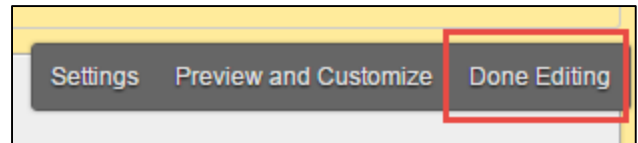


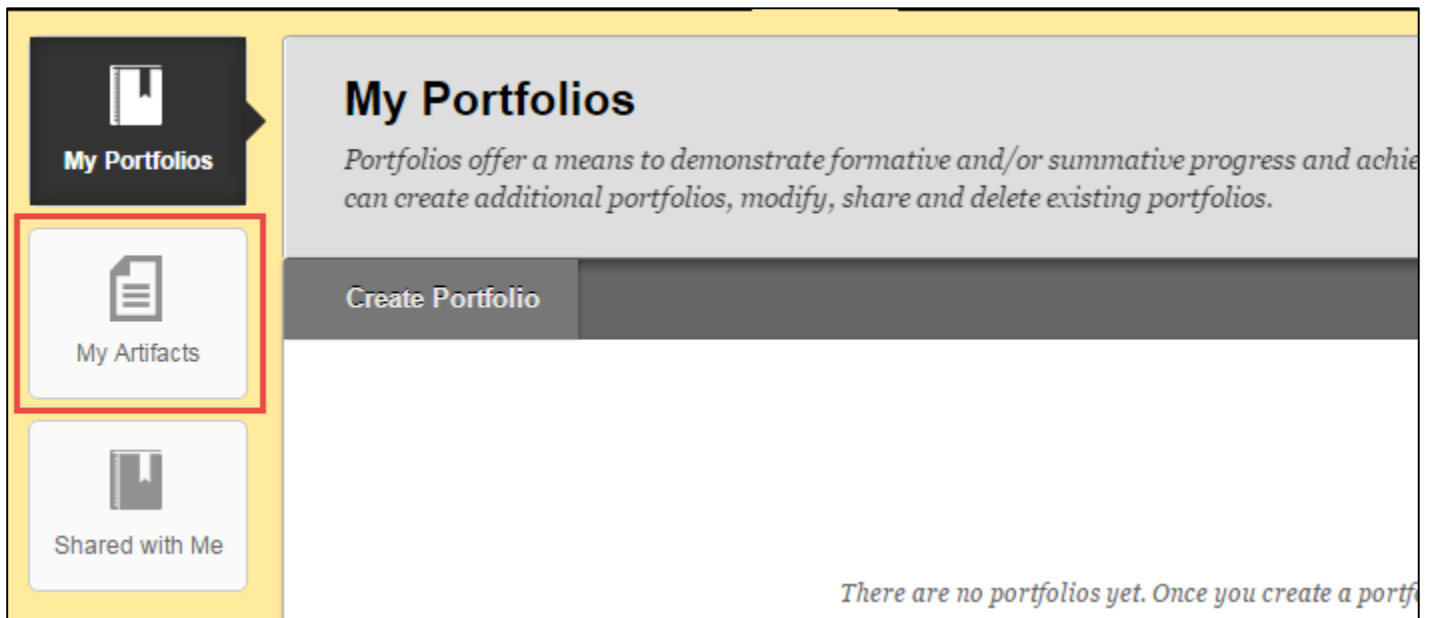
Collecting and Uploading Artifacts

Before adding content to your portfolio, you would first upload it to the **My Artifacts** page. This is a sort of “digital file cabinet” where you can store all documents for your portfolio. Items added to the My Artifacts page can be added to multiple sections of the same portfolio, or can be used across multiple portfolios. If you need to update one of your artifacts, it will update across all of your portfolios automatically.

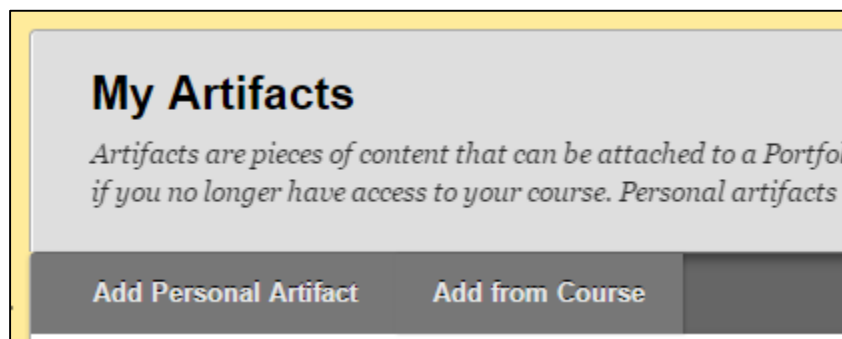
To open the My Artifacts page, first exit the portfolio by clicking the **Done Editing** button in the upper right corner of your portfolio page.



Once you return to the My Portfolios page, click on the **My Artifacts** button on the left side of the screen.



On the My Artifacts page, you have two options: Add Personal Artifact (to add items you may have prepared or collected specifically for this portfolio) or Add from Course (to add previously submitted course assignments into your portfolio). Steps for both options are included below.



Add Personal Artifact

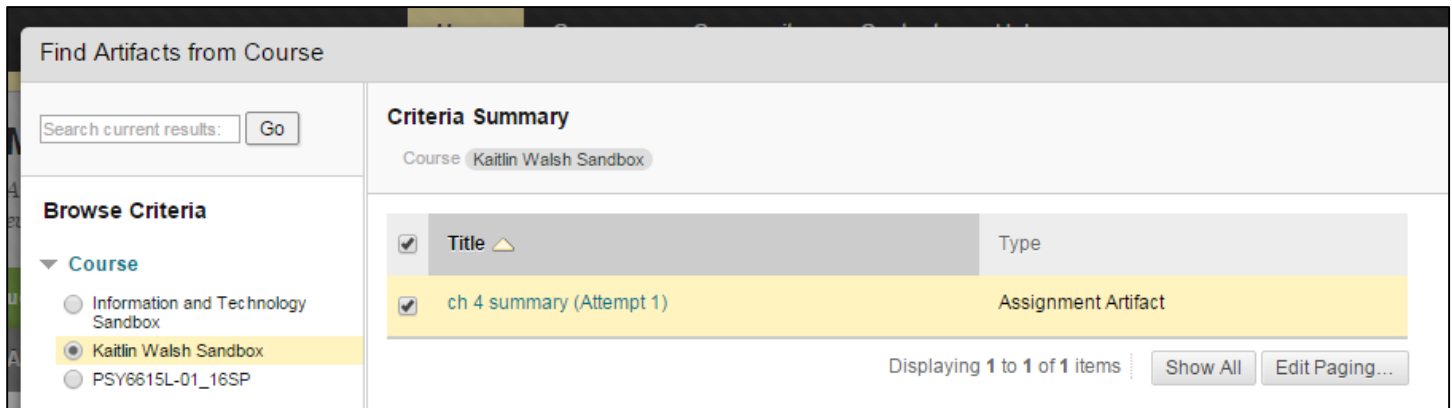
To upload personal artifacts to use in your portfolio, click on the **Add Personal Artifact** button. From there, enter the following information:

- **Title:** Enter a name for the artifact. The name should be specific and descriptive (e.g., “Walsh, Kaitlin PV-III Competency Essay”).
- **Description:** Add information to help you to find your artifacts in the future. The description area is only visible to you. You may want to include information such as the portfolio where you are using the document or the date when the document was last updated.
- **Content:** Add information to help your reader understand the content of the artifact, or how it meets the requirements for a particular area of the portfolio.
- **Attach File:** Click on **Browse My Computer** to locate your content to attach.

After filling out this information, click **Submit**. Repeat the process for any further artifacts you wish to add.

Add from Course

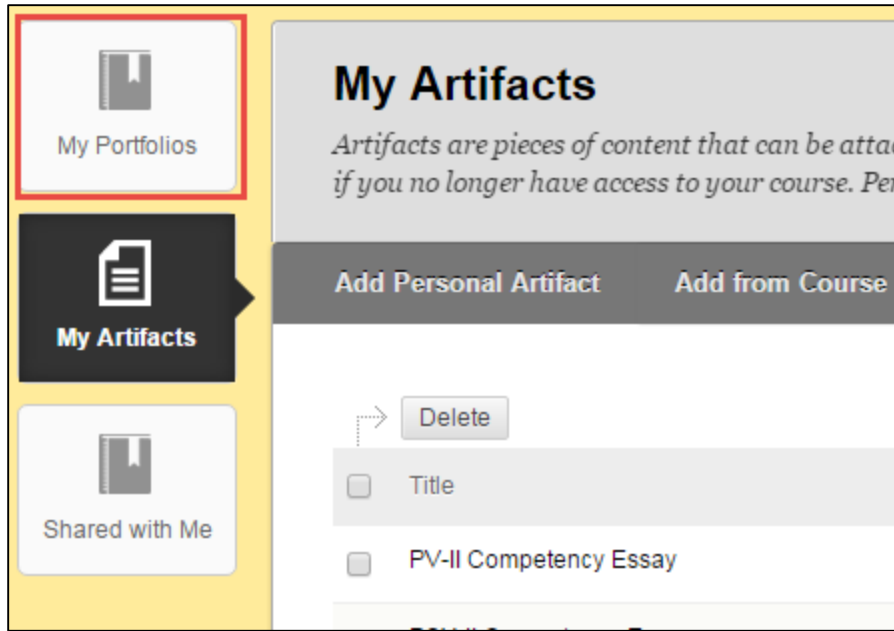
To use an item you previously submitted for a course assignment in your portfolio, click on the **Add from Course** button. Select the course that contains the assignment from the menu on the left. A list of all assignments for the course will appear on the right side. Check the boxes next to the items you wish to add (you can add multiple assignments at once).



The screenshot displays the 'Find Artifacts from Course' interface. On the left, there is a search bar with 'Search current results:' and a 'Go' button. Below it is the 'Browse Criteria' section, which includes a 'Course' dropdown menu. Three courses are listed: 'Information and Technology Sandbox', 'Kaitlin Walsh Sandbox' (which is selected and highlighted in yellow), and 'PSY6615L-01_16SP'. The main area is titled 'Criteria Summary' and shows the selected course as 'Kaitlin Walsh Sandbox'. Below this is a table with two columns: 'Title' and 'Type'. The table contains one row: 'ch 4 summary (Attempt 1)' with the type 'Assignment Artifact'. This row is highlighted in yellow. At the bottom right of the table, it says 'Displaying 1 to 1 of 1 items' and there are two buttons: 'Show All' and 'Edit Paging...'

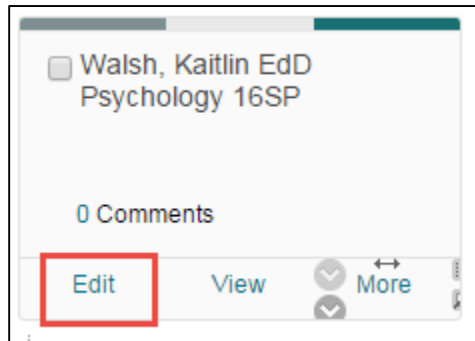
Once you have selected the items you would like to add, click **Submit**. When Blackboard loads the assignment into your Artifacts page, it will also store information specific to the assignment: the assignment prompt, the name of the course and the grade received.

After collecting and uploading your artifacts, you can now attach them to the corresponding sections in your Portfolio. Click on the **My Portfolios** button in the upper left corner of the screen to return to the Portfolio page.



Adding Artifacts to Your Portfolio

On the **My Portfolios** page, you will now see your Portfolio listed. Click on the **Edit** button in the box containing your portfolio to open it.



In the portfolio, click in the section where you would like to begin adding artifacts.

In the window that opens, select the artifact(s) you would like to add and click **Submit**.

Underneath the posted artifact, click on **Click here to add content**. Use this space to write a description or reflection on the artifact you posted. Your instructor or program may also indicate specific information you are expected to include in this area. When you have finished, click **Submit**.

Once you have finished adding artifacts to your portfolio, you can submit a copy of the portfolio for a course assignment or make the link available to other readers. Your program director or course instructor will provide you with further information about how you should submit the portfolio for review.