




# Blackboard Quick Reference Guide 8.0

"Learning the Content System" Series




## Creating and Using the Basic Portfolio


The portfolio allows the instructor and students to create special items that can be shared between instructor and student, or even between students. A portfolio can contain representations of work completed during a student's course of study. The portfolio can be exported as HTML pages and thus, used outside of Blackboard. There are two types of portfolios: 1) Personal and 2) Basic. This guide discusses the Basic portfolio only, which is the easiest type to create.

 The Portfolio feature can be accessed from the Content Collection tab, or the Tools area from within a course. The following steps assume the first option.

### Creating a Basic Portfolio with the Wizard

**Step 1:** From the shortcut view, click the **Portfolios**  button.


**Step 2:** Click **My Portfolios**.

**Step 3:** Click  **Portfolio Creation Wizard**. The following window appears:

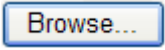

**Step 4:** Click the **Next**  button.

**Step 5:** Enter a portfolio Title and optional Description, then click **Next** .

**Step 6:** Choose the portfolio menu style, background and text colors, then click **Next** .

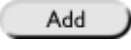
**Step 7:** Alter the welcome Title and enter an optional Welcome Message, then click **Next** .

**Step 8:** In the Add Content window, you can link to content collection files/folders in My Content or Institution Content:

- Enter a Menu Link Name, then click  to find and select the file or folder.
- Click . The link is added to the list.
- Repeat the steps above to add more content collection files/folders, as desired.

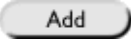
**Step 9:** Click **Next** .

**Step 10:** In the Add Links window, you can link to any URL on the Internet:


- Enter a Menu Link Name, then enter the URL. (You can copy & paste a URL into this box, if you wish.)
- Click . The link is added to the list.
- Repeat the steps above to add external links, as desired.

**Step 11:** Click **Next** .


**Step 12:** In the Add Item window, you can add a template-based portfolio item:


- Enter a Menu Link Name, then select a predefined template (e.g., resume or scholarships) from the pull-down menu.
- Click . The link is added to the list.
- Repeat the steps above to add more template-based items, as desired.

**Step 13:** Click **Next** .


**Step 14:** Determine portfolio availability to others, then click **Next** .

**Step 15:** Determine whether others can view/add comments to your portfolio.

**Step 16:** After finishing the last step (#8), click the **Finish**  button.

**Step 17:** Click **OK** to confirm creation, then click the  **Close Window** button.

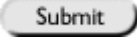
## Creating a Basic Portfolio without the Wizard

**Step 1:** From the shortcut view, click the **Portfolios**  button.

**Step 2:** Click **My Portfolios**.

**Step 3:** Click  **Add Basic Portfolio** for the basic portfolio to edit.

**Step 4:** Enter the Title and Description (required).

**Step 5:** Adjust any other options, then click .

**Step 4:** From here, use the following links to add content and make other changes:

- [Modify Properties](#)
- [Modify Content](#)
- [Share Portfolio](#)
- [Manage Comments](#)

## Checking for Broken Content Collection Links

- Step 1:** From the My Portfolios page, click  for the desired portfolio.
- Step 2:** Click **Check Links**. A status page appears, describing any problems with broken links to folders or items in a content collection (My Content or Institution Content).


## Viewing Your Portfolio

- Step 1:** From the My Portfolios page, click the portfolio title. The portfolio either appears in a new browser window or new tab, depending on your browser.
- Step 2:** Browse through the portfolio by clicking on the buttons at left.
- Step 3:** To return to the My Portfolios page, close the browser window (or tab).

## Sharing the Portfolio




If you want to see portfolios created by your students, they must perform the following steps.

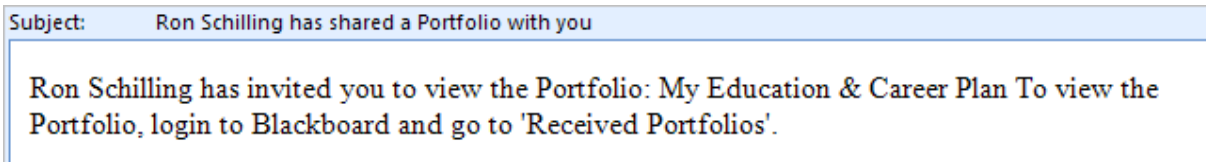
- Step 1:** From the My Portfolios page, click  for the desired portfolio.




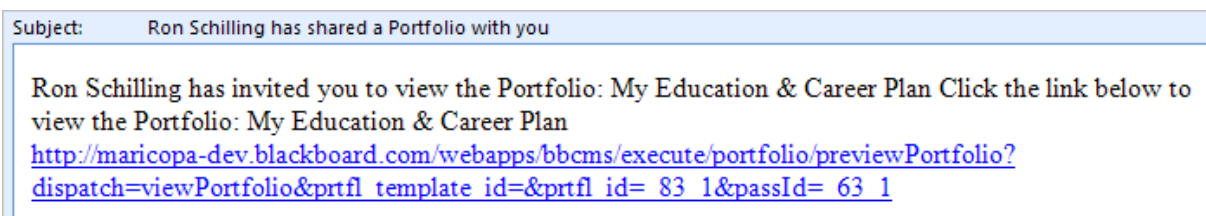
Make sure the portfolio is set to “available” first (under Edit Settings)


- Step 2:** Click **Share Portfolio**. From here, you have several options from the action bar:

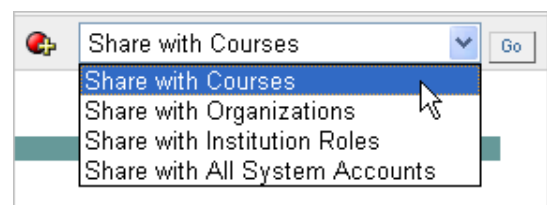
- To share with other Blackboard users, click  **Share with Users**. Then click **Browse** to search for users and customize an email message to them. Here’s how the email looks:



- To share with non-Blackboard users, click  **Share with External Users**. Then enter the email addresses, customize an email message to them, choose whether to enable password protection and/or set an expiration date. Here’s how the email looks:



- To share based on a category of users (such as with users in a specific course), select from the  drop-down menu, then click **Go**.



After performing one of the above options, a list of share recipients displays, as a reminder.

## Receiving a Shared Portfolio

**Step 1:** From the Portfolios page, click **Received Portfolios**.

Received Portfolios							
		Title	Description	Last Name	First Name	Username	Last Modified Date
<input type="checkbox"/>		<a href="#">My Education &amp; Career Plan</a>	This includes my course of study plus my projected career goals.	Schilling	Ron		Feb 20, 2009 1:24:48 PM

**Step 2:** Click on the desired portfolio title. The portfolio either appears in a new browser window or new tab, depending on your browser.

## Working with Comments

**Step 1:** From the My Portfolios page, click [Modify](#) for the desired portfolio.

**Step 2:** Click **Manage Comments**. From here, you can:

- Add new comments
- Remove existing comments

## Downloading a Portfolio

**Step 1:** From the My Portfolios page, click [Modify](#) for the desired portfolio.

**Step 2:** Choose **Package the Portfolio**.

**Step 3:** Click **Download Portfolio**, and then save the zipped file to the desired destination.

**Step 4:** You can unzip the file, which contains your portfolio contents as separate files.