PORTFOLIOS

Getting Started with Blackboard Portfolio

1. Login to Blackboard.
2. Select the **My Institution** tab, and under **Tools**, click on the **Portfolios** link to access the Portfolio tool.

![Portfolios Menu](image)
3. From the **My Portfolios** page, click on the **Create Portfolio** button to create a new portfolio.

![Create Portfolio](image)

4. Type a **Title** for your portfolio. If you are using a template, click the **Select Portfolio Template** button, and select the appropriate template from the pop-up list, then click the **Submit** button. The **Description** field is optional and will not display on your portfolio.

![Select Portfolio Template](image)

5. Make sure that **Available** is checked, so that your portfolio will be available to users who have access to view it.

6. Check the **Comments are Private** box, if you do not want users who have access to view your portfolio, to see comments.

7. Click the **Submit** button.
8. Click the **Take the Tour** button and review the brief guided tour of the portfolio authoring canvas.

![Take the Tour Button](image)

9. The Tour includes information about the following features:

   **Table 1: Portfolio Authoring Canvas Features**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Header</td>
<td>Displays the title on the final version of your portfolio and repeats on every page. In addition, you can also add a Footer that repeats on every page.</td>
</tr>
<tr>
<td>Navigator</td>
<td>Displays the pages and sections under those pages, and the icons to create, delete, and reorder new pages and sections.</td>
</tr>
<tr>
<td>Insert a Section</td>
<td>Provides information on how to add a section to a page.</td>
</tr>
<tr>
<td>Portfolio Actions</td>
<td>Provides options to edit portfolio settings, preview and customize your portfolio (i.e. color and placement of the menu), exit your portfolio and go back to the main portfolio page.</td>
</tr>
</tbody>
</table>

For more Blackboard Portfolio resources (videos and tutorials), go to:  