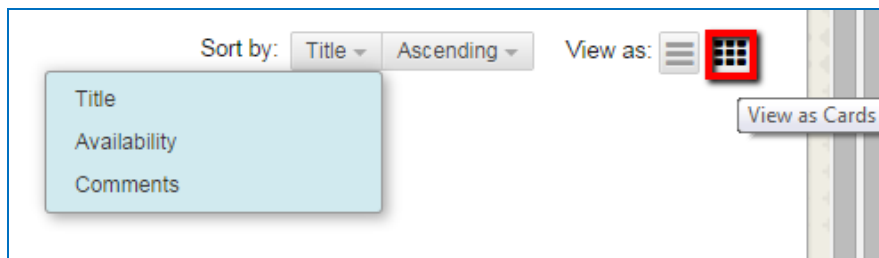
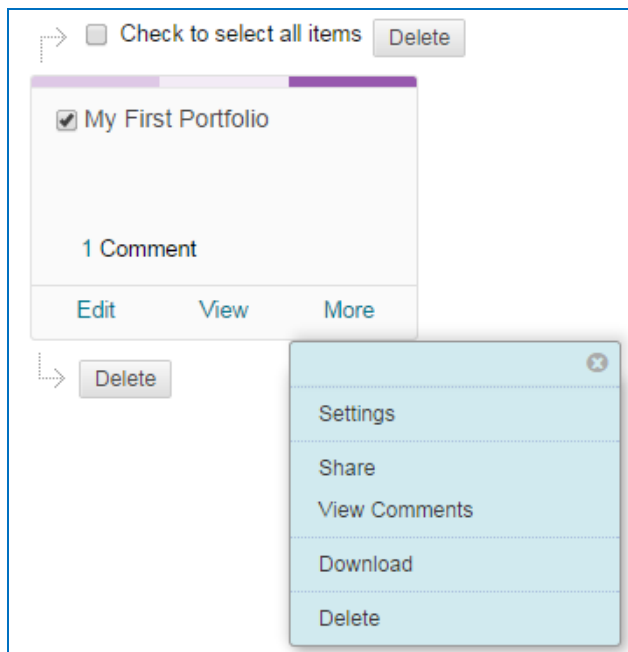


## Viewing Portfolios

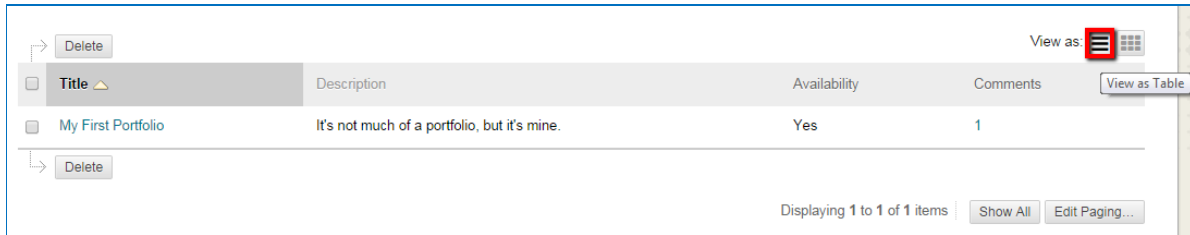
The Portfolios Homepage allows users to view a list of Portfolios in either Table View or Card View. In Card View, click the sorting buttons to sort the list of Portfolios by Title, Availability, or number of Comments in Ascending or Descending order.



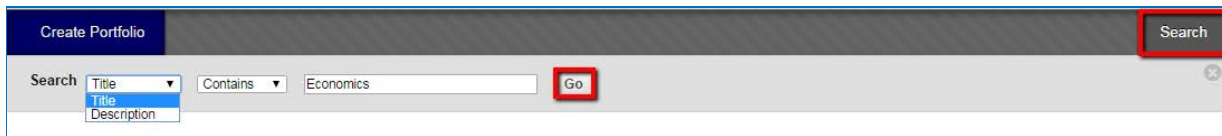
The Cards resemble boxes displaying the Portfolio's title, number of comments, and some links at the bottom. The **More** link provides a menu of additional options.



In Table View, you can click a column header in the table to sort the cards by those same three attributes.

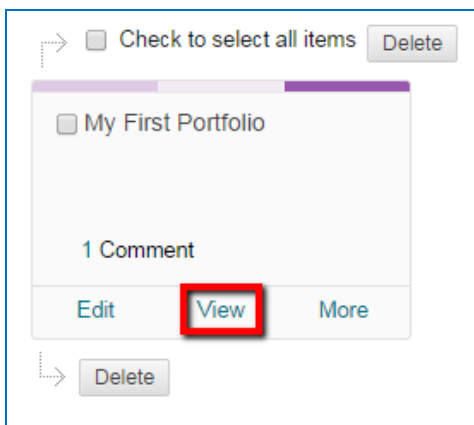


If you have a large number of Portfolios, you can use the **Search** button to search by keywords from their titles or descriptions. Enter the search terms, and click **Go** to view the results.

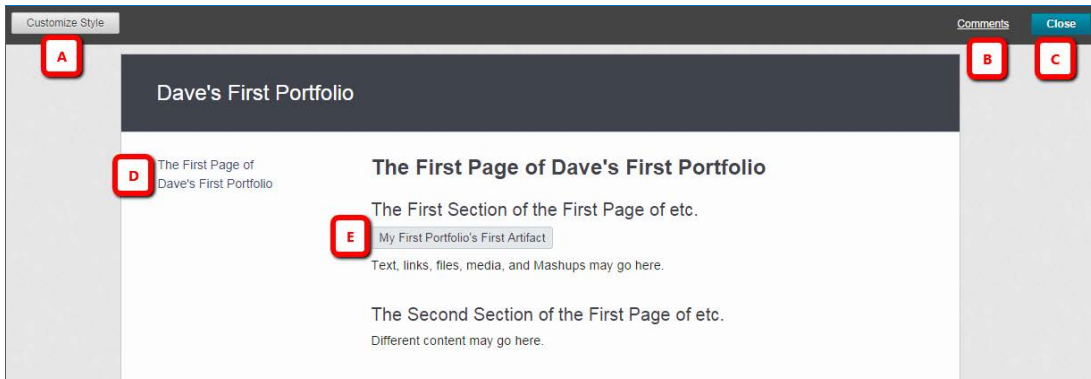


To view individual Portfolios:

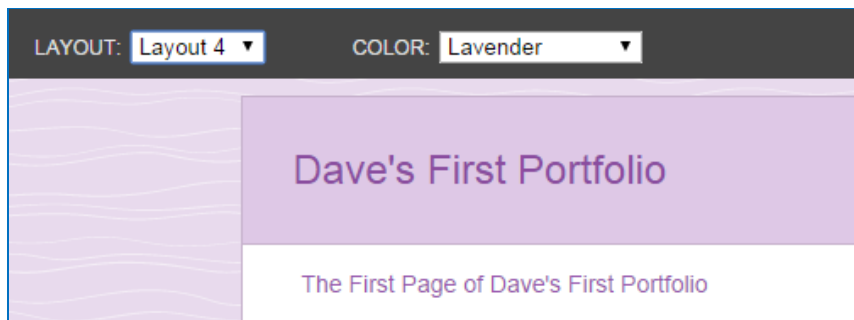
1. Log into the course, and navigate to the Portfolios Homepage.
2. The **My Portfolios** button should be selected. Your Portfolios may be displayed in either Table View or Card View. If Table view, click directly on the Portfolio's title; if Card View, click the **View** link.



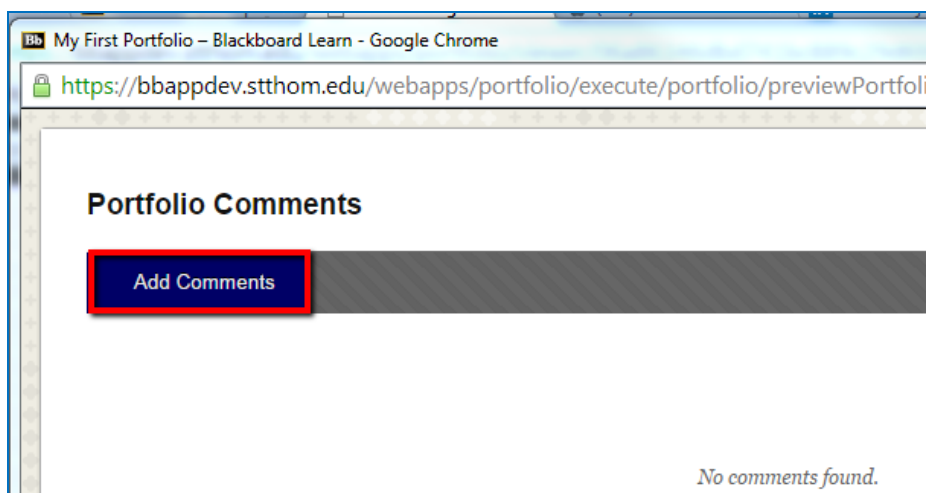
3. The Portfolio opens in a new browser tab. It provides buttons and links to navigate, modify, and comment on the Portfolio, among other functions.



- A. Click the **Customize Style** button to choose a different layout and color scheme for the Portfolio. When you have selected a satisfactory style, click the **Save** button at the top-right.



- B. Click the **Comments** link to view or add comments. The Portfolio Comments page opens in a separate window. Click **Add Comments** to type a comment; you may use rich text, but not attachments, images, or media.



The page changes, and you can type a Subject and Comment text; click **Submit** to save the comment. Close the Portfolio Comment window when you have finished.


\* Indicates a required field.

Cancel **Submit**

**COMMENT**

\* Subject

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




It is so easy to add Comments on this Portfolio!  
It is incredibly easy to add Comments on this Portfolio!

- C. Click the **Close** button to close the current tab and return to the Portfolios Homepage.
- D. Click the navigational links to browse the various pages.
- E. Click any Artifact button to view the Artifact in another browser tab, from which you can download any associated files. Click the **Close** button on this page to close the tab.

**Close**

**Title**  
My First Portfolio's First Artifact

**Content**  
Any additional content (including **Rich Text** and attachments) for the Artifact goes here.

**Attachments**  
 Tools\_Portfolios.docx