How to create Blackboard ePortfolios

Creating Portfolios

Before you begin creating a portfolio, take some time to set a goal for the portfolio and think about the point you want to make and the story you want to tell. 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.

Creating a Personal Portfolio is a multi-step process. Content is added to a portfolio by using Artifacts. Artifacts link to items that are evidence of your work, knowledge, and skills. Artifacts can link to Content Collection items, or they can be uploaded from your computer. Artifacts can be created 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.

Creating a portfolio includes the following steps:

- Create a portfolio.
- Add pages and artifacts.
- Design the appearance.
- Determine the settings.

Note: You can create portfolios from a template set by your instructor, or you can create a new portfolio. This option is available from the Create Portfolio page.

How to Create a New Portfolio

- From the My Institution page in Blackboard, click to access and expand your Global Navigation menu. Click on the Tools link, and then select Portfolios from the dropdown list.
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• Click Create Portfolio.

• On the Create Portfolio page, provide a Title. Optionally, provide a Description. The Description of the portfolio is available to the user and will not display in the portfolio. The title will appear on the web browser’s window or tab. You may also select a portfolio template (by clicking the Select Portfolio Template button).
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- Click Submit.

- 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 or replay the tour, you can access it at any time from the orientation bar. Click the tour’s compass icon (compass) next to help. It is recommended that you take this step to become familiar with how Portfolios work. Click the button to Take the Tour. Once you have finished the tour, you will be returned to your new portfolio for editing.

Getting Started with Portfolio

- 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 delete pages, click the trash can icon (trash) to the right of a page.

  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.

  Use the drag-and-drop function to rearrange pages and sections in the menu. During authoring, use the menu to move among pages to edit them.

After creation, click the pencil icon next to a section title to edit it. Each section has a content editor...
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for creating freeform content. The content editor appears dynamically when clicking in the content editor box. 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.

The Settings option allows you to change the settings' decisions made when creating the portfolio, such as the portfolio title and description.

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.

The Done Editing option allows you to exit the portfolio authoring canvas. If you try to exit without saving new and updated content, you are warned of unsaved changes. You can come back to the portfolio to make more changes later.

You can edit and customize your portfolio by clicking the pencil icon (-pencil) to edit the header and footer.

Be sure to save each change as you go, by clicking the Save button.