

Blackboard 9.1 Portfolios

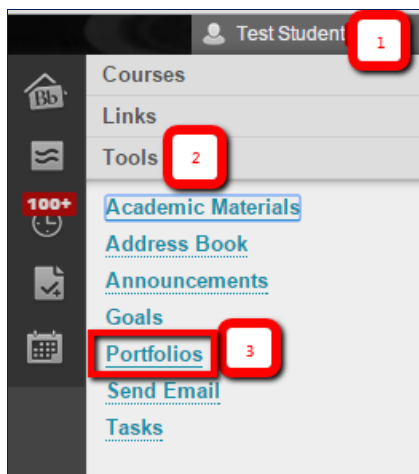
Blackboard's Portfolios tool provides a vehicle for students and others to showcase their work in the form of miniature websites hosted in Blackboard. Each Portfolio may contain multiple Pages; each Page, multiple Sections; each Section, multiple Artifacts.

- Each **Page** is similar to a page on a website.
- Each **Section** is where a user can place content in the form of rich text, graphics, and media.
- Each **Artifact** consists of text and related files, including documents, presentations, spreadsheets, graphics, and media files.

You can construct a Portfolio as an assignment for a course, but the Portfolio lives outside of courses, enabling students to maintain a record of their achievements in all courses, as well as work done for no course at all.

When you have finished creating your Portfolio, you can share a snapshot of it with individual users, the whole class, the entire university, and even beyond. A snapshot is what the Portfolio looks like at that moment: If you change it, other users will not see the changes until you share it again. Users can comment on your Portfolio snapshot, however, and you can decide whether those comments will be visible to other users.

Navigating to Portfolios

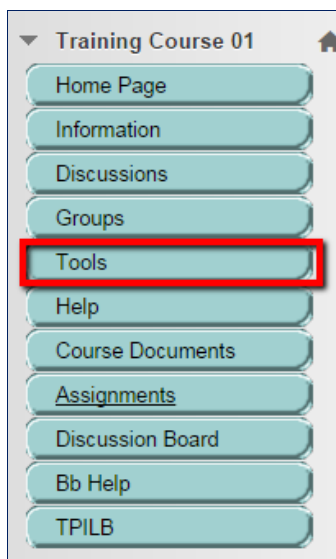


A user views and creates Portfolios on his or her Portfolios Home Page. Because Portfolios are not related to a specific course, you can find the Portfolios Home Page via the Global Navigation menu.

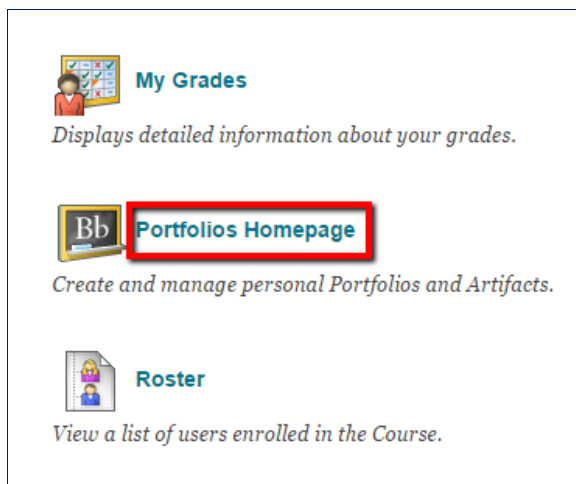
1. In Blackboard, click the **Global Navigation** icon at the top-right of the screen.
2. Click **Tools** to expand that section of the menu.
3. Click **Portfolios**.

A second route is via the Tools Area in a course. By default, a link to the Tools Area is provided on the Course Menu of each course, but it is up to instructors whether they keep the **Tools** link and the **Portfolios Home Page** link available to students.

1. On the Course Menu, click **Tools**, or whatever link to the Tools Area is provided.



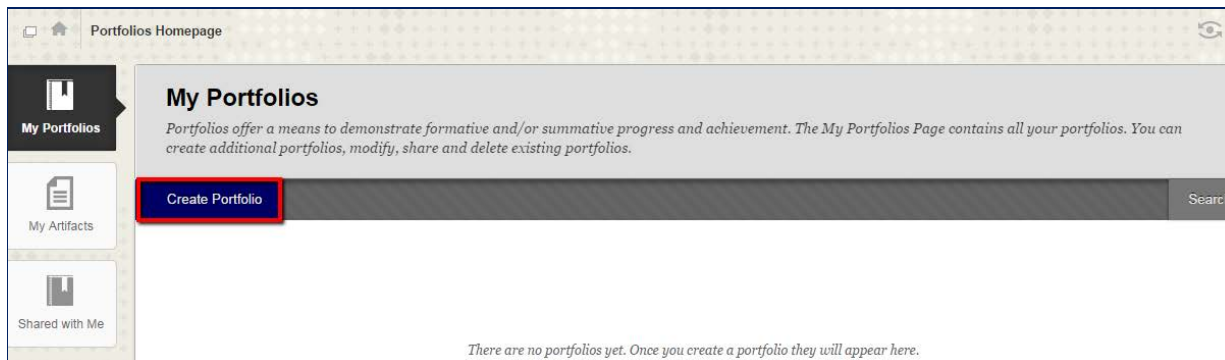
2. Click **Portfolios Homepage** if the link is visible.



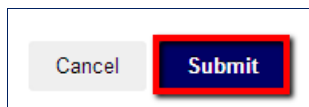
Instructors may also add a **Portfolios** link directly to the Course Menu.

On your first visit, there will be no Portfolios in the My Portfolios section, and no Artifacts in the My Artifacts section. We will discuss the Shared with Me section later in this document.

Creating a Portfolio

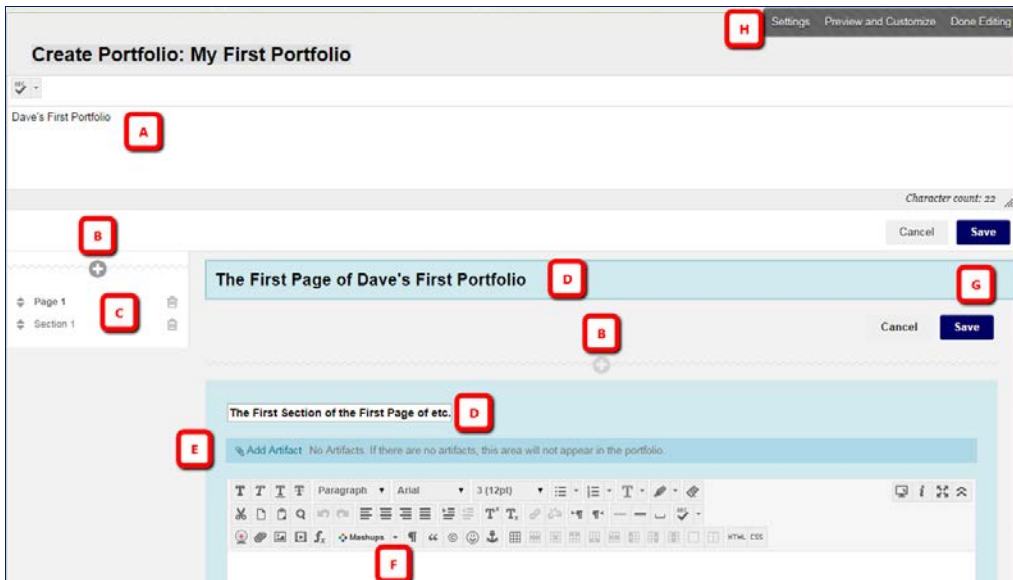


1. Click the **Create Portfolio** action bar button.
2. On the Create Portfolio page, give the Portfolio a suitable name (this is required). Do not select a template, at least for now, since we have none available. Add a brief Description of the Portfolios contents. Determine whether to make your Portfolio available to those with whom you share it, and whether to keep any comments hidden.
3. Click **Submit** to proceed to the next page.

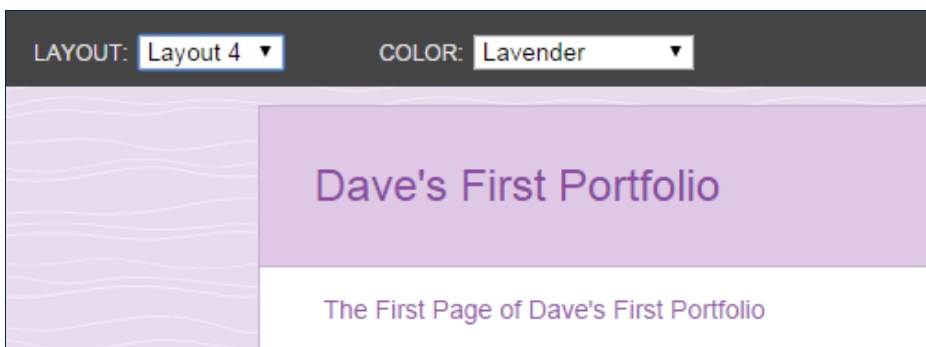
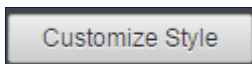


4. Type a name for Page 1 and for Section 1. Add text to the section. Use the + icons to added Sections or Pages, the “trash” icons to delete unnecessary Sections or Pages. Optionally, type header and footer text for the Portfolio. Save all your work as you go.
 - A. Type Portfolio header text.
 - B. Add a Page.
 - C. Arrange and delete Pages and Sections.
 - D. Type Page and Section names.
 - E. Click the link to add a new or existing Artifact to the Section.
 - F. Add text, graphics, and media to accompany the Artifact.
 - G. Click **Save** to finish composing a Page or Section.

- H. Click **Settings** to return to the previous page and modify Portfolio Information, **Preview and Customize** to see what your Portfolio will look like and modify the layout or color scheme, or **Done Editing** to return to the Portfolios Home Page.

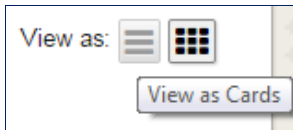


5. The **Preview and Customize** button opens the Portfolio in a separate browser tab, displaying a basic Portfolio with default settings. Click **Customize Style** to select one of the standard layouts and color schemes. The four layouts each place the page navigation links in different locations. Click **Comments** to add or view comments; click **Close** to close the tab and save the changes.

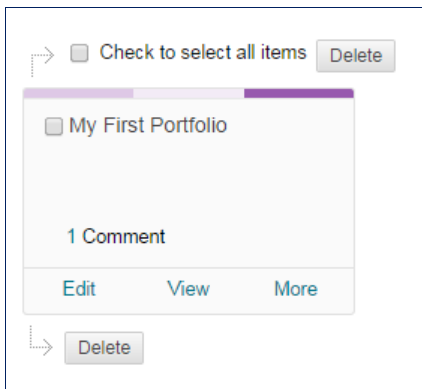


6. Make any additional edits, and then click **Done Editing**.

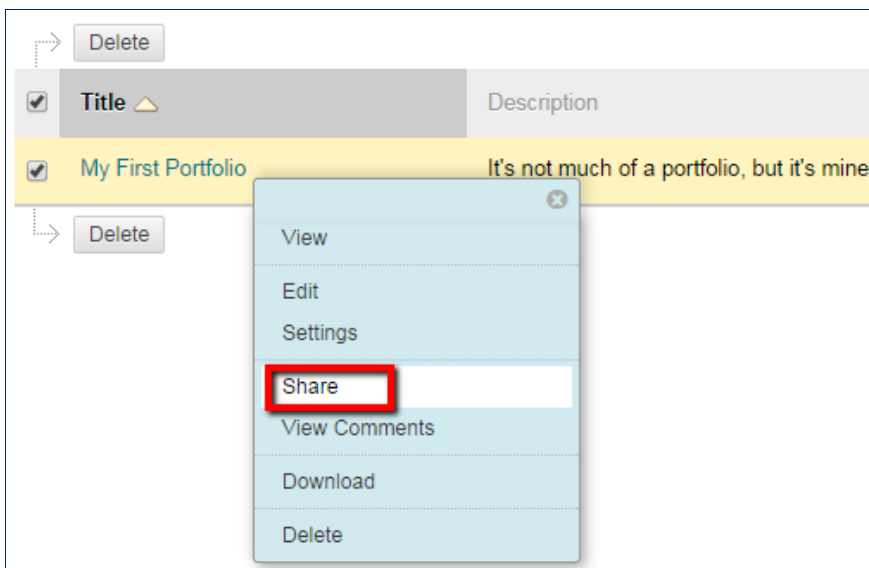
The Portfolio appears listed in My Portfolios. Click one of the **View as** buttons to switch between Card View and Table View.



In Card View, color swatches across the top of the card indicate the color scheme chosen. Click **Edit** to work on the Portfolio some more, **View** to see it in a new browser tab, and **More** for additional options.

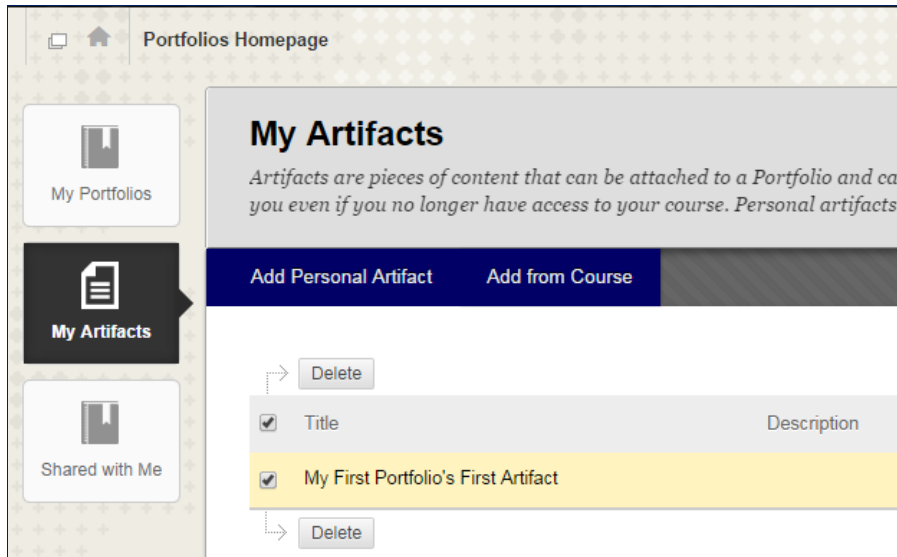


In Table View, these commands all appear on a contextual menu. Click the arrow to the right of the Portfolio's title to display the menu.



Adding Artifacts on the Portfolios Home Page

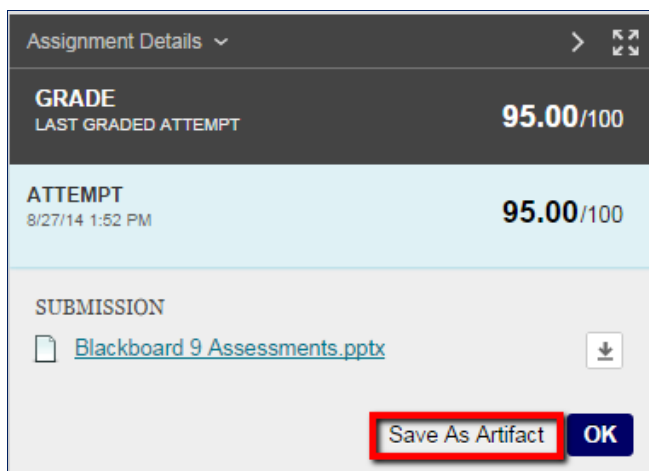
Click the **My Artifacts** tab on the left side to show that page. The action bar has two buttons:



- **Add Personal Artifact** lets you create a new Artifact, which may consist of rich text, graphics, media, and file attachments.
- **Add from Course** lets you browse your currently available courses for graded assignments that can be used as Artifacts.

Saving Assignments as Artifacts

Another method of adding Artifacts is available when you view a graded assignment. Navigate to the Assignment via My Grades, where you can see any markup or feedback. A **Save as Artifact** link appears on the grade pane of the Inline Grading page.



Portfolio Assignments

Blackboard now allows instructors to create assignments to be submitted as Portfolios. When you click into the assignment, click the **Select Portfolio** button to submit an existing Portfolio to be shared with the

instructor, or **Create Portfolio** to begin the process of creating a new one. Add comments if desired, and click **Save Draft** or **Submit** when ready.

Upload Assignment: Portfolio Assignment

Cancel Save Draft Submit

ASSIGNMENT INFORMATION

Points Possible
100

ASSIGNMENT SUBMISSION

Attach Portfolio Select Portfolio OR Create Portfolio

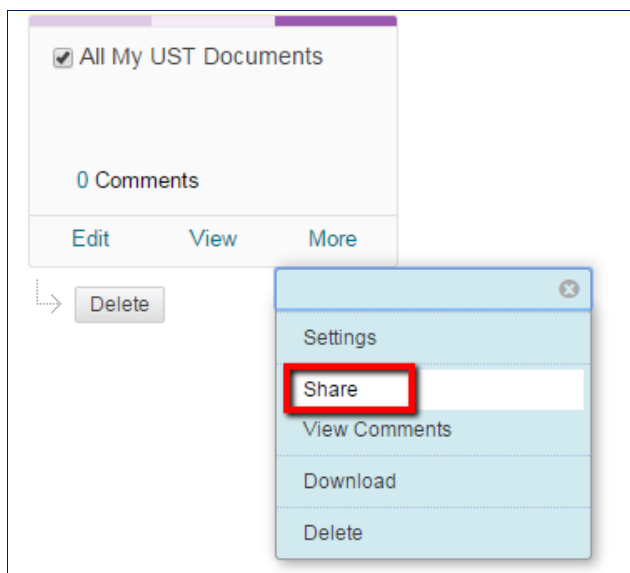
ADD COMMENTS

Comments

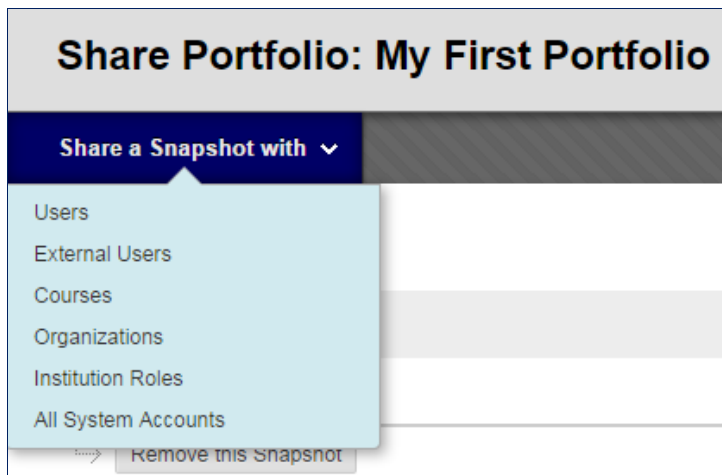
Character count 0

Sharing Portfolios

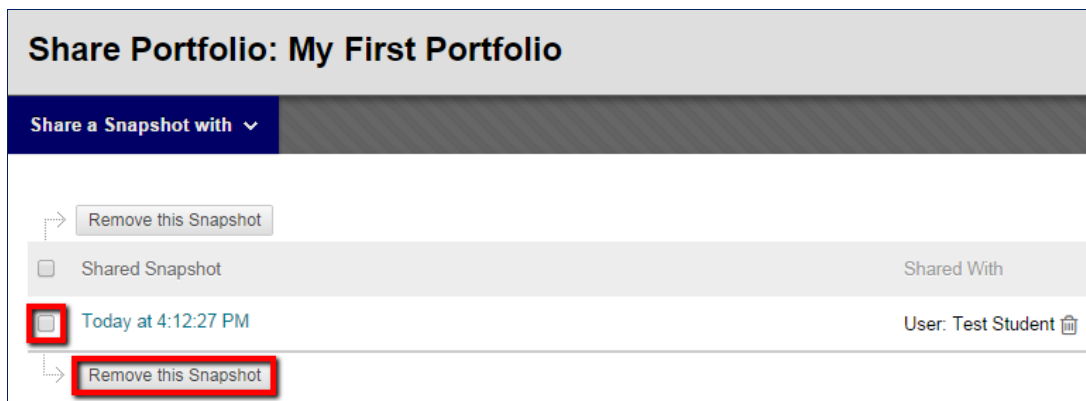
When you are ready to share a snapshot of your Portfolio with other users, in Card View, click the **More** link, and select **Share**. In Table View, use the **Share** command on the contextual menu.



On the Share Portfolio page, point to the **Share a Snapshot with** button, and select the appropriate audience. Most students will select only **Users**, **Courses**, or **All System Accounts**.

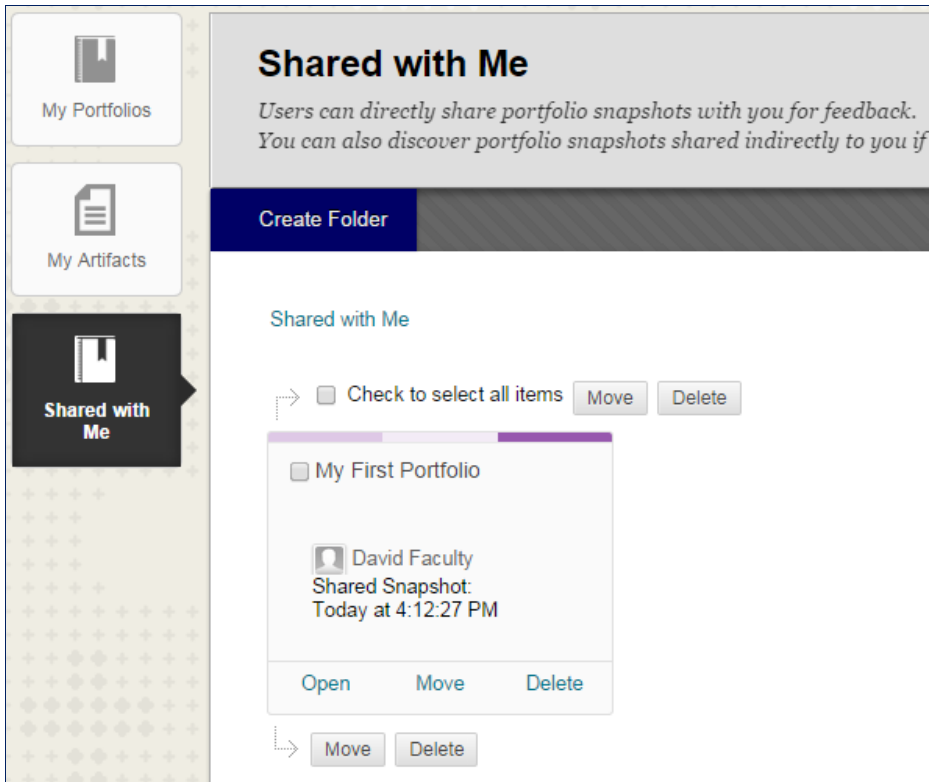


Whichever option you select, a page will appear allowing you to specify which users, courses, etc. When you select **Users**, you can also send those users an email message directly from Blackboard to notify them of the shared snapshot. The page keeps a record of all snapshots shared, when and with whom. Clicking the **Remove this Snapshot** button also removes the other users' access; Blackboard will remind you of this fact and ask for confirmation.



Shared with Me

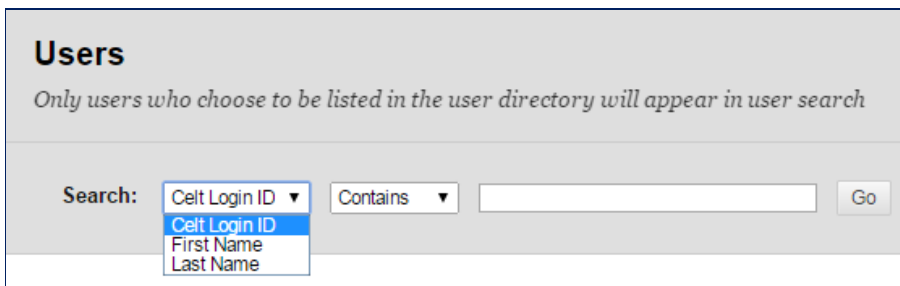
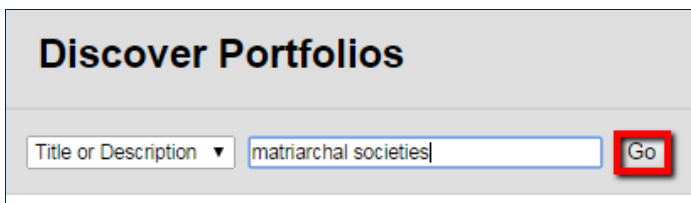
Snapshots that other users share with you will appear in the **Shared with Me** section of the Portfolios Home Page. Here you can create folders to organize shared Portfolios by author, course, topic, or other attributes.



At the top-right, switch to the Discover Portfolios tab to search for Portfolios shared with All System Accounts or External Users from UST or other institutions.



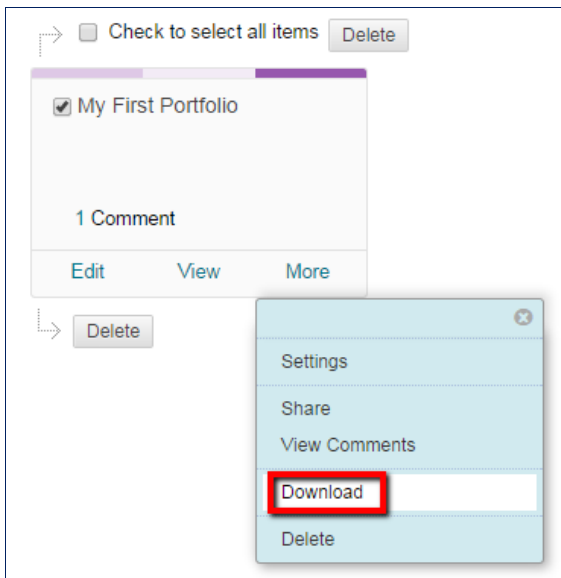
Browse Portfolios by the author's name or keywords. When searching by name, click the **Browse** button to search by CeltID, First Name, or Last Name.



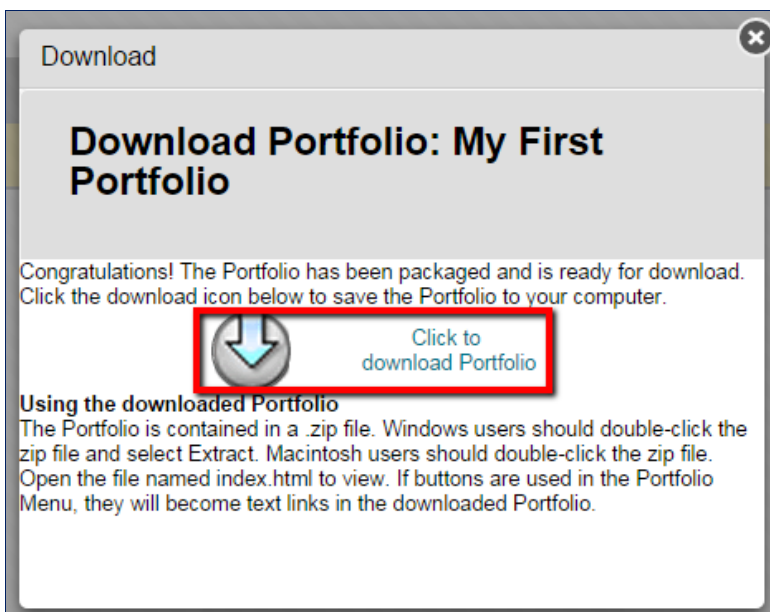
Downloading a Portfolio

If you decide to take your Portfolio with you after graduating or departing the university, you can download it as a ZIP file (compressed). The ZIP file contains HTML files representing each page, CSS (Cascading Style Sheet) files to determine the fonts and colors of elements on those pages, and all the files from the Artifacts.

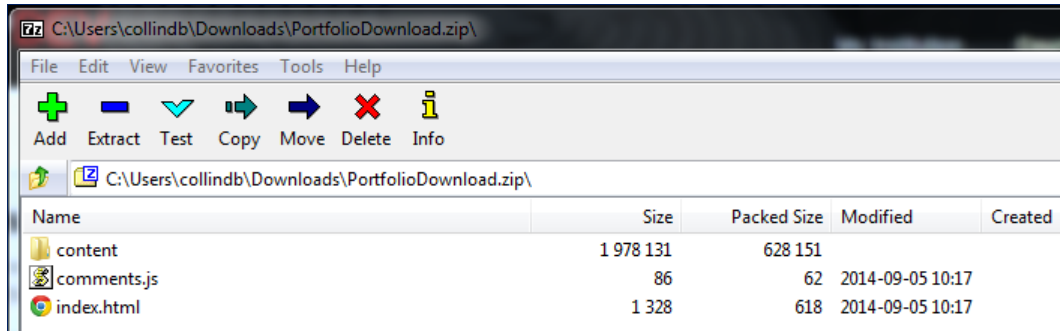
1. In Card View, click **More**, and select **Download**. In Table View, select the command from the contextual menu.



2. In the popup that appears, click the link in the middle.



3. What happens next depends on your browser: the file may go directly to your Downloads folder, or the browser may ask you where to store it. In Google Chrome, you will see a button on the Download Bar; click that button to open the file and display its contents in your default compression program.



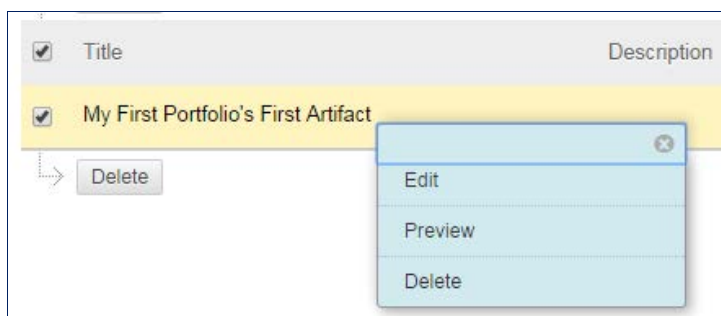
4. Store that ZIP on a flash drive, send it to yourself via email, or upload it onto a cloud-based storage service. You can then upload the contents, with modifications, to a web server and create your own website.

NOTE: *The Artifact files can be uploaded on another Blackboard system to re-create the Portfolio, but the HTML and CSS files cannot.*

Deleting Portfolios and Artifacts

You may never want to delete a Portfolio in which you have invested a lot of time and effort. If you are just starting, and you do not like what you have created, you can delete it and start over.

The sections of the Portfolios Home Page permit users to delete their own Portfolios, their own Artifacts, and Portfolio snapshots shared with them. To delete a single object, use the **Delete** command on the contextual menu (or **More** when viewing Portfolios in Card View), and confirm your intentions.



To delete multiple objects at once, check the checkbox for each, and click the **Delete** button above or below.

