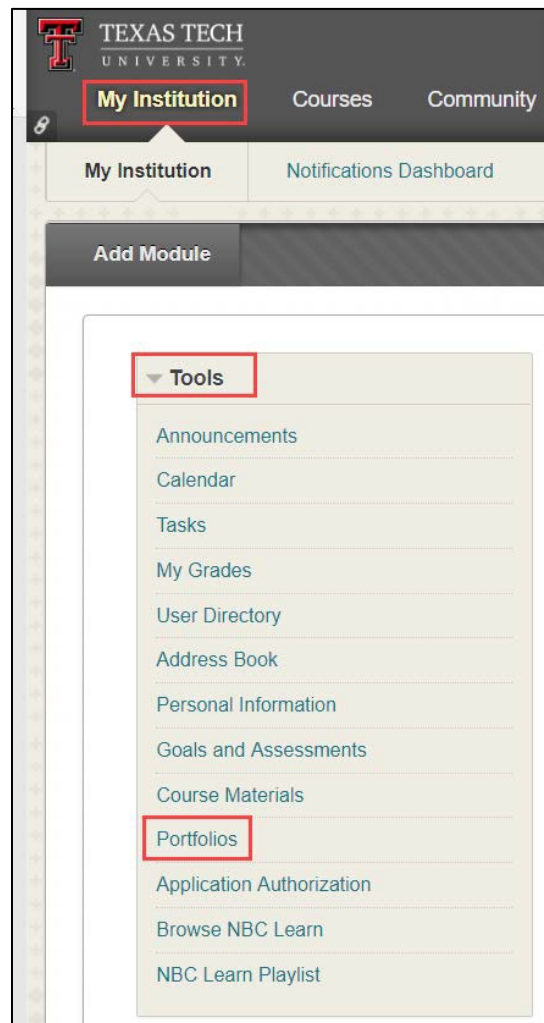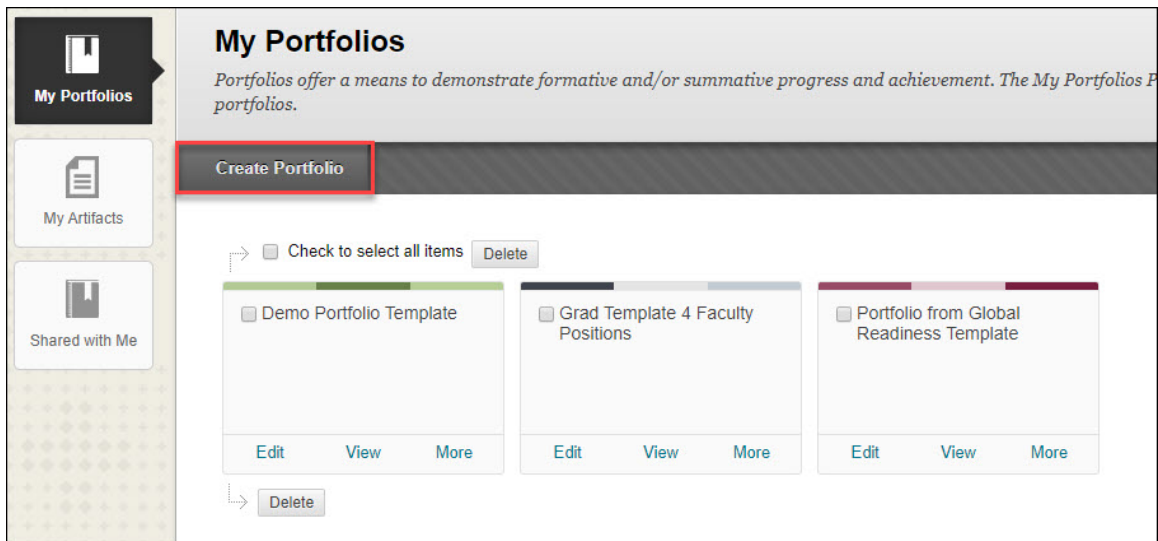# Getting Started with Blackboard Portfolio

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

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

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

4. 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.
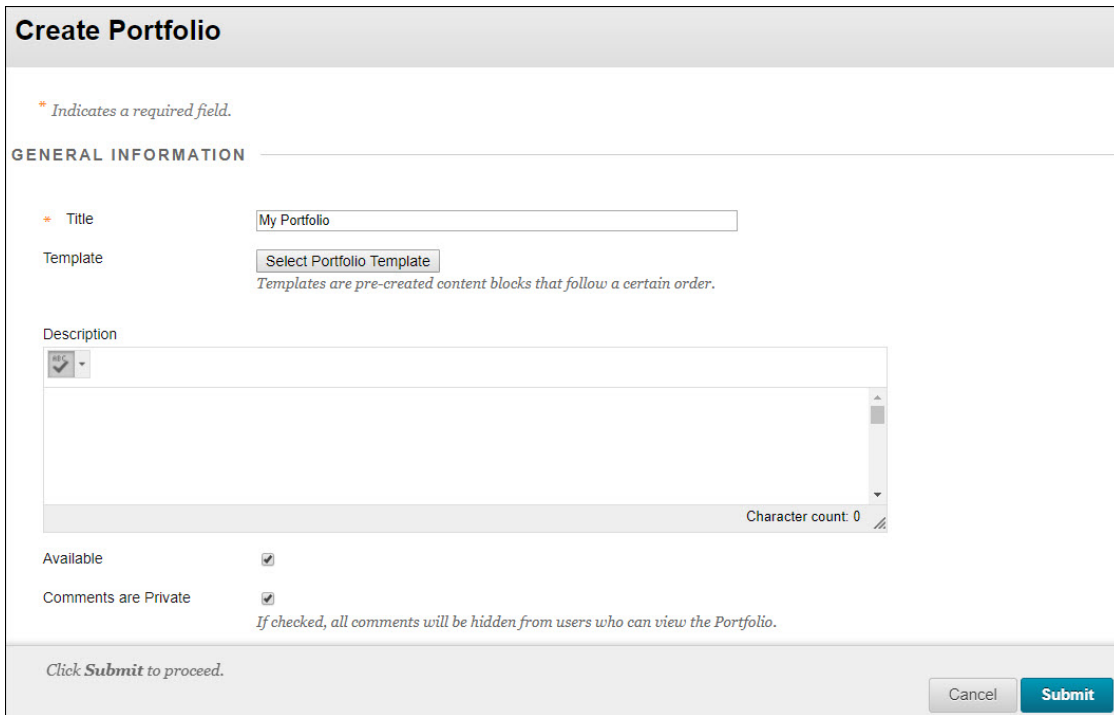
   NOTE If you want to remove the template, click the **Remove Portfolio Template** button.

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

   NOTE The description is optional and will not display on your portfolio.

6. Select the **Available** checkbox to make your portfolio available to users who have access to view it.

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7. 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.)

8. Click **Submit**.
9. Click the **Take the Tour** button and review the brief guided tour of the portfolio authoring canvas.
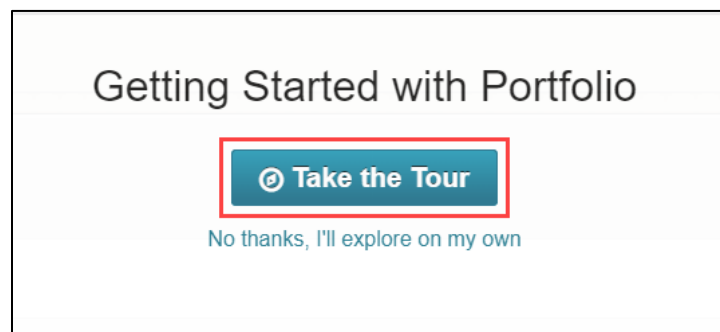
The tour includes information about the features outlined in the following Portfolio Authoring Canvas Features table.

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Portfolio Authoring Canvas Features

Feature	Description
Portfolio Header	Displays the title on the final version of your portfolio and repeats on every page. In addition, you can also add a Footer that repeats on every page.
Navigator	Displays the pages and sections under those pages, and the icons to create, delete, and reorder new pages and sections.
Insert a Section	Provides information on how to add a section to a page.
Portfolio Actions	Provides options to edit portfolio settings, preview and customize your portfolio (e.g., color and placement of the menu), exit your portfolio and go back to the main portfolio page.

Blackboard Portfolio Resources
http://www.depts.ttu.edu/elearning/blackboard/portfolio/index.php

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