

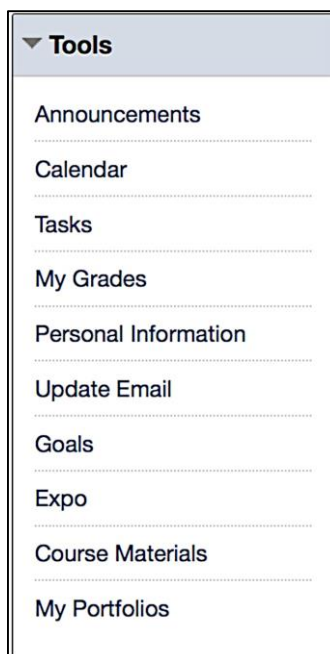
Adding Artifacts and Sharing Portfolios

Portfolios

Portfolios can be created in Blackboard to allow students and faculty to present and share information online for documenting academic growth, career evaluation, and course preparation. The Blackboard Portfolio tool included in the Blackboard Content System and allows users to organize files and documents into custom Web pages. Owners of **Portfolios** can grant access to other Blackboard users and non-Blackboard users to view their portfolio as well as export them for offline viewing.

This document will cover adding **Artifacts** to your portfolio, **Sharing Portfolios** and **Managing Comments**.

To access your Portfolio, In the Tools menu on the Blackboard home page click on the **My Portfolios** link.



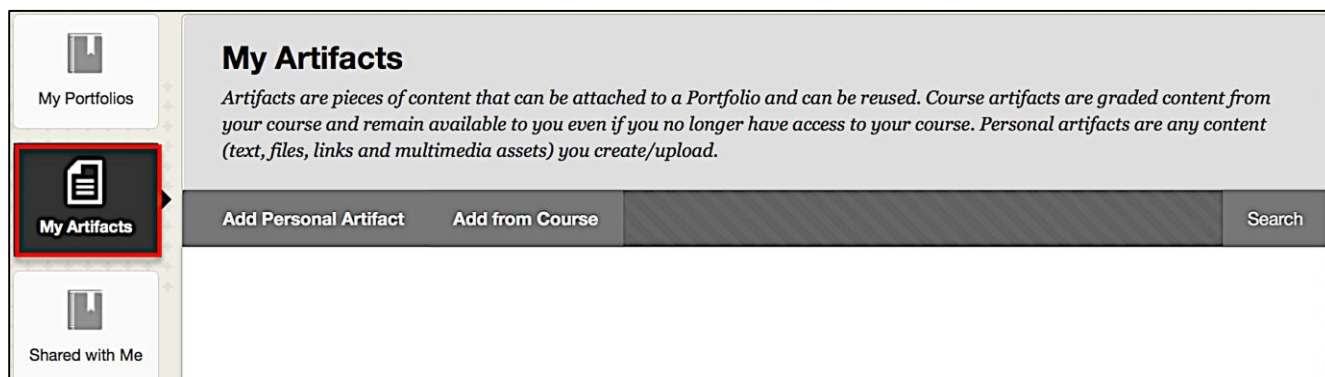
Creating Personal Artifacts

Artifacts are pieces of content used in a portfolio. They are typically accompanied by reflections.

Course Artifacts are graded content from any course. **Personal artifacts** are any content that you upload. This content can include: documents, media, and text.

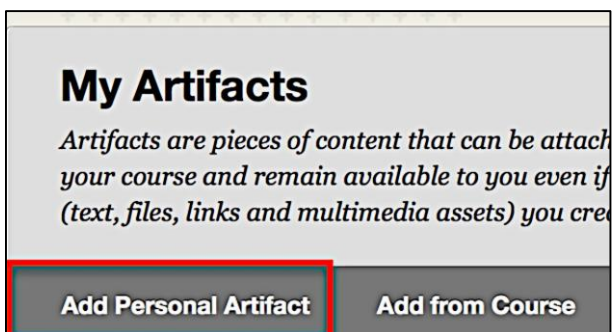
Artifacts can be created in in the **My Artifacts** repository or while authoring a portfolio.

Artifacts created while authoring are automatically in the **My Artifacts** repository.



How to create Personal Artifacts

1. On the **My Artifacts** page, click **Add Personal Artifact**



2. Enter a Title, description, and content for the artifact. Note: the description is only visible to the portfolio owner.
3. Click **Submit**

Add Personal Artifact

Personal Artifacts are pieces of content (text, images, documents, and multimedia) that can be attached to your Portfolio. The benefit of creating a personal artifact is that you can create it once, and reuse it across multiple portfolios.

* Indicates a required field. Cancel Submit

ARTIFACT INFORMATION

Enter basic information about the Personal Artifact.

* Title

Description

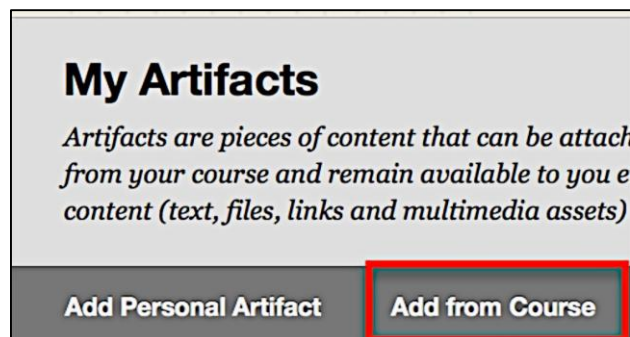
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Course Artifacts

Course artifacts are graded assignment submissions that are converted into portfolio artifacts. These artifacts include the submitted content and information about the course assignment, the assignment grade and any instructor feedback. If a student converts an assignment submission to an artifact they will have a permanent record of the assignment submission in the **My Artifacts** repository even if the course is deleted.

How to Convert an Assignment Submission into Course Artifacts

1. On the **My Artifacts** page, click **Add from Course**



2. Find and select the graded assignments in your course
3. Click **Submit**

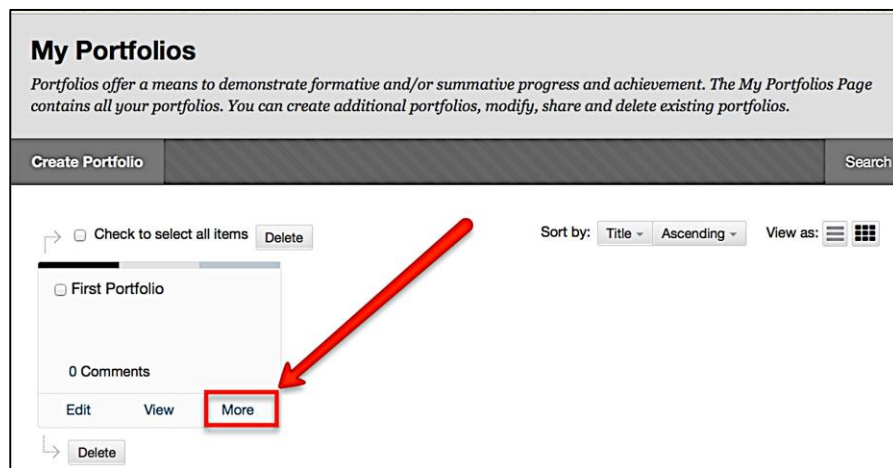
Note: You can select the metadata to include in the portfolio.

Sharing Portfolios

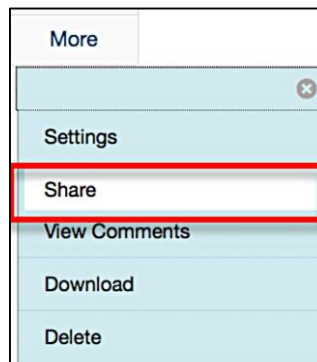
You can share a portfolio with internal Blackboard users and external users, for example employers. When a portfolio is shared it produces a static copy of the portfolio. If you make edits after sharing the portfolio you will have to share the portfolio again.

How to Share a Portfolio

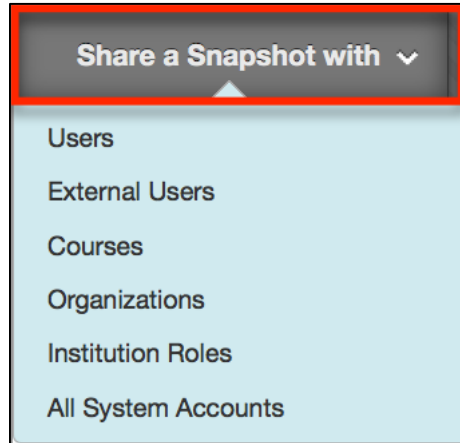
1. On the **My Portfolios** page, click **More**, after a Portfolio's name.



2. Click **Share**



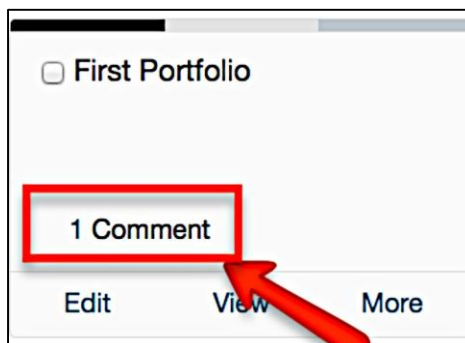
3. Point to **Share a Snapshot with** and choose one of the following user types:



- **Users:** This will list the portfolio under a Blackboard user's **Shared With Me**
- **External Users:** This will create and email a URL to the specified users so they can access the portfolio
- **Courses or Organizations:** The portfolio will be listed in the Portfolios tool in a course or organization. Members of the course or organization can search for your portfolio
- **Institutional Roles:** All users with that role can search for your portfolio
- **All System Accounts:** Any user on the system may search for your portfolio

Managing Comments

Comments can be used to provide feedback from viewers of the portfolio. If comments are posted, click on the number to view the comments page.



The comments page will display the date posted, the author of the comment, and the comment text. You can view, add, and delete comments on the comments page. Only the author of a comment can delete it.

Click on the comment's title to open the comment text. To sort the comments, click on a column title.

If instructors have further questions or need assistance, please email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) (Thomas Hunter 402) at 212-772-4357.