

ePortfolio

Blackboard's Portfolio tool is designed to help students maintain documentation of their education, samples of their work, and evidence of their skills, to tell a carefully crafted story to the world about who they are and what they can do.

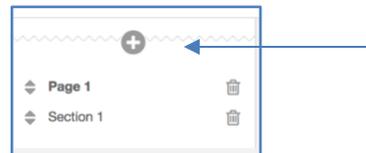
Accessing Portfolios

1. Click on your name in the upper right corner of your screen to open the **Global Navigation** menu.
2. Click the **Tools** link.
3. Select **Portfolios**.

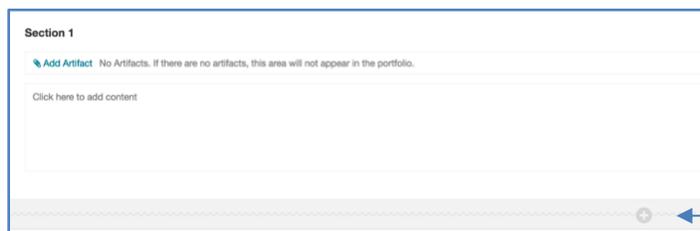


Create a Portfolio

1. Click **My Portfolios** area on top left of page and click the **Create Portfolio** button. (Or, you can **create** or **use** a pre-existing Portfolio Template by clicking on the **Portfolio Template** button on the bottom left of screen.)
2. Provide a **title and description**, click Submit.
3. Then you can take a tour or explore on your own.
4. Click the plus icon at the left of the menu to **add pages**.



5. Click the plus icon at the top or bottom of your page, to add another **section** on the same page you are on.



Creating or Converting Artifacts

Creating Personal Artifacts:

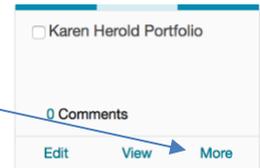
1. On the **My Artifacts** page, click **Add Personal Artifact**.
2. Provide a **title, description**, and **content** for the artifact. The description is visible only to the artifact owner.
3. Click **Submit**.

Converting Blackboard Assignments to Artifacts:

1. On the **My Artifacts** page, click **Add from Course**.
2. Choose the course first and then find and select the graded **assignments** in your available courses.
3. Click **Submit**.

Sharing a Portfolio

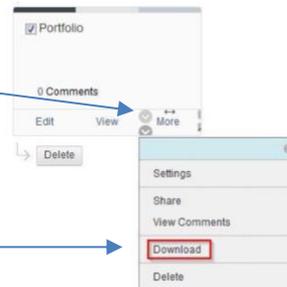
1. On the **My Portfolios** page, click **More** within the box of your portfolio.
2. Click **Share**.
3. On the action bar, point to **Share a Snapshot with** and **select one of the user types**.



Who?	What Happens?
Blackboard Learn Users	Use Browse to search by first name, last name or email. The portfolio is listed in the user's Shared with Me area.
External Users	A URL is created and emailed to the users you specify so that they can access your portfolio.
Courses	The portfolio is listed in the portfolios tool in the course. Members of that course can search for your portfolio.
Institution Roles	All users with the role may search for your portfolio.
All System Accounts	Any user on the system may search for your portfolio.

Downloading a Portfolio

1. Access your **My Portfolios** page.
2. Click the **More** button for the appropriate portfolio.



3. Select **Download**.
4. A dialog box will appear, click on the link to **download the portfolio**.

Creating a Portfolio Assignment (Same steps as creating a regular online assignment)

1. When in your course, in a content area, click the blue button **Assessments** and then click **Assessments**.
2. Scroll down to **Grading** and click **Submission Details** (at this time you can select a **TEMPLATE** if you require them to use one).
3. Choose the radio button **Portfolio Submission**.

Side Notes:

- A snapshot of your assigned portfolio at that point in time is shared with your instructor for grading.
- If an instructor allows unlimited submissions, you will be able to submit snapshots of your portfolio at various times during the term of the course.
- After your instructor grades your assigned portfolio, the grade appears in **My Grades**. The grade does not appear on your **My Portfolios** page.
- You can edit your assigned portfolio at any time from your **My Portfolios** page. After you click **Done Editing**, any edits you make are not automatically shared with your instructor.
- Portfolio snapshot submissions made through an assignment do not appear in your list of shared portfolio snapshots and cannot be rescinded like other sharing events.
- Templates can only be created by the administrators and accessed through the assignment link.
- <http://www.jelizabethclark.com/eportfolio-examples/> (ePortfolio examples by discipline)