Portfolios are an invaluable tool in academic and professional development. They provide a powerful medium for users to efficiently collect and organize artifacts representative of work completed over time. Portfolios offer a means to demonstrate formative and/or summative progress and achievement. Portfolio authors are empowered with tools to effectively present their information in a cohesive, personalized format.

The My Portfolios page is the launching point for viewing, creating, and reviewing portfolios. Access the My Portfolios page from the global navigation menu at the top right of the page. Select Tools and click Portfolios.

Create Portfolios

Before you begin creating a portfolio, take some time to set a goal for the portfolio and think about the point you want to make and the story you want to tell. Create an outline of the points to highlight in your portfolio. Make sure that each point has sufficient supporting material and is presented in a clear and concise manner.

You use artifacts to add content to a personal portfolio. Artifacts link to items that are evidence of your work, knowledge, and skills. You can create artifacts before or during the portfolio creation process. If you have a good outline of what you want to accomplish, create artifacts before moving on to create the portfolio.

When your artifacts are ready, create a shell for the portfolio. This includes a name and description. Use the description for your own organizational needs. After creating the shell, build out the portfolio and add pages and content.

Creating a portfolio includes the following steps:

1. Create a portfolio.
2. Add pages and artifacts.
3. Design the appearance.
4. Determine the settings.

How to Create a Portfolio

On the My Portfolios page, click *Create Portfolio*.

The first time you create a portfolio, you have the option of taking a brief guided tour of the portfolio authoring canvas. If you choose to skip or replay the tour, you can access it at any time from the orientation bar. Click the tour's compass icon (⊚) next to help.

You can customize your portfolio's header and footer. After creation, click the pencil icon (✏) to edit the header and footer.

A portfolio consists of pages and sections. Use a page to provide structure to the portfolio. Each page must have at least one section. Use a section to provide structure to the page's content.

The menu on the left shows all of the portfolio's pages and sections, which you can use to manage them. Click the plus (+) icon at the top of the menu. To delete pages, click the trash can icon (🗑) to the right of a page.

> **NOTE**: *Deleting a page also deletes all of the sections and content on that page. Artifacts associated with a section remain in the My Artifacts repository, and you can reuse them.*

Use the drag-and-drop function to rearrange pages and sections in the menu. During authoring, use the menu to move among pages to edit them.

After creation, click the pencil icon next to a section title to edit it. Each section has a content editor for creating freeform content. The content editor appears dynamically when clicking in the content editor box. You can associate one or more artifacts with each section. Typically, you add artifacts to a section and use the content editor to reflect on those artifacts.

The *Settings* option allows you to change the settings' decisions made when creating the portfolio, such as the portfolio title and description.

The *Preview and Customize* option allows you to see how the portfolio will look, and make layout and color palette decisions that affect the final design of the portfolio.

The *Done Editing* option allows you to exit the portfolio authoring canvas.
If you try to exit without saving new and updated content, you are warned of unsaved changes.

Share Portfolios

Share your portfolio with others, both at your institution and outside the walls. Each time you share a portfolio with other users, you create a static snapshot of that portfolio at that point in time. What is shared is that static snapshot. If you make edits that you want to share, you need to share the portfolio again.

For example, a student in a two-year graduate program must maintain a portfolio over the course of the program representing his learning activities and reflections. He may be required to provide this portfolio for evaluation each semester over the four-semester program. He shares his portfolio, which creates a snapshot of the portfolio at the time of evaluation, and can continue to work on the portfolio without interfering with its evaluation.

Comments, Questions, or Suggestions?

Contact the Faculty Technology Development Center at 915-7918 or email blackboard@olemiss.edu.

How to Share Your Portfolio

1. On the *My Portfolios* page, click *More* following a portfolio's name.
2. Click *Share*.
3. On the action bar, point to *Share a Snapshot with* and select one of the user types. Use the following table to determine which sharing option to choose.

Who	What Happens
Blackboard Learn Users	The portfolio is listed in the user's *Shared with Me*.
External Users	A URL is created and emailed to the specified users so that they can access your portfolio.
Courses or Organizations	The portfolio is listed in the portfolios tool in the course or organization. Members of those courses and organizations can search for your portfolios.
Institution Roles	All users with that role may search for your portfolio.
All System Accounts	Any user on the system may search for your portfolio.

Manage Comments

Comments are used to provide feedback from peers and instructors.

The Comments page includes columns displaying the date posted, the author who posted the comment, and the comment text. You view, add, and delete comments on this page. Only the author of a comment can delete it.

Click the comment's title to open the comment text. To sort the comments, click the column title.

Assigning Portfolios for a Class

You can request that portfolios be submitted for course assignments.

On the *Create Assignment* page, expand *Submission Details* and click *Portfolio Submission*. Optionally, choose a template students should use in their portfolio submissions.

Portfolio snapshot submissions made through an assignment are not listed in the student's list of shared portfolio snapshots and cannot be rescinded like other sharing events.

Assigned Portfolios and Inline Grading

When a student has submitted a portfolio in response to an assignment, the portfolio is viewable in the assignment grading interface.

1. The portfolio snapshot is not rendered through in-line grading, so direct annotation of the portfolio pages is not possible.
2. Grading feedback, rubric results, and rubric feedback provided in the grading sidebar is separate from portfolio comments. This information is stored independently as part of the assignment attempt—not as part of the portfolio or portfolio snapshot itself.
3. From the grading sidebar, you can download a portfolio as a ZIP package of HTML files.
4. Because portfolios are stored as portfolio snapshots, portfolios submitted through an assignment can be harvested through Outcomes Assessment Evidence Collection just as the submission for any other assignment is.