Create Portfolio

1. On the My Institution tab under Tools, click the Portfolios link to access the My Portfolios page.
2. On the **My Portfolios** page, click the **Create Portfolio** button to create a new portfolio.

3. On the **Create Portfolio** page, enter the title for your portfolio in the **Title** textbox. If you are using a template, click the **Select Portfolio Template** button, select the radio button for the appropriate template from the pop-up list, and click the **Submit** button (you may need to scroll down to see the Submit button).

   **NOTE**  If you want to remove the template, click the **Remove Portfolio Template** button.

4. **Optional:** enter a description for your portfolio in the **Description** textbox.

   **NOTE**  The description is optional and will not display on your portfolio.
5. Select the **Available** checkbox to make your portfolio available to users who have access to view it.

6. If you do not want users who can view your portfolio to see comments, select the **Comments are Private** checkbox. (These settings can be changed later.)

![Create Portfolio](image)

7. Click **Submit**.

8. Click the **Take the Tour** button and review the brief guided tour of the portfolio interface.

![Getting Started with Portfolio](image)
The following image shows the general overview of the Create Portfolio page (after taking the tour or skipping it) where you can edit your pages and sections. Notice that the sections are located under the pages.

The following image shows the general overview of the Create Portfolio page (after taking the tour or skipping it) where you can edit your pages and sections. Notice that the sections are located under the pages.

a. Click the Pencil icon to add a header to your portfolio.
b. Click the + (plus) icon to add a new page to your portfolio.
c. Click the Arrow icon to move pages or sections.
d. Click the Trash icon to delete pages or sections.
e. Click the Pencil icon to change the page name.
f. Click the + (plus) icon to add a new section.
g. Click the Trash icon to delete the section or click the Pencil icon to edit the section.
h. Click in this textbox to add content to your portfolio. The **Content Editor** opens. You can add text, links, images, files, tables, videos, etc. There is also an HTML code view button in the menu. After adding the content, click the **Save** button.

![Content Editor](image)

i. Click the **Pencil** icon to add a footer to your portfolio.

j. Click **Done Editing** in the upper right corner when finished.

**Blackboard Portfolio Resources**