. Click **Settings** to view your Account Settings.

Profile

Here you can adjust your general settings such as username, email, email notification options, and social account links.
## Account Settings

<table>
<thead>
<tr>
<th>Profile</th>
<th>Password</th>
<th>Billing</th>
</tr>
</thead>
</table>

**USERNAME**

`joel`

**EMAIL ADDRESS**

`joel@pathbrite.com`

**SEND EMAIL NOTIFICATIONS**

☑

**FIRST NAME**

`Joel`

**LAST NAME**

`Eckroth`

**SOCIAL ACCOUNT LINKS**

- [Google](#) - Unlink Account

**SET DATE DISPLAY PREFERENCE**

- [ ] DAY / MONTH / YEAR
- [ ] MONTH / DAY / YEAR
- [ ] DELETE MY ACCOUNT

1. Edit your username here
2. Make any changes to your email address here
3. Choose whether you want to receive any email notifications from Pathbrite. These include information about shared portfolios, comments made, annotations received from instructors, etc.
4. Enter your First and Last Name
5. If you’d prefer to see all dates in the international format of MM/DD/YYYY, make your selection here.
6. To delete your account check the Delete Account check box and click Save

Password

Select the second tab to change your password. Enter your current password and then enter your new password and retype it to confirm it. Click Save when completed

1. If you’ve forgotten your password, you can select the “Forgot Password” link here to set a new password. This may be useful for users coming in through a Learning Management System
(Blackboard, Canvas, Moodle, Mindtap, Learning Objects) as this flow doesn’t initially require setting a Pathbrite password.

**Billing**

The third tab is where you may view a record of your credit card charges.

Billing information will only be presented if you have signed up for a course that requires credit card (not common). Auto-renew is setup by default. Be sure to indicate you do not want to auto-renew if your course won’t last longer than a calendar year.

**NEXT TOPIC:**

[More User Features →](#)
More User Features

Statistics & Insights

Click the View Statistics icon to access the metrics for your account.

More information on viewing your portfolio Insights can be found at Viewing Insights

Notifications

As you share and/or interact with other Pathbrite users, you may receive comments on your portfolios or individual artifacts, or notifications about other course/program related activities.

Each interaction will trigger a notification which will appear in the upper right hand corner of the application.
Joel Eckroth invited you to view a showcase: Group One

Pathbrite Curator liked Travel

Carah Hoffman liked Antelope Canyon

Antons Popov liked your comment on portfolio, My Videography Work: "Amazing work!"

MARK ALL AS READ
Shared Section

Shared

As you share and/or interact with other Pathbrite users, and users shared content with you, your Shared With Me page will get populated. This page will also keep track of any portfolios or portfolio items that you’ve Liked.

1. From this page you can remove and view all your Shared and Liked content.
Logging In via Google or Facebook

Using Your Social Network to Log In

You may use your Google credentials or your Facebook credentials to log in. In this example, we will use Google.

1. Create your Pathbrite account “the traditional way”.

   ![Pathbrite Sign In Page]

   Sign in using your username or email, or via Facebook or Google.

   - Enter email address or username
   - Enter Password
   - Sign In Now
   - Facebook Log In
   - Google Log In

   Don’t have an account? Sign Up Here

---

You may use your Google credentials or your Facebook credentials to log in. In this example, we will use Google.

1. Create your Pathbrite account “the traditional way”.

   ![Pathbrite Sign In Page]

   Sign in using your username or email, or via Facebook or Google.

   - Enter email address or username
   - Enter Password
   - Sign In Now
   - Facebook Log In
   - Google Log In

   Don’t have an account? Sign Up Here
2. You **must** register your Pathbrite account using the same email address that your Google account is registered to. Update your account settings if you need to. Be sure to save your password somewhere convenient.

3. Log out of Pathbrite.

Click on the Google Log In button. A pop-up window should appear. If you do not see the pop-up window, please temporarily enable pop-ups in your web browser.

1. Click the account you’d like to use.
2. Enter your credentials as prompted.
1. Enter your Pathbrite account password.

The next time you log in, click the Google button and you will be prompted for your Google Log In credentials if you are not already logged into Google.

Unlinking your Social Network

If you no longer wish to be able to log in via Google or Facebook, select the user menu in the top right corner by hovering your cursor over your name and image. A drop down menu will appear. Click Settings to view your Account Settings.
1. Click the **Unlink Account** button.
2. Confirm that you wish to unlink the account.

NEXT TOPIC:
Logging Out →
Logging Out

To log out, hover over the user menu in the top right corner. A drop down menu will appear, click Log Out to log out of your account.
Portfolios

HOW TO CREATE A PORTFOLIO TOPICS:

Create Your Portfolio →
Edit Your Portfolio →
Add Work to Your Portfolio →
Share Your Portfolio →
Adding Comments and Feedback →
Create Your Portfolio

Create Portfolio

1. Click the Create Portfolio + button located below the profile on the right hand side of the application.

2. Select whether to create a new Personal Portfolio or if your institution has created a guided program portfolio, you can either search through a list of guided portfolios or enter in a portfolio join code provided to you.
3. If creating a new Personal Portfolio, give the portfolio a title and description and click Next.
4. You will now be taken directly into the Edit mode of your portfolio where you can:
• Add work to your portfolio
• View a sample completed portfolio

Content sources available to add to your portfolio include:

• Audio
• Video
• Photos
• Links to Websites
• Documents, Spreadsheets
• Presentations
• PDF’s.
• Rich-Text Editor
Third-party content sources:

- Google Drive
- Facebook Photos/Videos
- YouTube Videos
- Vimeo Videos
- Khan Academy Badges
- Credly Badges
- Learning Objects Badges & Transcripts
Add Work to Your Portfolio

You can continuously add work to your Portfolio from your computer, third-party sources, or items from My Pathbrite Library.

1. Click the Edit button in the upper right hand corner of the portfolio below your name

2. Clicking Add Work + button in the upper right hand corner of the portfolio:
3. You can also drag and drop in files directly from your desktop.
Creating a Collection

Making Collections

Collections allows you to create a “stack” of related artifacts. Any item(s) you add to a collection will be housed underneath the initial artifact. For example, you might upload a project and add multiple drafts of it as a collection. This way, you can give context to your work, without having multiple iterations of the same piece on your main portfolio page. You might also think of Collections as being able to create mini-portfolios within your portfolio.

1. In edit mode, click the artifact you’d like to turn into a collection
2. Click Edit Item as a collection of work
3. This brings you into the Edit Details view of your item. Click the Add Work button at the top of the screen.

- below each item, you can click Click to Add Caption Text to add a title and description to each image
- on the sidebar, you can give the entire collection a title and description
Twitter Tweetbrite Integration

If you want to add work to your portfolio on-the-go, you can use our integration with Twitter called “TweetBrite”
1. First, make sure your Twitter handle is listed in your profile as one of your contact links:

![Edit Profile](image)

2. Go into your Twitter account, and follow "MyPathbrite"
3. To upload an item via Twitter, send a direct message with your item to “MyPathbrite”
Now you may tweet or DM content to @myPathbrite and it will be added to your Pathbrite account.

If the christopher Pathbrite account does not belong to you, please contact support@pathbrite.com.

To specify a portfolio, hashtag #YourPortfolioName.
4. You will receive a confirmation message from “MyPathbrite” and a portfolio will be created in your account called “Twitter Uploads”. Each time you tweet an item to “My Pathbrite”, it will add the item to your “Twitter Uploads” portfolio unless you specify a different portfolio.
5. To tweet an item to a specific portfolio, send a direct message to “My Pathbrite” with a “#” and the name of your specified portfolio. For example, #yourportfolionamehere
Journal

Hey, I've added your item to your Pathbrite portfolio.

Journal

3:08 PM

Start a new message
Edit Your Portfolio

After you’ve imported your content you can now edit the layout of your portfolio and tell the story of each artifact by giving it a title and description. From there, you can categorize artifacts so your viewers can see each facet of your accomplishments individually. You might also “stack” artifacts on top of one another by creating collections which allows you to keep an uncluttered layout while still being able to include all of your best work.

Editing Your Title and Description

1. Click the Edit button in the upper right hand corner of the portfolio below your name

2. The Title and Description fields will become changeable
   - Click the Title to change it
   - Click the box below to add a description of your portfolio
   - Click Save when done

Style & Settings

1. To the right of your portfolio, select the Style & Settings option to format the style of your portfolio. The layout option allows you to choose a layout to present your content. The theme option allows you to change the background from a light to dark theme or choose the resume theme (depending on your audience).
2. Even though you've chosen a layout provided in the Design section, Pathbrite gives you the ability to further customize your artifacts with its Drag and Drop feature:
• Click on an artifact to ‘grab’ it
• Hold and drag it the desired location in the portfolio page, the artifact and those around it will resize automatically to accommodate the new orientation
• Release once you are satisfied with the new location
• Use the slider located between portfolio items to expand and shrink the size of the thumbnail view

Portfolio Settings

This section includes your visibility settings and allows you to manage access.
Portfolio Visibility

Setting your portfolio to **private** means viewers must either have a custom link to your portfolio or they must be a Pathbrite user whom you’ve shared your portfolio with.

Setting your portfolio to **public** means viewers must have a link to your portfolio.

> By default, all Pathbrite portfolios are set to private.

Manage Access
Manage private access to your portfolio

Below is a list of custom share links that you’ve created, and a listing of specific people and communities with whom you’ve shared your portfolio. To take away viewing ability from specific members click Unshare. To remove access to a custom link, click Delete on it’s right side.

Your portfolio is currently Public.

You can change your portfolio Visibility to Private via the "Style & Settings" panel if you would like to manage individual access via this panel. A private portfolio cannot be publicly found on search engines or publicly accessed from your Pathbrite Profile page however.

- Share Link 2 - pathbrite.com/ Joel/ wnNW
- Professional - pathbrite.com/ Joel/professional
- Resume - pathbrite.com/ Joel/ePortfolio
- Portfolio - pathbrite.com/ Joel/ eckroth

You can invite more users to view your portfolio via the Share Panel

Clicking Manage Access will bring up a dialog showing all of your custom portfolio URLs as well as a list of any user that you’ve specifically shared your private portfolio with. These can be deleted which will revoke access to that specific link or email share.

Allow Comments

You have three options for commenting.

Selecting Yes allows anyone who can see your portfolio to leave comments that others can see.
Selecting Yes, But only I can see them allows anyone who can see your portfolio to leave comments but
only you will be able to see them.
Selecting No means no one will be able to leave a comment on your portfolio.

By default, your portfolio is not set up to allow public comments. Be sure to turn on comments here if you want viewers to be able to leave comments and view them on your portfolios.

Show download links

You can choose to allow audience members to download the artifacts in your portfolio.

Contact Links

Select the Contact Links button to enter or edit your Contact information.

1. Enter/Edit your email address, phone number or link to a personal web site or blog
2. Enter/Edit links to your LinkedIn, Facebook or Twitter social media sites
3. If you wish to remove one of the fields, click the Delete icon on the right hand side
4. When you've completed updating your contact information, click Save

Editing Portfolio Items

1. Hover cursor over any item on your portfolio to Edit, Adjust, or Delete an item
• Click the Delete icon to remove items from your portfolio

• Click the Crop icon to adjust the view of your thumbnail image
• **Click the Replace Cover Image icon** to find or upload another image to represent your artifact.

• The icon may also appear as a rotating arrow.
i. Use the “Scroll Bar” to change the view of your thumbnail image

- Click the Edit button to add or modify the information associated with each artifact
i. Edit/Enter a title and description for your artifact
ii. Replace the artifact you uploaded by clicking the Replace Work button.

• When you’ve completed all your edits click the Done Editing button
Using Help

When in Edit Mode, click the ? in the upper right-hand corner of the screen. Help notifications will show up and give you more information about each section.

NEXT TOPIC:
Add Work to Your Portfolio→
Categories

Using the Categories feature allows you visually group your portfolio content into folders. Visitors to your portfolio can choose a category and view just the grouped items.

Creating Categories

1. Under Style & Settings, click Categories
2. Use the drop-down menu to choose from a few of our pre-populated Category organizations or create a custom list
3. If you choose custom, type your titles in the entry fields and click + to add more

Organizing artifacts into Categories

1. Click the title of the Category you'd like to organize artifacts into.
2. A + button will appear over each artifact in your portfolio.
3. Click the + button to add artifacts to the chosen Category
To remove an item from a Category, click the - button.
Tags

Tags can be added to any portfolio item via the item details page. Tags are additional meta data that can be included on your portfolio content and can also be used within portfolio discovery to search for specific content via tag.

Creating Tags

1. In the Item Details panel under tags, start by entering in the text for your tag.

2.) If the tag already exists, you can select that tag to associate it with your portfolio item.

3.) If no tag exists, you can create your own tag:
Add Work

Title

Web Development Portfolio

Tags

+ Add a Tag

Description

JoelEckroth.com - Web development portfolio website.

+ Edit Item as a collection of work
Industry

Industries

All portfolios (personal, course, and program) can be aligned with a specific Industry. This can be used within portfolio discovery to search through a list of entire portfolios with a specific industry aligned.

Adding an Industry to a Personal Portfolio

1. Under Style & Settings, click Portfolio Settings
2. Use the drop-down menu to choose from one of the pre-populated industries.
3. Click Done Editing
Adding an Industry to a Course or Program Portfolio

1. Enter the course and click Assignments
2. Click the Edit Portfolio Details button
3. Under Advanced Settings, find the Industry Dropdown and select an industry:

Current Industries include:

- Activities
- Art & Design
- Culinary Art
- Education
- Games
- Health
- Life & Personal
• Marketing & Business
• Music
• Science & Technology
• Social Science
Portfolio Insights

Whenever someone visits your Pathbrite ePortfolio, Pathbrite collects some data on your visitors and summarizes that data as Insights.

With a portfolio selected, click the View Insights button on the right of your screen to view your “Portfolio Insights” page. You can also get here from your Profile page, by clicking on the View Insights button at the bottom right of each of your public portfolio tiles. The arrow buttons in the upper right corner will allow you to quickly switch from portfolio to portfolio.

Clockwise, starting from the upper left corner, the six panels are:
• The vitals report how many times your portfolio has been viewed within the past seven days. This panel will also report the number of “likes” and comments you’ve received, as well as how many times (other) people share your portfolio.

• The tips panel suggests what you may want to try adding or improving, in order to increase your portfolio visibility.

• The engagement trend is a one month graph indicating whether your vitals are increasing or decreasing over time.

• If you have created an access code for your portfolio, your audience activity is a breakdown of visits per access code. Please see sharing your portfolio for more on access codes.

• Your viewer activity shows who recently viewed your portfolio and where they are. If that person logged into Pathbrite, we will display a name. Otherwise we’ll refer to that person as “someone”. Each person will get a separate animal icon.

   Do not panic if you see a visit from a geographical location or a site that you do not recognize. Your friends may be traveling or the database we use to identify their locations may be out of date.

• The Top Items panel will indicate which artifacts in your Pathbrite ePortfolio that your audience liked the most and/or lingered on the most.

Anyone who visits your portfolio (other than you) is considered a visitor. When they visit your portfolio, it is cached for the duration of the visit, so if they view your portfolio twice, log out, then log back and visit your portfolio again, it counts as two visits, not three.
Share Your Portfolio

Once you've edited your portfolio you can share it via email, Facebook, LinkedIn, Twitter, or use a pre-populated embed code.

You can also choose to share your portfolio with a course you're enrolled in or a community. For personal portfolios, you are able to share using a custom link created for a specific audience, enabling you to track who views your portfolio in the View Insights panel.

Click the Share button to share your portfolio.

- A modal will appear where you can name and create a custom link to your portfolio. **Note: this is only for personal portfolios and this function is not available on Course or Program portfolios.** Once you've named and edited your link, you may click the Copy Link button to copy the link to your clipboard, or you can click Email or Share Link for more options. Clicking Email or Share Link will bring up a new modal, where you will have several options for sharing your portfolio. If your portfolio is **Private** you will be able to share via email, and whomever you email that custom link to will have access to your portfolio. If you set your portfolio to **Public** you will also be able to share your portfolio to Facebook, Twitter, and LinkedIn as well as embed it into a website using the embed code.
Custom Link Creation Modal:

Share Your Portfolio

Copy and share the new link below, or select the red button to share via email and on social networks. Don’t forget to give your link a simple name.

GIVE YOUR SHARE LINK A SIMPLE NAME:
Share Link 1

COPY AND SHARE YOUR LINK

https://pathbrite.com/akingtest/CJwC

Email or Share Link

Setting your portfolio to **Private** means viewers must have a link to your portfolio in order to view it.

Here’s what it will look like if your portfolio is set to **Private**:
To share via email, input the email address (or addresses, separated by commas) of your audience and write a message if you wish. Then click **Share**.

To set your portfolio to **Public** for more sharing options, simply click **change settings** above the Share button and it will bring up this modal:
Click **Set to Public** and your portfolio will be made public.

Setting your portfolio to **Public** means your portfolio can be shared publicly on social media and viewers can search your portfolio on search engines.

Here’s what it will look like if your portfolio is set to **Public**:
Sharing Course and Program Portfolios

To share a course or program portfolio, while viewing your portfolio click on the Share button in the top right of your screen. You will have the option to share your portfolio via email, with your entire course, or with your institutional community.
Share This Portfolio

Share This Portfolio with employers, advisors, and friends via email or social networks.

EMAIL ADDRESSES

Separate multiple entries with a comma

ADD A PERSONAL NOTE

Share
Adding Comments and Feedback

Pathbrite gives users and individuals viewing your portfolio the ability to comment and provide feedback on your portfolio. Comments can be made on the entire portfolio and individual items when in the detailed view.

Adding Comments

1. Make sure you’ve activated your comments option in your Portfolio Settings by selecting *Yes* in the drop down menu

2. When viewing your published portfolio, scroll to the bottom of the page where you’ll see the text

   *You must be logged in to leave comments. Sign In Now*

   - If you are not logged in, click the *Sign In Now* link and sign in with your Pathbrite log in credentials
• Non-Pathbrite users will need to create an account to leave a comment

3. Leave your comment in the text field
4. Click the “Post” button to submit your comment

Adding Comments to Individual Artifacts

1. Click on the artifact you’d like to comment on where you will be redirected to the detailed view of the artifact
2. Scroll to the bottom of the page where you’ll see the text “Sign in to Leave a Comment”
3. If you are not logged in, click the Sign In Now text and sign in with your Pathbrite log in credentials
   • Non-Pathbrite users will need to create an account to leave a comment

4. Leave your comment in the text field
5. Click the “Post” button to submit your comment
Downloading Portfolio

Downloading a Portfolio

If you want to download a copy of your portfolio for use on your local machine, use the following steps:

1. Navigate to your profile page

2. Hover over the portfolio you want to download and find the Download link
3. Once clicked, you will get an alert notifying you that a download link will be sent to your account email address. This link will include a zip of all files uploaded to your portfolio and a simplified html version of your portfolio for local viewing.
Duplicating a Portfolio

Occasionally, you may want to duplicate your portfolio instead of creating a new one from scratch. To do so, use the following steps:

1. Navigate to your profile page

2. Hover over the portfolio you want to duplicate and find the Duplicate link

3. Once clicked, you will get a confirmation. Click, Yes, Duplicate Portfolio to create a new version.
Making a Personal Copy of a Course or Program Portfolio

When taking a course or program, you may want to make your own personal copy of the portfolio that is created. This can be done at any point of the course and allows you to make your own personal copy which can be refined for your own purposes outside of the course or program. To accomplish this:

1. Navigate to your profile page

2. Hover over the course or program portfolio you want to make a copy of and click the Personal Copy link
3. Once clicked, you will get a confirmation. Click **OK, make a copy** to create a new version.
### Resumes

**Vida Rivera**

**Creative Director @ Learning Objects**  
olivia.hernandez@learningobjects.com

- [Twitter Profile](#)
- [Pinterest](#)

#### Relevant Experience

<table>
<thead>
<tr>
<th>Experience</th>
<th>Duration</th>
<th>Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>UX Design &amp; Strategy</td>
<td>5 Years</td>
<td>1 View</td>
</tr>
<tr>
<td>HTML, CSS, and Javascript</td>
<td>12 Years 3 Months</td>
<td>0</td>
</tr>
<tr>
<td>AngularJS</td>
<td>2 Months</td>
<td>2 View</td>
</tr>
<tr>
<td>Frontend UI Design</td>
<td>4 Years 2 Months</td>
<td>0</td>
</tr>
<tr>
<td>Graphic Design &amp; Branding</td>
<td>14 Years 3 Months</td>
<td>0</td>
</tr>
<tr>
<td>Wireframing, prototyping, and creative visioning</td>
<td>1 Year 7 Months</td>
<td>1 View</td>
</tr>
</tbody>
</table>

#### Experience Timeline

- **UX Design & Strategy**
- **HTML, CSS, and Javascript**
- **Frontend UI Design**
- **Graphic Design & Branding**
Resume Topics

- Creating a Resume
- Sharing Resume
- Editing Profile Information
- Deleting a Resume
Creating a Resume

- Navigate to http://www.pathbrite.com/resumes
- Click the “Create First Resume” button:

- Give your Resume an appropriate title and industry and click Build Your Resume
To start, click the Education module within the toolbar to get it added to your resume:

Once the module is added to your resume, you can begin adding in Education entries:

Each education entry will include:

- Institution Logo
- Name of degree, certification, or competencies
• Name of Institution
• Graduation/completion Date
• Aligned Competencies/Badges
The Trophy Case module allows you to feature specific badges/competencies that you’ve earned.

To start, click the Trophy Case module within the toolbar to get it added to your resume:

Once the module is added to your resume, you can begin importing badges:
Currently, only **Learning Objects badges** are supported within this module.
Custom Media Module

The Custom Media module allows you to feature a specific piece of media directly in your resume, including:

- photos
- videos
- documents
- rich-text
From the toolbar, you can select from any of the different media options:
Portfolio Cards Module

Users can feature their portfolios directly in their resume by adding in the Portfolio Cards Module

Start by finding the Portfolio Cards module in the toolbar and clicking it to add:
Once it's added, click the large **Add Portfolio** button to begin added in your own portfolios.

From the dialog, pick and choose which portfolios you want to feature in your resume.
Sharing Resume

To share your resume click the red Share button at the very top of your portfolio.

This will allow you to create a custom URL for your resume and to share it out with individual email addresses or make it completely public and share directly to Facebook or Twitter.
Once you’ve added in your custom URL, click the **Email or Share Link** button

- From here, you can share your resume with individual email addresses/usernames, or share your resume on Facebook or Twitter.
In the Resume Settings panel:
You can choose whether you want to make your resume completely public and private and shared only with those individuals you choose to share it with.
Editing Profile Information

Resume First & Last Name

Your first and last name will automatically come over from your profile page.

Resume Title & Location

Your title & location can be edited by clicking directly on the text box:

Resume Banner Image

You can add a banner image to the top of your resume by clicking on the small Camera icon:

Resume Profile Photo

Your profile photo can be edited by hovering over the image and clicking the Edit Photo link:
Resume Social Media Links

Social media links can be added to your resume through the toolbar: **Style & Settings > Contact Links**
My Library

All content that you ever add into Pathbrite will automatically be added into your Pathbrite My Library. This includes all personal portfolio uploads and course/program submissions.

- Add to Library
- Search Library
- Delete From Library
Add to Library

Content will be added to your library through the following methods:

1.) Adding content to a personal portfolio:

2.) Submitting work to a program or course portfolio
3.) You can also add content directly to your library using the following steps

- Navigate to your library page
• Click the Add to Library button

• Select the type of media you want to add to your library
Add To Library

Where would you like to grab from?

Note: If uploading audio or video, please consider including captions for the content in the description.
Search Library

1. You can search all of your library content by **keyword**

2. If you’re currently taking a course or program, you can also filter out your portfolio content by selecting a specific Course/Program from the dropdown menu:
3. You can filter down even further and find content from a specific assignment within the course or program.

4. You can also sort all your library content by either type of file or by the date that the item was added to your library.
<table>
<thead>
<tr>
<th>Item Name</th>
<th>Type</th>
<th>Date Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy Award for Best Picture in 1960 -- Ben-Hur</td>
<td>document</td>
<td>10/22/2012</td>
</tr>
<tr>
<td>Pathbrite Mocks - My Collection - 2012-10-04.pptx</td>
<td>document</td>
<td>10/16/2012</td>
</tr>
<tr>
<td>Academy Award for Best Picture in 1990 -- Driving Miss Daisy</td>
<td>document</td>
<td>9/24/2012</td>
</tr>
<tr>
<td>Academy Award for Best Picture in 1983 -- Gandhi</td>
<td>document</td>
<td>9/22/2012</td>
</tr>
<tr>
<td>Academy Award for Best Picture in 2000 -- American Beauty</td>
<td>document</td>
<td>9/2/2012</td>
</tr>
<tr>
<td>Ivan Kalpoe</td>
<td>document</td>
<td>8/5/2012</td>
</tr>
<tr>
<td>Joel Eckroth</td>
<td>Web Design &amp; Development Portfolio</td>
<td>document</td>
</tr>
<tr>
<td>Bugs_for <em>Pathbrite</em>--------------------------------------------------------</td>
<td>document</td>
<td>7/23/2012</td>
</tr>
<tr>
<td>Bugs_for <em>Pathbrite</em>--------------------------------------------------------</td>
<td>document</td>
<td>7/23/2012</td>
</tr>
<tr>
<td>Arthritis.org-estimates-v1</td>
<td>document</td>
<td>7/23/2012</td>
</tr>
</tbody>
</table>
Delete From Library

1.) You can delete content from your library by hovering over the media and clicking the trash icon:

2.) If the item is already aligned with a portfolio, it will need to be removed from that portfolio before it can be deleted.
Discovery

The portfolio discovery feature allows users to sort through all publicly visible Pathbrite portfolio content for specific media. Users can pick and choose their own portfolio content that they want discoverable by the entire Pathbrite community or just content from their specific institution.

- Search & Sort
- Community Filtering
- Curation

View Discovery Here: https://pathbrite.com/discovery
Search & Sort

The Portfolio Discovery area includes a number of options for filtering and sorting all of the available portfolio content.

Industry Sort

At the highest level, users can filter all portfolios that have a specific aligned industry.

Tag Search

Within a specific industry, or with no industry selected, users can filter out all portfolio content by specific tags or groups of tags.
Latest/Popular Sort

Once your search results are filtered, you can also filter a level further by showing either the most recent content or the most popular content.
Current Industries include:

- Activities
- Art & Design
- Culinary Art
- Education
- Games
- Health
- Life & Personal
- Marketing & Business=
- Music
- Science & Technology
- Social Science
Community Filtering

When navigating through the portfolio discovery area, if you currently belong to a community/institution, you will be able to view content specific to that community. Just select your specific community from the Community Dropdown menu:

If you want to add your content to a specific community for viewing within your community discovery section, you have the following options:

1.) For personal portfolios, align your portfolio within the Style & Settings > Portfolio settings section:
2.) If you’re using a Course or Program portfolio, under Portfolio Settings, you can choose to allow your portfolio visibility by the entire community:
### US History Visual Scavenger Hunt

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Status</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>The First Americans</td>
<td>0 / 1 submitted</td>
<td>Past Due: Sep 08</td>
</tr>
<tr>
<td>Colonization</td>
<td>0 / 1 submitted</td>
<td>Past Due: Sep 15</td>
</tr>
<tr>
<td>Dissolving the Political Bands</td>
<td>0 / 1 submitted</td>
<td>Past Due: Sep 29</td>
</tr>
<tr>
<td>Forging a New Nation</td>
<td>0 / 1 submitted</td>
<td>Past Due: Oct 13</td>
</tr>
<tr>
<td>Slavery</td>
<td>0 / 1 submitted</td>
<td>Past Due: Oct 27</td>
</tr>
</tbody>
</table>
Curation

Pathbrite Curation

A Pathbrite curator will occasionally look for the best portfolio content and feature in the main community portfolio discovery pages and industry specific pages. These portfolios, once liked, will appear within the top feature portfolios module.

Community Curator

In addition to the featured portfolios mentioned above, each community can have its own specific set of featured portfolios. The accomplish this:
1.) Assign a “Curator” role at the main community level to a specific user. This user can have no course memberships or other specific community roles.

2.) That user will then navigate through all community portfolio content via the Community dropdown menu.

3.) Once the Curator **likes** the portfolio content, that content will be featured in the top module.
## Courses

### COURSE TOPICS:

- Creating A Course →
- Course Home →
- Evaluating Student Work →
- Creating Portfolio Templates →
- Creating Assignments →
- Managing People in Your Course→
- Using Showcases→
- Viewing Course Reports→
Course Settings →
Creating a Course

Setting Up Course Details

Courses can either be created by an Admin or Instructional designer at the community level, or individual instructors can currently create their own courses.

1. To access the Courses feature as an instructor, click the Courses tab above your profile:

2. Click the Add A Course button in the top right corner of the screen

3. You’ll then be prompted with the choice of creating or joining a course
   - Select Set Up a New Course
4. Enter the course details: course name, section number, course description, and a subject

- Affilliate your course with a school or community (If your school or community isn't found, please contact our Support Team to have it added)
- You are required to provide a start and end date for the course
- Click Save once you’ve filled out the fields
Every course starts out with two free trial seats for students check out the experience at no cost.

Additional seats are available for a one-time community fee, paid by the students when they enroll in their first course. Joining other courses within that community will not require further payment.

You may also contact Pathbrite to purchase institutional licensing - [Contact Us](#)
Course Home

Once you save your course details, you will be taken directly into the Course Home section. Here you will find the course description, course code, and a list of your teaching team members. You can also edit the course details, view the Upcoming Deadlines for assignments and receive notifications for Late Work.

Edit Course

1. Click the Edit button to add a Course Description and fill out the course details.

   • Edit or change the **course name, section number, course description**, and a **subject**
   • Affiliate your course with a school or community (If your school or community isn't found please contact our **Support Team** to have it added)
   • Edit or change provide a start and end date for the course
   • Click **Save** once you've filled out the fields
Add a Teacher

1. Inside your Course Home section you may build out a teaching team by clicking on the Add a Teacher button
Review Assignments and Student Work

Use the **Upcoming Deadlines** section to view assignment due dates.

1. Click the link for the assignment you wish to view

   ![Upcoming Deadlines](image)

   - The **Student Work** section will appear and allow you to grade and/or evaluate student submissions

2. Use the **Late Work** section to view past due assignments
Late Work

30 Late Assignments in International Studies

⚠️ 104 Late Assignments in The Wealth Effect and Monetary Policy

⚠️ 42 Late Assignments in Inflation

NEXT TOPIC:
Inviting / Removing People→
How to Join Courses

HOW TO JOIN COURSES TOPICS:

- Joining a Course Via Email →
- Joining a Course With a Course Code →

NEXT TOPIC:

- Course Home →
Joining a Course Via Email

Once an administrator or instructor sends an invitation via email you’ll receive an email inviting you to “Join the Course”

Click Join the Course and you’ll be taken directly to the course you just joined.
Dear Emilio Lizardo,

Zachary Stein from Pathbrite University has created a course in Pathbrite, Algebra 1a: Pathbrite Prod, and has invited you to join it.

Pathbrite Courses require a one time $10 fee per university.

**Join the Course**

Your join code is: cEXIMRf4CKjz

Can’t open the join link above? You can paste this code into the join course box under the Courses section of your Pathbrite account to join the course.

Don’t share this code with others as you may no longer be able to use it!

Thanks,
Your Friends at Pathbrite
Joining a Course With a Course Code

Sometimes an administrator or instructor will provide you with a course code, if they do:

1. Sign into your Pathbrite account
2. Click on Courses along the top navigation bar
3. Then click on Add a Course in the upper right side of the window
4. A modal will appear asking whether you want to “Setup a New Course”, or “Join a Course”
5. Select **Joining a course** and then enter the course code into the course code field.

6. Click **Add**.
Join a Course from your School LMS

A large portion of Pathbrite customers use Pathbrite integrated with a Learning Management System, such as Blackboard, Moodle, Canvas, Mindtap, Learning Objects, or others. To access your course:

1. Sign into your school's learning management system.

2. Click on the available course and find the Pathbrite link. For example, here is a Blackboard course link for Pathbrite:

   ![Pathbrite SSO Module](image)

   The Module offers a single sign-on to Pathbrite.

   Sign-On

3. Once you've clicked the link, you will enter into Pathbrite and have access to everything as you would when going through the standard Pathbrite login screen.
Inviting / Removing People

The People section allows you to add, remove and search for students and teaching team members in your course.

Adding Students and Teaching Team Members

1. Add students or teaching team members by clicking the Add People button

2. Choose either the Student, Teacher, or Reviewer icon and enter an email address to send them an invitation to join the course

- Reviewers can view and grade student work, but they are not permitted to make any changes to the settings or contents of a course.
Removing Students, Reviewers, and Teaching Team Members

1. Select individual students or teachers you’d like to remove by clicking the check box next to their name.

   ![Student and Teacher List]

2. Click the Remove button and click Yes, Remove.

![Add and Remove Buttons]

Using Search

1. Search for students and teaching team members by entering their name in the search field and clicking the magnifying glass.

   ![Search People Input Field]

NEXT TOPIC:

Creating Portfolio Templates→
Creating Portfolio Templates

We made it easy for you to group your Assignments into separate Portfolio Templates. Each Portfolio Template is like a guiding blueprint for a portfolio that students will generate. When students complete the assignments of each template, they populate their own course portfolios at a ratio of one portfolio per template. You may also choose to grade, align outcomes, or attach rubrics to a Portfolio Template, meaning you can give a whole group of assignments an overarching assessment.

By default, each Course starts with one Portfolio template already set up. This way you can start adding assignments right away. But you can easily add more templates by following the instructions ahead:

Adding Portfolio Templates

1. Click the Add Another Template button at the lower right-hand corner of the window and a modal will appear

![Add Portfoio Template]

2. You'll be given the option to create a new group or reuse an existing template
Creating A New Portfolio Template

1. Select the Create New Group and enter a portfolio template name

![Add Portfolio Template]

2. Click **Save** when finished

Edit Portfolio Template Details

1. Click the name of the Portfolio
2. Click the settings icon to edit Portfolio Template Details

![Edit Portfolio Template Details]

2. From here you can edit the Portfolio Template name, add a description, and add a cover image
Below, you can adjust advanced assignment group settings, such as whether or not the assignments will be graded and how.

Advanced Portfolio Template Settings enables you to do the following:

- View existing, replace (by creating new or reusing an existing), or delete Rubrics
- Align Learning Outcomes (by selecting from existing or creating new)
- Choose whether or not the assignment group will be graded
- Choose a start date and a due date
When done adding or editing Portfolio Template click **Save & Close**

To save a Portfolio Template to your library for use later, click the **Save Portfolio Template as a reusable Template** button located beneath the Portfolio Template Description.

**Adding Assignments**

1. Click the **Add Assignment** link to the right of the Portfolio Template’s Title

   ![Add Assignment](image)

   **Click here to learn how to Create Assignments**

**Reusing an Existing Portfolio Template**

After choosing to reuse an existing template, a modal will appear loaded with your template library

1. Use the search box to search for a template by name, choose a Community template, or from your saved templates (My Templates)
2. Click the name of the Template you wish to use and you will be prompted to give it a title

Reordering Templates

You may choose to alter the order in which Templates appear.

1. From the Assignments screen, click the title of any template

2. Click the icon and a modal will appear allowing you to change the order of Templates

3. Drag and drop the Templates into the desired order
<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Philosophy of Classroom Management and Classroom Management</td>
</tr>
<tr>
<td>2</td>
<td>Academic Course (Chemistry) v1</td>
</tr>
<tr>
<td>3</td>
<td>Week 5: The Knight’s Tale</td>
</tr>
</tbody>
</table>

**SUB TOPIC:** [Editing Portfolio Template Design](#)  
**SUB TOPIC:** [Advanced Portfolio Template Settings](#)  
**NEXT TOPIC:** [Creating Assignments](#)
Editing Portfolio Template Design

By default, Portfolio Templates have a standard layout and theme. If you choose to, you can edit the layout and theme to your liking.

Editing Portfolio Template Design

Under the Assignments tab, change your view from Templates to View as Portfolio in the upper right-hand corner of the window.

You’ll be brought into edit mode, which allows you to…

1. Change the layout, by choosing one of the layouts (Patchwork, Bricks, Pyramid, or Grid) or dragging and dropping
2. Change the theme, by choosing one of the themes (Light, Dark, or Resume)
Toggle between Portfolio Templates by clicking the up/down arrows at the top right of the window.

**NEXT SUB TOPIC:** [Advanced Portfolio Template Settings](#)

**NEXT TOPIC:** [Evaluating Student Work](#)
Advanced Portfolio Template Settings

Start and Due Dates

1. Select a Start and Due Date for your assignment

<table>
<thead>
<tr>
<th>START DATE</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/16/2013</td>
<td>12/16/2013</td>
</tr>
</tbody>
</table>

Grading

If you choose to grade this portfolio, you can choose from the following grading styles:

**Basic:** This grade is on the portfolio as a whole. It’s a simple percentage-based grade (0 – 100%). Internal assignments inherit this grade.

**Auto-Calculated:** The portfolio grade is calculated (0 – 100%) by using the average grade of internal assignments.

**Percentages:** 0% – 100%: The portfolio grade is set by you (0 – 100%). You may optionally use grade weighting.

**Points:** The portfolio is graded using points. You choose how many points are possible.

**Complete / Incomplete:** The portfolio is graded as complete or incomplete.
Student Portfolio Settings

You can carry-over Course Settings such as who can view and comment on student portfolios, allowing students to style their own portfolios, and allowing for resubmissions on assignments. By default, this is enabled. However, you can un-check the box and choose template-specific settings.
Student Portfolio Settings

- Use the rules set in the Course Settings

Who is allowed to view your students' portfolios in this portfolio template?

- TEACHERS AND OWNER
- EVERYONE IN THE COURSE
- EVERYONE IN OUR COMMUNITY
- ANYONE WITH A LINK (PUBLIC)

Who can write and view comments on student work?

- ONLY TEACHER AND OWNER
- ANYONE PRIVATELY
- ANYONE PUBLICLY

Allow student styling?

- YES

Allow student resubmissions?

- YES
Creating Assignments

Adding Assignments

Go to Assignments in the Left side menu.

1. Click the Add Assignment button. An assignment window will appear and allow you to build your assignment:
<table>
<thead>
<tr>
<th>ASSIGNMENT TITLE</th>
<th>Assignment #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSIGNMENT INSTRUCTIONS:</td>
<td>Write a description of your assignment.</td>
</tr>
</tbody>
</table>

- Give the assignment a Title and a Description (the description can be a prompt)
Adding Rubrics

1. You have the option of attaching a rubric by clicking the Attach Rubric button

A modal will appear and allow you to create new or reuse an existing rubric or select a document, PDF or link for reference.

Reusing Existing Rubrics
You can reuse a Rubric that has been created at the Community level (institution, program or department wide) or one that you've created yourself
Click the ‘eye’ icon to preview the rubric before attaching it to the assignment.
Creating New Rubrics

- Add a Rubric title, edit the criteria and ratings, and align outcomes
- You may also require your students to reflect on their submissions and use the rubric for grading
- Click Add to my library to add Rubric to your library of Rubrics (you will be able to apply these rubrics to any Portfolio Templates or Assignments in the future)
- Click Done when you have finished

Attaching Resource Files

You can add supplementary files to your assignment to give your students context. E.g. You can attach a document for students to read or a video for students to watch.

1. Click Attach Resources
2. Choose from My Pathbrite Library or pull in files from the internet
2. You may also align learning outcomes with individual assignments by clicking the Align Learning Outcomes button.
You can choose to align Community Outcomes or your own, which are stored in My Outcomes.
To create new outcomes, click the @Create Outcome* button.

3. Click Add when finished.

Start and Due Dates

1. Select a Start and Due Date for your assignment.
Grading Style

Assignments may be graded in the following ways:

- By Percentage: 0-100% with optional grade weighting
- By Points: You get to choose how many points are possible
- As Complete / Incomplete: Assignment is graded as complete or incomplete

Submissions

A submission is a required artifact or multiple required artifacts for an assignment. Students will be asked to submit one item per submission. You can add work examples to indicate what you’d like your students to submit, or use them for flipped classroom materials (e.g. you might add a video as an example and have students watch it. The submission item might be a reflection or a list of questions on what they watched).

1. Give submissions a title, description and add an example by clicking on Add Work Example
2. Select content to upload from your computer, your Pathbrite library, or from the other available places
*From your Pathbrite library, you can choose to upload individual items or entire portfolios
3. Once you've made your selection(s), Click **Import**

4. You may add more submissions by clicking “Add a Submission”

5. You may also delete an assignment by clicking “Delete Assignment” in the lower right hand side of the window

6. Click “Done” when completed

**Reordering Assignments**

You may choose to alter the order in which assignments appear.
1. Hover your cursor over the icon just to the left of the assignment's title

2. Drag and drop assignments into desired order

NEXT TOPIC:
Previewing Assignments →
Course Rubrics

Adding Rubrics

You can attach a Grading Rubric by clicking the Attach Rubric button. Then, you can choose a rubric from the Community level or one you’ve created previously for your courses (this or any previous course).

- A modal will appear and allow you to create new or reuse an existing rubric or select a document, PDF or link for reference.

- Add a rubric title, edit the criteria and ratings (you may have anywhere up to 10 point values).
- You may align learning outcomes as criteria to be rated.
- Require Reflection means students will be prompted to reflect on the Rubric prior to submitting their assignment.
• **Grade Using Rubric** means you will be prompted to rate the criteria when you grade this assignment. The rubric grade you assign will calculate the grade on the portfolio.

• **Click Done when you have finished**
Course Outcomes

Aligning Learning Outcomes

You can align learning outcomes to the entire Portfolio Template by clicking the Align Outcomes button. Then, you can choose outcomes from the Community level or ones that you’ve created previously.

1. Select from Community Outcomes or My Learning Outcomes
   - You can align an entire folder of outcomes by selecting the folder and clicking Align Folder
   - You can align individual outcomes by selecting the outcome and clicking Add

2. Create New Outcomes

You can create learning outcomes that you can use and reuse for your courses (this and any other concurrent or future courses)

*Click Add New Outcome and fill out the entry field for Learning Outcome and Code.
Previewing Assignments

You may preview how your course and its assignments will appear by clicking the Preview As Student button.

There are two significant restrictions that you should be aware of:

- If an assignment’s start date is in the future, this preview mode will acknowledge the existence of the assignments. Actual students will not see the assignment.

- You will not be able to actually upload and submit homework for review and grading.

NEXT TOPIC: Grading Student Work →
The View Student Work tab allows you to view and grade student work. Here, you can assign numerical (point and percentage grades) as well as qualitative feedback in the form of comments.

1. From Assignments, Click the View Student Work tab
2. Click on an assignment and select a student whose work you’d like to see
3. You can click View Now to view the artifact the student submitted.
4. You can click See Portfolio to view the artifact within the student’s portfolio and toggle between:

- artifacts that are part of the assignment
- assignments within this students portfolio
- your roster of students who have completed assignments in their portfolio
Click Back in the upper right corner to return to the View Student Work tab

1. Click the Grade button in the upper right corner
2. Enter in the numerical value of the grade (or complete/incomplete, as applicable) and add optional feedback
3. Click Save when you’re finished
If a Grading Rubric has been attached to the assignment, a window will pop-up allow you to view students reflections (if they’re required and complete)

1. Under the Points column, assign point values to the criterion.
2. Scroll to the bottom of the Rubric window to leave qualitative feedback
3. Click Grade when you’re finished
# Grade Lindley Doyle's Work

To grade this assignment, rate each criterion with points.

**CLOSE STUDENT REFLECTION**

Reflected on: Nov. 14, 2014

**Level of pride the student expected to feel about the submitted work:**

![Not Proud] ![Proud]

**What did the student expect to learn from the work:**

My music in Portland assignment helped me to better understand this goal because it involved me asking questions, researching them, and looking into what is currently happening in the music scene today.

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Ratings</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking and Inquiry</td>
<td>1 pts</td>
<td>Consistently does all or almost all of the following: - Offers biased interpretations of evidence, statements, graphics, questions, information or the points of - Fails to identify strong, relevant evidence</td>
</tr>
<tr>
<td></td>
<td>2 pts</td>
<td>Does most or many of the following: - Misinterprets evidence, statements, graphics, questions, etc.</td>
</tr>
<tr>
<td></td>
<td>3 pts</td>
<td>Does most of the following: - Responses by retelling or graphically showing events or facts - Makes personal connections or identifies connections</td>
</tr>
</tbody>
</table>

Lindley, it's clear you are a critical thinker! Your passion for Portland is undeniable. You've done in-depth research on parts of the city that interest and excite you. These were two very interesting topics. Excellent work!

**Total Points: 5 / 6 (63.3%)**
Students will be able to see all grades and comments when they next log in.

**Filtering Students Based on Submissions**

You can filter students based on whether or not they have submitted the assignment or if it is graded or ungraded.
1. Clicking on **New** will show all students whose assignments you have not viewed yet.
2. Clicking on **Ungraded** will show all ungraded assignments.
3. Clicking on **Didn't Submit** will show all students who have not yet submitted the assignment.

**Viewing Student Portfolios**

You can get a live view of a students work-in-progress or completed portfolio.

1. From the View Student Work tab, click an assignment, and the name of a student
2. Click **See Portfolio** button in the lower right corner

In the upper right corner, you’ll have the ability to other students' portfolios. Type in the first few letters of their name to find them.
Click Back to Course to return to the View Student Work tab

Scorecard

The Scorecard allows you to see your entire class roster, individual assignment grades, and grades for entire portfolios.

View Your Class Roster

1. Click the Scorecard section in the menu on the left hand side. This will bring you to a view of your class roster and will allow you to drill down into students work
- All of your students will be listed on the left either by name or by progress
- Each subsequent column moving to the right will be a separate assignment under the designated Assignment Group

**Scoring Student Work**

1. You can score student work from this view by clicking on the student name you’d like to grade
2. Click Portfolio Grade to grade the student’s work. If a Rubric is associated with the assignment or portfolio, you can populate ratings which will automatically be averaged into a percentage grade

- You can grade an entire portfolio overall and individual assignments from this page
- Select another student to grade once you’ve finished
3. At the bottom of the **Scorecard** section there are four tabs: **New Submissions**, **Ungraded**, **Not Submitted**, and **See Legend**

- **Click New Submissions** – allows you to view student work that has been turned in
- **Click Ungraded** – allows you to view student work that is not yet graded
- **Click Not Submitted** – allows you to view students who have not yet submitted work
- **Click See Legend** – allows you to learn the key for “Viewed” and “Not Viewed” student work
Rejecting Student Work

From time to time, a student might submit work that he clearly did not intend to be reviewed or graded. For example, curious students often submit a placeholder photo in order to determine how Pathbrite works, when the assignment clearly calls for an essay. If you specifically configure the assignment such that the student can only submit his work once, this obviously puts the student in a bind. Fortunately, you can reject the work.

NEXT TOPIC:
Using Showcases →
Using Showcases

Showcases enables teachers to present a holistic view of students’ achievements. It can also be used as a collaboration space that students and teachers can add work-in-progress to in order to receive feedback and comments from others.

To create a Showcase, Click + Create Showcase

Give it a title and click Save

From there, you can populate the Showcase by adding Student Work, or by uploading from your computer, Pathbrite Library, or from third-party sources.
Click **Settings** to add a description, show or hide create names for items, enable Learning Outcome filtering, and choose whether or not to show Social Sharing Buttons.

Click **Permissions** to set viewing options, to enable comments and/or edits, and access sharing links.
Filter Showcase enables you to view showcase contents by latest, most viewed, or most shared. You can also view work added between particular dates.
Filter by Outcome allows you to view work that meets particular Learning Outcomes.
Generating Course Reports

Pathbrite offers four reports. Click the tab corresponding to the type of report you’d like to generate and view.

Insights

Insights offer you a high level view of how well the class is performing. Click the ? to get information on what the report means and how to read it. Unlike other reports, these insights can not be exported.

Student Work Reports

The Student Work report is a visual summary of what students within a given scope, has recently uploaded. We strongly recommend filtering the results using the Learning Outcome associated with the assignments you are interested in. You may export a list as a comma-separated-value file.
Student Engagement

The Student Engagement report is a simple spreadsheet showing how active each student is within the course. Pathbrite tracks sessions, artifacts uploaded, comments, shares (or attempts to publish their work) and a "total" for relative comparisons. You may export this report as a comma-separated-value file.
Assessment

An Assessment is a comma-separated-value formatted spreadsheet that displays all students, assignments and grades within the course. These records are sorted by rubric, by outcome or by rubric relative to the outcome. (This last option is highlighted.)

Program Reports and Institutional Reports

The most significant difference between a course report and reports generated for programs and for institutions, is the applicable scope.

Running a report for a given community does not allow you to quickly “drill down” into specific courses. Likewise, you may not run a report for a program and filter it by the courses that contribute to a program. Instead, please create and apply Institutional Outcomes. For example, if you’d like to filter all English courses within your Humanities department, give each English course a common Learning Outcome.
Course Settings

Under Settings you can choose your privacy settings, indicate who can write and view comments on student work, and manage students’ ability to style their course portfolios.

Privacy Settings

There are a number of privacy settings for students’ portfolios.

- Teachers and owner: Teachers of the course can view students’ work. Students can view their own portfolios
- Everyone in the course: All teachers and students can view student portfolios
- Everyone in the community: All members of the community can view student portfolios
- Anyone with a link (public): Anyone with a link can view student portfolios created in the course

As you hover over the options, an explanation for each shows up to the right.

Hide People page access

If you don’t want students in your course to be able to view each other on a course roster, you can disable access under the Course settings tab:
Student Email Notifications

If you don’t want students to receive email notifications for due date reminders or confirming their submissions, you can disable these emails via the Course settings tab:
Comments Settings

There are also a number of settings for who can view and write comments on student work within the course.

- Only teachers and owner: Teachers can read and write comments on students’ work. Students can read and write comments on their own work
- Anyone privately: Anyone that can view a students portfolio can also leave private comments to the portfolio owner
- Anyone publicly: Anyone that can view a student’s portfolio can also read and leave comments

As you hover over the options, an explanation for each shows up to the right.

Student Styling

This option allows you to decide whether or not students can change the layout and theme of their course portfolios. By default, this setting is turned on which means they will be able to style their portfolios. Turning this option off “locks” the layout of course portfolios to that of the portfolio template.
Who can write and view comments on student work?

- ONLY INSTRUCTORS
- ANYONE
- ANYONE BUT STUDENTS

Leaving this set to "Yes" will allow your students to re-arrange & re-style the portfolios they build from this template. Setting it to "No" will lock the options you set, so all portfolios will look the way you decided here.

Allow student styling? 🎨

YES 🟡

NEXT TOPIC:
How to Join Courses →
Pathbrite is pleased to introduce **Programs**. With Programs, you can create Portfolio Templates outside of our Courses environment. Programs are perfect for long-term or program-wide portfolio initiatives. The list of potential uses for Programs is unending, but here are a few examples of what you might use Programs for:

- Freshman Experience
- Advising Portfolios
- Career Services Portfolios
- Program-Related Portfolios
- Capstone Portfolios
- Multi-year Portfolios
- Internship Experiences
- Resume Portfolios
- Dossier Portfolios
- Vocational Portfolios
Creating a Program

To create a program for your institution:

1. Click on the Admin button. Do not worry if the Program button is not visible.

2. Click the Program Portfolios button on the left hand side.

3. Click the New Program button in the center of the screen.
4. Click the **Define From Scratch** button.

5. Fill out the form and click **Save**.
Create a Program Portfolio
Tell us a little bit about this program portfolio

PORTFOLIO NAME

COHORT NUMBER (OPTIONAL)

PORTFOLIO DESCRIPTION (OPTIONAL)

Start and End Dates

START DATE

__/__/____:__:_M

END DATE

Ongoing Program - No End Date

Save

NEXT TOPIC:
Program Home
Program Home

You may make additional changes or corrections to your Program’s “home page”.

1. Highlight the desired program in the Program Portfolios listing.

2. Four icons will appear to the right of the program title. Click on the leftmost pencil icon.

The remaining three icons allow you to copy the program, move the program into another community or delete the program.

3. Edit the program name, cohort number, description and relevant dates, to your satisfaction. Click the Save button.
Edit Program Information

PORTFOLIO NAME

Technical Writing Curriculum Vitae

COHORT NUMBER (OPTIONAL)

PORTFOLIO DESCRIPTION (OPTIONAL)

Students enrolled within this program, will learn how to document features of the Pathbrite application and prepare pages for Pathbrite's user guides and for training programs.

Start and End Dates

START DATE

09/01/2016 08:00 AM

END DATE

Ongoing Program - No End Date

Save

NEXT TOPIC:

Working with Programs →
Working with Programs

Your Pathbrite Program is a special type of course. Many activities such as adding tasks and reviewing student work, are performed exactly as you would perform them within a course.

1. Click on the program’s name to access the program in this fashion.

Please see also:

- Creating Course Portfolio Templates
- Creating Assignments
- Previewing Assignments

After you have enrolled students and your students have submitted work for review:

- Grading Student Work
- Using Showcases
- Generating Course Reports
- Course Settings
NEXT TOPIC:

Inviting / Removing People →
Inviting / Removing People

The People section allows you to add, remove and search for students and teaching team members in your program. Unlike courses, programs offer some additional options:

Adding People

1. Add individual students, teachers or reviewers by clicking the **Add People** button.

2. Choose either the **Student**, **Teacher**, or **Reviewer** icon and enter an email address to send them an invitation to join the course.

- Reviewers can view and grade student work, but they are not permitted to make any changes to the settings or contents of a course.
Bulk adding People

1. To add many people all at once, click the Manage Groups & Reviewers button.

2. With the student tab highlighted, click either the Add by Course or the Add by Community button.

The Add by (selected) Course option will add all members of the course. The Add by (selected) Community option will add all members of the community. Anyone who was not previously participating in the program, will be added to the program as a student.
3. With the Manage Reviewers tab highlighted, click the Add Reviewers button.

Unlike adding students, you must identify each reviewer by their email address. You may want to prepare a list ahead of time.

Removing People

1. Select individual students or teachers you’d like to remove by clicking the check box next to their name.
2. Click the **Remove** button and click **Yes, Remove**

Using Search

1. Search for students and teaching team members by entering their name in the search field and clicking the **magnifying glass**

**NEXT SECTION:**

[Integrations →](#)
Annotation Capabilities

Pathbrite now uses Prizmdoc for all course and program annotation capabilities.

Currently annotations are supported on all document formats mentioned here: Supported File Types

The following links will give more information about capabilities with annotations:

- Adding New Annotations
- Loading Saved Annotations
Adding New Annotations

To add new annotations on a students submission:

- Open the document via the View Student Work tab and automatically the annotation tool will be opened
- Select the annotation type (Arrows, Text, Shapes, Crossout, etc) and start adding in annotations
- When finished with your annotations, be sure to click the Save Icon to save your annotations for view by your student.

If you navigate away from the student work viewer without saving your annotations, they will not be saved.

Annotation tools include:

- Image stamp
- Arrow
• Line
• Rectangle
• Ellipse
• Text
• Freehand
• Stamp
• Highlight
• Strikethrough
• Hyperlink
• Polyline
Loading Saved Annotations

To open saved annotations as an instructor:

- Open the document via the View Student Work tab and automatically the annotation tool will be opened.
- Select the folder icon to open up a list of all saved annotation files.
- Find your saved annotation version and click to open.
To open your instructors saved annotations:

- Click on either the notification link or the email link stating that new annotations were received.
- Open the appropriate document
- Select the folder icon to open up a list of all saved annotation files.
- Find your saved annotation version and click to open.
Admin Features

ADMIN FEATURES TOPICS:

User Management →
Course Management →
Building Communities →
Creating Institutional Outcomes →
Creating Rubrics →
How to Run Institutional Reports →
Templates →
User Management

Roles

Within the Community and Course environments, Pathbrite has a few different roles, or user types. Each are explained below:

Community Roles

**Member:** This is a normal user, a student or teacher

**Outcome Analyst:** This role only has access to the Reports functionality
Instructional Designer: This role has access to Course Management, Outcomes and Rubrics, Templates, and Showcases
Admin: This role has access to all administrative features

Course Roles

Principal Teacher: This is the teacher who created the course
Teacher: This is a teacher in the course. This principal teacher adds additional teacher(s) to the course
Student: This is a member of the course community. They have access to the course and the portfolio templates and assignments within

How to Add Users

You may add users in one of three ways.
Give Your User a Link

- You may edit the link by clicking on the pencil icon. **Note: this invalidates old links.**
- If your web browser supports it, you can copy it to your clipboard by clicking the Copy link button.

Invite the User to Join Pathbrite

1. Click the **+Add Users** toward the top of the page. A modal will appear.
2. Click the **Create New or Invite Existing User** button.

3. A modal will appear and allow you to:
- Enter the user’s first and last name
- Enter the user’s username
- Indicate what role this user will have in the community

4. Once you have inserted the appropriate information click the +Create User button at the bottom of the module

Import Users From a CSV File

1. Click the +Add Users button towards the top of the page.
2. Click the Import Users from a CSV File button.

3. Click the Choose File button.
4. Navigate to, and select the comma separated value (CSV) file on your computer.

* If you create a list of users in Microsoft Excel or in iWorks Numbers, export your list as a CSV file.
5. Click the Import Users button.

**How to Remove Users**

1. Select the users you would like to remove by clicking the box next to their name

2. Click the **Remove** button

**How to Search Users**

1. To quickly find a student, simply type their name into the search bar found near the middle of the screen

2. Click the magnifying glass to see the results

**How to Filter Users**

1. Click the filter icon, next to the search bar
A modal will appear and allow you to filter by:

- Roles
- Communities
- Courses

How to Change a User’s Role

1. Select the users whose role you’d like to change

2. Click the Change Role button

3. Finally, select the appropriate role from the drop down menu
You have now successfully changed a user's role.

NEXT TOPIC:
Course Management→
Course Management

How to Create a New Course

1. From within the courses tab in the left menu, click the +New Course button near the middle of the page.

2. A modal will appear and allow you to:
   - Input the course name
   - Input the course section number
   - Input a course description
   - Indicate the subject of the course
   - Assign a start and end date for the course
3. Click the Save button once you have input all the relevant information
How to Edit Courses

1. Hover your cursor over the class you would like to edit and click the pencil icon

2. A modal will appear and allow you to edit all information associated with that course
3. Click the **Save** button once you are done editing the information

**How to Create a Copy of a Course**

1. Hover your cursor over the class you’d like to create a copy of and click the middle icon
2. A modal will appear. Edit the section number, as well as the start, and end date
4. Click the save button once you are done editing the information
How to End a Course

1. Hover your cursor over the class you’d like to end and click the trash can icon

![Image of course list with End Course button]

3. A modal will appear, click Yes, expire if you indeed want to expire the course

How to Sort Through Courses

1. Click the down arrow on the drop down menu next to “show”

![Image of dropdown menu showing options]

2. Choose the batch of courses you would like see

Sorting by Header

1. Simply click on any of the title headers to sort accordingly

![Image of course list with sorting by header]

NEXT TOPIC:

Building Communities →
Building Communities

How to Build a Community

1. Click the +Add Community button

2. A modal will appear asking you to give your new community a title

3. Click Save

How to Search for Communities

1. Begin typing the name of the community you hope to find and the results will appear below
How to Navigate through Communities

1. You can navigate through communities and sub-communities by click on the drop-down menu in the top right corner of the screen.
Creating Institutional Outcomes

As an Community Administrator, you'll be able to create Learning Outcomes that can be pulled into Portfolio Templates and Assignments of all courses within your Community. Click Outcomes on the left side panel to access the Outcomes Library.

How to Create New Outcomes

1. Click the +Create Outcome button near the middle of the page

2. Enter a short description of your outcome
3. Enter an Outcome Code. This will facilitate searching for particular outcomes when running reports.

4. Click the Save button and you have now created a new outcome.

**How to Create New Outcomes Within a Folder**

1. Click the **Create Outcome** button near the middle of the page.

2. Select the folder you want to add an Outcome to.
3. Enter a short description of your outcome

4. Enter an Outcome Code. This will facilitate searching for particular outcomes when running reports

5. Click the Save button and you have now created a new outcome

How to Create a New Folder

1. Click the New Folder button near the middle of the page
2. A new folder will appear at the bottom of the list where you can type in the name of the new folder.

Once you finish typing the name, Pathbrite will automatically save it as a new folder.

**How to Search**

1. Begin typing the Outcome you want to find in the search bar on the right side of the page.

Relevant results will appear below.
Creating Rubrics

How to Create Rubrics

1. Click the **Add New Rubric** button near the middle of the page

*You will be given the option to either create a new rubric or reuse an existing one*
• A modal will appear and allow you to create a rubric

How to Title a Rubric

TITLE  Supply Chain Management
How to Edit Criterion Titles

1. Hover over the Criteria you want to edit and click the edit button

How to Edit the Rubric Ratings

1. Hover over the Rating you want to edit and click the edit button

How to Assign a Point Value to Criteria

1. Simply replace the given Point Value with the value you desire
How to Add Criterion.

1. Click the +Add Criterion button at the bottom of the page

2. A new row will appear and you can edit it to your liking

How to Add More Point Values to the Rubric

1. To add additional point values to the rubrics, hover over the point value and click on the yellow + sign to the left or right of the box, depending on where you want to insert the new point value.

2. Enter a value and choose a label and short description for what constitutes that value
3. Click Done to save this point value as part of the criterion.

**How to Align Outcomes With Criteria**

1. Click the Align Outcome button at the bottom of the page

2. A modal will appear with all of your institution’s Learning Outcomes
3. Select the Learning Outcome you would like to associate with the criteria
4. Click the **Add** button. The Learning Outcome will now appear in the criteria field.

How to Delete Criterion

1. Click the trash can icon in the “Points” row.
How to Delete Ratings

1. Click the trash can icon inside the Rating you would like to delete

How to Delete Rubrics

1. From the main Rubrics listing, select the Rubric you want to delete

2. Click the Delete button near the middle of the page, and that rubric is now deleted

How to Search Rubrics

1. Begin typing the name, or part of the name, of the Rubric you want to find and the relevant results will appear below
Organizing Rubrics

Creating Folders for Rubrics

1. Click the **New Folder** button to create a new folder and give it a title.

To create a folder within a folder, select the desired folder name in the left-hand pane and click the **New Folder** button.
Renaming Folders

1. Hover your cursor over the folder you’d like to rename and click the pencil icon to rename the folder.

Deleting Folders

1. Select the folder you’d like to delete by clicking its name
2. Click the “trash can” button to delete it.

NEXT TOPIC:

Templates→
Portfolio Templates

Portfolio Templates are, as the name suggests, a template for the portfolio(s) you’d like your students to build by completing their coursework. The assignments you create go inside of Portfolio Templates. You may create as many as you like per template. As students complete their assignments, they populate their course portfolios.

Adding Templates

1. Click the Add New Template button, and a modal will appear

2. You’ll be given the option to create a new template or reuse an existing template
Creating A New Template

1. Select the Create New Template and add a portfolio template name.
2. Click **Save** when finished

---

**Template Details**

1. From within the Template, Click the “Gear” icon, to the right of the template name

2. From here you can edit the template name, add a description, select whether the template will be graded, select a grading type

3. You can also edit the start/due date, decide if students may allow public commenting on their portfolio, and select or change a cover photo

4. When done adding or editing Template Details click **Done**

*To make advanced settings changes, click **Advanced Template Settings***

---

**Adding Rubrics**

1. You have the option of attaching a rubric by clicking the **Attach Rubric** button

   - A modal will appear and allow you to or reuse an existing rubric or upload a file (such as a .pdf) or link a document
• Add a Rubric title, edit the criteria and ratings, and align outcomes
• You may also require your students to reflect on their submissions and use the rubric for grading

• Click Done when you have finished

Aligning Learning Outcomes

1. You may also align learning outcomes with the template by clicking the Align Learning Outcomes button
• You can choose to align with Common Core Standards or your own Outcomes.

3. Click Add when finished

Reusing an Existing Template

After choosing to reuse an existing template, a modal will appear loaded with your template library

1. Select a template by clicking its name
   • Use the search box to search for a template by name
How to Delete Templates

1. From the Template screen, click the “trash can” icon to the right of the Template’s title to delete it.

*You will be asked if you are sure you want to remove the template. Click the Yes, remove button.

NEXT TOPIC:
Importing via XML →
Importing via XML

Instead of creating individual courses, templates, rubrics or learning outcomes, you may instead import XML files containing one or more entities.

A course XML file will look similar to the following: (Our apologizes for the lack of indention, it is a limitation of this user guide platform.)

You may not mix multiple types of entities in a single XML file. Your course.xml file should only contain courses.

If you want to define a course and pre-assign learning outcomes to that course, you will need to update the course.xml file with the internal IDs Pathbrite assigned to the outcomes you have previously created or imported. The recommended order for importing entities is outcomes, rubrics, templates and courses.
<xs:schema attributeFormDefault="unqualified" elementFormDefault="qualified"
xmlns:xs="http://www.w3.org/2001/XMLSchema">
  <xs:element name="courses">
    <xs:complexType>
      <xs:sequence>
        <xs:element name="course">
          <xs:complexType>
            <xs:sequence>
              <xs:element name="templates">
                <xs:complexType>
                  <xs:sequence>
                    <xs:element name="template">
                      <xs:complexType>
                        <xs:sequence>
                          <xs:element name="assignment" maxOccurs="unbounded" minOccurs="0">
                            <xs:complexType>
                              <xs:sequence>
                                <xs:element type="xs:string" name="description"/>
                                <xs:element name="assignmentItems">
                                  <xs:complexType>
                                    <xs:sequence>
                                      <xs:element name="item" maxOccurs="unbounded" minOccurs="0">
                                        <xs:complexType>
                                          <xs:sequence>
                                            <xs:element type="xs:string" name="description"/>
                                          </xs:sequence>
                                          <xs:attribute type="xs:string" name="title" use="optional"/>
                                          <xs:attribute type="xs:string" name="downloadUrl" use="optional"/>
                                      </xs:complexType>
                                    </xs:sequence>
                                </xs:element>
                              </xs:sequence>
                            </xs:complexType>
                          </xs:element>
                        </xs:sequence>
                      </xs:complexType>
                    </xs:element>
                  </xs:sequence>
                </xs:complexType>
              </xs:element>
            </xs:sequence>
          </xs:complexType>
        </xs:element>
      </xs:sequence>
      <xs:attribute type="xs:string" name="title" use="optional"/>
      <xs:attribute type="xs:string" name="gradeType" use="optional"/>
      <xs:attribute type="xs:byte" name="point" use="optional"/>
    </xs:complexType>
  </xs:element>
</xs:schema>
Pathbrite frequently updates the internal workings of its courses, templates, rubrics and learning outcomes. Before uploading any XML files, please contact your Pathbrite account representative for the latest XML definition and schema files.

NEXT TOPIC:

How to Run Institutional Reports →
How to Run Institutional Reports

How to Run Reports.

Pathbrite allows users to run reports on Learning Outcomes, Student Engagement and Assessments.

Running Reports on Learning Outcomes.

1. You can refine the results by:
   - Course
• Learning Outcome

- Quantitative (002)
- Reading A Novel In Context
- Understanding Narration And Character Interaction And Development
- Understanding Themes
- Writing A Great Thesis
- Editing
- Final Draft
- Quotes
- Writing An Outline
- With Prompting And Support, Ask And Answer Questions About Key Details In A Text. (K.FL.1)
- History (09)
- Marina's Outcome 2 (002)
- H2 (Ensure Rhetoric Is Understand)
- All Casper Tests Should Pass. (QA1)
- 001 (Marina's Outcome 1)
- Marina's Outcome 1 (001)
- Quantitative (002)
- New-new (666)

• Start and End Date
2. After deciding the criteria you wanted to run a report on click the Retrieve button and the results will appear on the right.

Running Reports on Student Engagement

You can run these reports on:

- Course
- Start and End Date

2. After deciding the criteria you wanted to run a report on click the Retrieve button and the results will appear on the right.

You can also sort through user engagement based off any of the headers at the top of the “Results” pane.
Running Reports based on Assessments

You can run these reports based on:

- Rubrics
- Learning Outcomes

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th>Sessions</th>
<th>Uploads</th>
<th>Comments</th>
<th>Shares</th>
<th>Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Aguilar</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Ivan Akimov</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Ivan Akimov</td>
<td>24</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>Ivan akimov</td>
<td>0</td>
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<tr>
<td>Ivan Akimov</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
1. To run a report based on a rubric, click on Run Report in the row labeled Criteria Scores by Rubrics

2. Select a rubric from the Library to run a report on
3. Once you have selected a rubric, you will have the option to add additional rubrics to the report as well as select a date range.

4. Once you have selected your parameters, click Export Results to save the report as a .csv file to your computer, which can be opened in Excel and other spreadsheet applications.
5. To run a report based on a learning outcome, click on Run Report in the row labeled Criteria Scores by Outcomes.

6. Select an outcome from the Library to run a report on.

7. Click Add to add the outcome as a parameter to your report.
8. Once you have selected an outcome, you will have the option to add additional outcomes to the report as well as select a date range.
9. Once you have selected your parameters, click Export Results to save the report as a .csv file to your computer, which can be opened in Excel and other spreadsheet applications.

Search Reports Results

If you are interested in looking at one particular student's work individually you can search for them in the search bar.

1. Hover over the magnifying glass. This will give you the ability to type into the search bar.

The relevant results will immediately appear below.

NEXT TOPIC:
Institutional Showcases →
Institutional Showcases work the same as Course Showcases with one significant difference.

When creating an institutional showcase, Pathbrite filters the available work to select from on a community basis rather than a course basis. For example, you cannot ask Pathbrite to include work from the Computer Science 101: Introduction to Computers course and exclude English 101: Freshman Composition. Pathbrite instead recommends that you request work that meets pre-defined Learning Outcomes. See:

- Creating Institutional Outcomes
- Creating Assignments tied to Outcomes

NEXT SECTION:
Program Management
Institutional Rubric Assessment

Pathbrite now allows you to assess entire institutional showcases via a rubric.
Integrations

What is LTI?

“Learning Tools Interoperability (LTI)™ is a specification developed by IMS Global Learning Consortium. The principal concept of LTI is to establish a standard way of integrating rich learning applications (often remotely hosted and provided through third-party services) with platforms like learning management systems, portals, or other educational environments. In LTI these learning applications are called Tools (delivered by Tool Providers) and the LMS, or platforms, are called Tool Consumers.

“The basic use case behind the development of the LTI specification is to allow the seamless connection of web-based, externally hosted applications and content, or Tools (from simple communication applications like chat, to domain-specific learning environments for complex subjects like math or science) to platforms that present them to users. In other words, if you have an interactive assessment application or virtual chemistry lab, it can be securely connected to an educational platform in a standard way without having to develop and maintain custom integrations for each platform.” — developer's page, IMS Global
Overview

INTEGRATION TOPICS:

Required LTI Parameters →
Recommended LTI Parameters →
Custom LTI Parameters →
# Required LTI Parameters

If any of these fields are missing, Pathbrite will redirect the user back to the LTI consumer.

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>lti_message_type</td>
<td>“basic-lti-launch-request”</td>
<td>Indicates that this is an LTI Launch Message</td>
</tr>
<tr>
<td>lti_version</td>
<td>“LTI-1p0”</td>
<td>Indicates vLTI version</td>
</tr>
<tr>
<td>user_id</td>
<td>“0ae836b9-7fc9-4060-006f-27b2066ac545”</td>
<td>Uniquely identifies user.</td>
</tr>
<tr>
<td>roles</td>
<td>“Instructor”</td>
<td>Any LTI 1.2 Type</td>
</tr>
<tr>
<td>resource_link_id</td>
<td>“88391-8213060-006f-27b2066ac545e1919-bb3456”</td>
<td>Unique link identifier. Often used for Assignments.</td>
</tr>
<tr>
<td>tool_consumer_instance_guid</td>
<td>“lmsng.school.edu“</td>
<td>Unique identifier for the system (often school or institution)</td>
</tr>
<tr>
<td>tool_consumer_instance_name</td>
<td>“SchoolU“</td>
<td>Often school name.</td>
</tr>
</tbody>
</table>

**NEXT TOPIC:**

[Recommended LTI Parameters →](#)
## Recommended LTI Parameters

Each of the recommended fields will add context and improve user experience between the applications.

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>tool_consumer_instance_description</td>
<td>“University of School (LMSng)”</td>
<td>Description of school or institution</td>
</tr>
<tr>
<td>lis_person_name_given</td>
<td>“Jane”</td>
<td>Information about the user account that is performing this launch.</td>
</tr>
<tr>
<td>lis_person_name_family</td>
<td>“Smithy”</td>
<td>Information about the user account that is performing this launch.</td>
</tr>
<tr>
<td>lis_person_name_full</td>
<td>“Jane Q. Smithy”</td>
<td>Information about the user account that is performing this launch.</td>
</tr>
<tr>
<td>context_id</td>
<td>“8213060-006f-27b2066ac545”</td>
<td>Identifier that uniquely identifies the context that contains the link being launched.</td>
</tr>
<tr>
<td>context_title</td>
<td>“Design of Personal Environments”</td>
<td>Title of the context. Often used for course title.</td>
</tr>
<tr>
<td>resource_link_title</td>
<td>“Exploring Spaces Assignment”</td>
<td>Title of resource. Often used for Assignment title.</td>
</tr>
<tr>
<td>resource_link_description</td>
<td>“This assignment will help you understand the important role the personal environment plays in learning.”</td>
<td>A plain text description of the link’s destination, suitable for display alongside the link.</td>
</tr>
<tr>
<td>launch_presentation_return_url</td>
<td>“<a href="http://lmsng.school.edu/portal/123/988/%E2%80%9D">http://lmsng.school.edu/portal/123/988/”</a></td>
<td>Pathbrite sends user here on error and on PB logout.</td>
</tr>
</tbody>
</table>

**NEXT TOPIC:**

[Custom LTI Parameters →](#)
## Custom LTI Parameters

These fields will help you control the application flow and user experience.

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>custom_tool_consumer_instance_name</td>
<td>“University of School (LMSng)”</td>
<td>If tool_consumer_instance_name not provided, PB will fall back to this field before throwing error.</td>
</tr>
<tr>
<td>route_by_role</td>
<td>False</td>
<td>If True, students route to course list, Teachers route to Course Home page.</td>
</tr>
<tr>
<td>custom_auto_create_user</td>
<td>False</td>
<td>Bypasses PB account signup interstitial. Instead, creates Notification asking for credentials.</td>
</tr>
<tr>
<td>custom_courses</td>
<td>{“courses”: [ { “context_id”: 1, “context_title”: “Course Name 1”, “principal_teacher_id”: “456” }, { “context_id”: 2, “context_title”: “Course Name 2”, “principal_teacher_id”: “456” } ]}</td>
<td>JSON. Courses in this list will be created in Pathbrite, and the user_id will be set as principal teacher.</td>
</tr>
<tr>
<td>custom_course_memberships</td>
<td>“1,2,3,4,5”</td>
<td>Comma separated list of multiple context_ids that relate to a user_id.</td>
</tr>
<tr>
<td>custom_interaction_mode</td>
<td>“1”</td>
<td>Controls the integration user experience:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Admin controlled in LMS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Admin controlled in both LMS and PB</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Admin controlled in Pathbrite. LMS provides SSO only.</td>
</tr>
</tbody>
</table>

**NEXT TOPIC:**
[Integration How-To Videos →](#)
Integration How-To Videos

Pathbrite integrates with Blackboard, Canvas, Shibboleth, eCollege, Moodle, and Sakai.

<table>
<thead>
<tr>
<th>INTEGRATION HOW-TO VIDEO TOPICS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard →</td>
</tr>
<tr>
<td>Canvas →</td>
</tr>
<tr>
<td>Shibboleth →</td>
</tr>
<tr>
<td>eCollege →</td>
</tr>
<tr>
<td>Moodle →</td>
</tr>
<tr>
<td>Sakai →</td>
</tr>
</tbody>
</table>
Blackboard

Pathbrite Integration with Blackboard

Pathbrite has an extensive integration with Blackboard utilizing a Blackboard Building Block which connects with Pathbrite via both API and LTI.

Please contact our Support Team with any questions regarding the Blackboard integration with Pathbrite.

*Setting up Pathbrite Links: *

Blackboard Gradebook Synchronization:

Sub-Community Mapping:
Canvas

Pathbrite Integration with Canvas

Pathbrite has an extensive integration with Canvas using both LTI and API connections.

Please contact our Support Team with any questions regarding the Canvas integration with Pathbrite.

Canvas Student Flow:

Canvas Instructor Flow:

Canvas Single-Sign-On Flow:

Canvas SSO Flow

NEXT SECTION:
Shibboleth →
Shibboleth

Pathbrite Integration with Shibboleth
eCollege

Pathbrite Integration with eCollege

Pathbrite has an extensive integration with eCollege.

Please contact our Support Team if you have any further questions regarding the Pathbrite integration with eCollege.

*New User Flow: *

Setting Up LTI Links:
Gradebook Sync:
## Lesson 12

<table>
<thead>
<tr>
<th>Points Possible</th>
<th>Quiz 12 (Midterm) 0 pts.</th>
<th>Lesson 12: Earned to Date</th>
<th>Lesson 12: Total Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stud1.Text</td>
<td>99/90</td>
<td>99/90 (100%)</td>
<td>10</td>
</tr>
<tr>
<td>Stud2.Text</td>
<td>95/90</td>
<td>95/90 (100%)</td>
<td>10</td>
</tr>
<tr>
<td>Stud3.Text</td>
<td>89/90</td>
<td>89/90 (99.09%)</td>
<td>10</td>
</tr>
<tr>
<td>Stud4.Text</td>
<td>74/90</td>
<td>74/90 (82.22%)</td>
<td>10</td>
</tr>
<tr>
<td>Student, Sandbox</td>
<td>0/90</td>
<td>0/90</td>
<td>10</td>
</tr>
</tbody>
</table>

### Gradebook Key
- Bold values indicate all items have not been graded.
- Items in red font indicate that the student has not yet graded.
- Items in gray font indicate that the student has not yet submitted.
- Items in blue font indicate that the student has not yet completed.
- Items in green font indicate that the student has not yet viewed.
- Items in orange font indicate that the student has not yet submitted.
- Items in purple font indicate that the student has not yet graded.
- Items in black font indicate that the student has not yet viewed.

[Pathbrite User Guide](#)
Moodle

Pathbrite Integration with Moodle

Pathbrite supports an LTI integration with Moodle for both Single-Sign-On and course assignment integration.

Please contact our Support Team if you have any further questions on the Pathbrite Moodle integration.

Assignment Flow:
Sakai

Pathbrite Integration with Sakai

Sakai Integration: View Video

NEXT TOPIC:
Browser Requirements →
Browser Requirements

A convenient printout summarizing our technical requirements and specifications can be found here.

Pathbrite requires an HTML5 compliant web browser with JavaScript enabled. Internet Explorer versions 9 and earlier also require Chrome Frame (please see the Chrome Frame section for more details) but we otherwise do not require Flash, Java or any third party plug-ins and add-ons.

Officially, we support the latest three shipping versions of each major browser. At press time, these versions are:

<table>
<thead>
<tr>
<th>Recommended Browsers</th>
<th>Versions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safari</td>
<td>9, 10 and 11</td>
</tr>
<tr>
<td>Chrome</td>
<td>62, 63 and 64</td>
</tr>
<tr>
<td>Firefox</td>
<td>56, 57 and 58</td>
</tr>
<tr>
<td>Internet Explorer</td>
<td>11 and Edge</td>
</tr>
</tbody>
</table>

We do not intentionally discontinue support for earlier browsers (with the exception of Internet Explorer, as detailed in the Chrome Frame section) but newly introduced features may not work on earlier versions. Our users have reported partial success with the following minimum versions:

<table>
<thead>
<tr>
<th>Minimum Browsers</th>
<th>Versions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safari</td>
<td>9</td>
</tr>
<tr>
<td>Chrome</td>
<td>62</td>
</tr>
<tr>
<td>Firefox</td>
<td>56</td>
</tr>
<tr>
<td>Internet Explorer</td>
<td>11</td>
</tr>
</tbody>
</table>

You can see what version you are using by visiting whatbrowser.org. That site also offers links to the latest version of each browser if you decide to upgrade or simply want to try out another browser.

Internet Explorer and Chrome Frame

Pathbrite utilizes an HTML5 technology referred to as PushState. PushState is not fully supported in Microsoft browsers prior to Internet Explorer 10. The workaround is to install a Google plug-in called Chrome Frame.
You will need Chrome Frame to import items into your portfolios, edit your portfolios, join a class or administer a class. If you do not have Chrome Frame installed, you will be prompted to install it after you log in (just follow the instructions given). If you would like to manually install Chrome Frame ahead of time, please click [here](#).

Starting in January 2014, Google will cease offering Chrome Frame. If you have already installed Chrome Frame, you do not have to take any further action. If you anticipate needing to install Chrome Frame after that date, please read on.

After January 2014, instead of offering you the option to download and install Chrome Frame, you will instead receive a message encouraging you to upgrade to Internet Explorer 10. Pathbrite understands that this is not always practical and instead we offer the following alternatives.

**You own your computer or mobile device and you cannot upgrade due to hardware limitations.**

We recommend that you visit [whatbrowser.org](http://whatbrowser.org) and install the latest version of Firefox or Chrome that will work on your device.

**You own your own device and you need to maintain backwards compatibility with a crucial application or web site that does not work with Internet Explorer 10 or 11.**

Please consider installing [Google Chrome for Business](http://googlechrome.com/business). This version of Chrome can mimic earlier versions of Internet Explorer, thus maintaining compatibility with your legacy application, while at the same time taking advantage of new Pathbrite features.

**You own your own device and neither of the above suggestions is practical for you.**

See the next question.
Your institution owns your device and restricts what may be installed on it.

Google provides a Microsoft Installer (MSI) file and a Group Policy intended to be used when provisioning multiple computers, and managing them from a central location such as an IT department. The MSI contains the ChromeFrame plugin and the policy suppresses the alert banner encouraging you to upgrade to Internet Explorer 10. Depending on your setup, you may find that the policy is all you need.

⚠️ Please be aware that Chrome Frame installations deployed using this method are **NOT** automatically updated with security patches.

To download the MSI file from Pathbrite, click [here](#). To download the Group Policy statement, click [here](#).

To download the MSI file from Google, click [here](#) and accept the license agreement. To download the Group Policy statement, click [here](#).

Neither Pathbrite nor Google will provide support for Chrome Frame installs using these methods. Depending on the specific issue, our sympathetic technical support department may still be able to point you towards helpful resources. Please feel free to contact our [Support Team](#).

If you would like to discuss our browser support in general (with or without Chrome Frame), please contact our [Support Team](#).
FAQ

In this section, you will find our most frequently asked questions and their answers.

FAQ TOPICS:

- Logging in
- Profiles
- Portfolios
- Courses
- Sharing
- Personal Metrics
- Additional Support
Logging In

I forgot my username.
If you remember your password, try using your email address as your username.

If you are able to successfully log in, you can view your username on the Profile tab in the settings dialog box.

If you cannot remember your password, see “Forgot Password.”

I forgot my password.
Click the “Forgot Password?” hypertext link on the login page and enter your email address on the next web page.

An email will be sent to you with further instructions.

My account does not seem to exist.
Some helpful tips to try first:

Try using your email address, if your username does not seem to work.

When typing your password, make sure that your Caps Lock key is not on. If you are manually copying the password from somewhere else, remember that the uppercase I (eye), the lowercase l (ell) and the number 1 can look alike depending on the typefont you’re using. The number 0 (zero) can also look like the uppercased O (oh).

If these tips do not work, please contact our Support Team.

I deleted my account, how do I get it back or create a new account with the same email address?
Please contact our Support Team.

I created my account via my LMS, how do I create a password?
Once you create a Pathbrite account via your LMS, you’ll automatically get an email inviting you to create a password.
Profiles

What are Pathbrite profiles?
Pathbrite profiles are a wonderful way to showcase your achievements on the web! Your profile features your public portfolios along with your profile photo and bio, giving others a look at all the great work you’ve been doing.

What can I do with Pathbrite profiles?
You can share your own profile with anyone you want to see your public portfolios. In addition, profiles provide an easy way to follow other Pathbrite users, comment & favorite items, and even edit your profile directly from the web.

Why is Pathbrite launching web profiles?
We’re launching profiles to give you a simple way to share your work with more people and to make it easier to discover new Pathbrite users on the web.

How do I see my web profile?
To see your profile, or to explore a friend’s profile, simply navigate to http://pathbrite.com/[username]. For example, in order to view Robert’s profile, you’d navigate to http://pathbrite.com/robert on the web.

Why can’t I see my web profile yet?
Profiles will launch to all Pathbrite users in the next week or so. If you can’t see your profile yet, rest assured that you’ll see it in the next few days.

Who can see my web profile?
Anyone will be able to see your profile by visiting on the web. You do not have to be a Pathbrite user to view a public user’s profile on the web.

If your portfolios are set to private, your portfolios will be visible only to logged-in Pathbrite users you’ve shared a link to your profile or portfolio with.

What photos are included in my web profile?
All public portfolios are included in your profile.

My portfolios are set to “Private” – do I still have a profile?
Yes, but not everyone will be able to see your portfolios. Your portfolios will be visible only to logged-in Pathbrite users you’ve shared with.
Portfolios

Why should I create a portfolio?
There are a number of reasons why you might want to create a portfolio. For some inspiration, check out our Gallery of Example Portfolios or read our blog to find some ideas on how to create and leverage your portfolio.

What’s the basic workflow?
When you log into your account, the first screen you’ll see is often referred to as the portfolio dashboard. If you’re using an iPad, double tapping a portfolio launches the portfolio view. Clicking the same portfolio achieves the same result.
If you choose to share your portfolio, this is what your audience will see, minus the edit and help links in the upper right corner.
Tap or click the edit link in the upper right corner and you will switch to the portfolio editor.
Tap or click the preview button in the upper right corner. This will switch you to the author’s portfolio preview.
Notice that unlike the portfolio view, the portfolio preview continues to display buttons for manipulating the design, categories, settings and share options.
Tap or click on any item and switch to the item detail view.
Tap or click on the fullscreen link in the upper right corner and switch to the fullscreen item view.
Tap or click on the fullscreen link again, and return to the item detail view. To return to the portfolio preview or the portfolio dashboard, the “back” button is in the upper left corner.

How do I delete items from a portfolio?
If you’re using an iPad, tap the item once. Otherwise, move your cursor over the item. An edit button will appear superimposed over the item’s icon. A small circle with an X in the middle will also appear in the upper right corner of the icon. Tap or click on the X.

How do I delete a portfolio?
If you’re using an iPad, tap the portfolio once. Otherwise, move the cursor over the portfolio’s icon. The options to edit, share or duplicate the portfolio will appear along the bottom edge of the icon. A small circle with an X in the middle, will also appear in the upper right corner of the icon. Tap or click on the X.

What is a cover photo?
When you create a new portfolio or import a file that is not a photo, such as a Microsoft Word document or a PDF file, Pathbrite will show a preview of it. You can choose to Replace Cover Photo and upload an image that best represents your artifact, if you would rather it not be a preview.
**How do I set a cover photo for an item?**
In the portfolio editor, single-tap or highlight the item to modify and click the edit button that appears superimposed over the item.

Within the Edit Item dialog, tap or click on the “change” link in the upper right corner and follow the instructions to select your preferred alternative or upload a photo.

Notice that we display the original item in the item detail view and the fullscreen item view. See also “how do I change an item?”

**How do I set a cover photo for my portfolio?**
In the portfolio editor, tap or click the top-most edit button on the left hand side.

Within the Edit Portfolio Info dialog, tap or click the “change cover photo” link underneath the photo and follow the instructions to select your preferred alternative or upload a photo.

**How do I change an item?**
In edit mode, click the item you’d like to change and click Edit Item. You’ll see an option to Replace Work. Click there and upload your new selection.

**My imported file is too blurry to read.**
If this file is an image, you can click Adjust Image and zoom in until the image is no longer blurry.

For PowerPoint presentations, we recommend converting the Powerpoint to PDF first, and then confirming that all text meets the minimum recommended font size.

**What happens to course portfolios after the course ends? (For students)**
Course portfolios will always display the course banner in the lower right corner. (see attachment #1) When the course ends, students will still see these portfolios and will be prompted to create a copy of that course portfolio which will no longer be tied to the course. This portfolio will be a frozen copy of the course portfolio, ready for edits and additions.
Courses

How do I access my courses?
Once you’ve logged in, from your portfolio dashboard, click the Courses link at the top of your page. You will see all of the courses you’re an instructor in. (If you’re a student, then you’ll see all of the courses you’re enrolled in)

What are the grading options?
Grades can be given on entire portfolios or individual assignments.

For portfolios...

Basic: simple percentage based grading (0 – 100%). Internal assignments inherit this setting.

Auto-Calculated: portfolio grade is automatically calculated (0 – 100%) by using the internal assignment grades.

Percentages: 0% – 100%: portfolio grade is set by you (0 – 100%). You may optionally use grade weighting.

Points: portfolio is graded using points. You get to choose how many points are possible.

Complete / Incomplete: portfolio is graded as complete or incomplete.

For assignments...

Percentages: 0% – 100%: assignment grade is set by you (0 to 100%). You may optionally use grade weighting.

Points: assignment is graded using points. You get to choose how many points are possible.

Complete / Incomplete: assignment is graded as complete or incomplete.

Can multiple instructors give individual grades to student work?
Currently, we do not support this functionality in Pathbrite, nor any LMS’s. However, it is on our roadmap for next year and something we look forward to releasing!
What happens to course portfolios after the course ends?

Course portfolios will always display the course banner in the lower right corner. When the course ends, students will still see these portfolios and will be prompted to create a copy of that course portfolio which will no longer be tied to the course. This portfolio will be a frozen copy of the course portfolio, ready for edits and additions.

NEXT TOPIC:
Sharing
Sharing

What ways can I share my portfolio?
From your profile page, hover over the portfolio you want to share with your cursor, and click on the share icon. Or, while viewing your portfolio, click the “Share” button in the top right corner of the page. This will bring up the Custom Link menu, where you will have the option to create multiple custom links to your portfolio for different audiences. Give your link a name (optional) and then click “Copy Link” to copy the link to your clipboard, or “Email or Share Link” to email your portfolio, share it on social media, or create an embed code to embed your portfolio on another website.

How do I send a notification?
You cannot send one directly. You will send a notification whenever you perform certain actions, such as sharing your portfolio; the recipient will receive both an email invitation and a notification.

NEXT TOPIC:
Personal Metrics
Additional Support

My question isn’t asked or answered here.
Please contact our support team.
Integration Questions

Where can I find information about consumer keys/shared secret/launch URLs for integrating Pathbrite with my Learning Management System?

We generate unique keys and secrets for each integration. Please contact our Support Team to get started.
Pricing

Where do I find information about pricing and/or the cost of licenses for using Pathbrite at my institution?

To find out information regarding pricing or the cost of licenses for your institution, please email our Support Team.