




Blackboard Quick Reference Guide 8.0

"Learning the Content System" Series



Creating and Using the Personal Portfolio Feature

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 Personal portfolio only, which is the more advanced 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 the Personal Portfolio

- Step 1:** From the shortcut view, click the **Portfolios**  button.
- Step 2:** Click **My Portfolios**.
- Step 3:** Click  **Add Personal Portfolio**.
- Step 4:** Enter a Title and optional Description, then click . The Style tab appears. (You're not allowed to continue without entering a Title.)

Properties **Style** Build Settings


Design the appearance of the Portfolio.
Design the appearance of Portfolios derived from this template.


1 Select Layout Theme


Select a theme to define the position of contents and navigation items in the Portfolio.


Layouts

Layout 1 Layout 2 Layout 3 Layout 4











2 Design Background

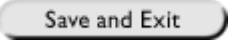
Create a background for the Portfolio.

Background Color 

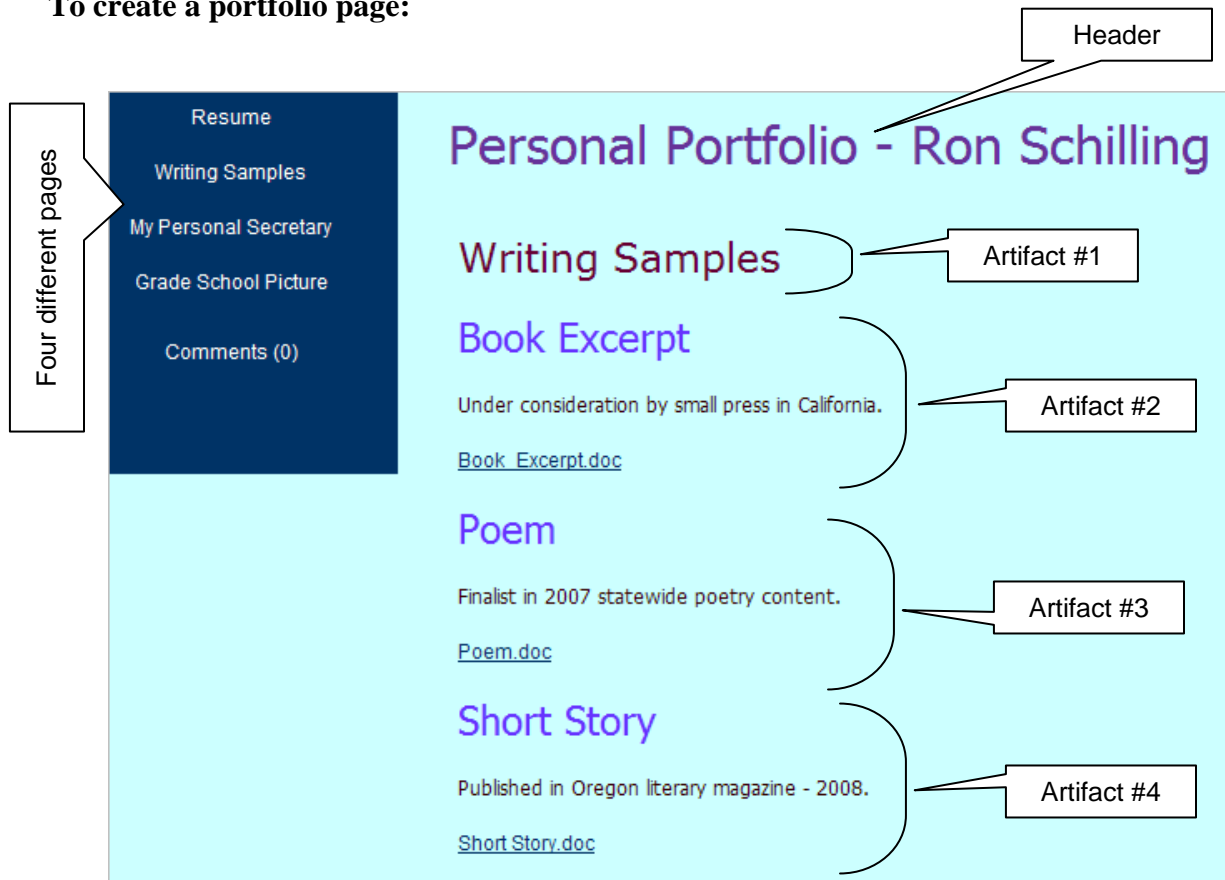
- Step 5:** From here, you have three main areas (tabs) you can use to customize:
- **Style** - choose a desired layout, background color/watermark image, font settings and how the navigation menu is displayed (buttons or text).

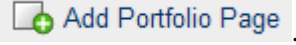
- **Build** – add portfolio pages (content) to the portfolio (see instructions below).
- **Settings** – determine portfolio’s status (draft or complete), make available to others.

Step 6: Click  to save what you’ve done so far.

Step 7: Click  when finished. A “Success” message appears.

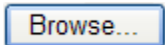
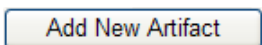
To create a portfolio page:




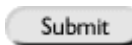
Step 1: From the Build tab (see above), click .

Step 2: Enter a Title and optional Description.

Step 3: To add content, choose one of the following options:



-  to search and select for existing artifacts.
-  to create a new artifact (see instructions below).

Step 4: Click . The artifact is added to a list, where they can be reordered or removed.

Step 5: When finished with the portfolio page, click  again. The page appears in a list of other possible pages.

 When you’re finished, remember to click .


To create artifacts for use in portfolios:


- Step 1:** From within a portfolio page, click .
- Step 2:** Enter a Title and optional Description.
- Step 3:** In the Content box, enter and format text – and insert images, audio, video, etc.
- Step 4:** You can also attach (upload) a file from your computer and/or link to an existing item in your content collection (My Content).
- Step 5:** When finished, click . The artifact is added to the list.

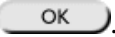
To add a header or footer:

- Step 1:** Click  or .
- Step 2:** Enter and format the text, then click .
-  If you change your layout (Styles tab), you'll have to recreate your header/footer.

To change a personal portfolio:

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





- Step 2:** Click the desired link to make changes.
- Step 3:** Click .


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:


Subject: Ron Schilling has shared a Portfolio with you

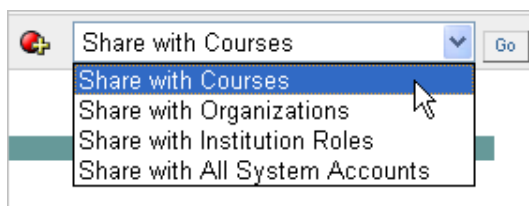
Ron Schilling has invited you to view the Portfolio: My Education & Career Plan To view the Portfolio, login to Blackboard and go to 'Received Portfolios'.

- 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:

Subject: Ron Schilling has shared a Portfolio with you

Ron Schilling has invited you to view the Portfolio: My Education & Career Plan Click the link below to view the portfolio: My Education & Career Plan
http://maricopa-dev.blackboard.com/webapps/bbcms/execute/portfolio/previewPortfolio?dispatch=viewPortfolio&prfl_template_id=&prfl_id=831&passId=631


- 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"/>		My Education & Career Plan	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  for the desired portfolio.

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

- Add new comments
- Remove existing comments




Working with Artifacts

Blackboard has a separate area where you can view, add or modify artifacts.


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

Step 2: Click **Personal Artifacts**.

Step 3: From here, you have several options:

-  **Add Personal Artifact** to add a new artifact.
-  **Remove** to delete a selected artifact.
-  **Modify** to edit the contents of an artifact.

Downloading a Portfolio

Step 1: From the My Portfolios page, click  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.