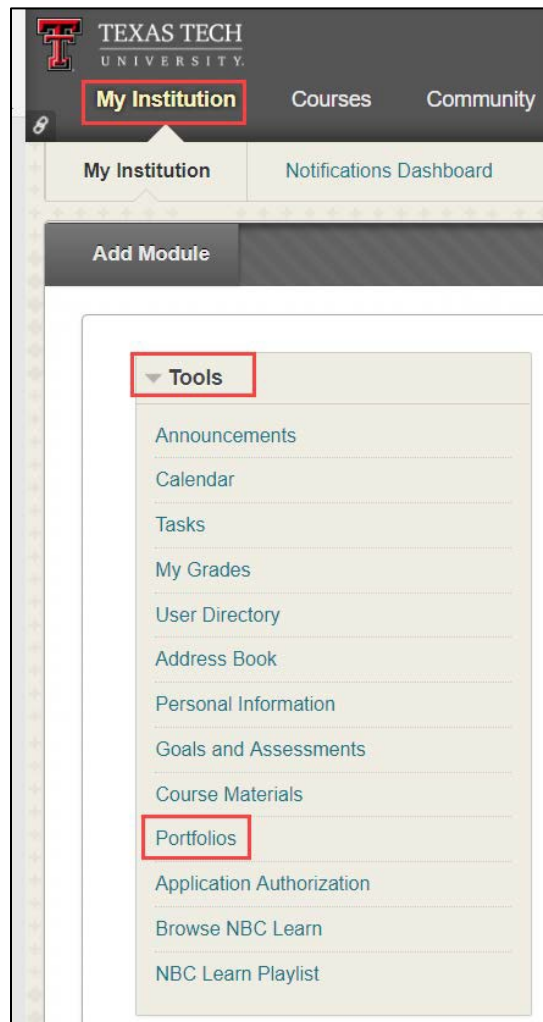
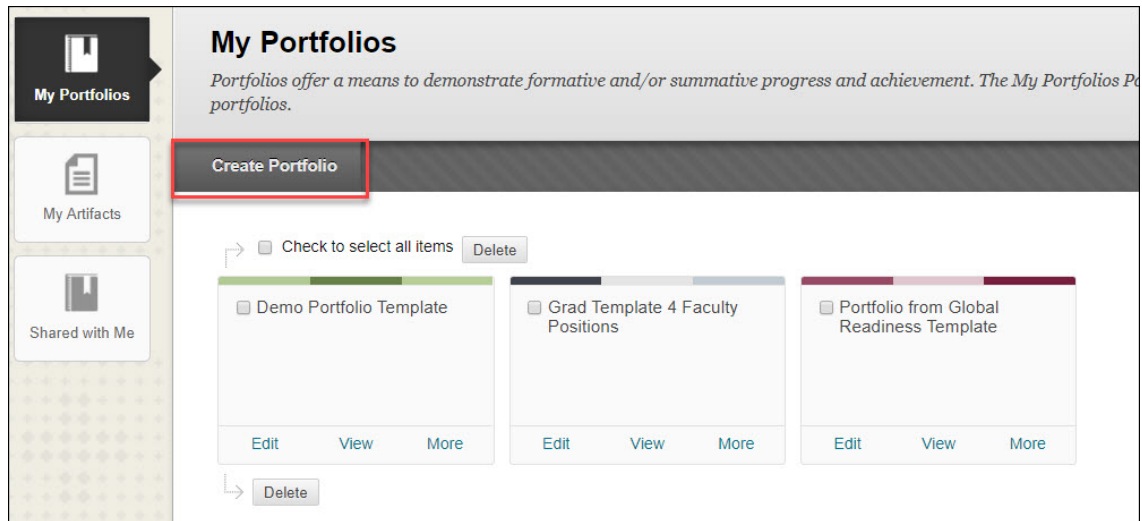


Create Portfolio

1. On the **My Institution** tab under **Tools**, click the **Portfolios** link to access the **My Portfolios** page.

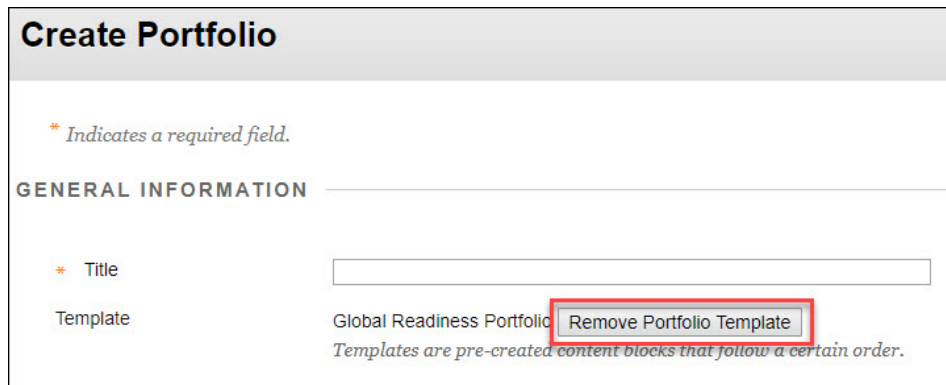


2. On the **My Portfolios** page, click the **Create Portfolio** button to create a new portfolio.



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.



Create Portfolio

** Indicates a required field.*

GENERAL INFORMATION

* Title

Template **Remove Portfolio Template**

Templates are pre-created content blocks that follow a certain order.

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


** Indicates a required field.*

GENERAL INFORMATION

* Title

Template
Templates are pre-created content blocks that follow a certain order.

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



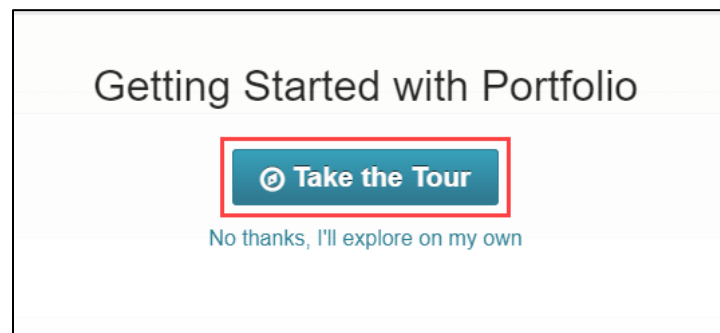
Character count: 0

Available

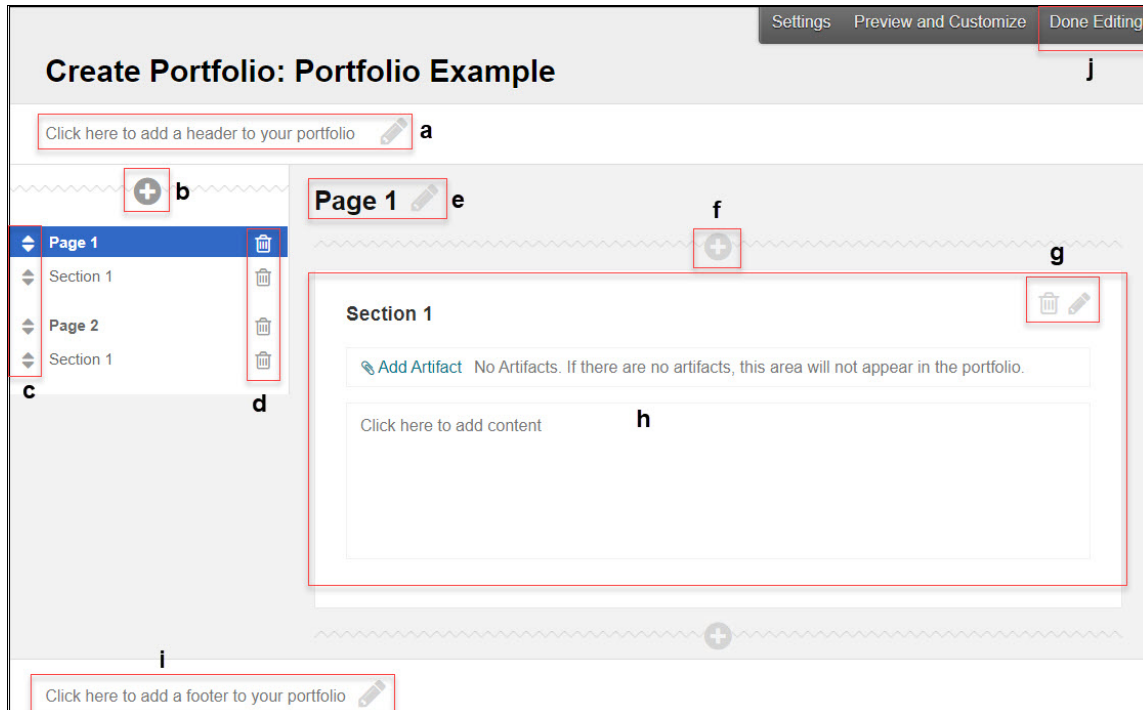
Comments are Private
If checked, all comments will be hidden from users who can view the Portfolio.

*Click **Submit** to proceed.*

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



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.

