OVERVIEW:
Portfolios are a great tool to use for assessment. They are primarily used for program assessment but can also be used for course assessment. Portfolios are a collection of artifacts, which can include research papers, presentations, assignments, and reflections. Portfolios help examine improvement over time as well as achievement and gives ownership to the learner over their learning.

HOW TO CREATE A PORTFOLIO IN BLACKBOARD:

1. Access the portfolios by going to the global navigation, selecting Tools, and then selecting Portfolios.

2. When you are on the My Portfolios Homepage, select Create Portfolio.
3. Then give the portfolio a name, a description, and make sure it is checked “Available” and uncheck Comments as Private. For this tutorial, we will be using a template to create our portfolio, because that is the most common use of portfolios in Blackboard. So click on Select Portfolio Template.

4. A pop up box will appear. Search for the template you are using by name, then select the radio button next to the title and select Submit.
5. The pop-up goes away and you are returned to the Create Portfolio page. Click Submit again.

ABOUT YOUR PORTFOLIO TEMPLATE:
If you’re new to Portfolios, you will get a chance to take a tour hosted by Blackboard. It is recommended for a quick overview of a portfolio. It looks like this:

After you take the tour (or skip it) you will arrive at the editing portion of your portfolio. (Note: It may say ‘Create Portfolio’ at the top of the page instead of Edit Portfolio the first time you access it after taking/skipping the tour.) When editing or creating a portfolio, your view will look very different from when you view it in presentation mode. Portfolios are made up of pages, which turn into tabs in presentation mode. Each page is divided into sections and those sections are turned into headers in presentation mode. Each section allows for the attachment of artifacts from your computer or assignments from Blackboard courses, as well as the insertion of rich media, including text, images, video, html, and other WYSIWYG features.
Creating a Portfolio From a Template

What the Portfolio looks like in edit mode: (when you are working on it)

What the Portfolio looks like in presentation mode:
The Portfolio Template automatically adds all of the pages and sections you will need to complete. It also has instructions for each section so that you know exactly what to put into that section.

Do not re-order, change, delete, or add sections or pages (unless directed otherwise by your instructor/program).

**ADDING CONTENT:**
Follow the instructions for each section by adding text, rich media, and/or artifacts.

To edit a section, select anywhere in the section box. It will turn blue and the content area will turn into a content editor. You can add artifacts by selecting **Add Artifact**. You can add text and rich media by using the content editor. If you add text, hit enter once and then start typing. Note that there is currently a bug with the Paragraph, Font, and Font Size drop down menus when selecting. Blackboard is aware of the problem and is working to fix it. For now, when you select the drop down menu, click and hold, then move to the options menu and unclick. Select the option. When you’re done editing the section, select **Save**.
Repeat this process for every section, read the instructions for each section carefully and include all requirements listed.

While you’re putting in content, you can preview what it will look like in production mode by selecting **Preview and Customize** on the top right of the content screen. Note that sometimes the text in edit mode does not reflect what is actually seen in production mode. Therefore, it is recommended that you check production mode often when changing fonts and sizes.

Each section is saved individually. To exit you can click on the Courses tab, or to go back to the Portfolio Homepage, select **Done Editing**.