

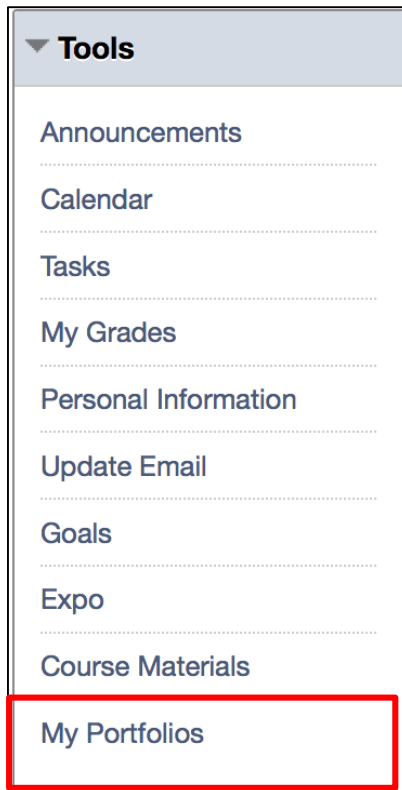
Using Portfolios in Blackboard

Portfolios

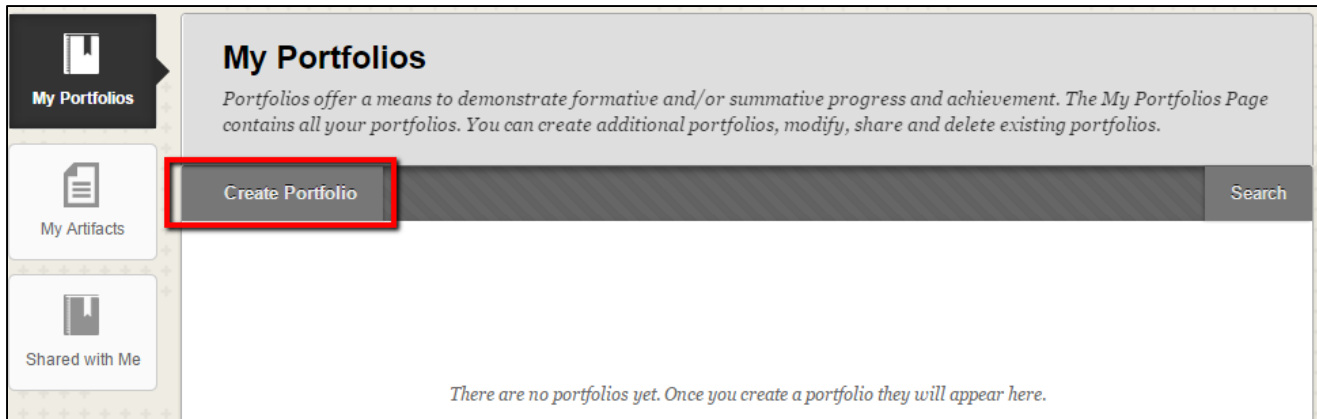
Portfolios can be created in Blackboard to allow students and faculty to present and share information online for documenting academic growth, career evaluation, and course preparation. The Blackboard Portfolio tool is included in the Blackboard Content System and allows users to organize files and documents 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.

Creating a portfolio

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



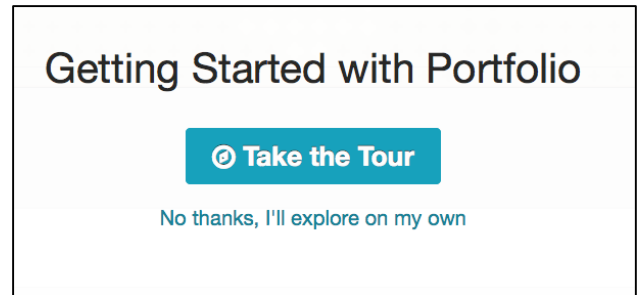
2. On the **My Portfolios** page, click the **Create Portfolio** button




3. Enter the **Title** for your Portfolio
4. Optionally, you can **Select a Portfolio Template** and enter a **Description**
5. By default the Portfolio is set to **Available** and the **Comments are Private** but you can adjust these settings by unchecking the boxes
6. Click **Submit**

The screenshot shows the 'Create Portfolio' form. At the top left, there is a note: '* Indicates a required field.' At the top right, there are 'Cancel' and 'Submit' buttons. The form is divided into sections. The 'GENERAL INFORMATION' section includes a 'Title' field (required), a 'Template' dropdown menu (with a 'Select Portfolio Template' button), and a 'Description' text area. Below the description area, there is a 'Character count: 0' indicator. At the bottom of the form, there are two checkboxes: 'Available' (checked) and 'Comments are Private' (checked). A note below the checkboxes says: 'If checked, all comments will be hidden from users who can view the Portfolio.' At the bottom left, there is a note: 'Click **Submit** to proceed. Click **Cancel** to go back.' At the bottom right, there are 'Cancel' and 'Submit' buttons.

Note: The first time you create a portfolio, you have the option of taking a brief guided tour of the portfolio authoring canvas by clicking on **Take the Tour**






Portfolio Header and Footer

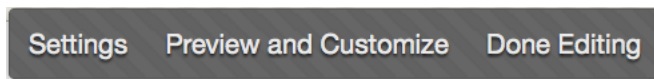
Click the  icon to add or edit different sections in your portfolio including, the header, footer, page name, section name, and section content. The Header and Footer repeat on every page of the portfolio.

Navigator

Each Portfolio has one page and one section by default. You can add additional pages and sections to your Portfolio

- Click the  icon in the navigation to add a new page or in the section area to add a new section
- Click the  icon to delete a page or section
- Click the  icon to reorder a page or section. You can also rearrange by clicking and dragging

Portfolio Actions



- **Settings:** Allows you to change portfolio title, description, availability and comments privacy
- **Preview and Customize:** Allows you to preview your portfolio and apply various layouts and color palettes
- **Done Editing:** Completes your work and returns you to **My Portfolios**

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.