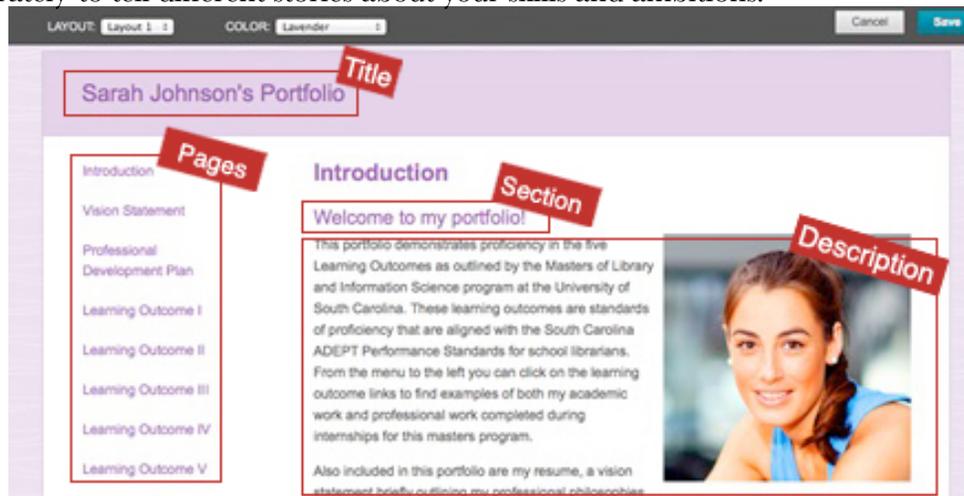# Blackboard

Blackboard Portfolios are designed to help you maintain documentation of your education, samples (artifacts) of your work, and evidence of your skills and future potential. Use them to apply for jobs, promotions, college, to show a transferable skill, and to track your personal development. You can organize a collection of artifacts to tell that story. Even better, you can create more than one portfolio. That way you can combine them-or share them separately-to tell different stories about your skills and ambitions.



## Accessing Portfolios

1. Log into Blackboard.
2. Click the **Portfolios** link in the *Tools* list on the My UM page of Blackboard.

## How to Create a Portfolio

1. On the My Portfolios page, click *Create Portfolio*. Note: 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.

2. Type 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.

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

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

### Description
Creates a block of text, photo or embedded media; usually includes a description of the experience/ accomplishment or reflection of 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** to which the Section will be added.

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 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, select the image icon in the third row of buttons.

**Video**: Use Mashups to embed a video you have posted to YouTube; use HTML to paste the embed code to a video posted on Google Drive, YouTube or other.
(See: Embedding Google Drive Videos into Blackboard - http://olemiss.edu/blackboard/)

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## 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 belong.

2. Select 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, 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 belong.

2. Select 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 **Submit** button.

6. In the drop-down menu, click the *checkbox* next to any details or feedback you want to include.

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## Sharing Your Portfolio

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

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

### External Users
Type an email address and message to send link to someone outside of the University of Mississippi. They will not need to log into 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 the 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.