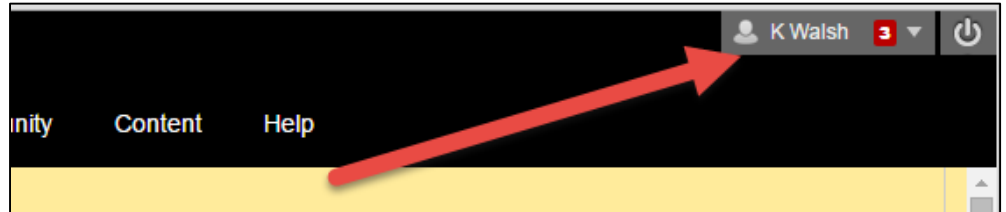


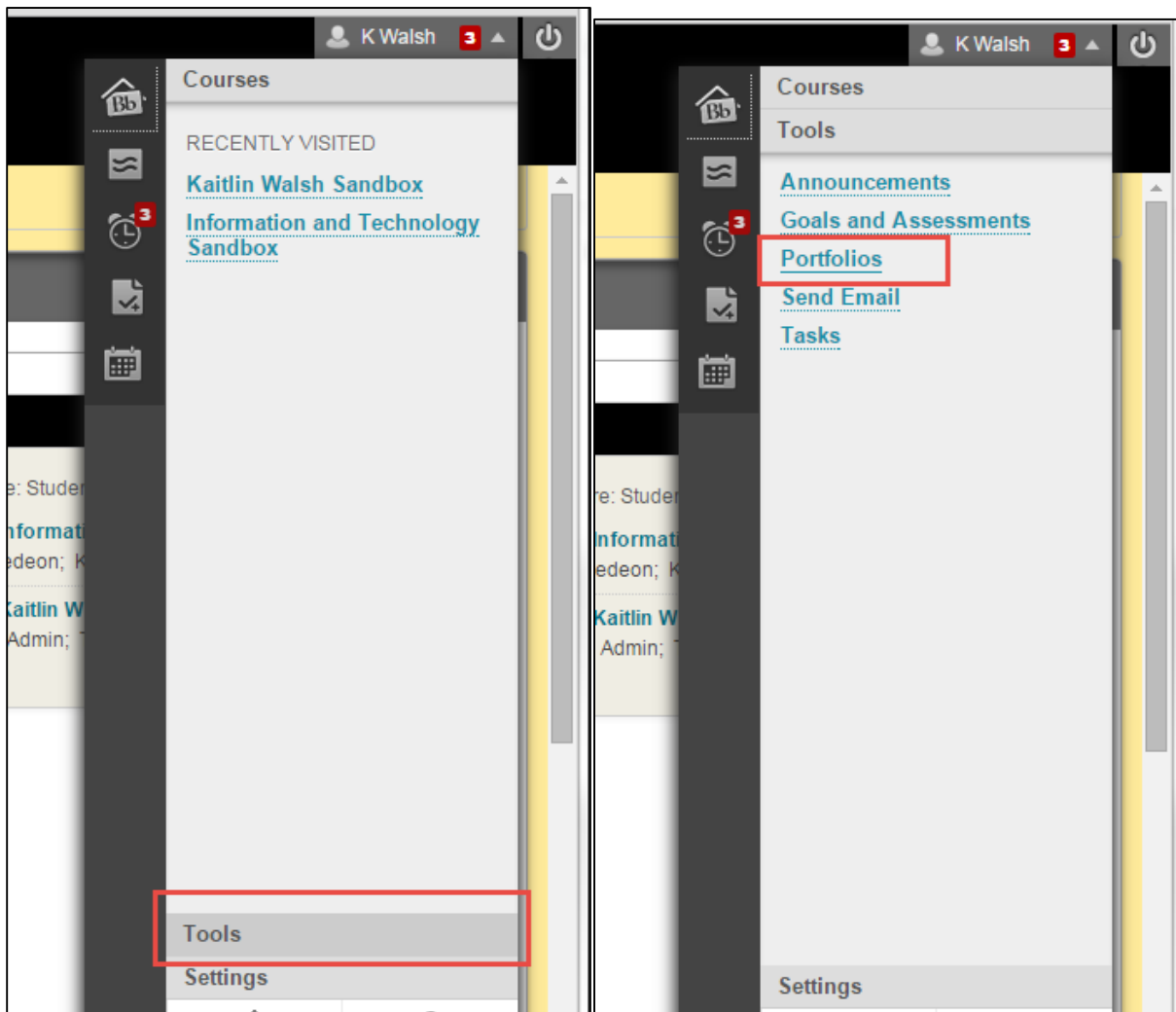
Creating a Blackboard Portfolio

Blackboard’s Portfolio tool allows you to collect and organize work you have completed over time, as a means to demonstrate achievement in your course or program. Students have the option to submit a copy of their portfolio as part of a course assignment, or make the portfolio available to external viewers. This document outlines the steps for setting up a Blackboard Portfolio.

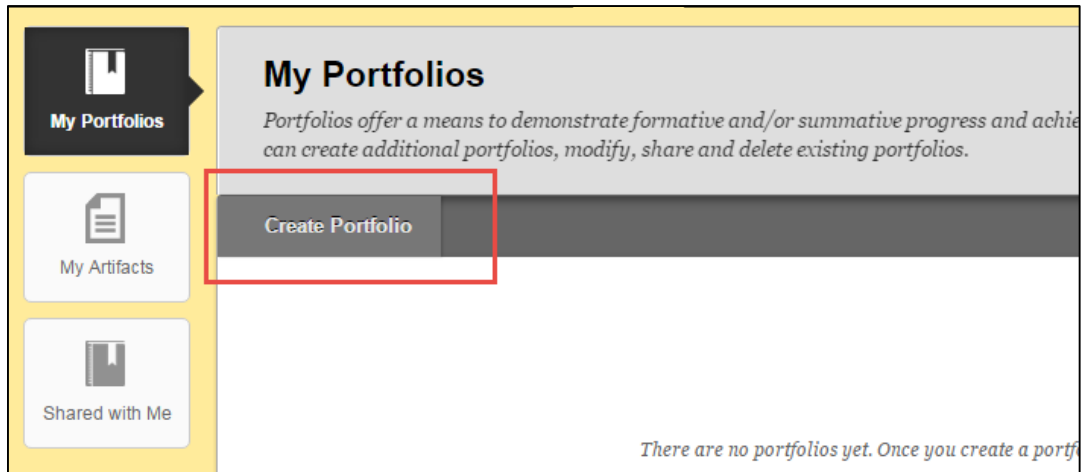
To access the Portfolios area in Blackboard, log into Blackboard and click on your name in the upper right corner of the home page. (You do not need to enter a specific course.)



When the drop-down menu appears, select **Tools**, then **Portfolios**.



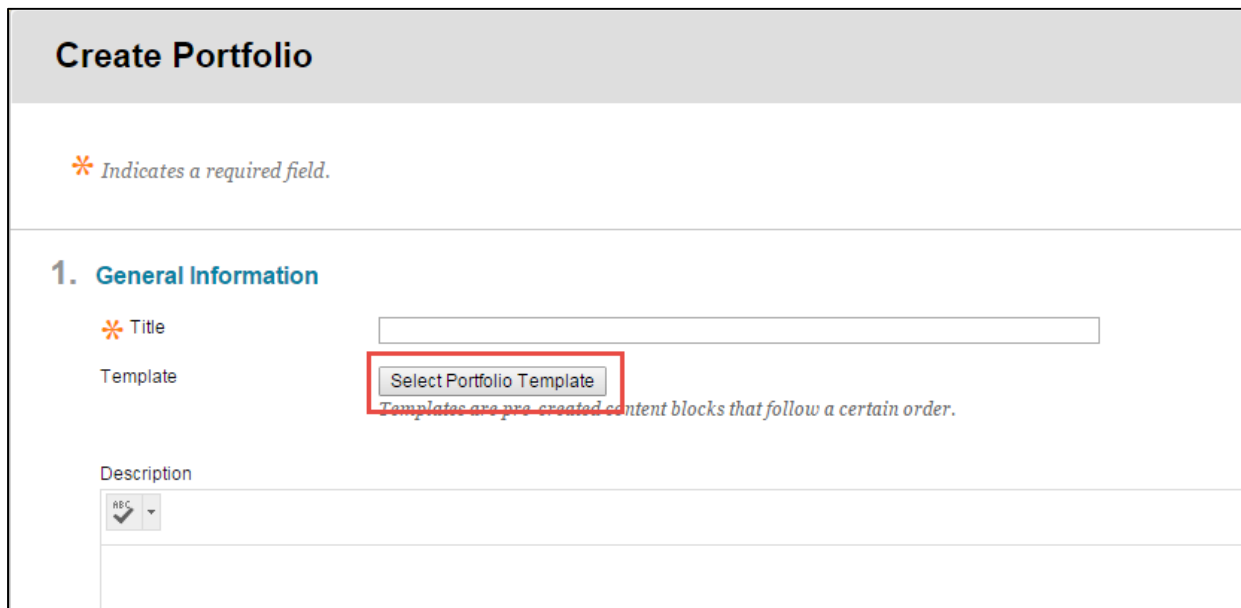
The **My Portfolios** page will open. Click on **Create Portfolio** near the top of the page.



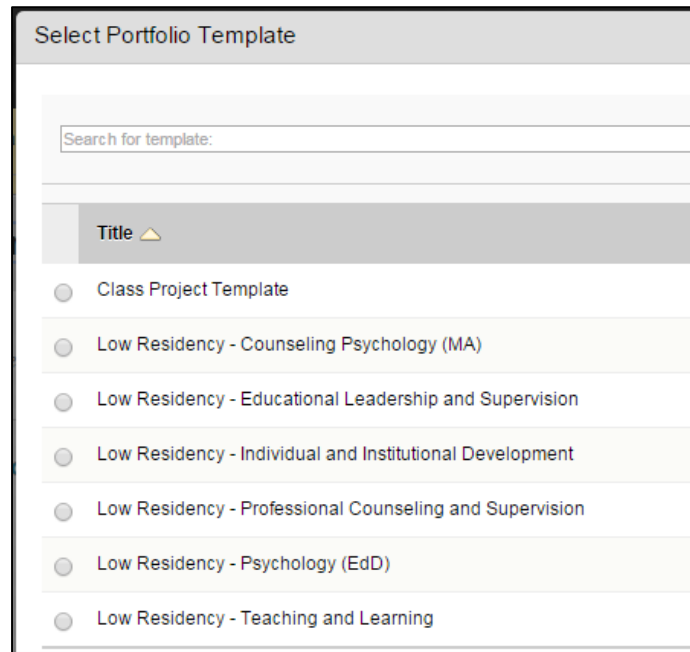
On the **Create Portfolio** page, enter a title for your portfolio. You may want to include the following information in your title (your program or instructor may ask you to include other information):

- Last Name
- First Name
- Name of program (e.g., “EdD Educational Leadership and Supervision”)
- The term you are submitting the portfolio (e.g., “16SP”)

After entering a title for your portfolio, click **Select Portfolio Template**.

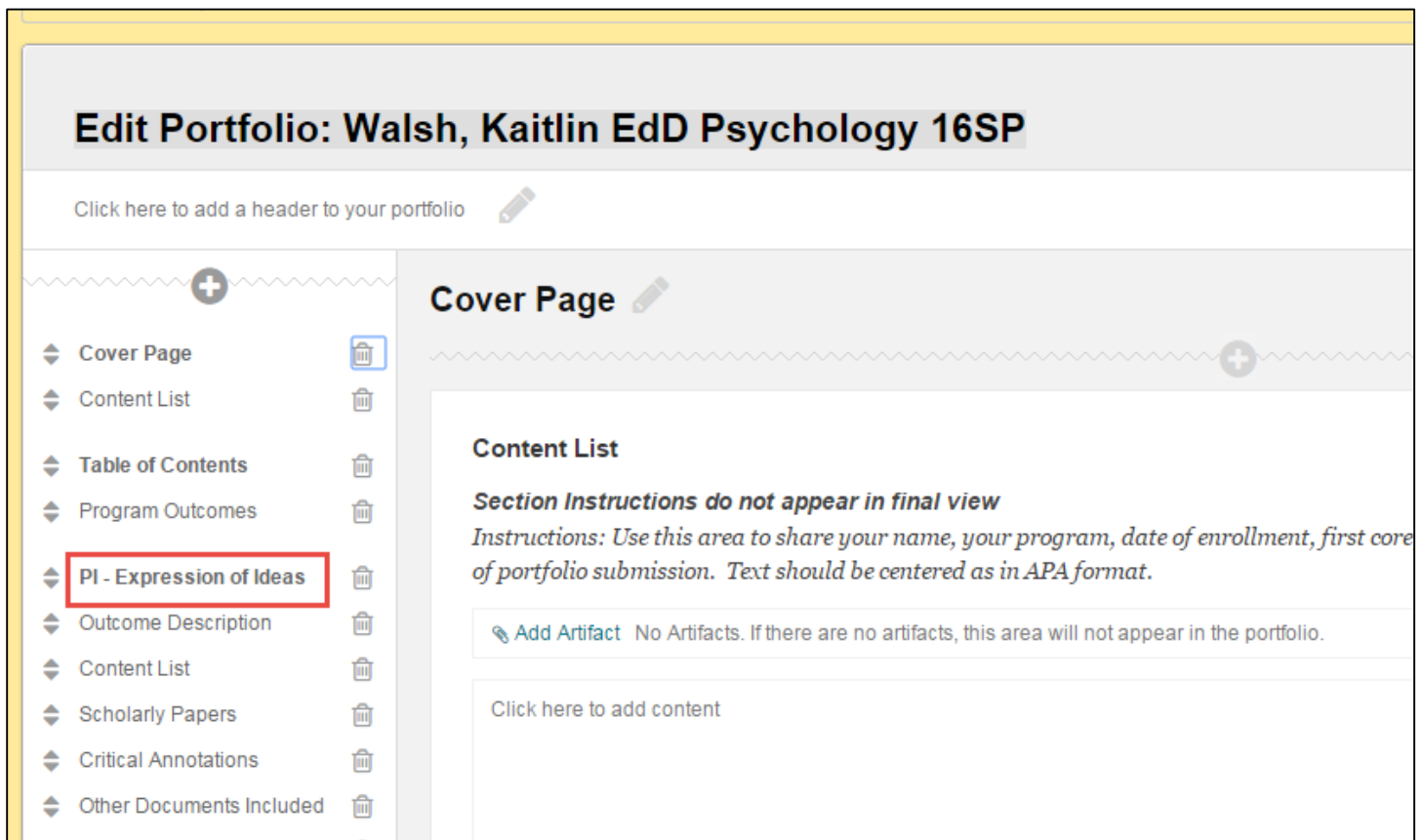


Select the template for your specific program. Each template contains the outcomes and required components for your program’s portfolio. Once you have selected a template, click **Submit**.



When you return to the Create Portfolio page, click **Submit** to open up your new portfolio. The first time you open the portfolio, you will have the option to take a tour of the portfolio structure, or you can choose to explore it on your own.

Once you open the portfolio, you'll notice that it is divided into sections containing specific requirements and instructions set up by your department. Begin reviewing the sections of the portfolio and make note of the requirements for each section. **Important:** Do not edit the names of the sections or the order in which they appear. To open a new section of the portfolio, click on one of the bold titles in the menu on the left side.



Once you have reviewed the requirements for each section, you will want to gather the materials you need to load into the portfolio. These artifacts can be any type of content you have created, including text, files, links or multimedia items. You can upload materials any materials you have created, or choose items you have submitted for other courses to include in your portfolio. Please review the help document **Collecting and Uploading Artifacts**, located on the Blackboard Help page on myAIC.