

Creating a Portfolio in



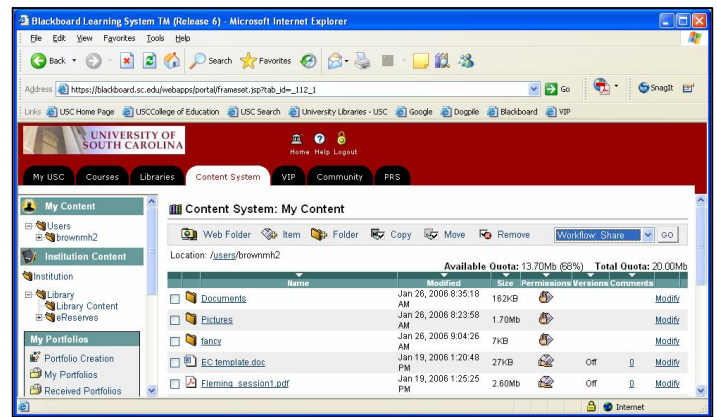
You can create a personal portfolio in Blackboard that is an electronic version of your educational portfolio. It's easy!

Step 1: Adding Content to the My Content container.

1. Log in to Blackboard with your user name and password.
2. From the Welcome screen, click on the black **Content System** tab. This will take you to the Content System page in Blackboard.

3. The first window displayed is the My Content window.

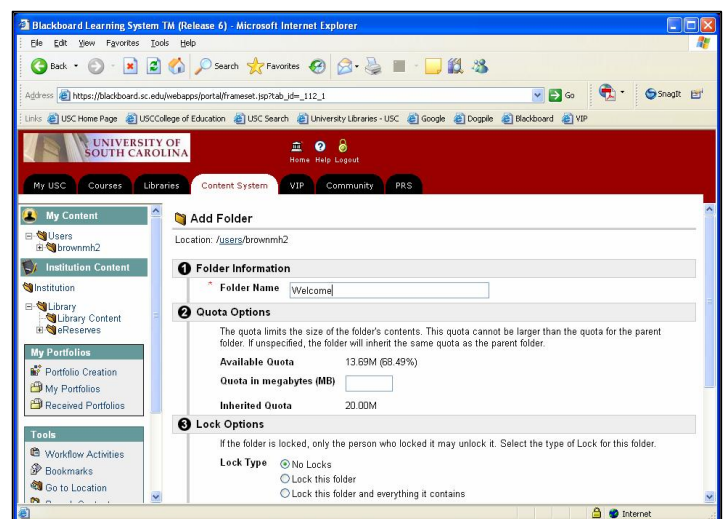
This is the file container that will hold all the electronic documents, digital pictures, and multimedia files you want to display in your portfolio.



4. To help organize your Content, you should create six folders. These folders will hold the files for each of the six buttons that you will create on your first portfolio.

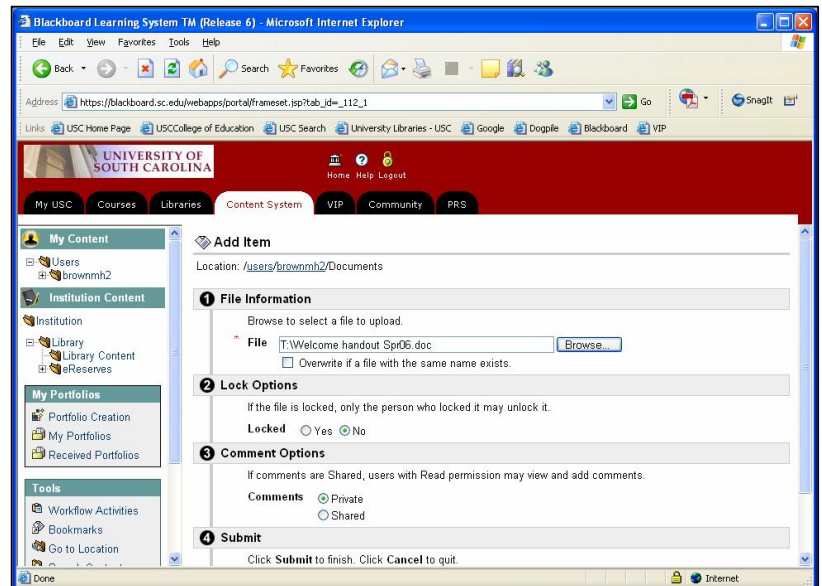
To create a folder:

- a. Click on the Folder button on the toolbar. This will open the Add Folder wizard.
- b. Type in the name of the first folder you want to create. It should be named: Welcome.
- c. Scroll down to the **Submit** button at the bottom of the page and click on it. This will create the folder and place it in your My Content list.
- d. Repeat this process to create five more folders named: Standards, Service, Resume, About Me, and Contact Me.



5. You are now ready to add files to your My Content area. To add a document or picture file:

- a. Click on the folder to which you want to add a file.
- b. Click on the Item button on the toolbar. This will open the Add Item wizard



- c. Under number 1. File Information, click on the Browse button. This will open a file browser. Browse to the location of the file you wish to add to the folder.
- d. Click on the file once to highlight it, then click on the **Open** button. This will insert the file name into the box in the Add Item wizard.
- e. Scroll to the bottom of the Add Item wizard and click on the Submit button. This will add the file to the Content system.



6. When you have finished adding files to that folder, locate the My Content listing on the left side of the screen. Under it should be a listing of your login name. Click on your login name to be returned to the main My Content window.

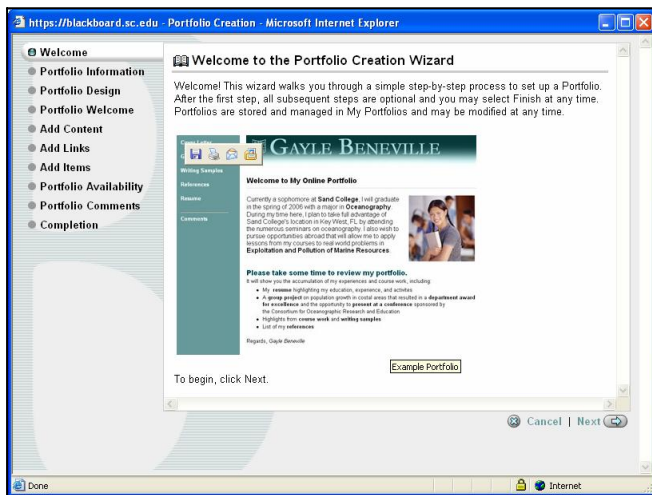
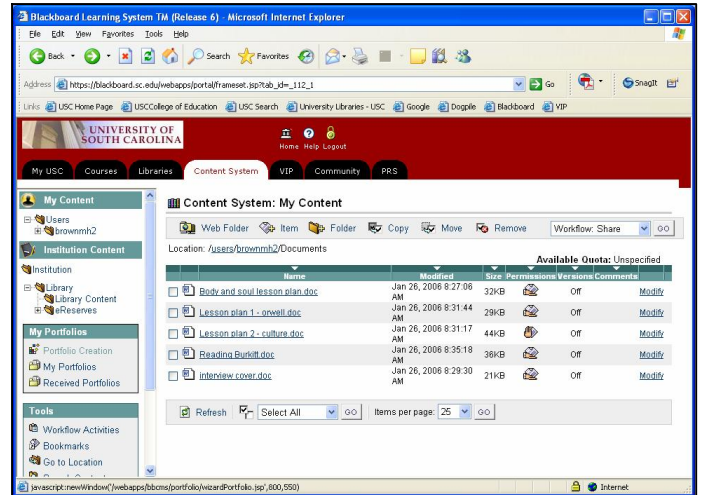
You may now select another folder to add content.

7. When you have finished adding files to the My Content area, you can begin creating your portfolio.

Step 2: Creating the Portfolio

1. On the left hand side of your screen, locate the My Portfolios section.

Click on the listing for Portfolio Creation. This will open the Portfolio Creation wizard.



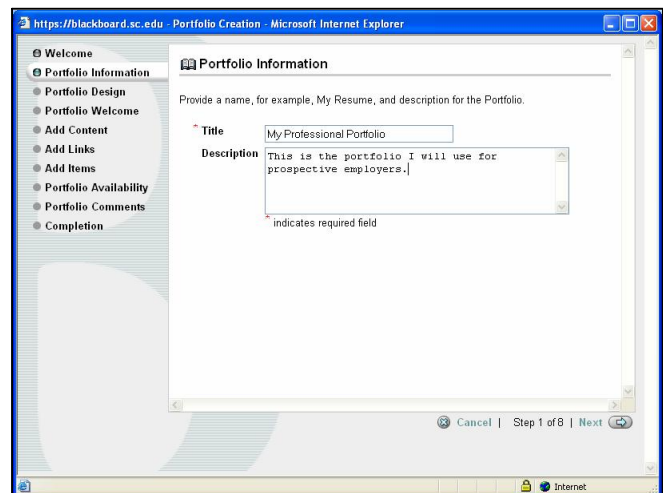
2. The Portfolio Creation wizard will step you through the basic sections of creating a portfolio.

Once the portfolio is created, you can modify it to make it more personal.

To start the creation process, click on the **Next** button at the bottom of the wizard.

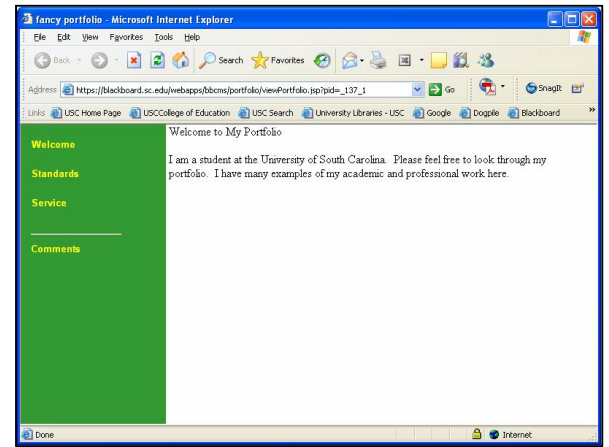
3. The first step in creating the portfolio is to give it an identifying name. Type the name of your portfolio in the first box, and then a short description in the lower box.

When you have finished, click on the **Next** button at the bottom of the wizard.



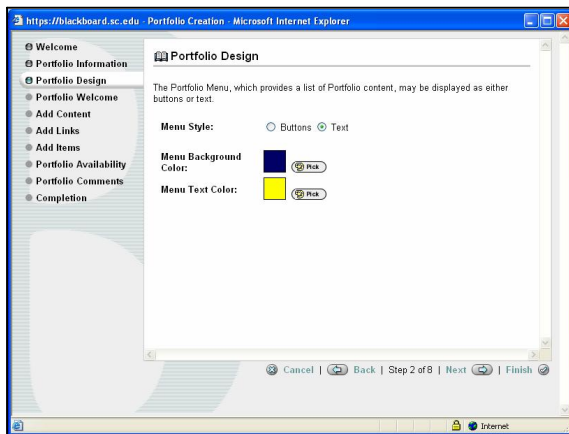
- The wizard will present you with options for Menu links that will appear on the sidebar of your portfolio.

If you would like a solid band of color with a text menu, use the Text choice.

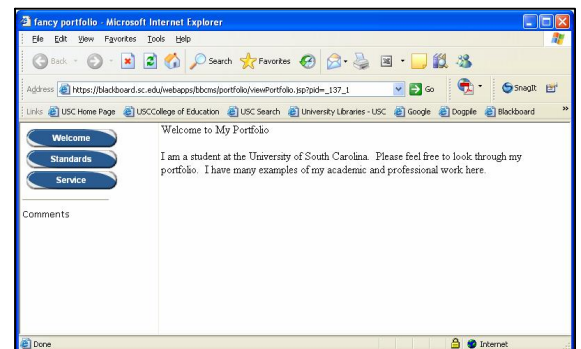


You can choose different colors by clicking on the Pick buttons next to the color swatches. This will open a color grid. Click on a new color.

Remember to pick different colors for the background and foreground. The colors should be different enough so that the text can be seen against the background.

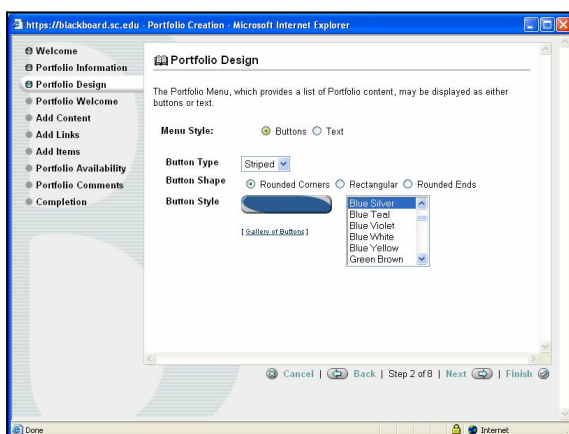


If you would like buttons on your portfolio, click on the Buttons choice.



The default settings let you select a color of button that you like, as well as the shape.

To see a full selection of buttons, you can click on the *Gallery of Buttons* link that is under the sample button.

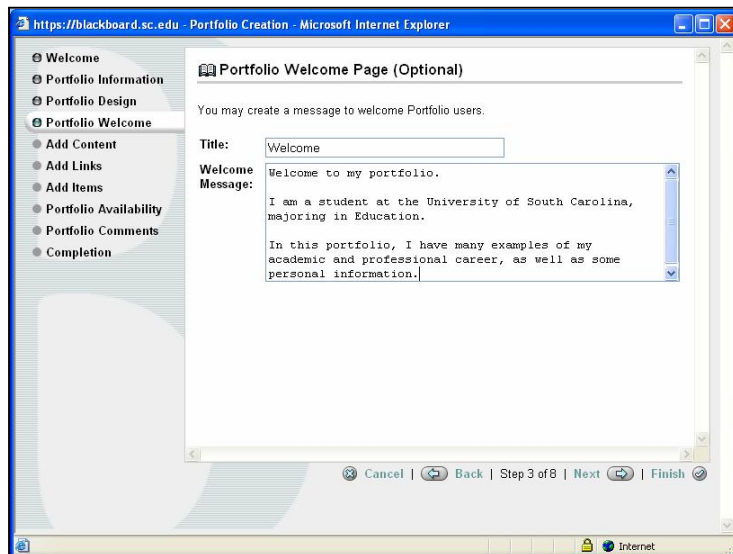


Once you have selected the type of Menu link you would like, click on the **Next** button at the bottom of the wizard.

5. You can now create a Portfolio Welcome page. This will page appears first when someone visits your portfolio. It will also automatically display a link to your email (your default email listed in Blackboard).

To create the Welcome page, type in a title in the top box, and then a message in the lower box.

When you have finished, click on the **Next** button at the bottom of the wizard.



You should skip the next two pages in the Portfolio Creation wizard – Add Content, and Add Links.

You can move through them by clicking on the **Next** button at the bottom of the wizard.

Stop at the Add Items page.

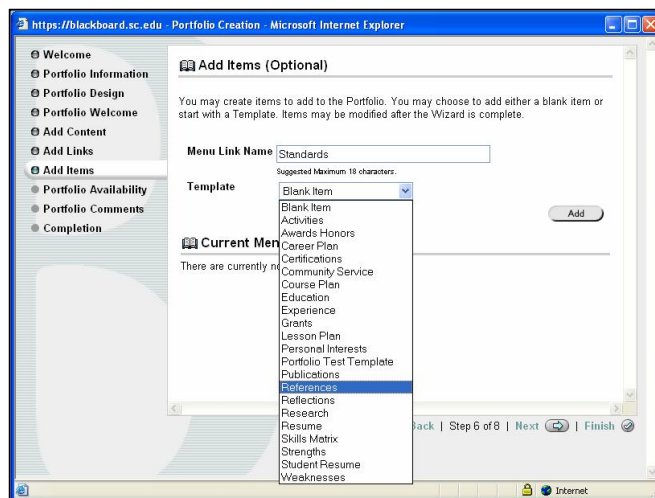
6. The Add Items page allows you to create Menu links that will appear on the left side of your portfolio.

The wizard has already created a Welcome link for you. You must now create the five basic links for your portfolio. These links are:

- Standards
- Service
- Resume
- About Me
- Contact Me

To create a new link:

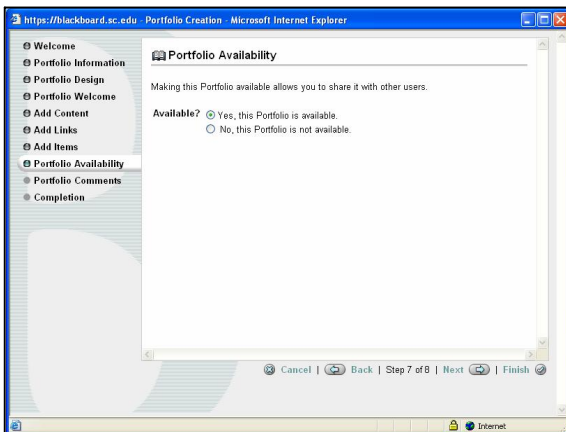
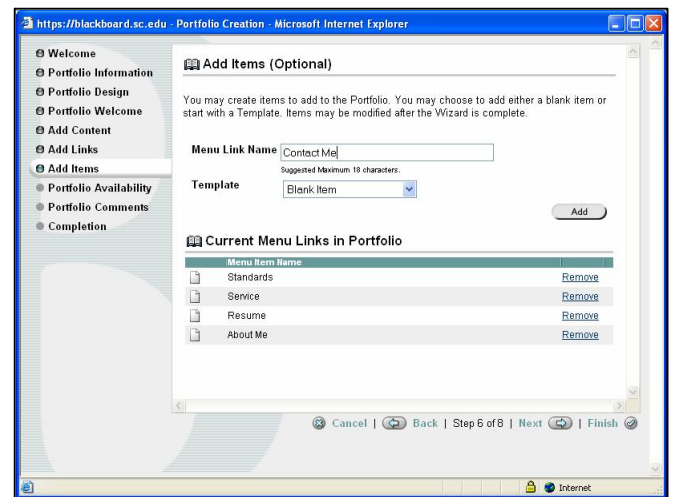
- In the Menu Link Name, type in the name of the menu link you want to create.
- You can access a template list for your page by clicking on the arrow ▼ next to the Templates box.



A template will insert a form on the portfolio page that you can fill in later. If you wish to create your own portfolio page, select *Blank Item*.

- c. When you have made your Template selection, click on the **Add** button to the right. This will add the Menu Link item to the list in the lower portion of the wizard.
- d. Create your next menu link item and click on the **Add** button.

When you have finished adding all five Menu links, click on the **Next** button at the bottom of the wizard.



7. You must now make your portfolio available to be shared. This will allow you to grant others to view your portfolio – such as your professor or a prospective employer.

People can only view your portfolio if you share it with them. Until that time, your portfolio is private and cannot be seen by others.

On the Portfolio Availability page, leave the default **Yes** checked.

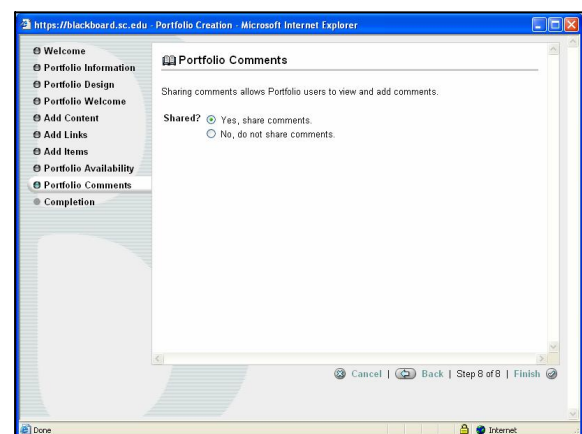
To continue, click on the **Next** button at the bottom of the wizard.

8. The Portfolio Comments page will allow you to turn on the Comments feature.

This allows others you share your portfolio with to post comments.

Only people who you have granted shared access to the portfolio will be able to post comments – such as your professor or a prospective employer.

On the Portfolio Comments page, leave the default **Yes** checked.



9. You have now completed the last step in creating your portfolio.

Click the **Finish** button to close the Portfolio Creation wizard.

A message will ask if you wish to create the portfolio.
Click on the **OK** button.



Blackboard will return you to the My Portfolios list page. Your new portfolio should be listed.

Step 3: Adding content to Your Portfolio

You can now customize your portfolio pages with personalized content. All content that you wish to include in your portfolio MUST be saved to the My Content area of Blackboard.

Let's start by adding a picture to your Welcome page.

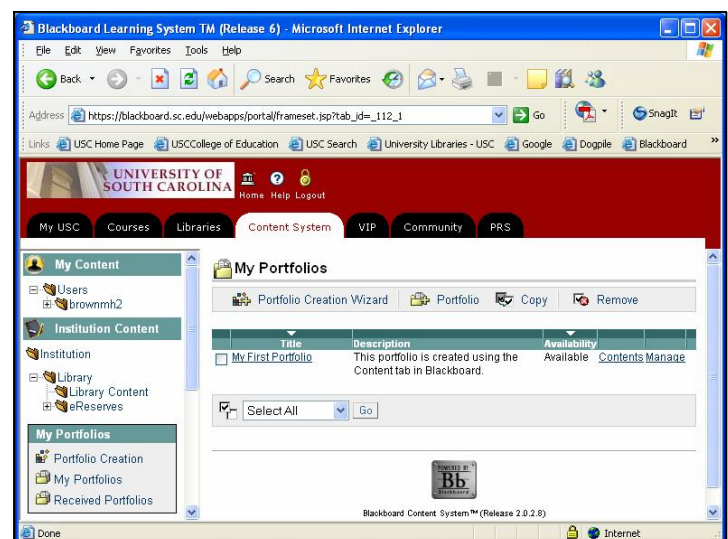
1. From the Content System page, locate the My Portfolios section on the left side of the screen.

Click on My Portfolios. A listing of your new portfolio will be shown.

There are several ways to view, change, and manage your portfolio:

Clicking on the highlighted name of the portfolio allows you to *Preview* your full portfolio.

Clicking on the highlighted *Manage* link allows you to change features of the portfolio, such as the name, buttons, and who you want to share it with.



Clicking on the highlighted *Contents* link allows you to change the contents of individual pages in the portfolio.

2. Click on the *Contents* link. A listing of your portfolio pages will be displayed.

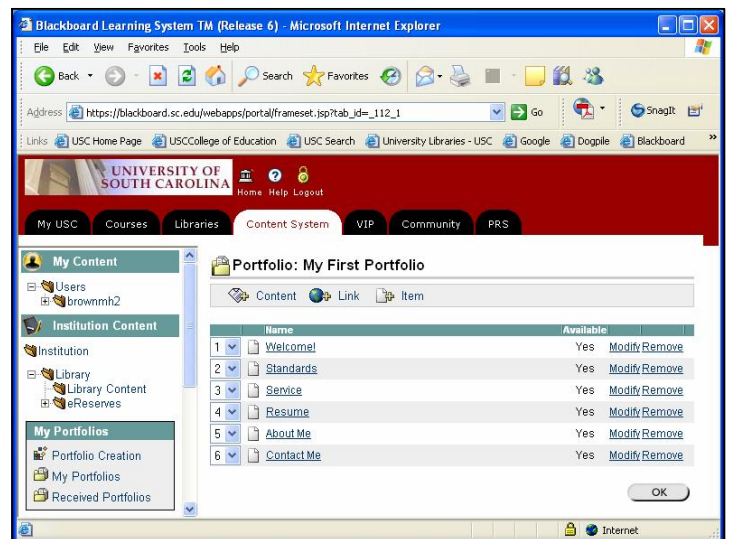
Clicking on the highlighted name of the page will allow you to *Preview* it.

Clicking on the *Modify* link will allow you to change how the page looks by adding or removing text and content.

Clicking on the *Remove* button will allow you to remove that page (and its menu item) from the portfolio.

On the menu bar are three options for adding pages or buttons directly to the portfolio.

- **Content** allows you to add content directly to the menu items.
- **Link** allows you to add an Internet link to the menu items.
- **Item** allows you to create a new portfolio page (and a menu link button).

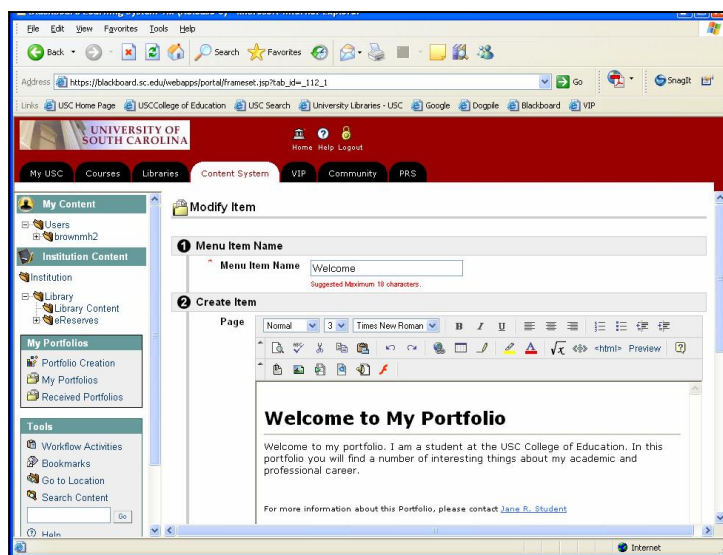


3. Locate the highlighted *Modify* link next to the Welcome page listing, and click on it. This will open the modify window for the Welcome page.

Notice that there is an editing toolbar above the page.

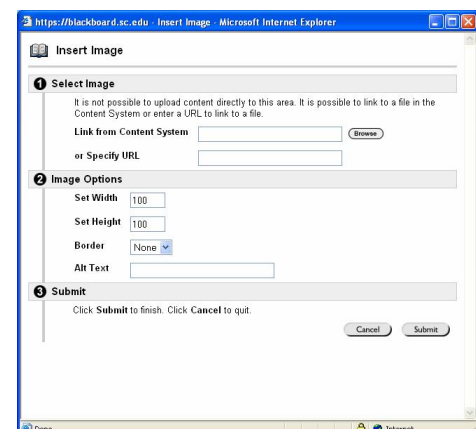
Passing your cursor over an icon on the toolbar will display information about what the icon does.

These icons can be used to change the text and objects in the editing window. It works in much the same way as Microsoft Word.

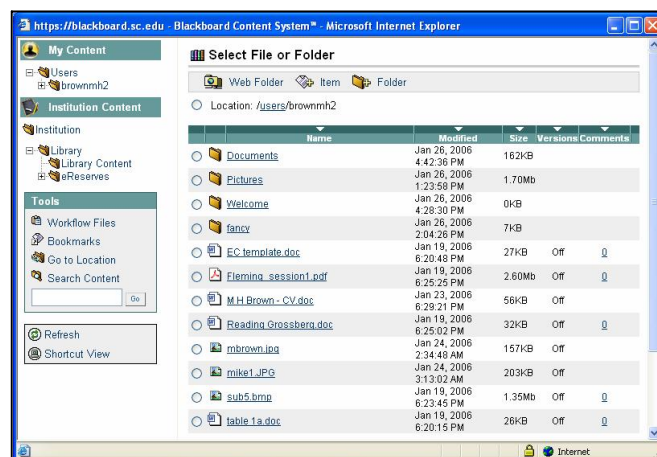


4. To add a picture, click on the Attach Image icon in the last row of the toolbars. This will open the Insert Image window.

To locate the image you want in the Content container, click on the **Browse** button. This will open the My Content window and allow you to select an item from one of the folders.

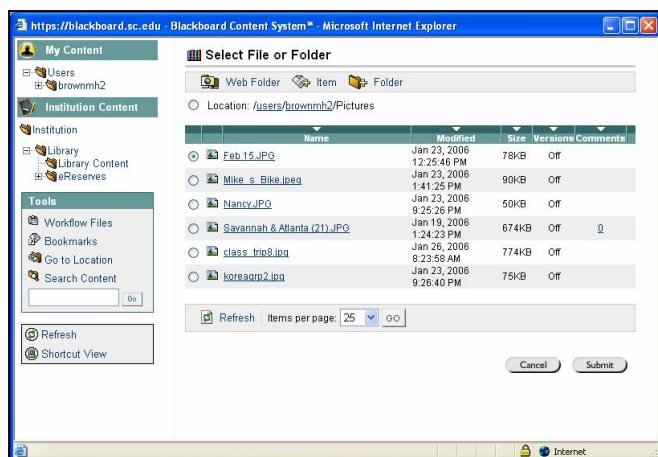


- From the My Content list, click on the folder you created for the Welcome page.
This will open the folder and list the items inside.



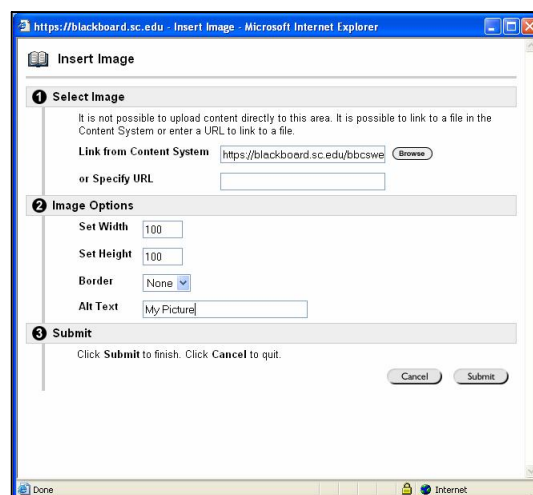
- Select the item you wish to insert into your portfolio page and click on the circle next to it.
This will place a dot in the circle.

Click on the **Submit** button at the bottom of the page. This will insert the file into the window of the insert page.



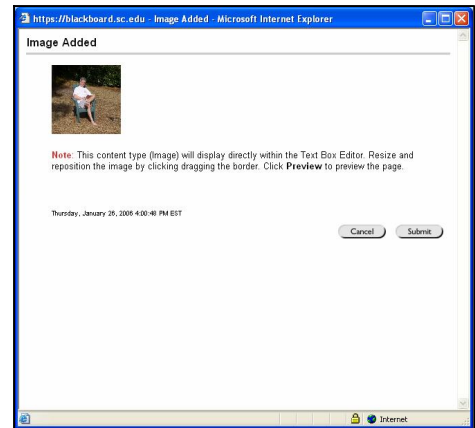
- In the Image Options section, there is a listing for Alt Text. In that box type a short description of the picture (such as My Picture).

Click on the Submit button to load the picture into the editing system.



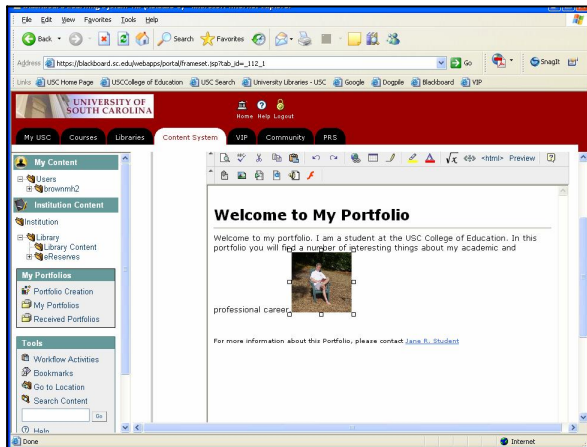
8. A preview of the image will be shown, along with a message about how to reposition it in the editing window.

Click on the Submit button to insert the picture into the editing window.

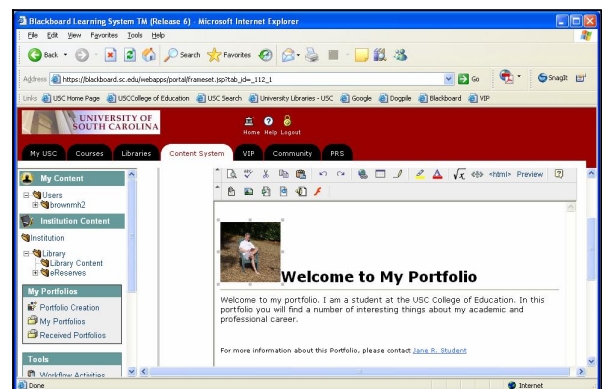


9. The editing window will be displayed with the picture inserted.

You can change the size and position of the picture by placing your cursor over it and clicking on it. This will place a sizing box around it.



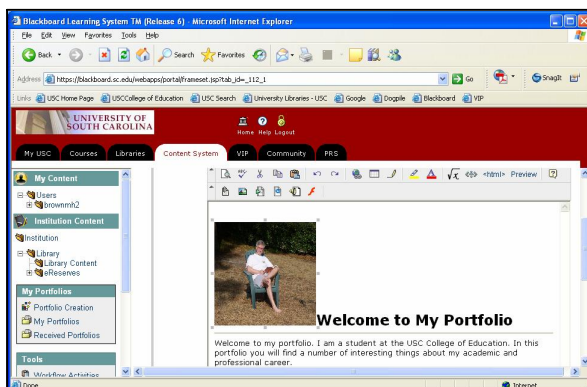
You can move the picture to a different location by holding down your mouse button and dragging the picture to the area of the editing window you want.



You can change the size of the picture by placing your cursor on one of the corners until a double arrow appears.

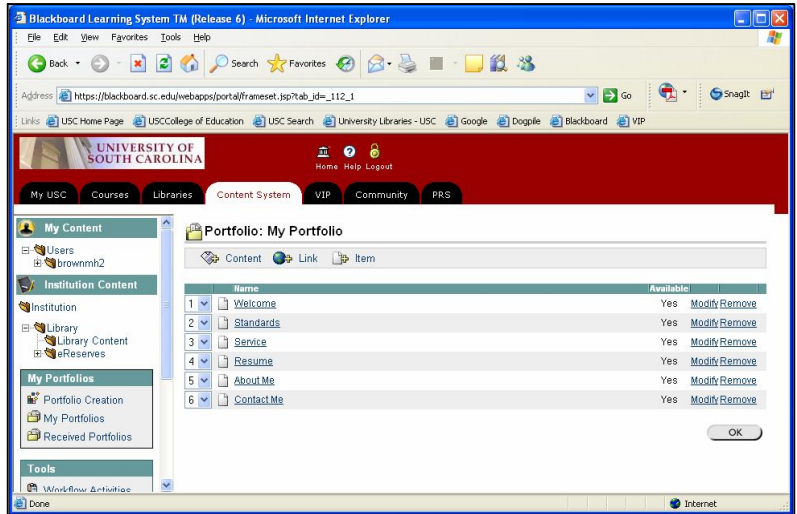
Hold down the mouse button and drag the corner of the picture. The picture will get larger or smaller, and you can adjust its size.

10. When you have repositioned and resized the image, you must save the modified portfolio page.



Scroll down to the bottom of the editing page and click on the **Submit** button. The page will be saved, and you will be returned to the portfolio pages list.

You can Preview the modified page by clicking on its highlighted name in the list.



Some Tips to Remember in Creating Your Portfolio

- Information placed in your portfolio will be seen by instructors and prospective employers.
- In selecting content for your on-line portfolio, choose a few of the best items from your physical portfolio, academic work, and professional examples.
- Use your content to highlight your best efforts.
- Keep descriptions and text short and to the point.
- Balance information with visual materials.