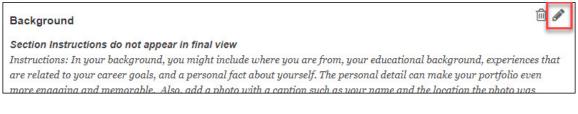


Attach a File to a Portfolio

1. On the **My Portfolios** page, click the **Edit** link for the portfolio you want to work on.

My Portfolios	My Portfolios Portfolios offer a means to demonstrate formative and/or summative progress existing portfolios.	and achievement. The My Por
5	Create Portfolio	1111111111
My Artifacts	Check to select all items Delete	
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2. Click in the text area or click the **Pencil** icon in the section that you want to attach the file to.



3. In the **Content Editor**, place your cursor where you want the file to appear, then click the **Paper Clip** icon.







4. In the **Insert Content Link** pop-up window, click the **Browse My Computer** button to search for the file on your computer.

Insert Content Link						
SELECT CONTENT	INK					
	ur computer to the Attach File area or use the browse functions. Files are saved in the top-level folder in your course's to email a link to an uploaded file, use the file's permanent URL in the repository.					
Attach Files	Browse My Computer					
•••••						
Click Submit to proceed	Cancel Submit					

5. Select the file you want to attach, then click **Open**.

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Organize 👻 New folde	er			?
^	Name	Date modified	Туре	Size
🖈 Quick access	Pics	2/12/2018 12:47 PM	File folder	
📃 Desktop 🛛 🖈	Portfolio Training Artifacts	3/19/2018 3:00 PM	File folder	
🖊 Downloads 🖈	Temp files	3/26/2018 1:34 PM	File folder	
🔮 Documents 🖈		7/2/2018 2:21 PM	File folder	
📰 Pictures 🛛 🖈	Ally-QuickStart-Learn2018_FINAL	6/27/2018 2:37 PM	Adobe Acrobat D	
images	🗾 Blackboard-Portfolio-Tool-Quick-Guide-Instructor_final	6/4/2018 8:57 AM	Adobe Acrobat D	
Newsletter-Tech	🗾 Blackboard-Portfolio-Tool-Quick-Guide-Student_v1	6/1/2018 10:06 AM	Adobe Acrobat D	
	🗾 Blooms Taxonomy Teacher Planning Kit	7/12/2018 9:53 AM	Adobe Acrobat D	
Phase 2-Campu:	🔁 Book_pages_PortfolioTeaching-A Guide for Instructors	6/1/2018 1:28 PM	Adobe Acrobat D	
Tutorials	Book_pages_PortfolioTeaching-A Guide for Instructors_v2	6/1/2018 1:22 PM	Adobe Acrobat D	
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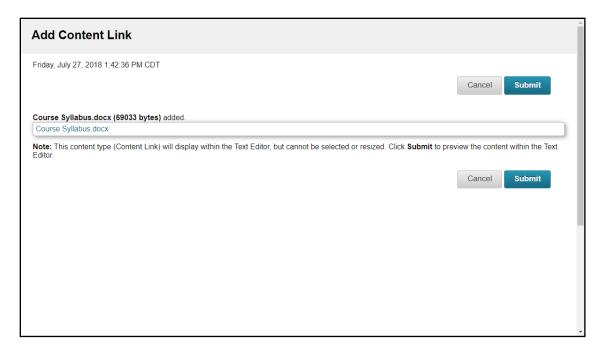


6. Enter alt text that is descriptive of your file in the **Alt Text** textbox, then click **Submit**. (You may need to scroll down to see the Submit button.)

NOTE Alt Text provides information for users who use assistive technology such as screen readers.

Insert Content Link				
SELECT CON	TENT LINK			
		Attach File area or use the browse functions. Files are saved in the top-level folder in y uploaded file, use the file's permanent URL in the repository. omputer	iour course's	
Attached files			;	
File Name	Content Link Options			
Course Syllabus.pdf	Name of Link to File Alt Text Alt text defines what this image and multimedia files should hav Open in new window	Course Syllabus.pdf Course Syllabus is for a visually impaired or blind user using assistive technology such as screen readers. All image we alt text associated with them. • Yes • No	Do not attach	

7. In the **Add Content Link** pop-up window, click **Submit**. (You may need to scroll up to see the Submit button). The file will display as an embedded link in the Content Editor.







- 8. Click the **Save** button in the Content Editor. The file will display as an embedded link in your portfolio.
- 9. In the upper right corner, click **Preview and Customize** to preview the portfolio pages in a Web browser. Click **Close** in the upper right corner to close the preview.
- 10. Click **Done Editing** when finished.

Blackboard Portfolio Resources

http://www.depts.ttu.edu/elearning/blackboard/portfolio/index.php