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## Blackboard Portfolio Quick Reference Guide for Students

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## Create a Portfolio

1. On the **My Institution** tab under **Tools**, click the **Portfolios** link. The **My Portfolios** page appears.
2. Click the **Create Portfolio** button. The **Create Portfolio** page appears.
3. 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).

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

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.)
7. Click **Submit**.

**NOTE** Click the **Take the Tour** button to review the brief guided tour of the portfolio interface. (This is recommended for new portfolio users.) Or, click **No thanks, I'll explore on my own** to skip the tour. The portfolio will open for editing.

## Customize a Portfolio

1. On the **My Portfolios** page, click the **Edit** link for the portfolio you want to customize.
2. Click **Preview and Customize** in the upper right corner to change the layout and color of the portfolio pages.
3. Click the **Customize Style** button in the upper left corner.
4. From the upper left **Layout** drop-down menu, select one of the layouts.
5. From the **Color** drop-down menu, select a color.
6. Click **Save** in the upper right corner, then click **Close**.
7. Click **Done Editing** in the upper right corner when finished.

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## Add Personal Artifact (from a File)

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. The **Add Artifacts to Portfolio Page** appears.
3. Click the **Add Personal Artifact** button.
4. Enter the **Title**, **Description**, and **Content** 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. The content information will display when the user clicks the title link to view the artifact. Use good descriptive language about the contents of the file.

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

## Add Artifact from a Course

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. The **Add Artifacts to Portfolio Page** appears.
3. Click the **Add from Course** button.
4. 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.

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

5. Click the checkbox(es) next to the assignment(s) you want to add from the course.
6. Click **Submit**.
7. 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.

8. Click **Close** to close the drop-down menu.
9. Click the artifact link to view the artifact.
10. Click **Done Editing** in the upper right corner when finished.

## Add Files to Your My Artifacts Library

1. On the **My Portfolios** page, click the **My Artifacts** button on the left side menu.
2. On the **My Artifacts** page, you can select one of the following to build a library of artifacts that will be readily available to add to your portfolio:
  - **Add Personal Artifact**, then follow the steps in the **Add Personal Artifact (from a File)** section above.
  - **Add from Course**, then follow the steps in the **Add Artifact from a Course** section above.

## 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. The **Content Editor** opens.
3. Place your cursor where you want the file to appear, then click the **Paper Clip** icon. The **Insert Content Link** pop-up window appears.
4. 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**.
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.) The **Add Content Link** pop-up window appears.

**NOTE** Alt Text provides information for users who use assistive technology such as screen readers.

7. 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.
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.

## Add an Image

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 add the image to. The **Content Editor** opens.
3. Place your cursor where you want the image to appear, then click the **Insert/Edit Image** icon  to open the Image Editor.
4. Click the **Browse My Computer** button to find the image on your computer.
5. Select the image file you want to insert, then click **Open**.
6. Enter an **Image Description** and **Title** in the textboxes.

**NOTE** The image description will be read as alternative text by the screen reader for assistive technology users. The title information displays as text when you mouse over the image. Make sure to put the same text in both boxes.

7. *Optional:* click the **Appearance** tab to set the alignment, size, and other attributes of the image.
8. Click **Insert**. The image file will display in the Content Editor.
9. Click the **Save** button in the Content Editor. The image file will display in your portfolio.
10. 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.
11. Click **Done Editing** when finished.

## Edit an Image

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 where the image is located. The **Content Editor** opens.
3. Right click on the image and select **Image** from the menu.
4. Click the **Browse My Computer** button to find a different image on your computer.
5. Select the image file you want to insert, then click **Open**.
6. Enter an **Image Description** and **Title** in the textboxes.

**NOTE** The image description will be read as alternative text by the screen reader for assistive technology users. The title information displays as text when you mouse over the image. Make sure to put the same text in both boxes.

7. *Optional*: click the **Appearance** tab to set the alignment, size, and other attributes of the image.
8. Click **Update**. The image file will display in the Content Editor.
9. Click the **Save** button in the Content Editor. The image file will display link in your portfolio.
10. 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.
11. Click **Done Editing** when finished.

## Create a Hyperlink

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 create the hyperlink in. The **Content Editor** opens.
3. Highlight the text you want to convert into a hyperlink—make sure the text is descriptive of the source or website.

**IMPORTANT** Hyperlink text should be descriptive so that the purpose of the link is clear. When inserting a hyperlink, make sure that it describes the website or source. This is important for individuals who use a screen reader. Do not use non-descriptive text such as "Click Here" or a long URL, because individuals who use a screen reader may miss important information.

4. Click the **Insert/Edit Link** icon  in the Content Editor menu.
5. Paste the link URL into the **Link Path** textbox, select a **Target** from the drop-down menu, and click **Insert**.
6. Click the **Save** button in the Content Editor.
7. 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.
8. Click **Done Editing** when finished.

## Add Media

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 add the media to. The **Content Editor** opens.
3. Place your cursor where you want the media to appear, then click the **Insert/Edit Embedded Media** icon .
4. Select the **Type** of media from the drop-down menu.

5. Enter the URL location for the video or audio file in the **File/URL** textbox.

**NOTE** By entering a URL location, the video or audio file will not be stored on the Blackboard site so there will be no size limitation. You can also click **Browse My Computer** to search for a video or audio file on your computer or in your OneDrive folder.

6. Enter the dimensions of the video in the **Dimensions** textbox, check the **Constrain Proportions** box if you do not want the viewer to enlarge the video, and click **Insert**.

**NOTE** You can enter the dimensions for the video in the **Dimensions** textbox or allow it to default.

7. Click the **Save** button in the Content Editor.
8. 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.
9. Click **Done Editing** when finished.

**IMPORTANT** The maximum upload size for a single file is 2.5 gigabytes. If your video or audio file is larger than 2.5 gigabytes, save it in your OneDrive folder, and embed it in your Portfolio using the **Insert/Edit Embedded Media** option. Large files will take longer to upload or link.

## Embed a YouTube Video

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 embed the YouTube video in. The **Content Editor** opens.
3. Place your cursor where you want the video to appear, click the **Mashups** icon , and select **YouTube Video** from the drop-down menu. The **Search for a YouTube Video** pop-up window appears.
4. Enter the name or title of the video in the **Search** textbox and click **Go**.
5. Click **Select** for the video you want from the search results.
6. *Optional:* in the **Name** textbox, enter a different name for the video.
7. Under **Mashup Options**, select the desired view from the **View** drop-down menu.

**NOTE** **Thumbnail** is the default view option. The **Embed Video** option will show the video player directly on the portfolio page and does not use any storage space in your portfolio.

8. Select the **Yes** radio button next to **Show YouTube URL** if you want viewers to access the video outside of your portfolio page.
9. Select the **Yes** button radio next to **Show YouTube Information** if you want to show YouTube's suggested videos at the end of playback.
10. Click **Preview** to see how the mashup will appear in your portfolio.
11. Click **Submit**.
12. Click **Save** in the Content Editor.

**IMPORTANT** Videos must be captioned. Providing captions allows accessible content for individuals with a hearing impairment, and can benefit other users (e.g., non-native speakers). It is also a requirement of Section 508 of the Rehabilitation Act. MovieCaptioner is free video captioning software that is available in your eRaider account.

13. Click **Done Editing** in the upper right corner when finished.

### Submit a Portfolio Assignment

1. In your course, click the portfolio assignment link to open the assignment.
2. Under **Assignment Submission**, click the **Select Portfolio** button. The **Select Portfolio** pop-up window appears.

**NOTE** Click the **Create Portfolio** button if you need to create a portfolio. After you create your portfolio, navigate back to your course assignment, then click the **Select Portfolio** button.

3. Click the radio button next to the portfolio you want to upload to your assignment.
4. Click **Submit**. Your portfolio title appears as a link next to the **Remove Portfolio** button.

**NOTE** To submit a different portfolio for the assignment, click the **Remove Portfolio** button, and repeat Steps 2–4.

5. Click **Submit** to submit the assignment. You will receive a do-not-reply submission confirmation email from Blackboard.

### Share a Portfolio with TTU Blackboard Users (Internal Users)

1. On the **My Portfolios** page, click the **More** link for the portfolio you want to share, then click **Share**. The **Share Portfolio** page appears.
2. Click the **Share a Snapshot with** drop-down menu and select **Users**. The **Share with User** page appears.

3. Enter the eRaider username(s) in the **Username** textbox or click the **Browse** button to search for the user(s).

**NOTE** To search for the user(s) after clicking the **Browse** button, use the drop-down menus and enter the search criteria in the textbox, then click **Go**. From the list of search results, select the user(s) that you want to share your portfolio with and click **Submit**. The user(s) that you selected appears in the **Username** textbox.

4. *Optional:* under **Email Information**, select the **Send Email** checkbox to notify the users that your portfolio has been shared with them. (You can also send a copy of the message to yourself or send a blind carbon copy.)
5. Click **Submit** to share your portfolio. Users will be able to see a snapshot of your portfolio on the **Shared with Me** page.

### Share a Portfolio with Instructor or External Users

1. On the **My Portfolios** page, click the **More** link for the portfolio you want to share, then click **Share**. The **Share Portfolio** page appears.
2. Click the **Share a Snapshot with** drop-down menu and select **External Users**. The **Share with External Users** page appears.
3. Enter the email address in the **Email Recipients** textbox. Separate multiple email addresses with commas.
4. Under **Email Information**, you can edit the subject and message body of the email.

**NOTE** Do **not** edit or remove **<PORTFOLIO\_URL>** because the system will automatically replace it with the actual URL for the portfolio.

5. *Optional:* under **Portfolio Password**, select **Use password** and enter a password in the textbox that will be required to access your portfolio. (Remember to provide the user with the password to your portfolio.)
6. Under **Expiration**, determine the amount of time the snapshot will be valid: **No expiration** or **Lifetime of Pass** with specific details (number of days, weeks, months, etc.).

**NOTE** At the end of the expiration period, the snapshot will no longer be available.

7. Click **Submit** to email your portfolio.

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## Share a Portfolio with a TTU Blackboard Course

1. On the **My Portfolios** page, click the **More** link for the portfolio you want to share, then click **Share**. The **Share Portfolio** page appears.
2. Click the **Share a Snapshot with** drop-down menu and select **Courses**. The **Share with Course** page appears.
3. Enter the Course ID in the **Courses** textbox or click the **Browse** button to search for the course(s).

**NOTE** To search for the course(s) after clicking the **Browse** button, enter the search criteria in the **Search For** textbox and click **Search**. From the list of search results, select the course(s) that you want to share your portfolio with and click **Submit**. The course(s) that you selected appears in the **Courses** textbox.

4. Click **Submit** to share your portfolio.
5. To see a snapshot of all the portfolios shared in the course, click the **Shared with Me** button on the **My Portfolios** page, then click the **Discover Portfolios** link at the top right corner of the **Shared with Me** page.

**NOTE** If your instructor has created a link in the course for shared portfolios, click that link to see a snapshot of all the shared portfolios in the course.

## Remove a Shared Portfolio (Courses)

1. On the **My Portfolios** page, click the **More** link for the portfolio you want to remove, then click **Share**. The **Share Portfolio** page appears.
2. Select the snapshot you want to remove and click the **Remove this Snapshot** button.

**NOTE** Any portfolio snapshot listed on the page that is shared with a course will include the word “Course” and the Course ID/Name to distinguish it from other shared snapshots.

3. Click **OK** at the prompt.

**NOTE** The snapshot of the portfolio and access to the snapshot are removed from the course. Repeat these steps for each portfolio you want to remove from a course.

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## Download a Portfolio

1. On the **My Portfolios** page, click the **More** link for the portfolio you want to download, then click **Download**. The **Download** pop-up window appears.
2. Click the **Download** icon or click the **Click to download Portfolio** link. The portfolio downloads as a zip file on your computer.
3. Extract all the files from the zip file to your computer or storage device, then click the **index.html** file to launch the portfolio.

### Blackboard Portfolio Resources

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