Creating Portfolios

Before you begin creating a portfolio, create an outline of the points to highlight in your portfolio. Make sure that each point has sufficient supporting material and is presented in a clear and concise manner.

You will use artifacts to add content to your personal portfolio. Artifacts link to items that are evidence of your work, knowledge, and skills. You can create artifacts before or during the portfolio creation process. If you have a good outline of what you want to accomplish, create artifacts before moving on to create the portfolio.

When your artifacts are ready, create a shell for the portfolio. This includes a name and description. Use the description for your own organizational needs. After creating the shell, build out the portfolio and add pages and content.

My Portfolios

The **My Portfolios** page is the launching point for viewing, creating, and reviewing portfolios. Access the **My Portfolios** page from the link provided by your instructor or from the global navigation menu at the top right of the page.

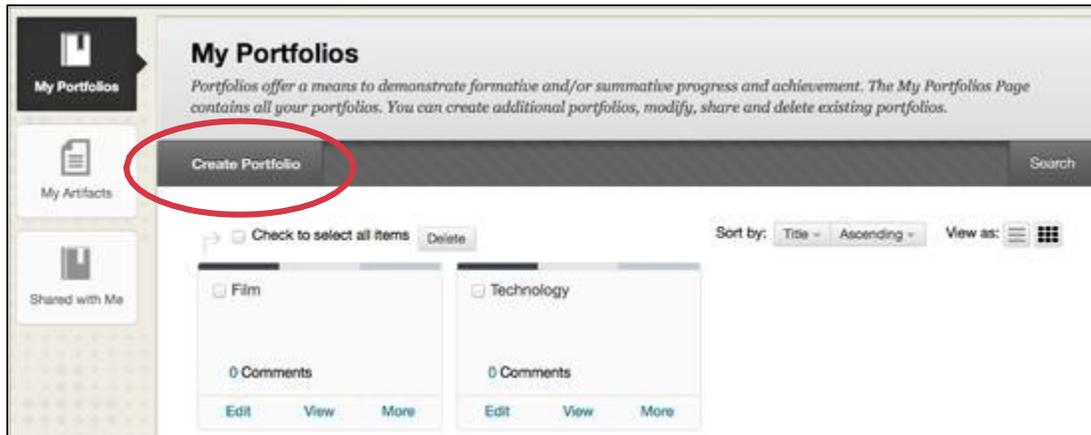Select **Tools** and click **Portfolios**.

Global Navigation Menu
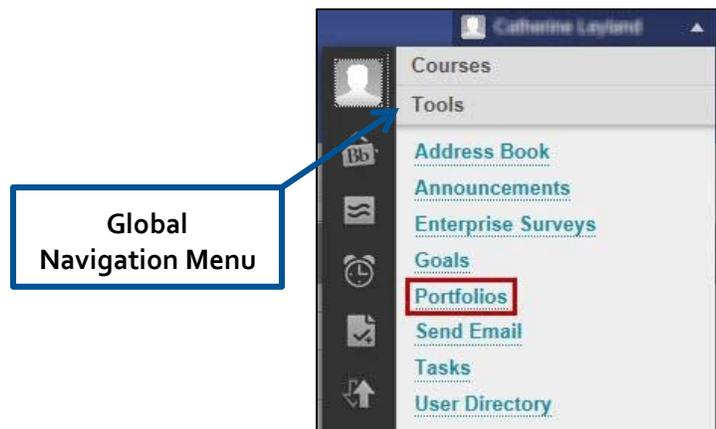
Creating a portfolio includes the following steps:

1. Create a portfolio
2. Add pages and artifacts
3. Design the appearance
4. Share the portfolio
5. Re-Sharing a portfolio

Create a Portfolio

1. On the **My Portfolios** page, click **Create Portfolio**.

2. Give your portfolio a **Title** and a **Description**.

3. Make the Portfolio **Available** and then decide if you want comments to be private.

4. Click **Submit**.

Note: The first time you create a portfolio, you have the option of taking a brief guided tour of the portfolio authoring canvas. If you choose to skip the tour, you can access it at any time by clicking the compass next to the help icon at the top of your screen.
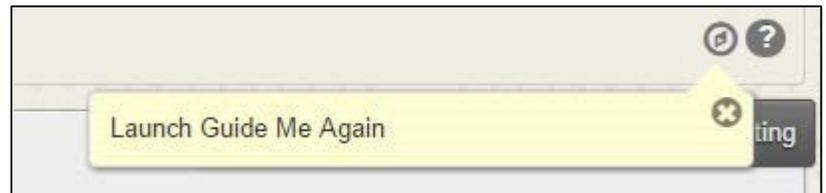
Add Pages and Artifacts

1. Customize your portfolio's header, footer and other elements.

2. To do this, click the pencil next to each item.

3. Click **Save** after customizing each element.

4. Click **Settings** if you would like to change the settings' decisions made when creating the portfolio, such as the portfolio title and description.

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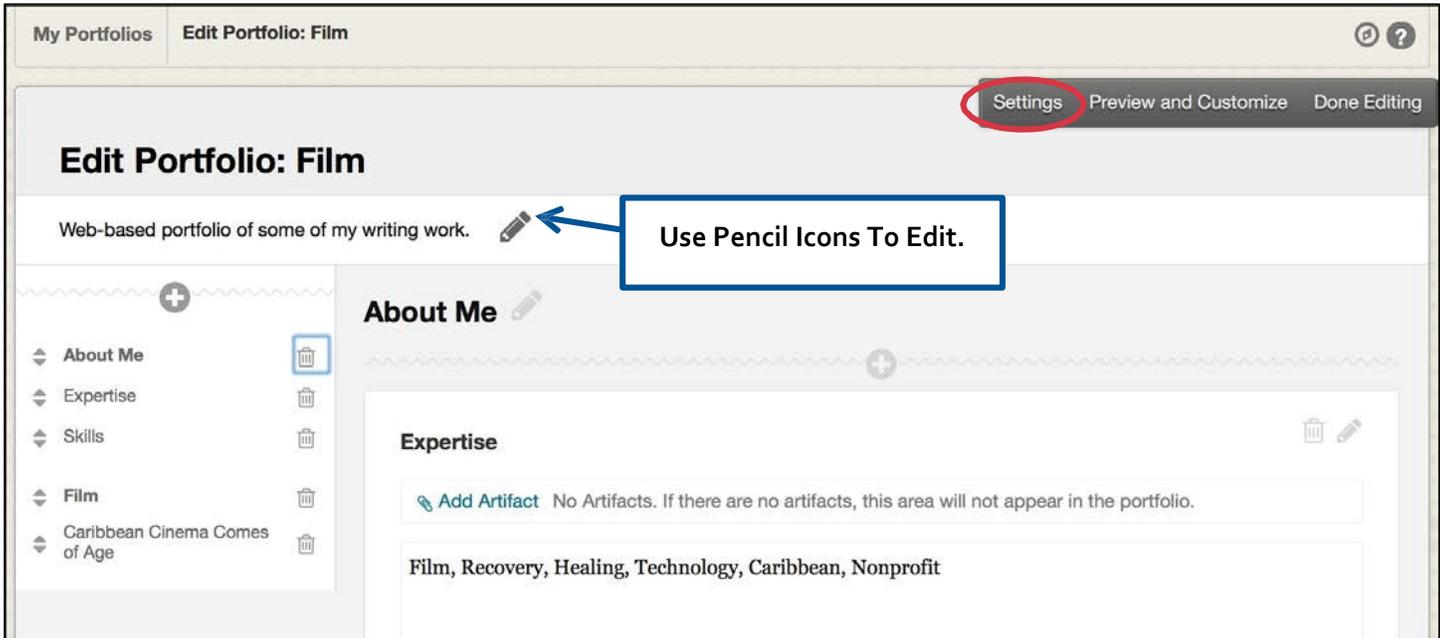
A portfolio consists of **pages** and **sections**. Use a **page** to provide structure to the portfolio. Each page must have at least one section. Use a **section** to provide structure to the page's content.

The menu on the left shows all of the portfolio's pages and sections, which you can use to manage them.

Click the plus icon at the top of the menu to add a new page. To delete pages, click the trash can icon to the right of a page.

To rearrange pages or sections, use the arrows to the left of the element you would like to move.

Note: Deleting a page also deletes all of the sections and content on that page. Artifacts associated with a section remain in the **My Artifacts** repository, and you can reuse them.
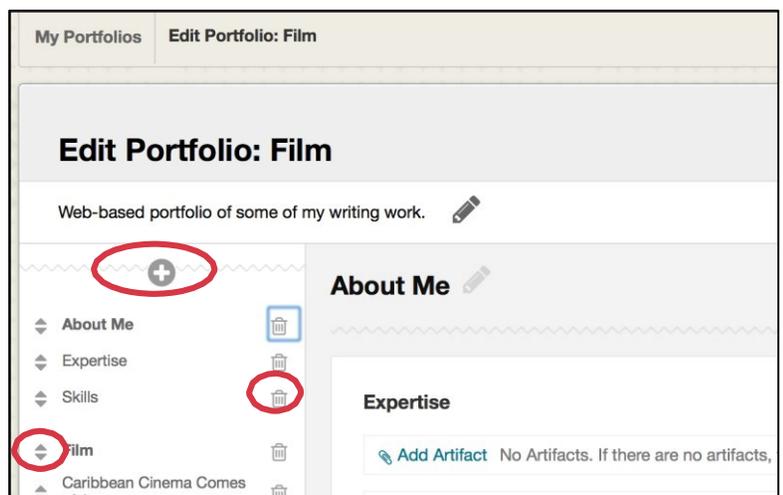
After creating your page you will want to add content and artifacts.

5. Click **Add Artifact** to attach a file/artifact. There are three way to add an artifact:

   a. Click **Add Personal Artifact** to browser your computer

   b. Click **Add from Course** to select a document previously submitted to a course.

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c. Place a check in the box next to a previously added artifact and then click submit.

You can associate one or more artifacts with each section. Typically, you add artifacts to a section and use the content editor to reflect on those artifacts.
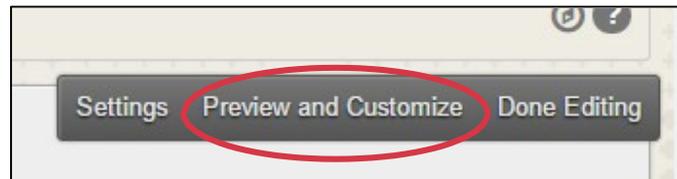
6. Select **Click here to add content** to add freeform content using the content editor.

About Me ✎

Expertise

🔖 Add Artifact   No Artifacts. If there are no artifacts, this area will not appear in the portfolio.
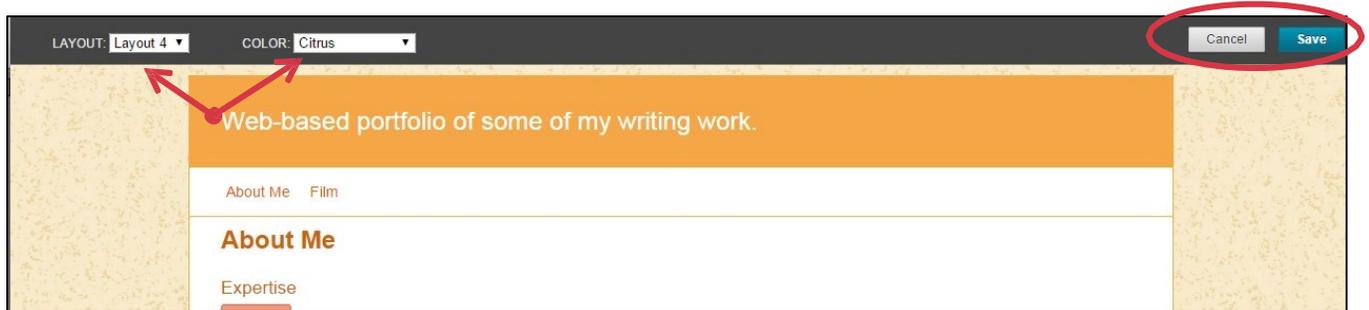
Click here to add content

Design the Appearance

The **Preview and Customize** option allows you to see how the portfolio will look, and make layout and color palette decisions that affect the final design of the portfolio.

1. Click **Preview and Customize** to view your portfolio as others will see it.

Settings   Preview and Customize   Done Editing

2. Select **Customize Style** to choose a layout for your portfolio and a color scheme.

Customize Style

Web-based portfolio of some of my writing work.

About Me

Film

About Me

Expertise

Resume

Film, Recovery, Healing, Technology, Caribbean, Nonprofit

Skills

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3. Click **Save** and then **Close** when you are done.

4. When you have completed the creating of your portfolio click **Done Editing**.
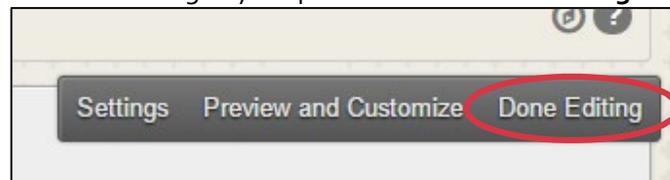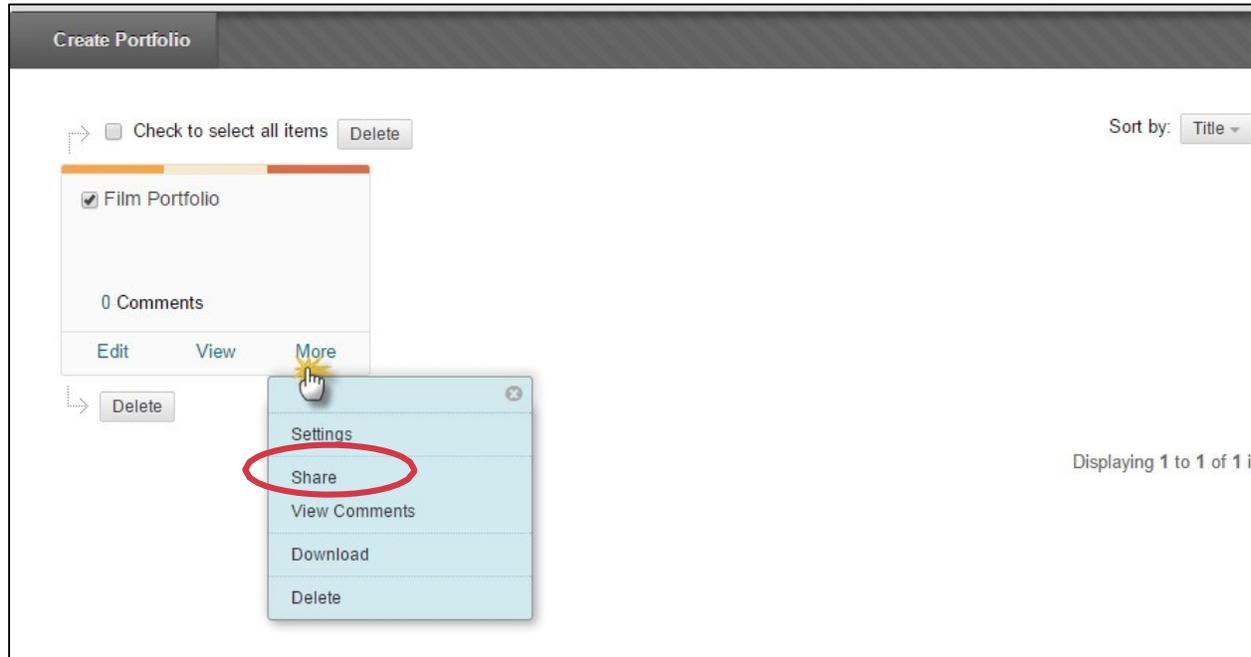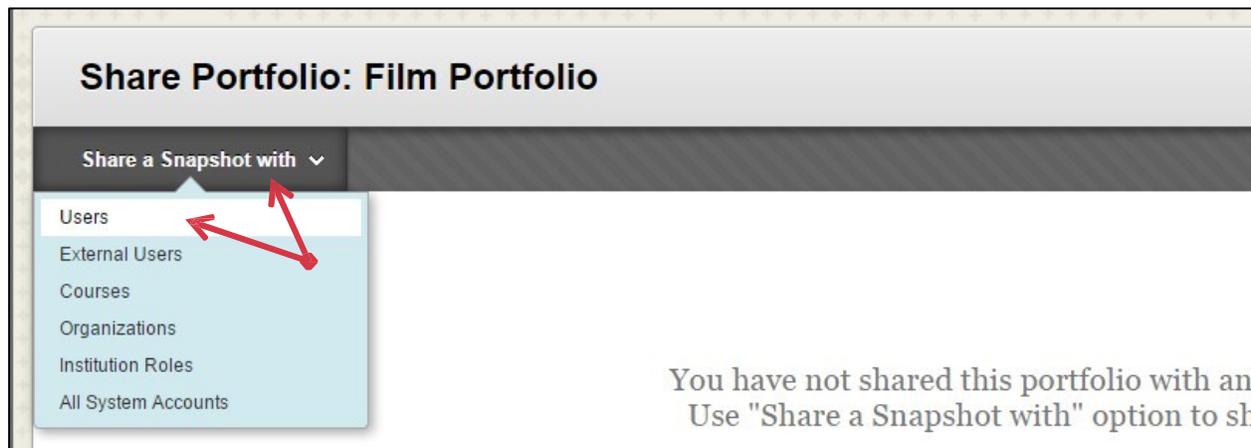

Share a Portfolio

Once you are done creating/ editing your portfolio, you will need to **Share** your portfolio.

Note: When sharing a portfolio, please not that only a snapshot of the portfolio in its current state is shared. If you update your portfolio, you will need to **Re-Share your portfolio**.

1. From the **My Portfolios** page, click **More** for the portfolio you would like to share.
2. Select **Share**.

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3. On the Share Portfolio page, point to **Share a Snapshot** with and select **Users**. (You may also share your portfolio with the entire class, by selecting **Courses** in this step.)

4. Enter the username of the person you would like to share the portfolio with. Separate multiple usernames with commas.

5. If you are unsure of the username, you may click **Browse** to search for a user.

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*To share this Portfolio, enter one or more Usernames or click **Browse** to search. Separate multiple Usernames with commas.*

✳ Username   dewittj   Browse

6. If you would like to send an email notification informing the user that you have share the portfolio with him/her, select **Send Email**.

7. Customize the message if you would like.

8. Choose if you would like to send a copy to yourself and/or if you would like to hide the list of recipients in the email.

9. Click **Submit** when you are done.

EMAIL INFORMATION

Notify the users above that this Portfolio has been shared with them.

☑ Send Email

Subject   Demo Student has shared a Portfolio with you

Message

Demo Student has invited you to view the Portfolio: Film Portfolio To view the Portfolio, login to Blackboard and go to 'Shared with Me'.

Path: p   Words:24

☐ Send copy of message to self
☐ Use Blind Carbon Copy (Bcc:)

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel   Submit

10. Once your portfolio is shared successfully, you will see the Success message at the top of your screen and the date, time and recipient(s) of the share will appear in your Shared Snapshot list.

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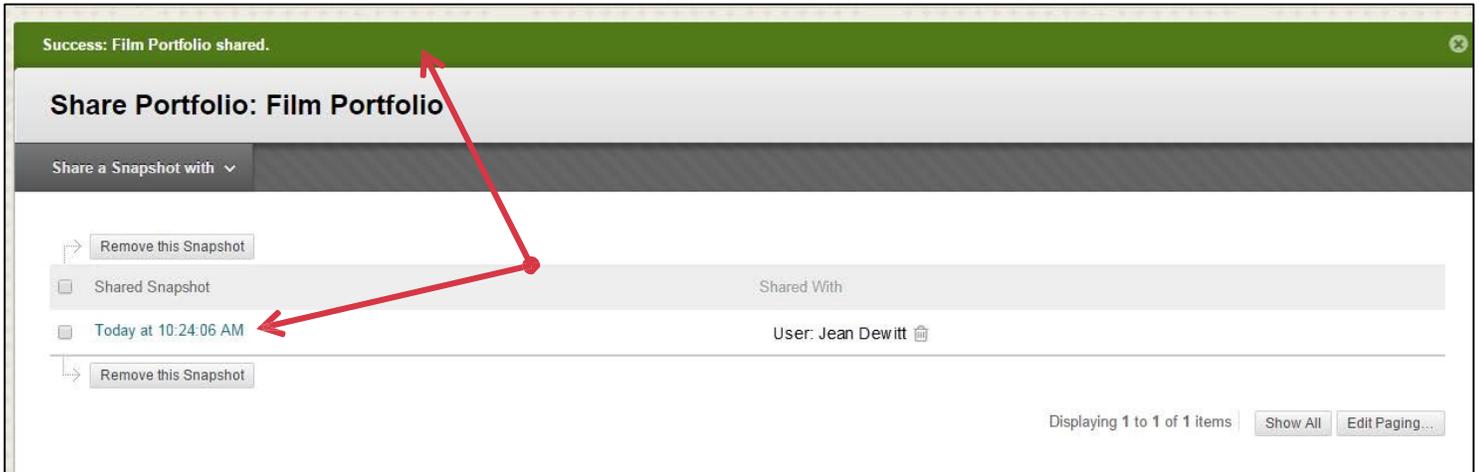
11. To return to the My Portfolios page, Click **My Portfolios** at the top of the screen.
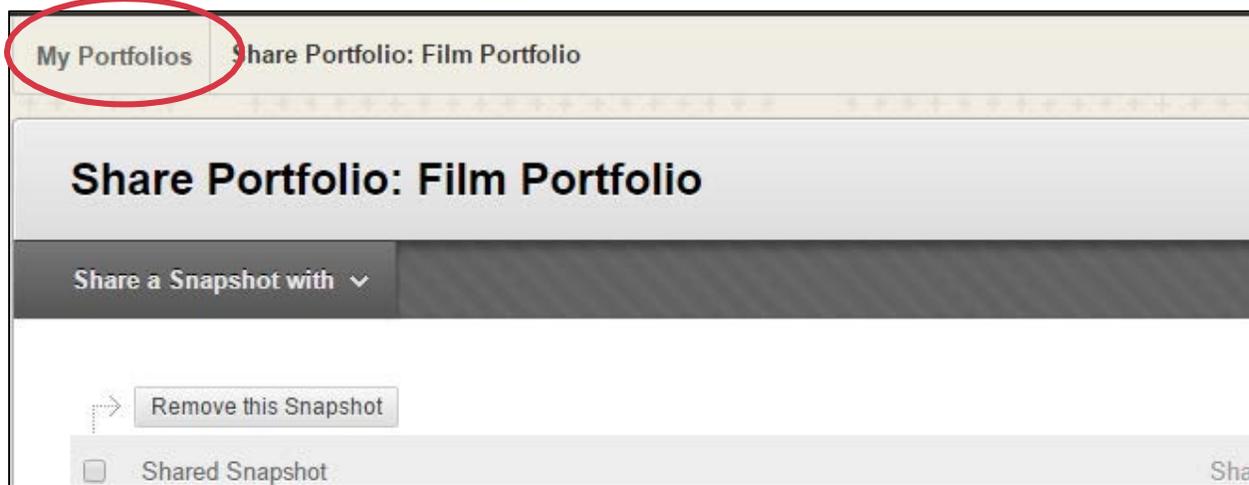

Re-Sharing a Portfolio

Each time you share a portfolio with other users, you create a static snapshot of that portfolio at that point in time. What is shared is that static snapshot.

If you make edits that you want to share, you need to share the portfolio again.

1. From the **My Portfolios** page, click **More** for the portfolio you would like to share.
2. Select **Share**.
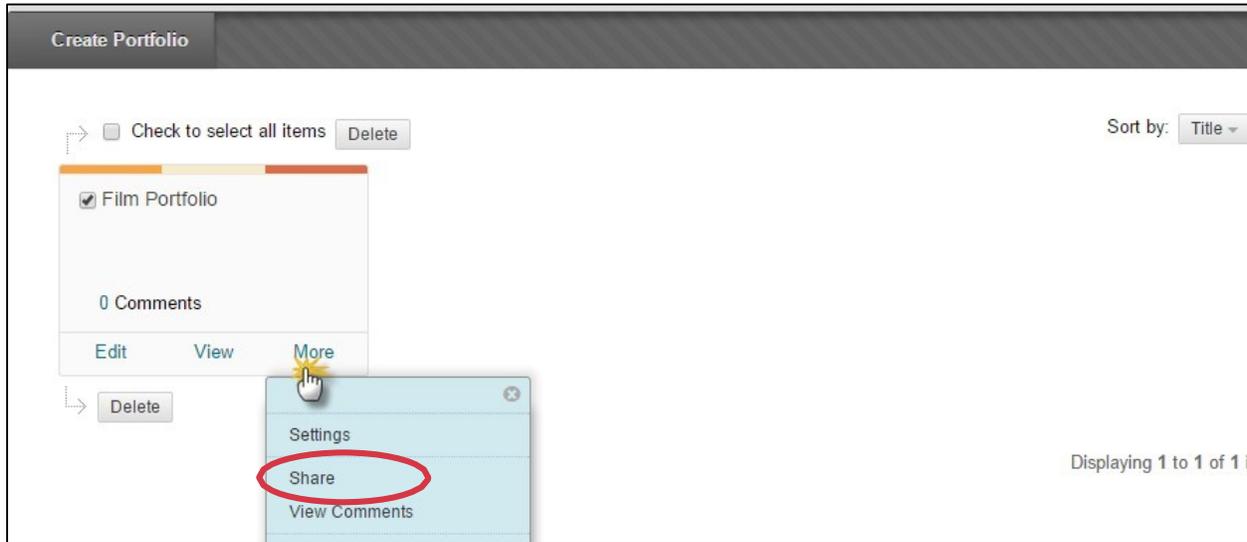
3. On the Share Portfolio page, remove the snapshot of your portfolio that was shared previously. To do this select the drop down menu to the right of the title of the shared snapshot and then **select Remove this Snapshot**.
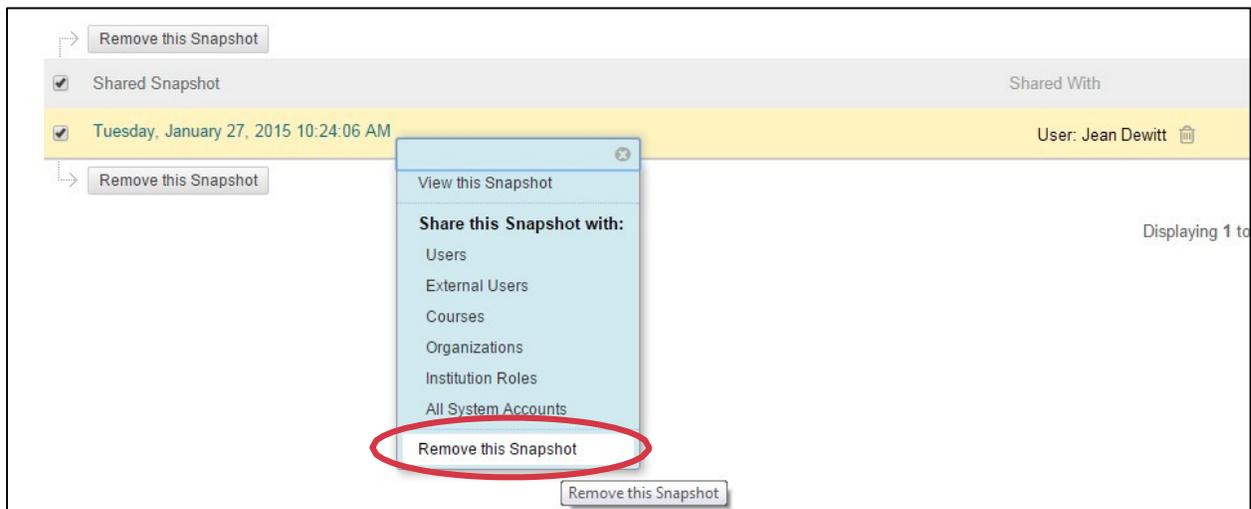
Once the old snapshot has been removed, you will want to share the new snapshot.

4. Click **Share a Snapshot** with and select **Users**.

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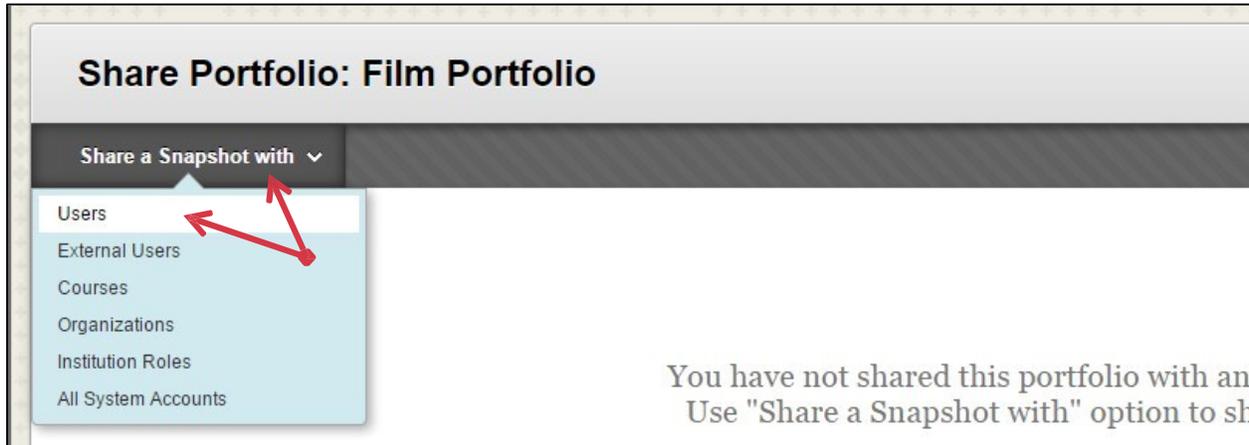
5. Enter the username of the person you would like to share the portfolio with. Separate multiple usernames with commas.

6. If you are unsure of the username, you may click **Browse** to search for a user.

7. If you would like to send an email notification informing the user that you have share the portfolio with him/her, select **Send Email**.

8. Customize the message if you would like.

9. Choose if you would like to send a copy to yourself and/or if you would like to hide the list of recipients in the email.

10. Click **Submit** when you are done.

11. Once your portfolio is shared successfully, you will see the Success message at the top of your screen and the date, time and recipient(s) of the share will appear in your Shared Snapshot list.
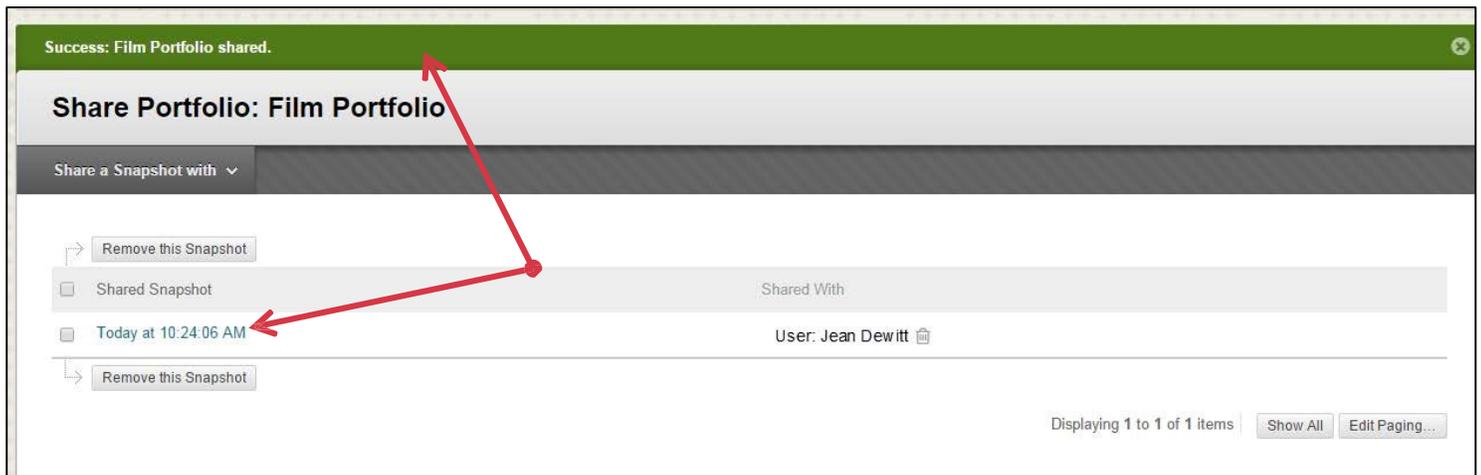
If you have any questions or comments regarding the steps outlined in this document, please contact UHD Blackboard Support by calling (713) 221-2786, or by contacting the team.

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