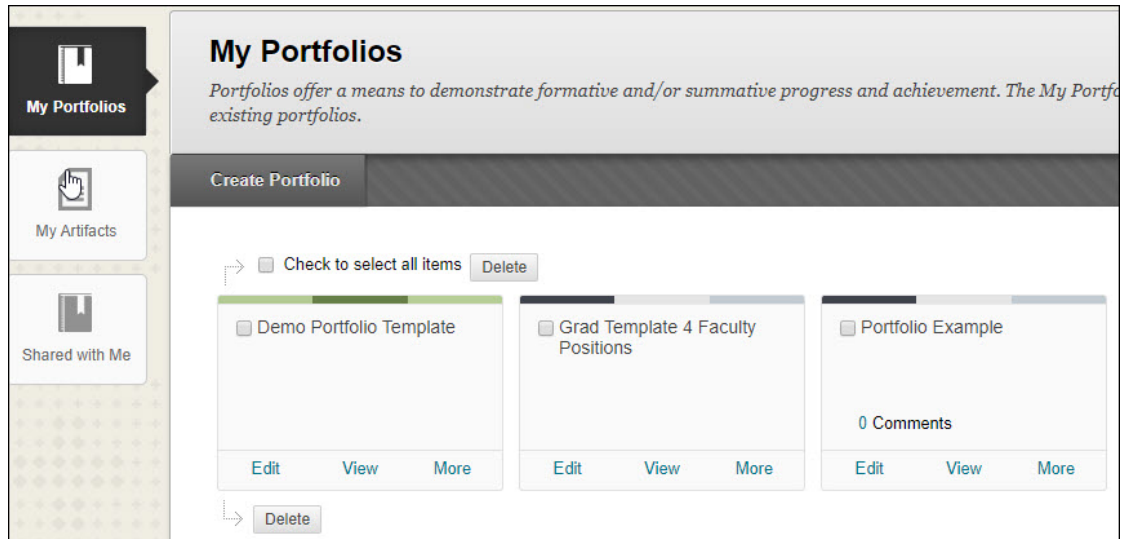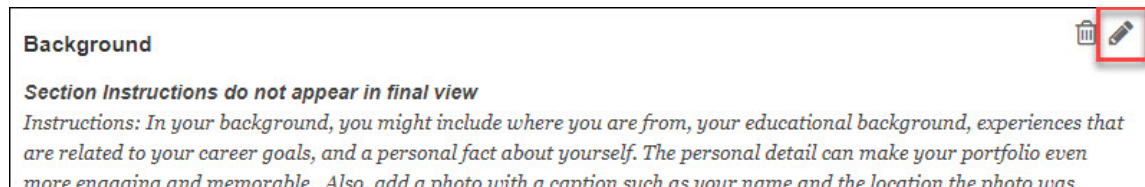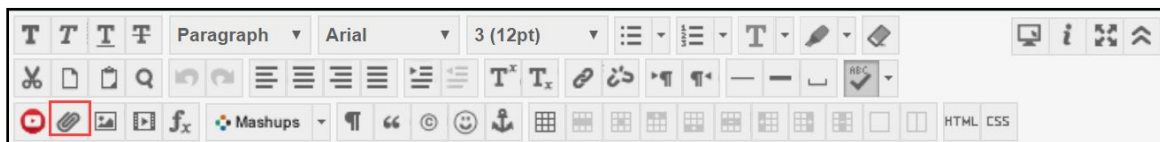# Attach a File to a Portfolio

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



2. Click in the text area or click the **Pencil** icon in the section that you want to attach the file to.
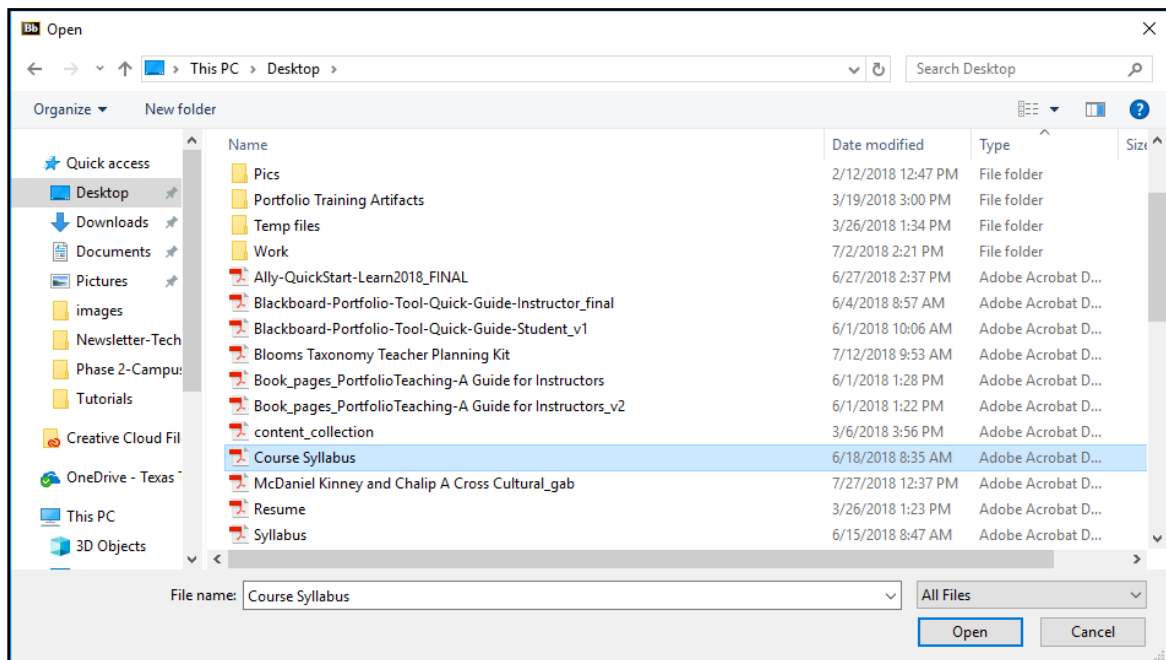


3. In the **Content Editor**, place your cursor where you want the file to appear, then click the **Paper Clip** icon.

Last Updated: 10/17/2019                                                                                           Page 1

Questions? Contact us at blackboard@ttu.edu or 806-742-5933.

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



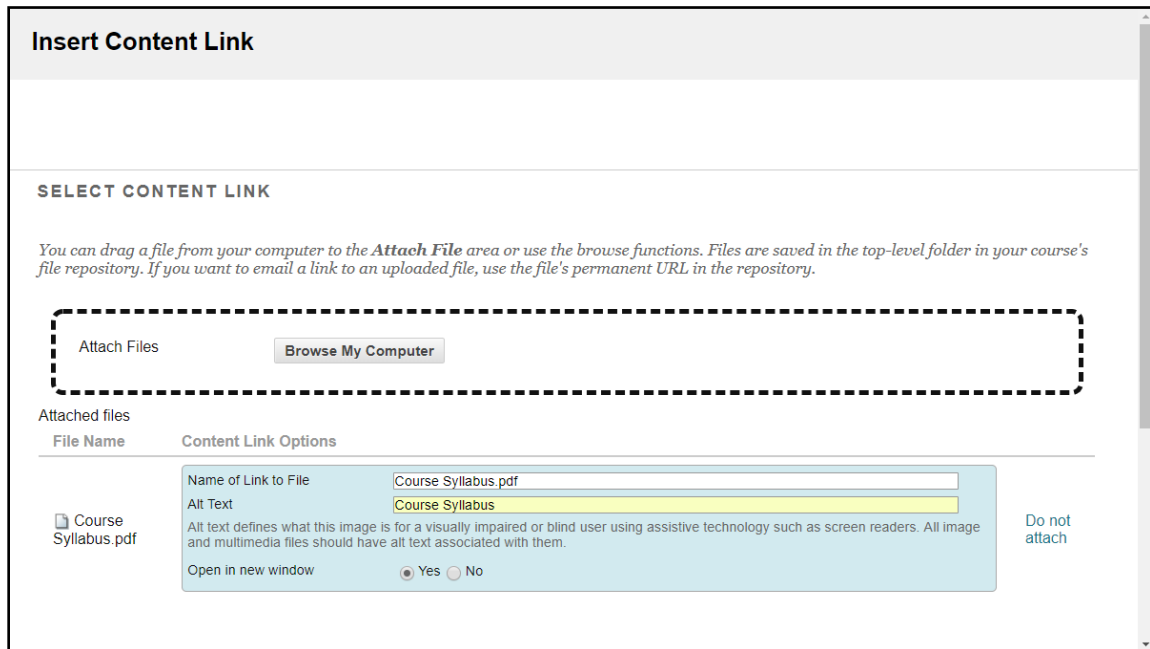5.  Select the file you want to attach, then click **Open**.

Last Updated: 10/17/2019                                                                                                    Page 2

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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 CONTENT LINK**

You can drag a file from your computer to the **Attach File** area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you want to email a link to an uploaded file, use the file's permanent URL in the repository.
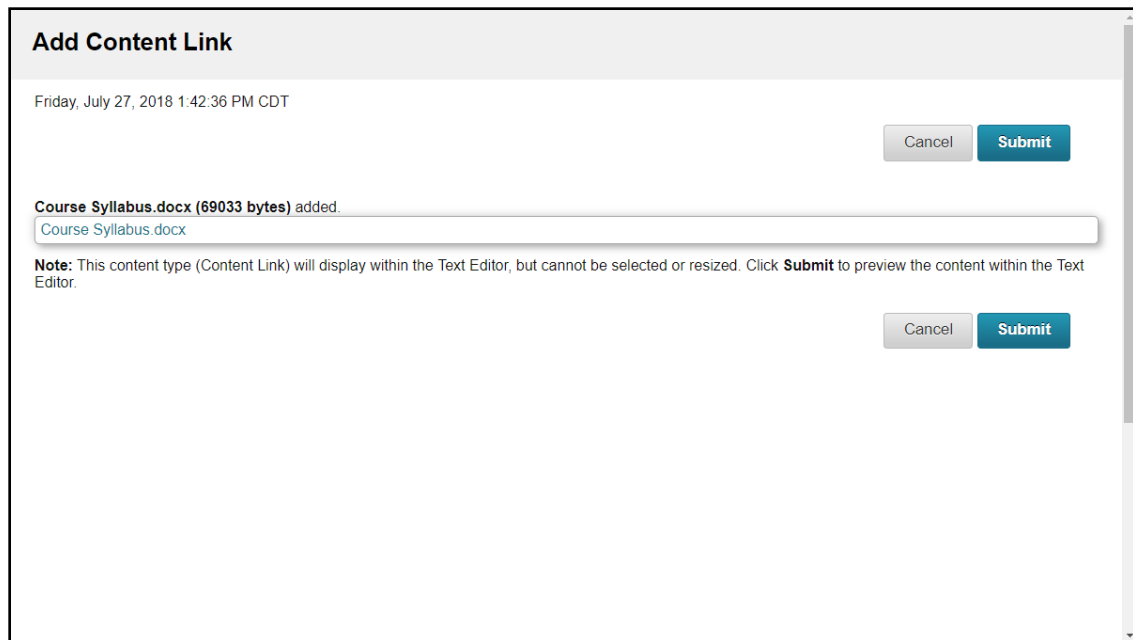
Attach Files      [ Browse My Computer ]

Attached files

| File Name | Content Link Options | |
|-----------|---------------------|---|
| 📄 Course Syllabus.pdf | Name of Link to File    Course Syllabus.pdf <br> Alt Text    Course Syllabus <br> Alt text defines what this image is for a visually impaired or blind user using assistive technology such as screen readers. All image and multimedia files should have alt text associated with them. <br> Open in new window    ⦿ 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.

**Add Content Link**

Friday, July 27, 2018 1:42:36 PM CDT

[ Cancel ] [ Submit ]

**Course Syllabus.docx (69033 bytes) added.**

Course Syllabus.docx

**Note:** This content type (Content Link) will display within the Text Editor, but cannot be selected or resized. Click **Submit** to preview the content within the Text Editor.

[ Cancel ] [ Submit ]

Last Updated: 10/17/2019                                                                                   Page 3

Questions? Contact us at blackboard@ttu.edu or 806-742-5933.

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

Last Updated: 10/17/2019                                                                                                                   Page 4

Questions? Contact us at blackboard@ttu.edu or 806-742-5933.