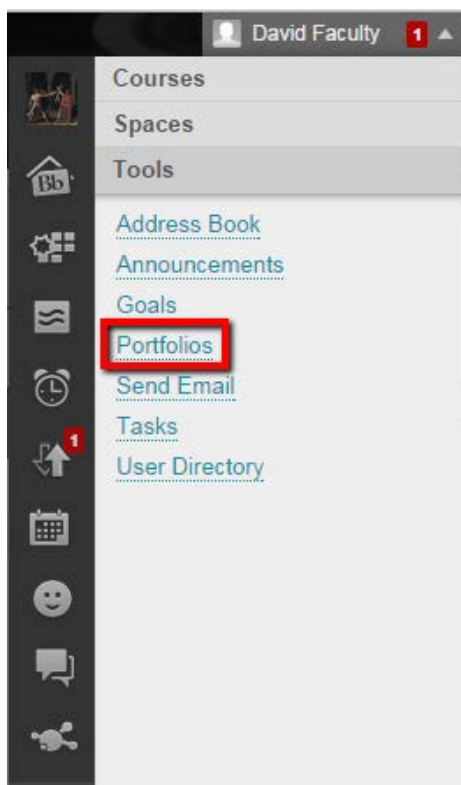


## Portfolios and Artifacts

The Portfolios tool is a relatively recent addition to Blackboard Learn. The April 2014 Service Release includes improvements and enhancements to the tool, including giving students easier ways to add their graded assignments to a Portfolio. Students and Instructors may compile Portfolios and Artifacts based on what they have created or submitted. These objects are stored outside of individual courses, so there is no link to Portfolios in the Course Tools section of the Control Panel. The fastest way to navigate to Portfolios is via the **Tools** section of the Global Navigation menu.



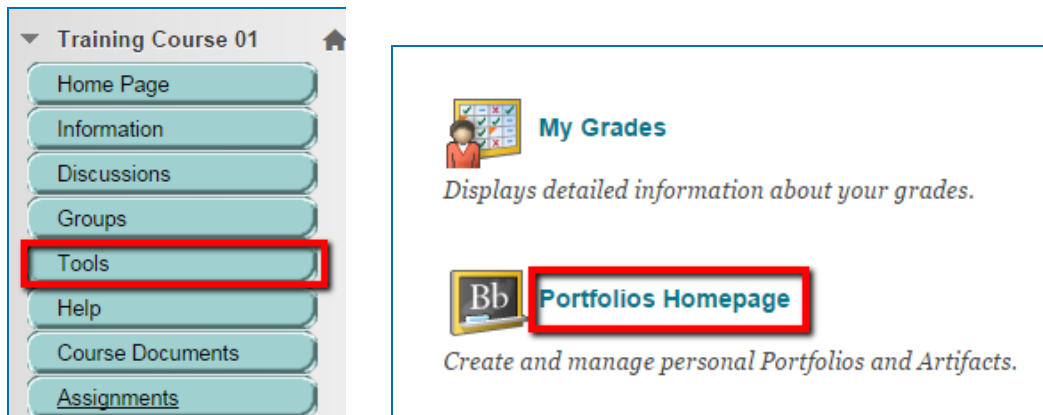
Portfolios are divided into Pages, and each Page into Sections. Each Portfolio must have at least one Page, and each Page at least one Section. The Sections may consist of Artifacts and content; the content may include text, attachments, and media. Users may also share their Portfolios and Artifacts with other users.

Artifacts may consist of files, including graphic and media files, as well as basic text and hyperlinks, preferably created by the student, and uploaded to Blackboard. Because Portfolios exist outside of any course, their Artifacts remain available to the student via Blackboard even when the course is no longer available. Each Artifact can be attached to one or more Portfolios (or none).

Students and Instructors may navigate to the Portfolios Homepage via a **Tools** link on the Course Menu. Instructors may also add a direct link to Portfolios on the Course Menu.

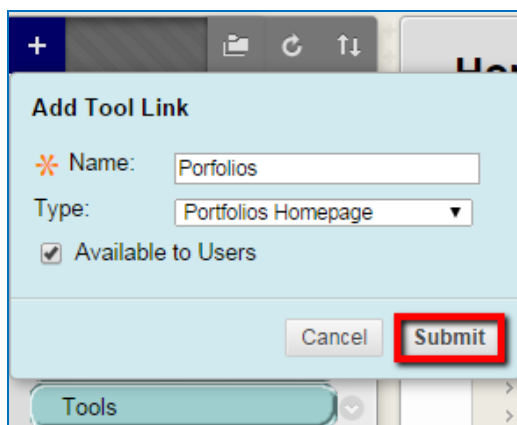
## Providing Access to Portfolios

Click **Tools** on the Course Menu; then, on the Tools page, click the **Portfolios Homepage** link.



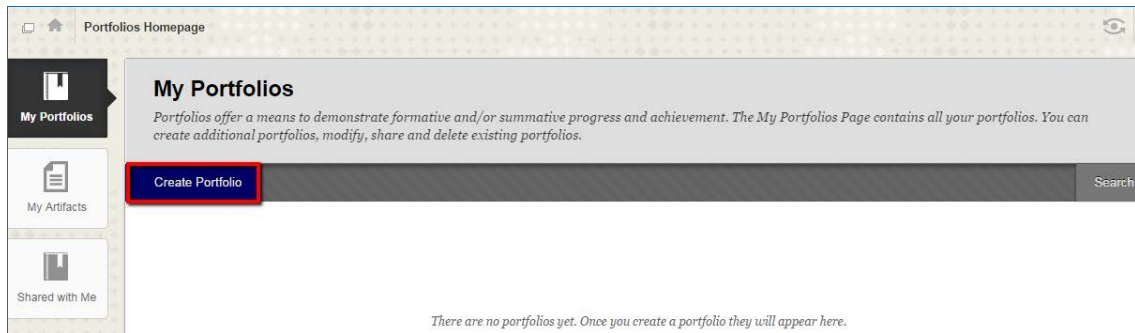
—OR—

Point to the Add Menu Item link above the Course Menu, and select **Tool Link**. In the box provided, type a Name, choose the Type **Portfolios Homepage**, make the link Available to Users if desired, and click **Submit**.



## Creating Portfolios

1. Log into the course, and navigate to the Portfolios Homepage by whatever route is provided.
2. The **My Portfolios** button should be selected on the left side, revealing the My Portfolios section of the Homepage. Click the **Create Portfolio** button on the action bar.



3. On the Create Portfolio page, type a Title for your new Portfolio. Provide a Description if desired. Determine whether to leave the Portfolio available and comments private.

**Create Portfolio**

\* Indicates a required field.

**GENERAL INFORMATION**

\* Title

Description  
Press Tab to enter the content editor. For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

It's not much of a portfolio, but it's mine.

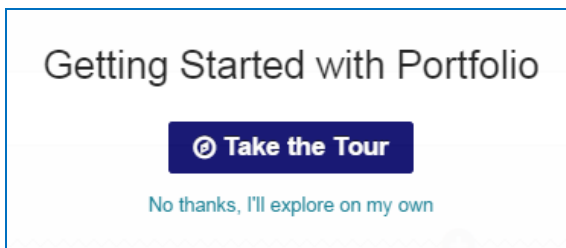
Available

Comments are Private   
*If checked, all comments will be hidden from users who can view the Portfolio.*

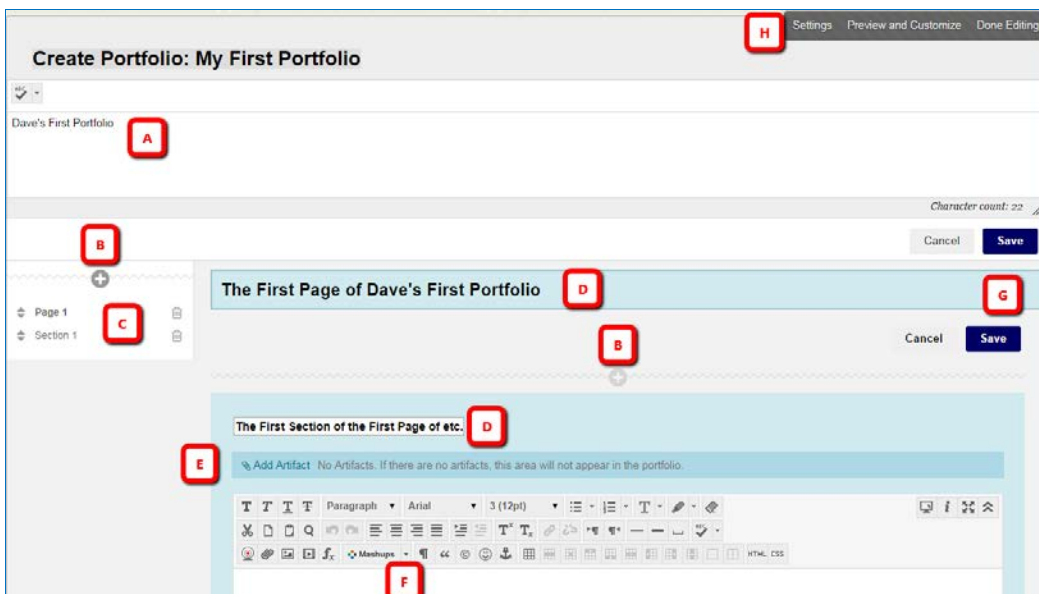
4. Click **Submit** to proceed to the next steps.





5. If you are creating a Portfolio for the first time, Blackboard will provide you with a tour of the tool; click either **Take the Tour** or **No thanks, I'll explore on my own**. The Create/Edit Portfolio page provides a button to step through the tour at any time.

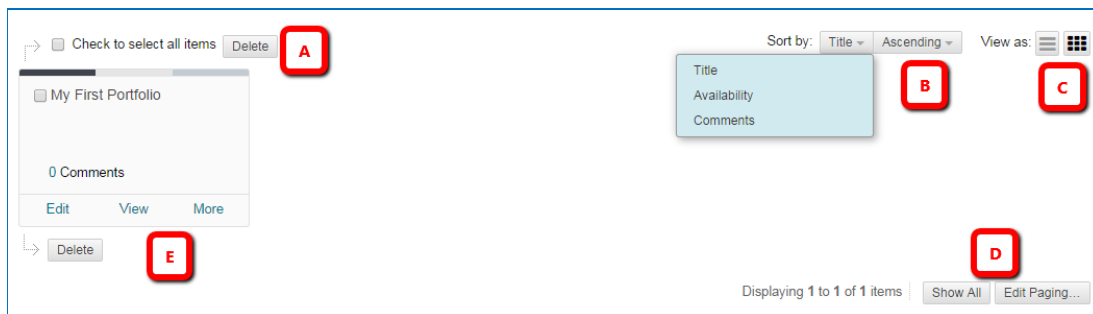


6. The Create Portfolio page appears. Here you can begin adding various types of content to your Portfolio.

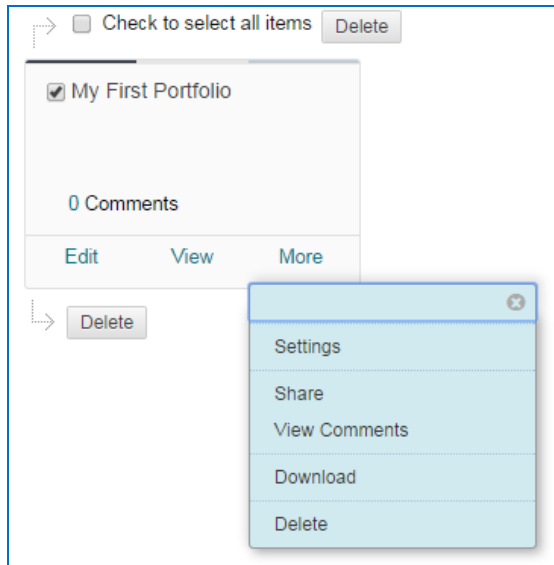


- A. Type text for a Portfolio header. There is also a box for a footer at the bottom of the page.
- B. Click the appropriate  icon to add a new Page or Section.
- C. Drag and drop the Pages and Sections to reorder them; click the appropriate  icon to remove Pages and Sections. If you attempt to delete the only Page or Section, a message appears informing you that each Portfolio must have at least one Page, or that each Page must have at least one Section.

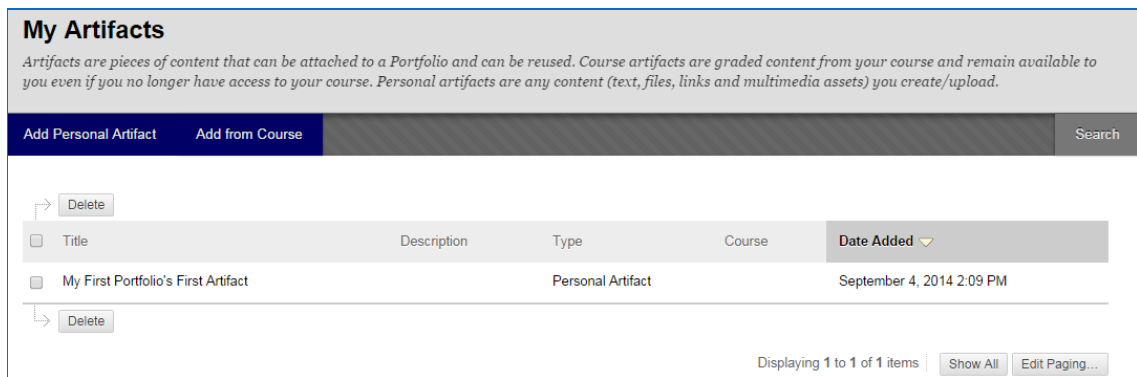
- D. If desired, provide a title for each Page and Section.
  - E. Click the **Add Artifact** link to add an Artifact to a Section. You may add several Artifacts to each Section.
  - F. Type some text content to describe each Section and any Artifacts each Section contains.
  - G. Click all the various **Save** buttons to save the names and content of each Section and Page.
  - H. Click **Settings** to open a pop-up window with the Portfolio's general information; **Preview and Customize** to open the Portfolio on a new tab; or **Done Editing** to return to the Portfolios Homepage.
7. The Portfolio appears added to the My Portfolios section of the Portfolios Homepage, with its own checkbox to select before clicking the **Delete** button. Additional buttons for sorting and displaying the Portfolios appear on the Homepage.



- A. Check the checkboxes of any Portfolios you wish to Delete from the collection, or the checkbox at the top to select all of them, then click one of the **Delete** buttons. **NOTE:** *You and students will probably not want to delete all Portfolios.*
- B. Choose whether to sort Portfolios by Title, Availability, or number of Comments in either Ascending or Descending order.
- C. Click the view buttons to switch between List View and Tile View (the latter shown above).
- D. If there is a great number of Portfolios on the Homepage, using the **Show All** and **Edit Paging** buttons to determine how many will appear at a time.
- E. Click **Edit** to edit the Portfolio, **View** to open it on a new tab, and **More** for a menu of additional options.



Click the **My Artifacts** button on the Portfolios Homepage to display a list of Artifacts, including which type each one is. Course Artifacts list the name of the course from which they have been extracted; Personal Artifacts have no such designation.



Click the contextual arrow next to any Artifact to display a short menu, permitting you to **Edit**, **Preview**, or **Delete** the Artifact.

