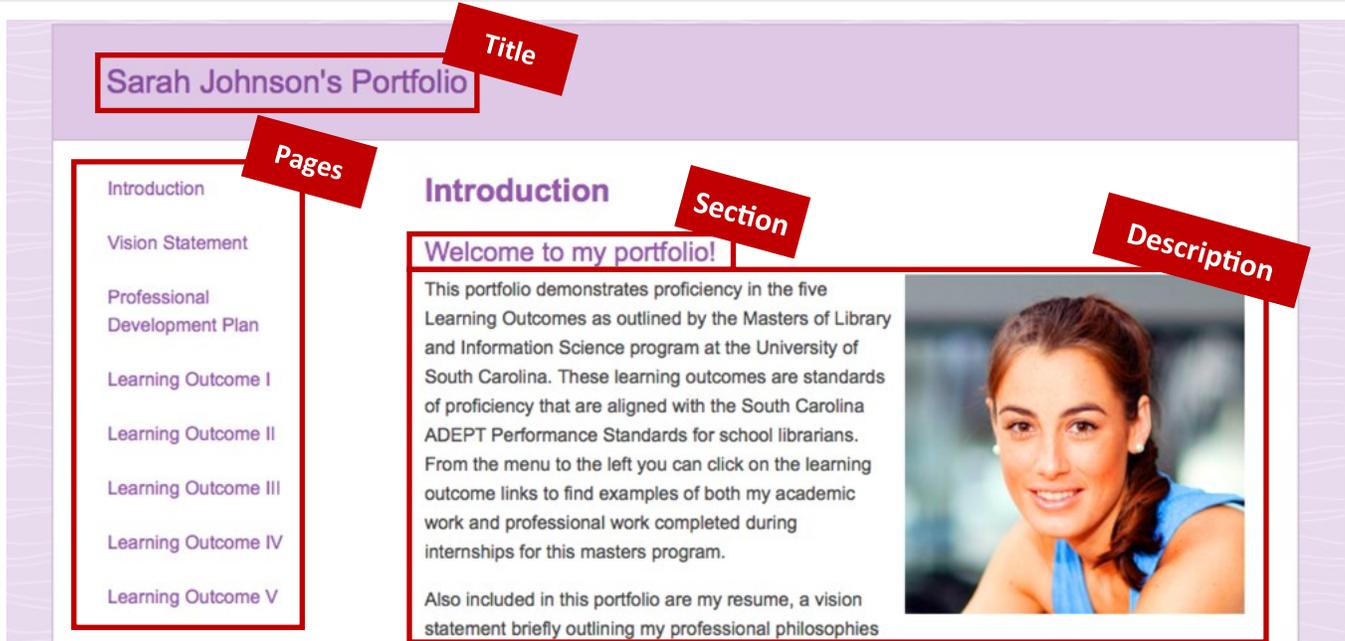




## Blackboard Portfolios

Blackboard's Portfolio tool is designed to help you to maintain documentation of your education, samples of your work, and evidence of your skills, to tell a carefully crafted story to the world about who you are and what you can do. Portfolios contain an organized collection of artifacts (for example, assignments, photos, video) to tell that story.



### Accessing Portfolios in Blackboard

1. Log into Blackboard at [webcourses.niu.edu](http://webcourses.niu.edu)
2. Click the **Portfolios** link in the *Tools* list to the left

### Creating a Portfolio

1. From the *My Portfolios* page, click the **Create Portfolio** button
2. Type a *Title* in the **Title** text box
3. If you are using a template, click the **Select Portfolio Template** button
4. To select a template, click the appropriate template in the pop-up box and click the **Submit** button
5. Type a *Description* (optional)
6. Click the **Submit** button

### Editing a Portfolio

1. Access the *My Portfolios* page
2. Click the **Edit** link below the portfolio you want to edit

### Structuring a Portfolio

Portfolios are organized using **Pages** and **Sections**. Each Section includes a **Description** and one or more **Artifacts**. Instructions for creating these are on the next page.

#### Page

Creates a link on the portfolio menu; usually represents major sections, skills, or milestones in your portfolio. Every portfolio must have at least one Page.

#### Section

Creates a heading within a Page; usually represents individual accomplishments, projects, or achievements. Every Page must have at least one Section.

#### Description

Creates a block of text, photo, or embedded media; usually includes a description of the experience/ accomplishment or reflection on what was learned.

#### Artifact

Creates a downloadable file; usually sample work to justify the competency or skill.

## Creating a Page

1. On the *Edit Portfolio* page, click the **Plus +** sign at the top of the *Navigator* (the menu to the left)
2. In the *Title* bar, replace **Page 1** with the desired title (click the title if the text box is not active)
3. Click the **Save** button

## Creating a Section

1. In the *Navigator*, click the **Page** the Section will be added to
2. On the *Page*, click the **Plus +** sign where the section will be located

Once you have created Pages and Sections, you can reorder them by dragging and dropping them in the *Navigator* to the left of the *Edit Portfolio* page.

## Adding an Artifact from a File

You can create Artifacts as you build your portfolio, or create them ahead of time by going to *My Artifacts* (a button to the left of the *My Portfolios* page).

1. Click the **Page** that the artifacts belongs on
2. Click the **Add Artifact** button in the appropriate section
3. In the pop-up window, click **Add Personal Artifact**
4. Enter a *Title*
5. Click the **Browse My Computer** button and select the file for the artifact
6. Click the **Submit** button

## Adding an Artifact from a Course

You can create Artifacts from any Assignment submission made through Blackboard. You can also choose to include the grade or feedback you received.

1. Click the **Page** that the artifacts belongs on
2. Click the **Add Artifact** button in the appropriate section
3. In the pop-up window, click **Add From Course**
4. Select the **Course** that included the assignment you want to add
5. Click the **checkbox** next to the *assignment* you want to add
6. Click the **Submit** button
7. In the dropdown menu, click the **checkbox** next to any details or feedback you want to include

## Adding a Description to a Section

**Text:** Click the section to open the text editor.

*Tip:* click the **Show More** button at the far right to open additional formatting tools .

**Images:** With the toolbar expanded, click the image icon in the third row of buttons.

**Video:** Use the Video Everywhere tool to record video from your webcam; use Mashups to embed a video you have posted to YouTube; use Mashups to upload a video to the Helix Media Library and embed in the section.

Visit [www.niu.edu/blackboard/students/portfolios](http://www.niu.edu/blackboard/students/portfolios) for tutorials about adding content.

## Sharing Your Portfolio

Share your portfolio by going to the *My Portfolio* page, click the **More** link, and then **Share**.

### Users

Search for Users at NIU, such as faculty, staff, or other students.

### External Users

Type an email address and message to send a link to someone outside NIU. They will not need to log in to Blackboard to view your portfolio.

### Submit to a Course

When your portfolio is complete, go to the Course and find the assignment where you will submit the portfolio. Click on the assignment name, then click **Browse** to select your portfolio.



## Remember!

When you share your portfolio, you are sharing a snapshot of it at that point in time. You will need to share again if you make edits.