Content System: Creating a Portfolio

Within the Content System, students and instructors can create customizable web-site like personal portfolios. A portfolio can be a good way to organize and document electronic copies of one’s papers, projects, achievements, or professional resources. Portfolios can be shared with others.

Portfolios consist of pages and content items called artifacts. Artifacts can be created independent of a page, which makes editing, changing page content, and reusing content simple.

Finding the Portfolios Area

1) Once you are signed into Blackboard, click the CONTENT COLLECTION button.

2) In the CONTENT COLLECTION, locate the JUMP TO menu (located under the Content Collection navigation).

In the JUMP TO menu, click on the PORTFOLIOS menu.

In this menu, there are links to:

My Portfolios - Portfolios which you have created.

Personal Artifacts - A chunk of content, such as a paper or letter of recommendation, which you would like to place on a page.

Received Portfolios - Portfolios that others are sharing with you.

To view a portfolio or begin creating a new portfolio, CLICK MY PORTFOLIOS.

To view, edit, or create a new artifact, click PERSONAL ARTIFACTS.
My Portfolios: Creating a Portfolio

1) From the JUMP MENU, expand the PORTFOLIOS menu and select MY PORTFOLIOS.

2) On the MY PORTFOLIOS page, click the CREATE PERSONAL PORTFOLIO button.

3) On the CREATE PERSONAL PORTFOLIO page, you will begin by customizing your portfolio’s PROPERTIES. While you are on the Properties tab, fill out the following sections...

Section 1 (Select Method): Choose CREATE NEW.

Section 2 (General Information): Give your portfolio a descriptive title. A description is optional.

When done, click SAVE AND CONTINUE to move to the next step.

4) You will be moved to the Style tab. Here, you will customize your DESIGN AND STYLE preferences. Fill out the following sections...

Section 1 (Select Layout Theme): Choose the page design you like best.
Section 2 (Design Background): Click the DOUBLE-DOWN ARROWS to access a color-picker tool to choose your portfolio page’s background color.

If you would like to use a background image, click BROWSE to find and select your image from your computer.

Section 3 (Font Settings): Indicate the font type, font size, and font color of your portfolio page’s text content.

Section 4 (Style Navigation Menu): Indicate your navigation format, font, and color preferences.

When done, click SAVE AND CONTINUE to move to the next step.

5) You will be moved to the Build tab. Here, you will begin BUILDING the HEADER/FOOTER and CONTENT of your portfolio.

**Header/Footer** – On this page, there will be a box with the name “Header” and box with the name of “Footer”. The Header will be the top part of each portfolio page you make, which can contain a title, description, or image. The Footer will be the bottom part of each portfolio page. Click on the pair of double-down arrows next to the name. On the ADD page, add your content using the text-editor. Please note, if you use an image as your header or footer, be sure that it is no bigger than 750 pixels in width.
Create a Page - To create a home page (or any other page you want to make), click the CREATE PAGE button, located just above the header box. You will be taken to the ADD PORTFOLIO page. Fill out the following sections...

Section 1 (Page Properties) - Give your page a title.

![Add Portfolio Page](image)

Section 2 (Page Content) – Click CREATE NEW ARTIFACT to create new content to display on the page.

If you already have an artifact that you want to use, click BROWSE to search for and select it.

Create Personal Artifact – On the CREATE PERSONAL ARTIFACT page, fill out the following sections...

Section 1 (General Information): Give your artifact (i.e. content item) a name.

![Create Personal Artifact](image)

Section 2 (Content): Add your text content, images, multimedia, or links to web content in the text-editor using the formatting and attachment tools.

If you would like to attach an item from your Content Collection, use the BROWSE FOR CONTENT COLLECTION ITEM button.

I NOTE – Changes to this content (i.e. artifact) can only be completed through the PERSONAL ARTIFACT link in the Portfolios menu.

When you are done, click SUBMIT.
A page box, titled according to how you named your page, will appear underneath your header box.

If you have made multiple pages, the first page directly underneath the header box will be the first page a visitor to your portfolio will see.

Also, the order in which your page boxes occur underneath the header box is the order in which your portfolio navigation will occur.

The order of pages (and links) can be changed by clicking and dragging a page box to the desired position. When done, CLICK SAVE AND CONTINUE.

6) You will now be taken to the Settings tab. Complete the following sections...

Section 1(Portfolio Status): If you are done making your portfolio, CHECK the COMPLETE CHECKBOX.

Section 2 (Sharing Settings): To share your portfolio with others, CHECK the AVAILABLE CHECKBOX.

Now, click SUBMIT.

Your new portfolio will be added to your MY PORTFOLIOS page. To view your portfolio, click on its name and it will open up in a new browser window.
Editing Your Content (Artifact)

1) Because content is stored as artifacts that are included your pages, you must click the **PERSONAL ARTIFACT** link found on the **PORTFOLIOS** page to access and edit your content.

2) On the **PERSONAL ARTIFACTS** page, click on the double-down arrows next to the name of the content item you want to edit. Select **EDIT** from the context menu.

3) On the **EDIT PERSONAL ARTIFACT** page for your content item, make your changes in the text-editor. When done, click **SUBMIT**.

Sharing Your Portfolio

When your portfolio is complete, you have the option of sharing it with others. You can share your portfolio with students and instructors who use Blackboard.

1) On the **MY PORTFOLIOS** page, click on the double-down arrows next to the portfolio you want to share and click **EDIT**.
2) On the PORTFOLIO options page for this portfolio, click the SHARE PORTFOLIO link.

3) On the SHARE PORTFOLIO page, roll your MOUSE OVER the SHARE WITH button.

If you would like to search for and select particular students or other individuals to share your portfolio, select USERS.

If you would like to share your portfolio with anyone enrolled within a particular course, select COURSES.

4) You will be taken the SHARE WITH page for the option you selected. Fill out the following sections...

Section 1 (Choose Users): Use the BROWSE button to search for and select the individuals you want to share with.

Section 2 (Email Information): If you would like to notify the people you chose to share with that they will receive access to your portfolio, CHECK the SEND EMAIL CHECKBOX. You may customize the subject and message if you like.

When you are done, click SUBMIT.
5) A confirmation message will appear on the screen and the individuals that you are sharing with will be added to the list of users on the SHARE PORTFOLIO page for your portfolio.

Viewing a Received/Shared Portfolio

1) In your CONTENT COLLECTION, expand your PORTFOLIOS menu and click the RECEIVED PORTFOLIOS link.

2) On the RECEIVED PORTFOLIOS page, you will be able to see links to any portfolios others have decided to share with you. Clicking on the link to a portfolio will open it in a new Web browser.