# 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
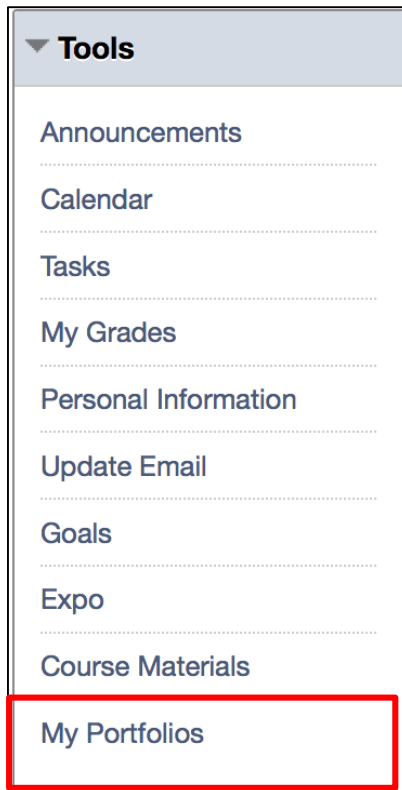
2. On the **My Portfolios** page, click the **Create Portfolio** button
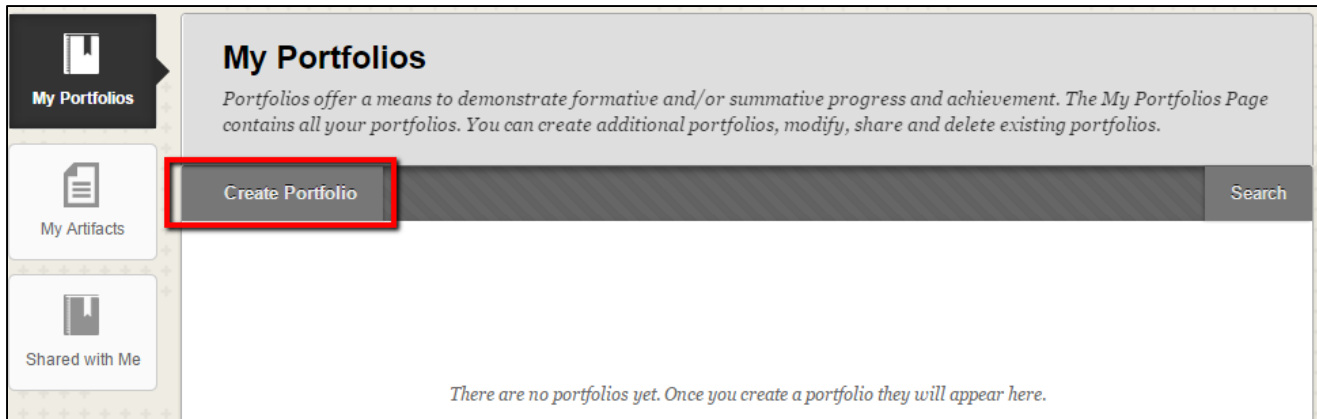
3. Enter the **Title** for your Portfolio

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**

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**
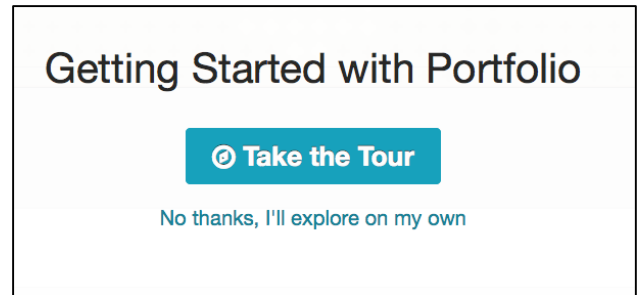
Portfolio Header and Footer

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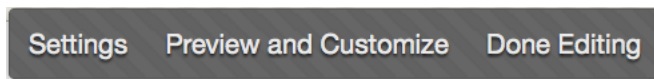
- **Settings:** Allows you to change portfolio title, description, availability and comments privacy
- **Preview and Customize:** Allows you to preview your portfolio and apply various layouts and color palettes
- **Done Editing:** Completes your work and returns you to **My Portfolios**

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.