Portfolio for Students

Creating Portfolios

1. To access the Portfolio tool, click *Portfolios* in the Tools list under *My Blackboard* tab at the top menu.
2. You can see My Portfolio screen. Click Create Portfolio button to create a portfolio.

3. Type a title for your portfolio. If you want to use template, you should click on Select Portfolio Template.
4. After clicking Select Portfolio Template, a pop-up screen will appear. Click one of the radio buttons to select the template you would like to use. And click Submit button.

5. If you want to remove the template, click on Remove Portfolio Template button.
6. After creating your portfolio, Blackboard serves a tour for getting started with portfolio.

![Getting Started with Portfolio](image)

7. This is the general overview of creating portfolio screen, after taking the tour or skipping it.

You can edit your pages and screens. Notice that sections are located under the pages.

![Edit Portfolio: S2](image)

a. Click pencil icon to add a header to your portfolio.
b. Click + icon to add a new page to your portfolio.
c. Click arrow icon to move pages or sections.
d. Click trash icon to delete pages or sections.
e. Click pencil icon to change the page name.
f. Click + icon to add a new section.
g. Click trash icon to delete the section, or click pencil icon to edit the section.
h. Click here to add content to your portfolio. After clicking, the following screen will appear. You can add text, links, images, files, tables, videos, etc. Also, there are
HTML code view button in this screen. After adding the content, click Save button to complete.

i. Click pencil icon to add a footer to your portfolio.

j. Click Done Editing to submit changes.