



Blackboard Quick Reference Guide 8.0

Creating and Using the Basic Portfolio Student Guide




Basic Portfolios are collections of content organized into customized Web pages. A portfolio can contain representations of work completed during a student's course of study. Portfolios can be shared with your instructor, sent by email to anyone to view, or downloaded as a package of HTML pages. There are two types of portfolios in Blackboard: 1) Personal and 2) Basic. This guide discusses the Basic portfolio only, which is the easiest type to create.

Upload your Portfolio content to Blackboard

All files you plan to use in your portfolio (word docs, jpg files, pdf files, scanned images, etc.) need to be uploaded to the Blackboard My Content area.

1. Click the Blackboard **Content Collection** tab (top of window).
2. Click the **My Content** link.
3. Create a folder for your portfolio files: Click the +Folder icon, name the folder Portfolio Contents, and click the Submit button.
4. Open the Portfolio Contents folder.
5. To upload a file:: Click the +Item button, Browse to locate the file on your hard drive or flash drive, then click Submit.

Create a Portfolio

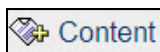
1. Click the **Content Collection** tab.
2. Click the **Portfolios** link.
3. Click **My Portfolios**.
4. Click  **Add Basic Portfolio** from the toolbar at the top of the window.
5. Enter a portfolio **Title** and **Description**.
6. Choose the **Portfolio Menu Style**.
7. If you want to be able to share this portfolio with others (your instructor, prospective employers, etc.) select Yes for Portfolio Availability.
8. If you want others to be able to add and view comments to your portfolio, select Shared.
9. Click **Submit**. This will create an empty portfolio shell for you and display a menu where you can select Modify Content to begin adding portfolio pages.



My Portfolios

- ▶ **Modify Properties**
Modify the name, menu style, and availability of this Portfolio.
- ▶ **Modify Content**
Modify the content of this Portfolio.
- ▶ **Share Portfolio**
Share this Portfolio with users and courses or organizations in the system or with external users.
- ▶ **Manage Comments**
Manage comments for this Portfolio.

10. Click **Modify Content** to begin adding portfolio content.



Create link to an item stored in My Content.

Enter a Menu Link Name, then click to find and select the file.
Click Submit.



Create link to a web page.

Enter a Menu Item Name.

Enter the URL. (You can copy & paste a URL into this box, if you wish.)
Click Submit.



To type page content in the Blackboard Text Editor window.

Blank Item is only template available. Click Submit.

Enter a Menu Item Name.

Type the page content in the Text Editor window.

Click Submit.

Note: You can rearrange the order of the items by using the number dropdown boxes.

View Your Portfolio

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.
2. Browse through the portfolio by clicking on the navigation menu at left.
3. To return to the My Portfolios page, close the browser window (or tab).

Modify Your Portfolio


1. From the My Portfolios page, click the button for the portfolio you wish to change.
2. To change the name, menu style, or availability, click **Modify Properties**.
3. To add or modify content pages, click **Modify Content**

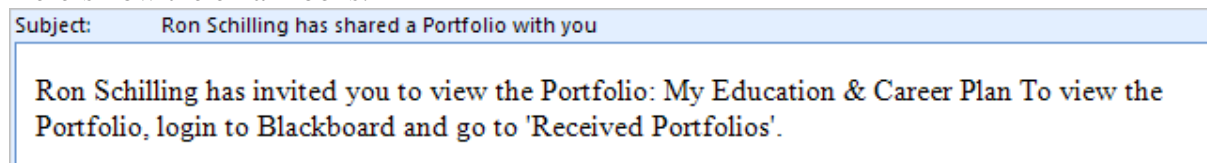
Check for Broken Content Collection Links


1. From the My Portfolios page, click **Modify** for the desired portfolio.
2. Click **Check Links**. A status page appears, describing any problems with broken links to folders or items in a My Content.

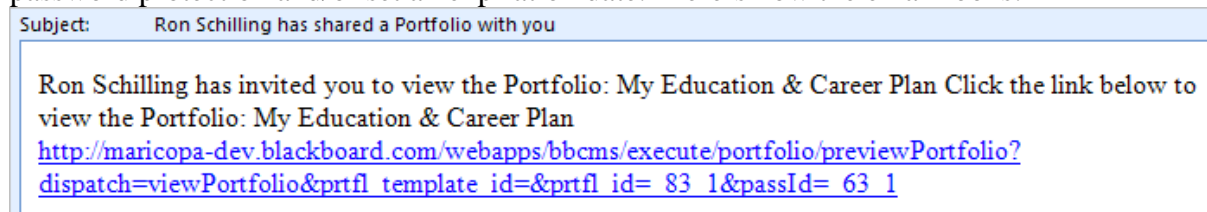
Share the Portfolio


1. From the My Portfolios page, click **Modify** for the desired portfolio.
2. Click **Share Portfolio**. From here, you have several options from the action bar:

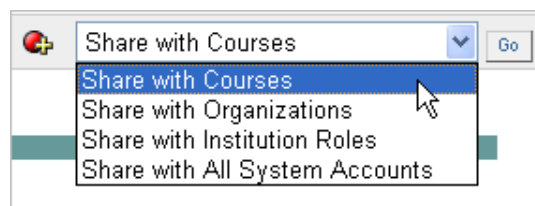
To share with your instructor or other Blackboard users, click  **Share with Users**. Then click **Browse** to search users and customize an email message to them. Here's how the email looks:



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**.



Receive a Shared Portfolio

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

Received Portfolios							
		Title	Description	Last Name	First Name	Username	Last Modified Date
<input type="checkbox"/>		My Education & Career Plan	This includes my course of study plus my projected career goals.	Schilling	Ron	rschilling	10/20/2009 1:24:48 PM

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

Note: For portfolios shared with an entire course, the portfolio must be viewed from within the course.

Students would access the portfolio by entering the course, clicking Course Tools and then Course Portfolios.

Instructors would go to the Control Panel for the course and click Course Portfolios.

Working with Comments

1. From the My Portfolios page, click [Modify](#) for the desired portfolio.
2. Click **Manage Comments**. From here, you can:
 - > Add new comments
 - > Remove existing comments

Download a Portfolio

If you wish to save a copy of your portfolio for use outside of Blackboard, perhaps to take with you at the end of the course, you can download the portfolio as a zip file to your flash drive, a CD, or your hard drive.

1. From the My Portfolios page, click [Modify](#) for the desired portfolio.
2. Click **Download Portfolio**.
3. Click the link that says “**Click to download Portfolio**”, and then save the zipped file to the desired destination.
4. To view the portfolio, unzip the file to a local folder. Open the file named, index.html to view the portfolio.