


# Blackboard Quick Reference Guide

## Content System Portfolios

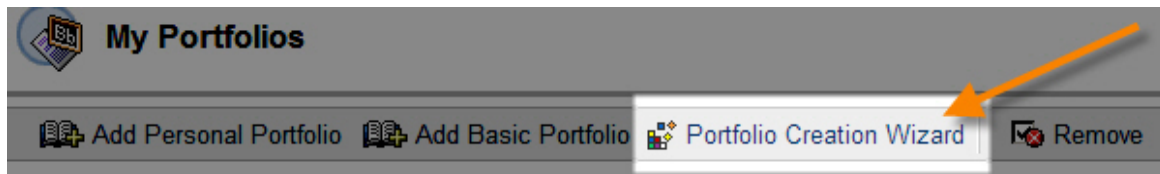
### Using the Portfolio Wizard Feature

The portfolio allows the instructor and students to create special items that can be shared between instructor and student, or even between students.

### Creating a Portfolio


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


**Step 2:** Select My Portfolios link.






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



**Step 4:** Use the **Next**  button to move through the wizard steps, where you will create a portfolio title, select menu style and colors, enter a welcome page, add content collection files/folders, add links to external URLs, items unique to the portfolio (e.g., resume), determine portfolio availability and ability to share comments in a group.

**Step 5:** After finishing the last step (#8), click the **Finish**  button.

**Step 6:** Click **OK** to confirm creation, then the Close Window  button.

 As an alternative to using the wizard, you can click **My Portfolios** from the main Portfolios page, then click the Portfolio  button from the action bar.

## Viewing Your Portfolio

- Step 1:** From the main Portfolios page, click **My Portfolios**.
- Step 2:** Click the desired *Title* name. A new browser window appears.
- Step 3:** Browse through the portfolio by clicking on the buttons on the left.
- Step 4:** To return to the My Portfolios page, close the browser window.

## Changing or Adding Portfolio Contents

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

The screenshot shows the 'Portfolio: Ron's Portfolio' interface. At the top, there is an action bar with three buttons: 'Content', 'Link', and 'Item'. A red callout box points to the 'Item' button with the text 'To add new course menu items'. Below the action bar is a table with the following columns: 'Name', 'Available', and 'Modify Remove'. The table contains five rows of menu items:

	Name	Available	Modify Remove
1	Portfolio Welcome	Yes	Modify Remove
2	Writing Samples	Yes	Modify Remove
3	Artwork Samples	Yes	Modify Remove
4	My home page	Yes	Modify Remove
5	Short Biography	Yes	Modify Remove

Red callout boxes provide additional information:

- A callout points to the 'Writing Samples' item with the text 'Links to item stored elsewhere in Content System'.
- A callout points to the 'My home page' item with the text 'Links to a webpage'.
- A callout points to the 'Short Biography' item with the text 'Links to item stored in portfolio'.




An 'OK' button is located at the bottom right of the interface.

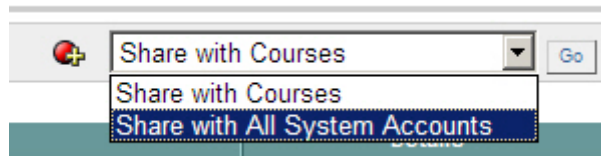
- Step 2:** To change the properties (menu name, availability, content link or text) of any item, content link or hyperlink, click **Modify** to the right of the desired menu item name.

## Modifying Portfolio Properties

- Step 1:** From the My Portfolios page, click **Manage** for the desired portfolio.
- Step 2:** Click **Modify Properties**. From here, you can change the name, menu style and availability to others.

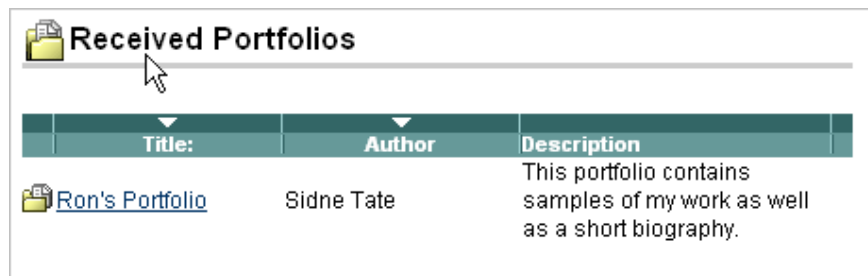
## Sharing the Portfolio

- Step 1:** From the My Portfolios page, click **Manage** for the desired portfolio.
- 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.
  - To share with non-Blackboard users, click **Share with External Users**  button. Then enter the email addresses, customize an email message to them, choose whether to enable password protection and/or set an expiration date.
  - 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**.



## Receiving a Portfolio

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



**Step 2:** Click on the desired portfolio title.

## Working with Comments

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

**Step 2:** Click **Download Portfolio**.

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