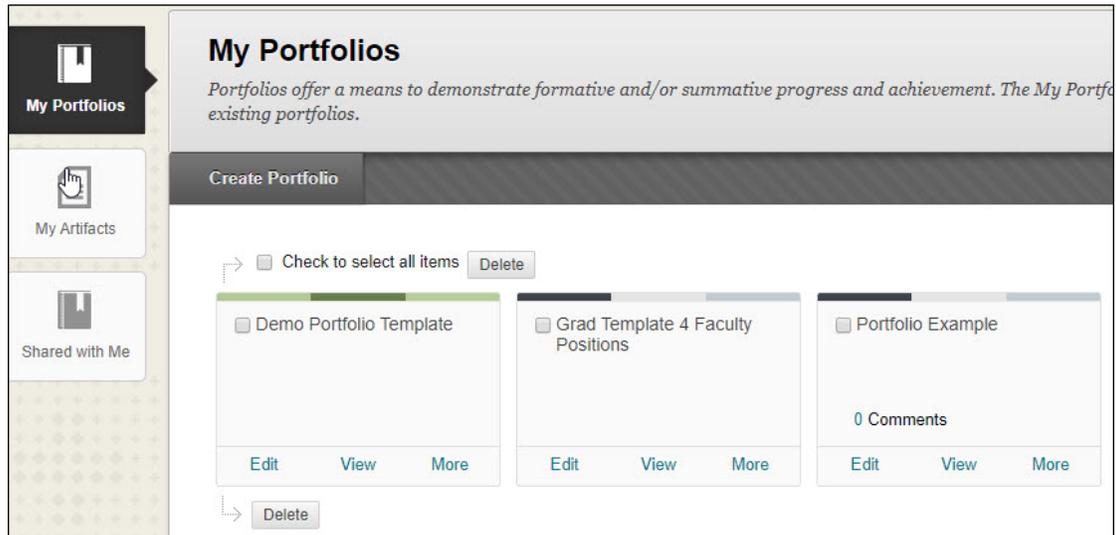
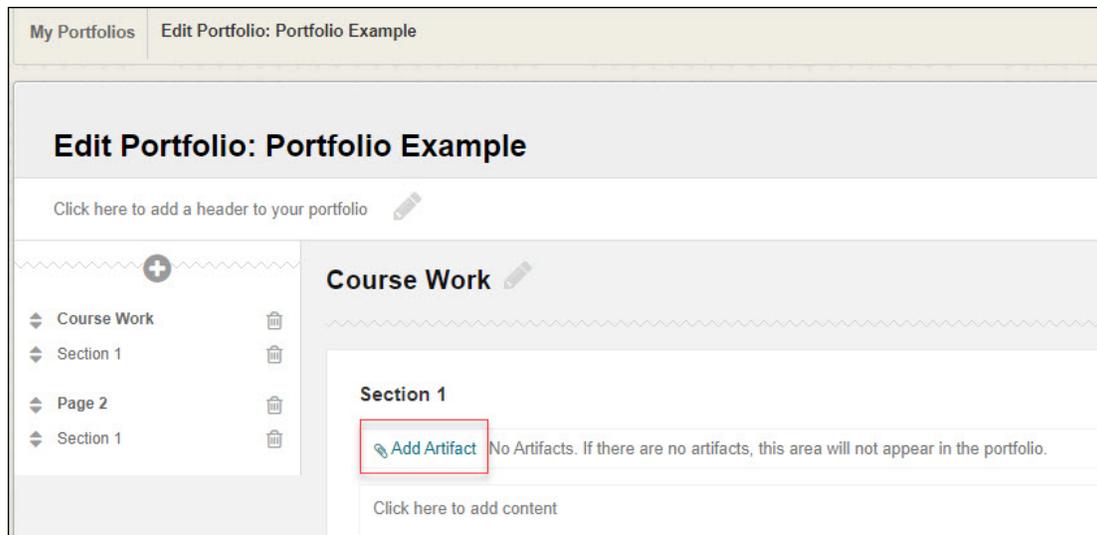


Add Artifacts to a Portfolio

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



2. Click the **Add Artifact** link in the section that you want to add the artifact to.



3. On the **Add Artifacts to Portfolio Page**, click the **Add Personal Artifact** button (then refer to the following Add Personal Artifact section) or click the **Add from Course** button (then refer to the Add from Course section on page 3).



Add Personal Artifact

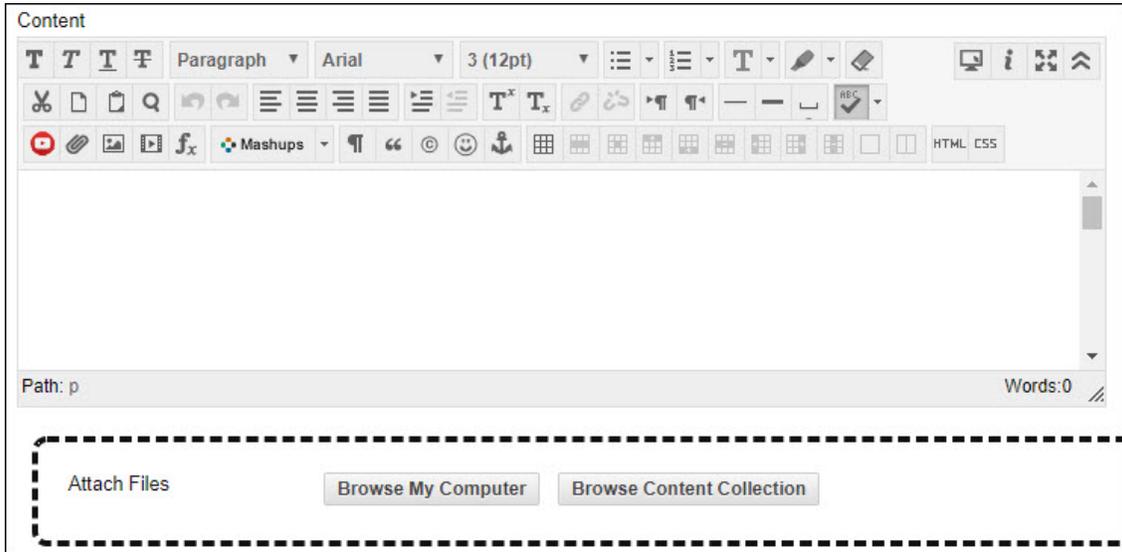
Personal artifacts are pieces of content (e.g., text, images, documents, and multimedia) that can be attached to your portfolio. The benefit of creating a personal artifact is that you can create the artifact once and reuse it across multiple portfolios.

1. After clicking the **Add Personal Artifact** button, enter the **Title** and the **Description** in the textboxes.



NOTE The title will be used as a link to the artifact and is **required**. The description is optional and only visible to you.

2. Enter the **Content** in the textbox.



NOTE The content information will display when the user clicks the title link to view the artifact. Use descriptive language about the contents of the file.

3. Click **Browse My Computer** to upload a file from your computer; or, click **Browse Content Collection** to upload a file from the Content Collection.
4. Select the file you want to use, then click **Open**. (Notice the title and link to the file near the bottom of the page.)
5. Click **Submit**.
6. Click **Done Editing** in the upper right corner when finished.

Add from Course

1. After clicking the **Add from Course** button, select the course with the assignment(s) that you want to include in your portfolio. A list of your graded assignments will display for that course.



<input type="checkbox"/>	Title	Type
<input type="checkbox"/>	Assignment with Rubric	Assignment Artifact
<input type="checkbox"/>	Start Here!	Assignment Artifact

NOTE Your course assignment must be graded, or you cannot add it as an artifact.

-
2. Click the checkbox(es) next to the assignment(s) you want to add from the course.
 3. Click **Submit**.
 4. From the drop-down menu, click the checkbox(es) next to the information you want to include for the artifact.

NOTE The Submission Information will include the file that's attached to the graded assignment.

5. Click **Close** to close the drop-down menu.
6. Click the artifact link to view the artifact.
7. Click **Done Editing** in the upper right corner when finished.

Blackboard Portfolio Resources

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