

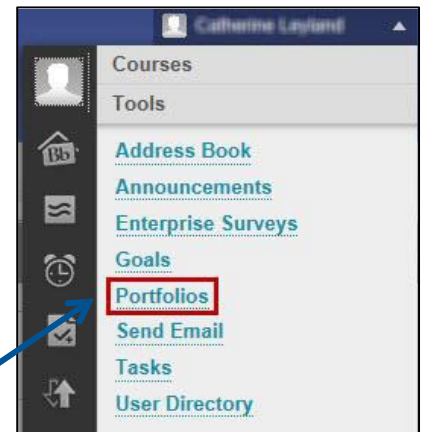
## Creating a Portfolio

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**.

Creating a portfolio includes the following steps:

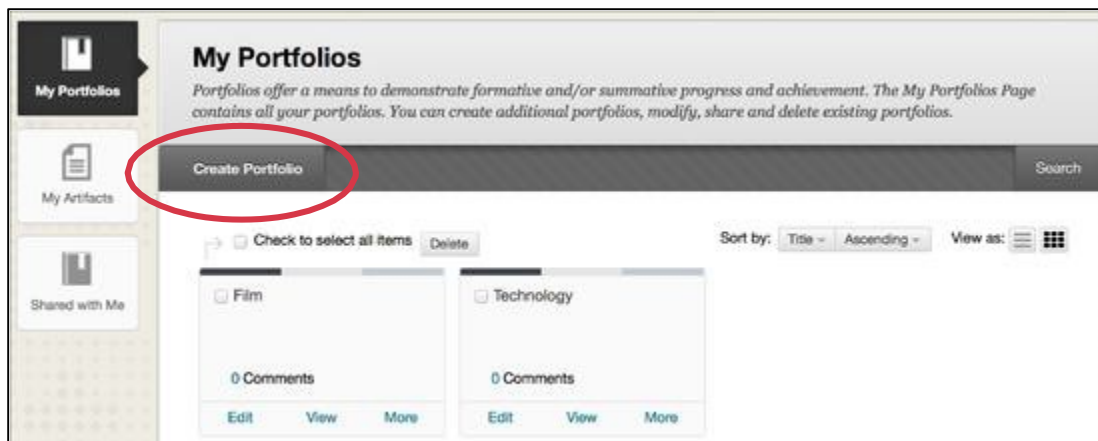
1. Create a portfolio
2. Add pages and artifacts
3. Design the appearance
4. Share the portfolio
5. Re-Sharing a portfolio

Global  
Navigation Menu



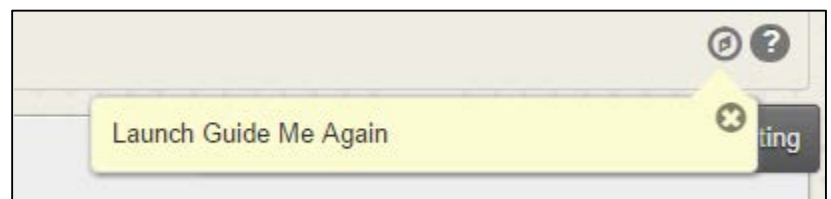
This document covers Steps 1 and 2. To view additional steps visit [UHD's Student Training Web Site](#).

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.

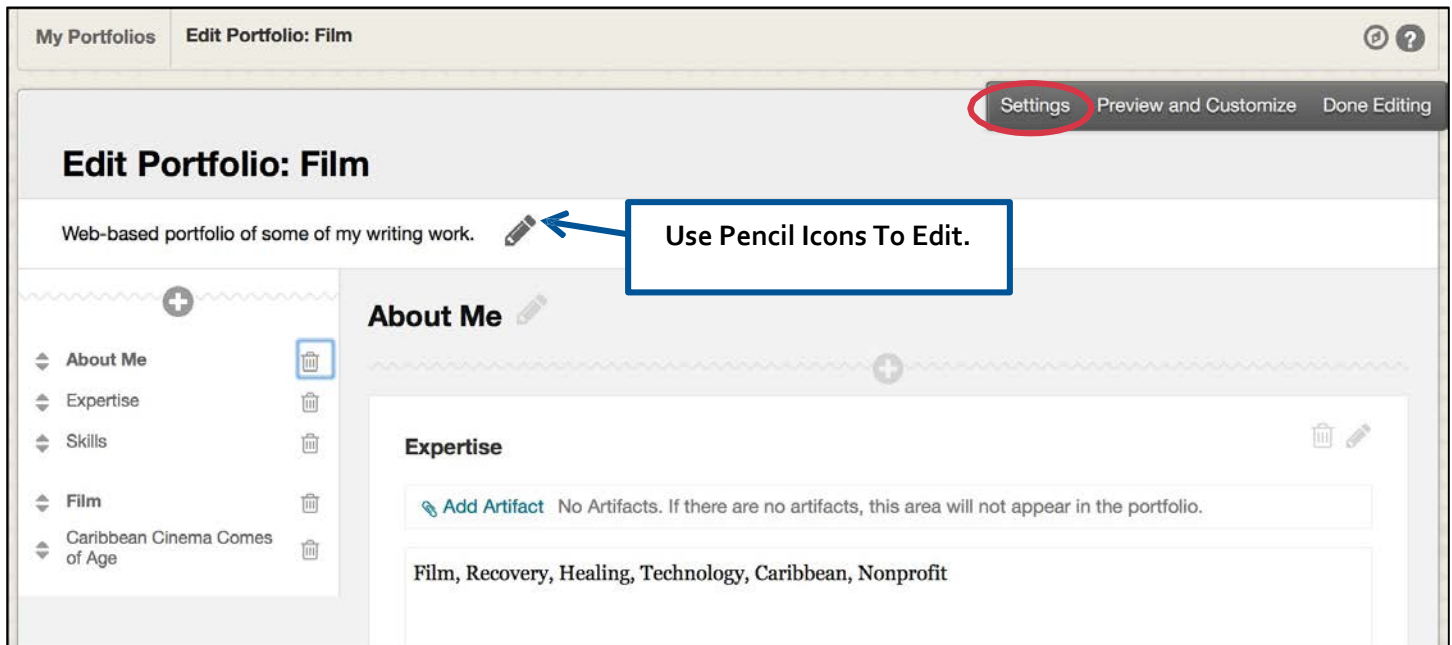


If you have any questions or comments regarding the steps outlined in this document, please contact UHD Blackboard Support by calling (713) 221-2786, or by [contacting the team](#).



### 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.



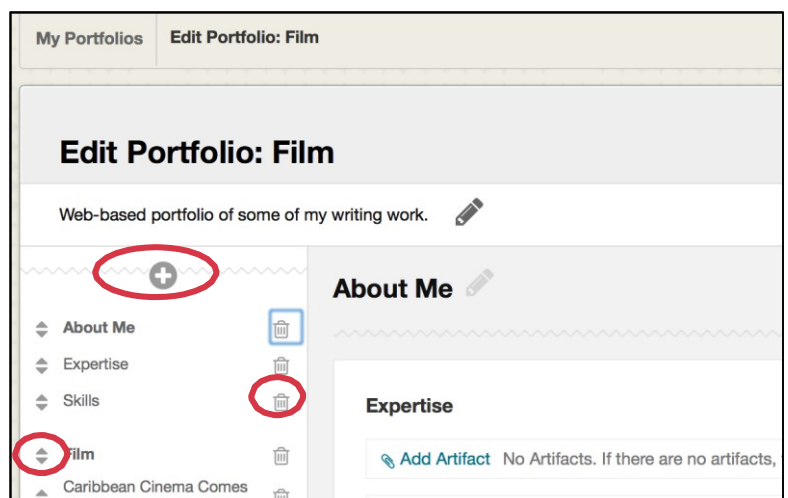
A portfolio consists of **pages** and **sections**. Use a **page** to provide structure to the portfolio. Each page must have at least one section. Use a **section** to provide structure to the page's content.

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.



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](#).



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.
  - 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.

