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.

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 **Trash Can** 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.

![Diagram of Portfolio options]

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.