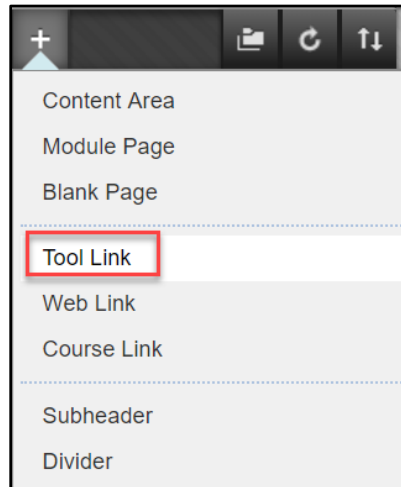
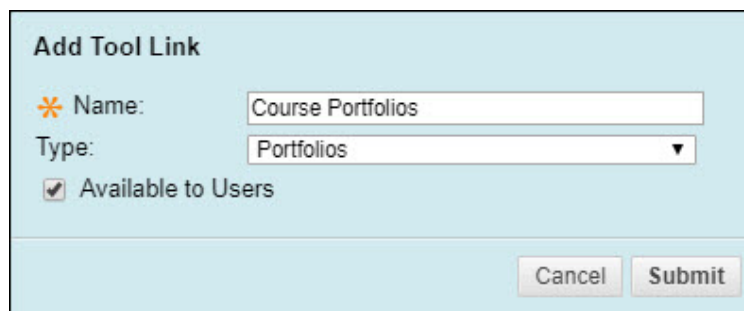


Add Portfolio Tool Link to the Course Menu

1. Click the plus sign in the upper left corner of the Course Menu, then select **Tool Link**.



2. Enter a **Name** in the textbox, select **Portfolios** from the **Type** drop-down menu, then select the **Available to Users** checkbox.

A screenshot of the 'Add Tool Link' form in Blackboard. The form has a light blue background and contains the following fields: 'Name' with a text input field containing 'Course Portfolios', 'Type' with a dropdown menu set to 'Portfolios', and a checked checkbox for 'Available to Users'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

3. Click **Submit**.

NOTE The new Tool Link will appear at the bottom of the Course Menu. Click and drag the Tool Link to the desired location in the Course Menu.

Blackboard Portfolio Resources

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