

Uploading Your Custom Assignment into the Template Library

A Guide for Faculty

Who is this for? This guide is for faculty who wish to make an assignment template available for students to add onto their own ePortfolios.

Step 1: Now that you have created and published (*templates must be published before uploading to the template Library*) your assignment template, it is time to upload it into the Template Library. In the upper right-hand corner, click the collapsed menu icon and from the drop-down, select the “Save as Template” option. (See Image 1)

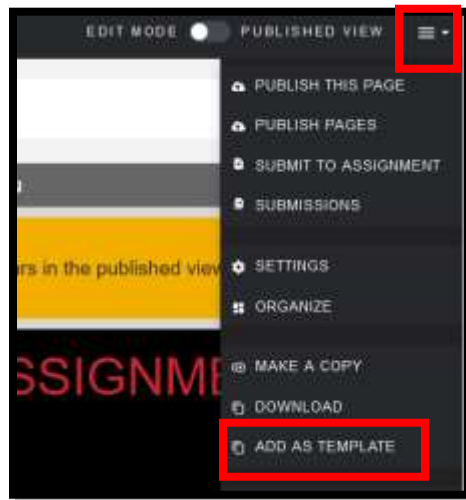


Image 1

Step 2: In the Template settings window, in section “1 – Template Info,” you can if you want, update the assignment title or add a description for the assignment. (See image 2)

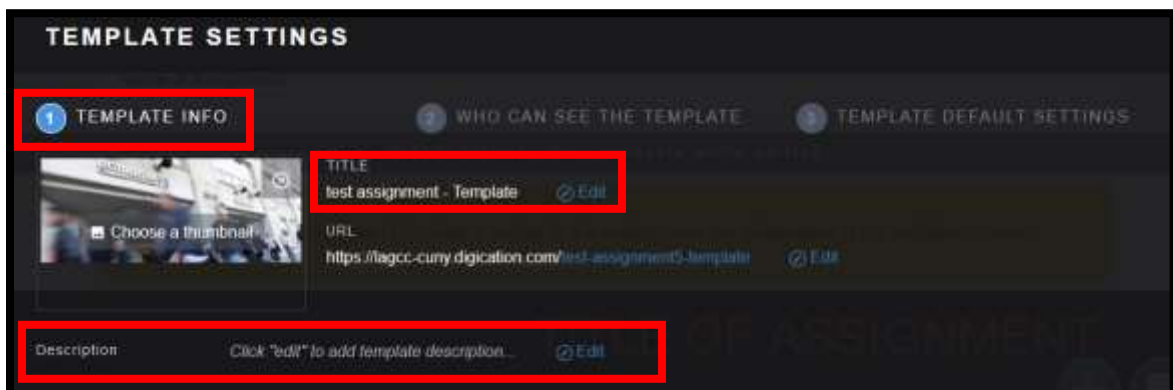


Image 2

Step 3: In section “2 - Who can see the template,” you can designate who can has access to view and use the template. Keep the default “Private to me” option selected, but in the “Also share with...” section below, click the blue “edit” option. You will see a text box appear, type in the 5-digit CUNYFirst code for the course. When the course appears select it. And it will now be available for those enrolled in the course to use. (See images 3 and 4)

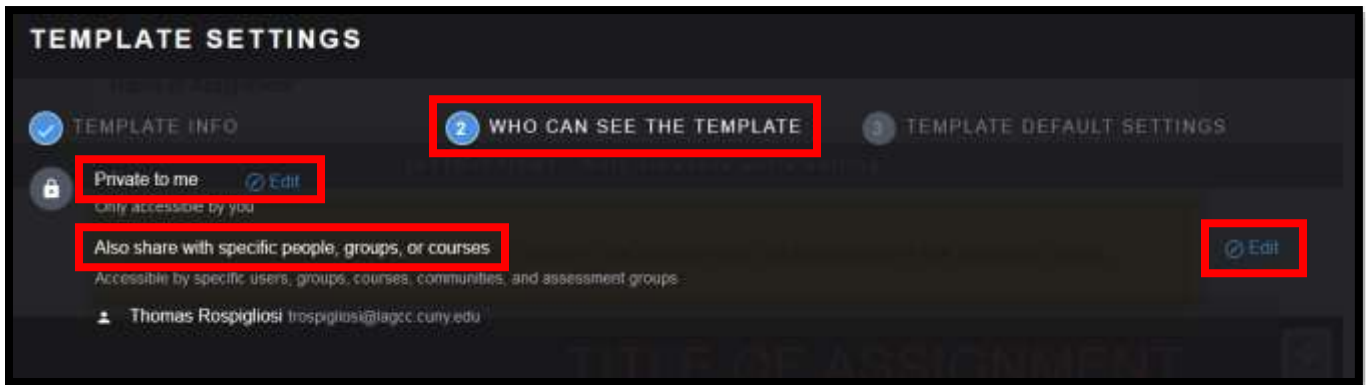


Image 3

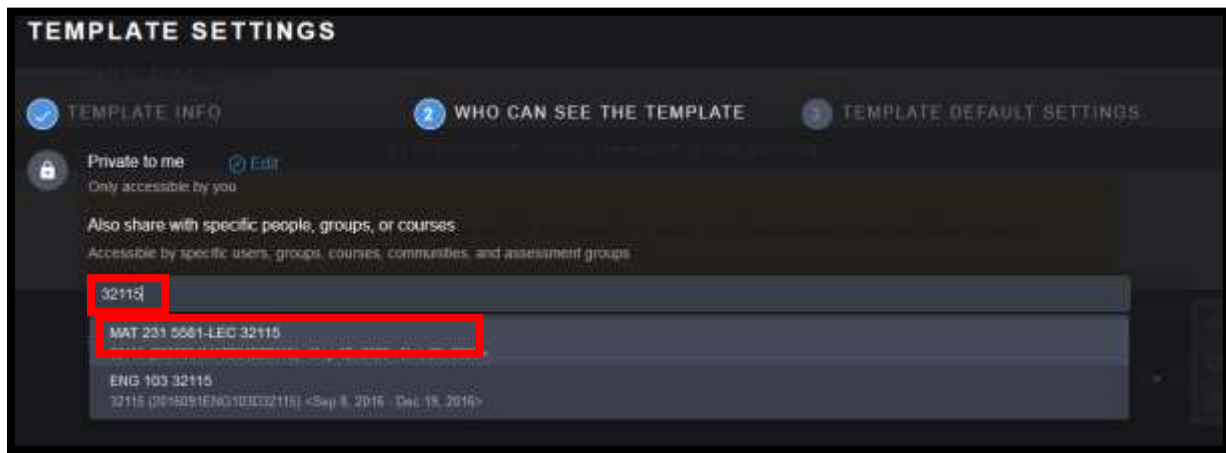


Image 4

Step 4: In section “3 – Template default settings.” do not change anything here. Click the “Save Settings” button. The Assignment template has now been added to the template library for your students to use. (See image 5)

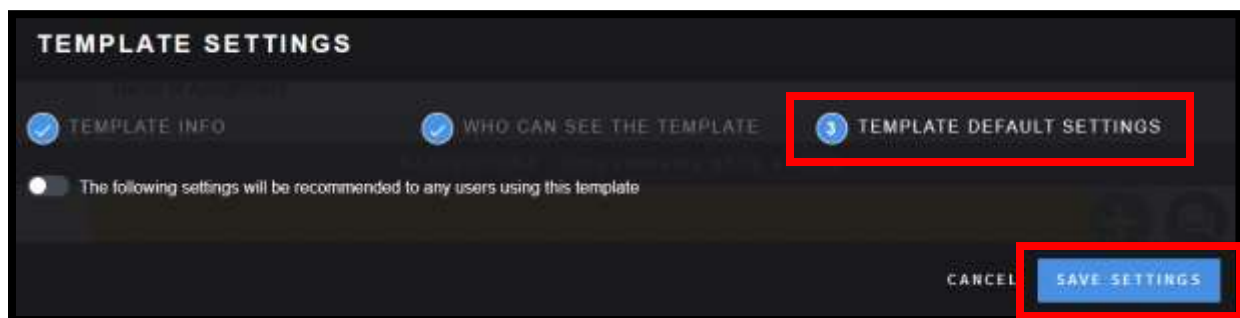


Image 5

Once this is done, please refer your students to our “How to Add an Assignment Template to Your ePortfolio” guide on how to add your template onto their ePortfolios.

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.