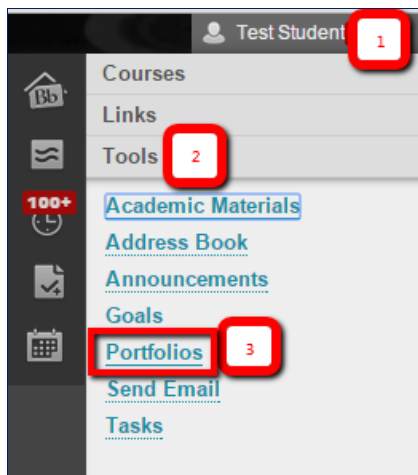


Navigating to Portfolios

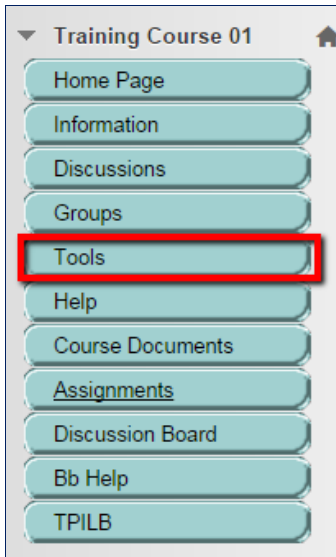
A user views and creates Portfolios on his or her Portfolios Home Page. Because Portfolios are not related to a specific course, you can find the Portfolios Home Page via the Global Navigation menu.

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**.

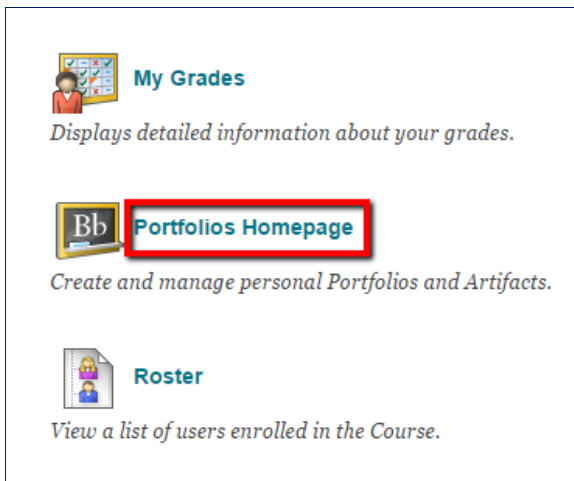


A second route is via the Tools Area in a course. By default, a link to the Tools Area is provided on the Course Menu of each course, but it is up to instructors whether they keep the **Tools** link and the **Portfolios Home Page** link available to students.

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 another document.