Adding Artifacts to Portfolios

1. When you are in My Portfolios tab, click Edit link to access the editing screen.

2. Click Add Artifact link.
3. A new screen will appear. There are two options here which are Add Personal Artifact and Add from Course. If you click on Add Personal Artifact option, you can upload files from your computer or files that you have already uploaded to the portfolio system. If you click on Add from Course option, you can add artifacts from a course.

![Add Artifacts to Portfolio Page](https://ttu-test.blackboard.com/webapps/portfolio/execute/content/picker?dispatch=openP)

4. Click Add Personal Artifact, and write artifact title, and description (it is not required field).

![Artifact Information](#)
5. Write the content of your artifact (it is not required field). Notice that there are lots of features in this area. To attach file, click Browse My Computer or Browse Content Collection. If you click on Browse My Computer button, you can upload files from your computer. If you click on Browse Content Collection button, the files that you already upload to Blackboard Portfolio system are shown.

![Specify the content of this Personal Artifact.](image)

6. Click Submit button.

7. Click Add from Course to add artifact located in the course.

![Add Artifacts to Portfolio Page](image)
8. Choose which course you would like to use. Notice that you can only add an artifact from a course if your artifact has already graded. Otherwise, you cannot see any artifact to upload. Then click Submit button.

9. Click Done Editing to complete the editing.