Blackboard Portfolio Quick Reference Guide for Instructors

How to Create a Portfolio Assignment

1. Select Assignment from the Assessments drop-down menu.
2. Provide Assignment Information (i.e. assignment name and instructions).
3. Fill out the Due Date section.
4. Fill out the following Submission Details: (a) Points Possible,
   (b) Assignment Type = Portfolio Submission or click Select Portfolio Template,
   if students are to follow a specific template, and (c) Number of Attempts.
5. Check the Make the Assignment Available box in the Availability section.
6. Click Submit to save/create the Portfolio Assignment.

How to Grade a Portfolio Assignment

1. In the course Control Panel, click the Grade Center and select Needs Grading.
2. On the Needs Grading page, click on the student Portfolio assignment.
3. On the Grade Assignment page, you will see the student’s Portfolio submission.
4. To assign a grade and feedback, use the Grading Panel to right of the Portfolio.
5. Under Attempt, add the number of points the student received.
6. Under Feedback to Learner, add any feedback for the Portfolio.
   *Note, grading feedback is separate from the Portfolio, and will not display on the Portfolio.*
7. Click Submit when finished.

How to Add a Portfolio Tool Link to the Course Menu

1. In your course make sure Edit Mode is on and click on the plus sign in the upper left corner of the Course Menu.
2. Select Tool Link from the drop-down menu.
3. Enter a name for the Tool Link.
4. Click the drop-down arrow under Type, and select Portfolios from the list
5. Check the Available to Users box, to make the tool link available to users on the course menu.
6. Click Submit.
   *Note: The new tool link will appear at the bottom of the course menu list.*

Important!

When students share or attach their Portfolio to an assignment, it is a snapshot of the Portfolio at that point in time. They will need to share or re-attach to the assignment again if changes are made to the Portfolio.

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