

Introduction to Blackboard Portfolios

Portfolios are useful tools that can be used to assist your future. They allow you to showcase your academic and professional achievements to aid in displaying your professional aspirations, whether you're applying to grad school or for a career.

Blackboard Portfolios assist you in creating a web-based portfolio that can easily be uploaded to a web hosting service, thus upon graduation, you will have the necessary pieces to have your own "johnsmith.com" website, displaying all of the hard work you put forth as a student.

Blackboard allows you to create multiple portfolios that can be tailored for specific fields. For example, if you're a science major looking for both teaching and research positions, you could tailor two portfolios, one showing off your teaching abilities and the other your research. Of course, some of the materials will overlap.

This tutorial is to guide you through the process of creating a portfolio in Blackboard Learn.

We recommend that for those individuals who will be using this feature heavily, to print and save this tutorial for reference throughout your college career.

Table of Contents:

- Introduction to Blackboard Portfolios (p.1)
- Portfolio Structure (p.2)
 - Creating the Portfolio (p.3)
 - Creating Pages / Uploading artifacts (p.8)
- Editing Your Portfolio (p.12)
- Sharing your Portfolio (p.13)
- Downloading and Saving your Portfolio (p.19)

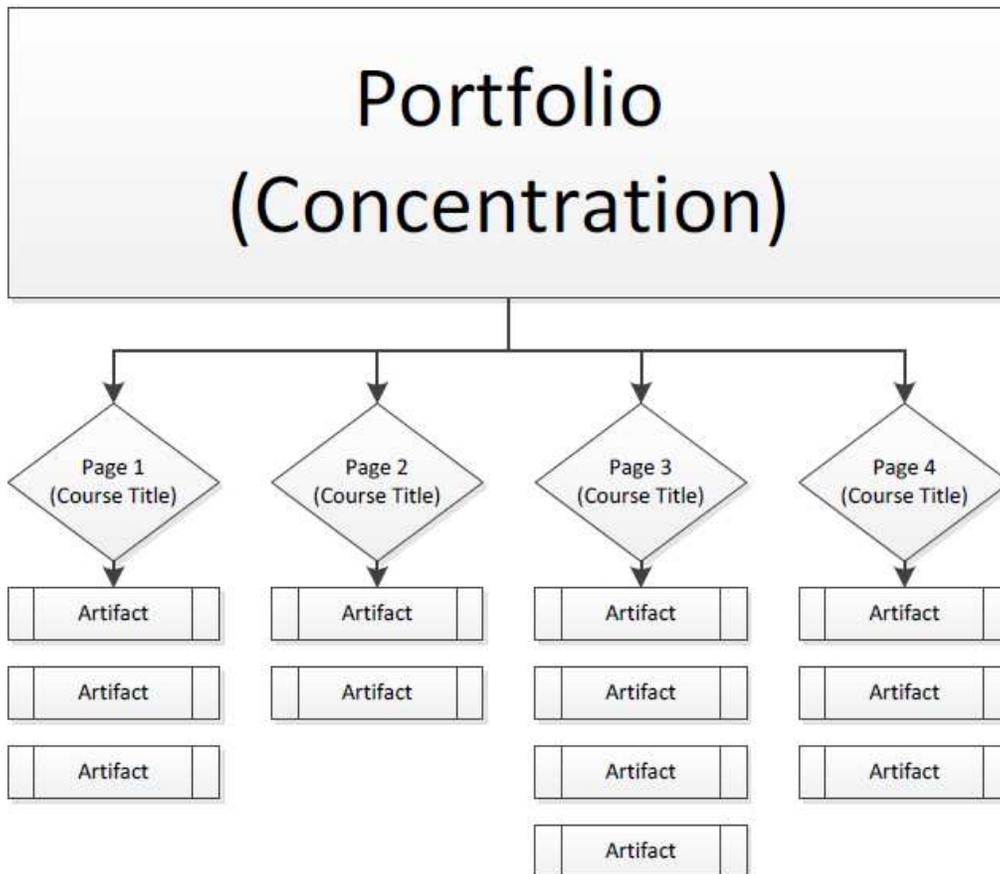
Portfolio Structure

Blackboard portfolios are built in a hierarchy. Use the following terms to assist you:

- Portfolio – This is the top-level part of the hierarchy.
- Page – These are subsections of the portfolio that you can organize information on
- Artifact – This is the term used for the work you've created, whether be a project, a paper, or anything else that you've created.

Here is a sample of how you can create your Portfolio.

- The portfolio would be named as your concentration
 - E.g. Education
- Each page would represent a course you took, related to your major
 - E.g. Educational Psychology
- Within each page, artifacts from that course will be uploaded.
 - E.g. A paper on Piaget.



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Creating the Portfolio

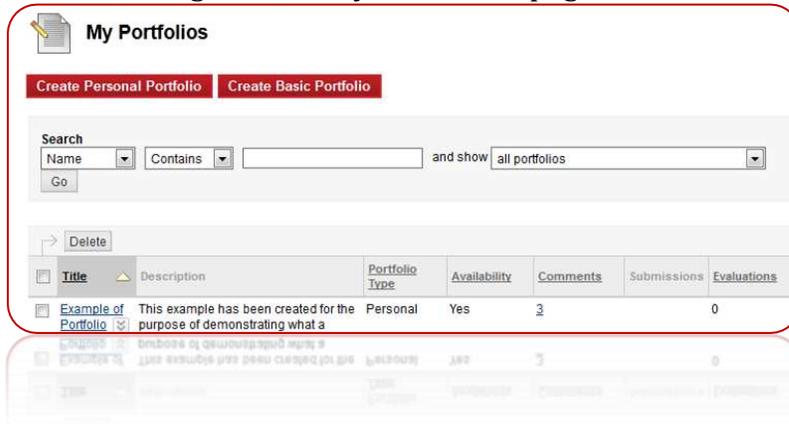


To access your Portfolio, after logging into Blackboard, in the Tools module, click **My Portfolio**.



On the left, you'll see a blue box that says "Jump To..." Click **Portfolios** within that box and then **My Portfolios**

You'll be brought to the **My Portfolios** page



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From here, to get started with creating a Portfolio, click **Create Personal Portfolio**.
You can **IGNORE** Basic Portfolios.



You are now taken to the wizard that will guide you through the remaining steps.

Properties:

1 Select Method
Add a Personal Portfolio by selecting a template, or create a new Portfolio not based on a template.

* Select existing Select existing
 Create new

2 General Information
Enter a title and description for the Portfolio.

* Title

Description

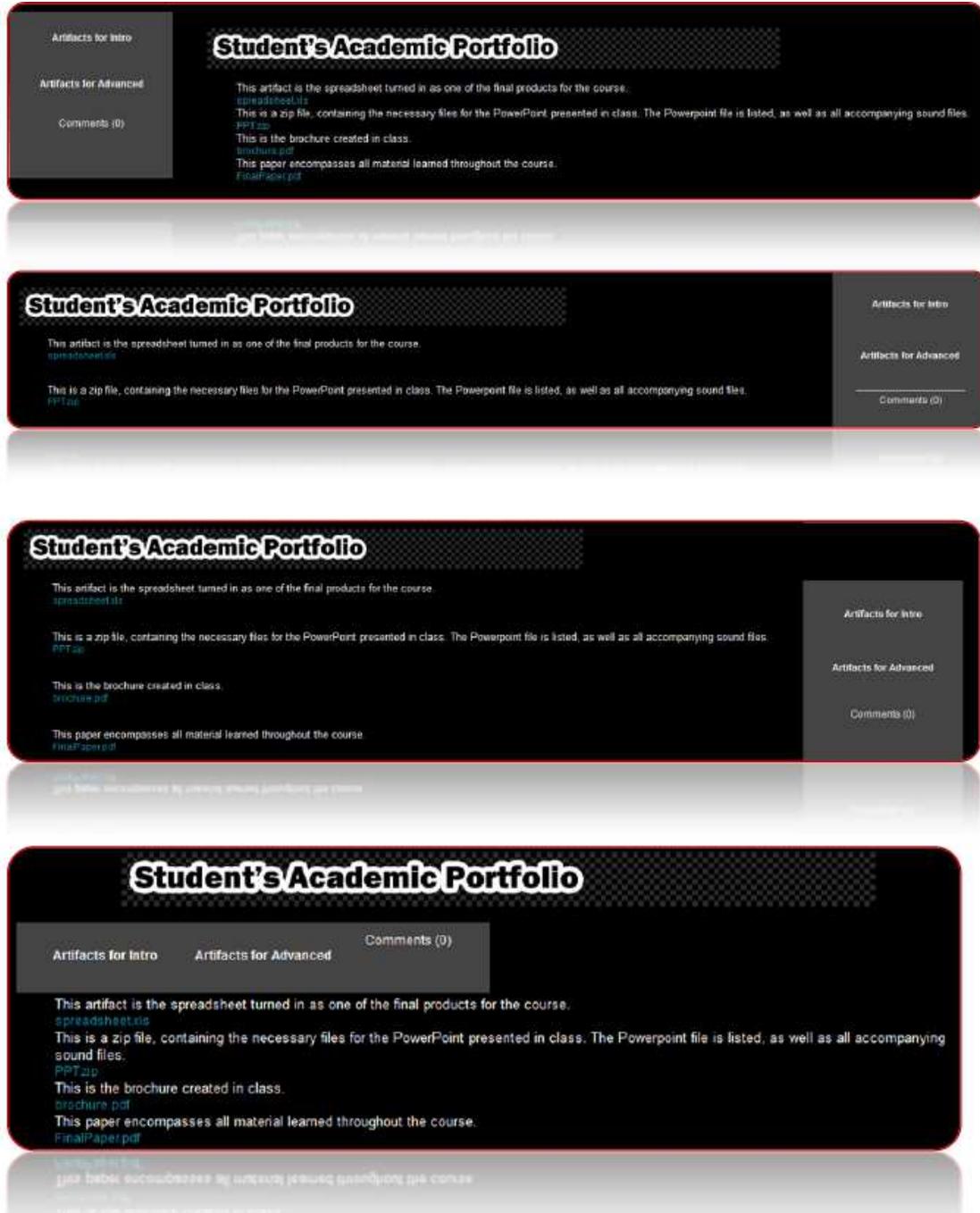
First, opt to **Create New** in Option 1.
Give the portfolio a name and an optional description.
Click **Save and Continue** when finished
Move on to **Style...**

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Style

Next, you will have to adjust the style of the portfolio.

Option 1 requires you to choose the layout theme. The four different layouts look like this:



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Next, you have options to adjust the background of the portfolio. Choose a color, and if you wish, you may upload a background images. It is not recommended to use a background image unless it is very subtle. Do not worry about the checkbox under the image preview.

2. Design Background

Create a background for the Portfolio.

Background Color: White

Background Image: No Image Available

Do not use an image. If checked, Portfolio Template recipients cannot use a background image in their Portfolios.

New Background Image:

Option 3 allows you to change the font settings for the portfolio and with the dropdowns, page and heading settings as well.

Default Font: Arial 12 Black

Default Font Preview: Default Font text preview

Page Title Font Settings

Page titles appear at the top of every page in the Portfolio unless they are hidden. Select Use Template Defaults to use the default font for titles. Select Customize Page Title Font Settings to change the default font.

Hide Titles

Page Title Font Settings: Use Template Defaults Customize Page Title Font Settings

Font: Arial 12 Black

Default Font Preview: Page Title text preview

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Next, adjust the style settings for the Navigation Menu

4. Style Navigation Menu

Style the navigation menu.

Preview

Menu Item 1
Menu Item 2
Menu Item 3

Style Text Buttons

Menu Font Use Template Defaults Customize Navigation Menu Font

5. Next Step

Click Save and Continue to save and continue. Click Cancel to quit. Click Submit to proceed.

Mark step as in progress
 Mark step as complete

Cancel Submit Save and Continue

The Navigation Menu is the small area that you will see your page listing.



Click **Save and Continue** when finished
Move on to **Build...**

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Build

On this page, you should first create some pages. Click **Create Page** to get started.

Create Page

Add in any necessary data.

Add page content in the form of artifacts. These should be any digital assignments or projects related to the page.

The screenshot shows the 'Create Page' form in Blackboard. It is divided into three main sections:

- 1. Page Properties**: This section prompts the user to 'Enter a title and description for the Portfolio page.' The 'Title' field contains 'Course 101'. The 'Description' field contains the text: 'This page houses those artifacts created for Course 101. The course description: This course is the basic, introduction level to the major, required by all majors to complete. I earned an A- for this course, Fall Semester 2011.' There is a small 'abc' icon with a checkmark at the bottom right of the description field.
- 2. Page Content**: This section prompts the user to 'Browse for an existing Artifact or create a new Personal Artifact to display on this page.' It includes 'Browse...' and 'Create New Artifact' buttons. Below these is a table with columns for 'Delete', 'Name', 'Description', and 'Type'. The table is currently empty.
- 3. Submit**: This section contains the instruction 'Click Submit to proceed. Click Cancel to quit.' and two buttons: 'Cancel' and 'Submit'.

Note: There are many ways to organize your portfolio. For the purposes of this guide, we have made the page reflect an individual course. If your concentration has outcomes, you might want to organize it that way as well.

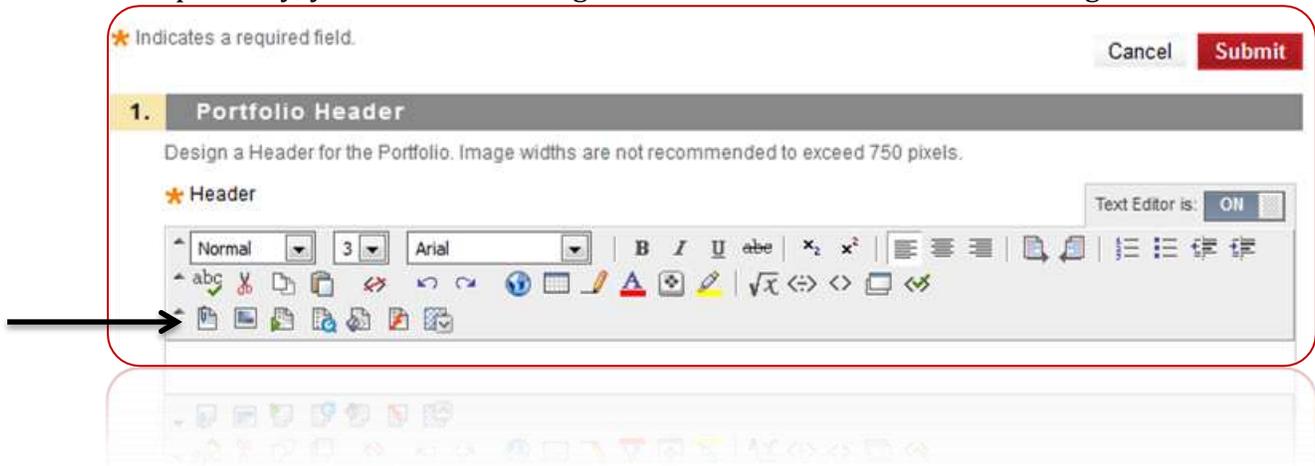
Click **Submit** when complete.

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Next, to add a Header or Footer, click the Action Menu associated to each and click **Add**. After you've created one, the link will change to say **Edit**.



Now, you can type in any data that you want to appear at the top of your Portfolio, and optionally, you can embed images with the last row of the text editing toolbox.



Click **Submit** when finished.

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Your finished page set up will look something like this, only the data will be tailored to how you have it set up.

The screenshot displays the Blackboard Content tool interface for creating a portfolio. At the top, a header bar contains the text "Student's Academic Portfolio". Below this, the page is organized into two sections, "Page 1" and "Page 2".

Page 1: This page is titled "Page 1" and contains the following content:

- Description:** This is a collection of artifacts for Intro101.
- Instructions:** No instructions specified.
- Artifacts:** Browse for an existing Artifact or create a new Personal Artifact to display on this page.
- Buttons:** "Create New Artifact ..." and "Browse..."
- Artifact List:** A list of artifacts with expandable icons (+) and their status (Live Instance):
 - Spreadsheet Artifact (Live Instance)
 - Power Point Artifact (Live Instance)
 - Brochure Artifact (Live Instance)
 - Final Paper (Live Instance)

Page 2: This page is titled "Page 2" and contains the following content:

- Description:** These are artifacts for the Advanced Section of the course.
- Instructions:** No instructions specified.
- Artifacts:** Browse for an existing Artifact or create a new Personal Artifact to display on this page.
- Buttons:** "Create New Artifact ..." and "Browse..."
- Artifact List:** A list of artifacts with expandable icons (+) and their status (Live Instance):
 - Final Thesis (Live Instance)

Each page section includes a "Delete" button in the top left corner. The interface is framed by a red border.

Click **Save and Continue** when finished.
Move on to **Settings...**

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Settings:

Last, you must set up your Portfolio's settings

The screenshot shows the 'Portfolio Settings' page in Blackboard. It is divided into three main sections:

- 1. Portfolio Status:** A section with a grey header. Below it, a text box explains that this setting indicates if the portfolio is a draft or complete. There is a 'Complete' label followed by a checked checkbox.
- 2. Share Portfolio Settings:** A section with a grey header. Below it, a text box explains that if the portfolio is 'Available', it can be shared. There is an 'Available' label with a checked checkbox, and a 'Comments are Private' label with an unchecked checkbox. A note below states: 'If checked, all comments will be hidden from users who can view the Portfolio.'
- 3. Next Step:** A section with a grey header. Below it, a text box says 'Click Submit to proceed. Click Cancel to quit.' There are two radio button options: 'Mark step as in progress' (unchecked) and 'Mark step as complete' (checked). At the bottom right of this section are 'Cancel' and 'Submit' buttons.

The bottom portion of the screenshot is faded, showing a duplicate of the 'Next Step' section.

If your portfolio is ready to be shown, check the **Complete** box. If it is still in a draft mode, don't check it.

Available makes the portfolio able to be shared.

Keeping **Comments as Private** will prevent people you share it with from seeing others' comments.

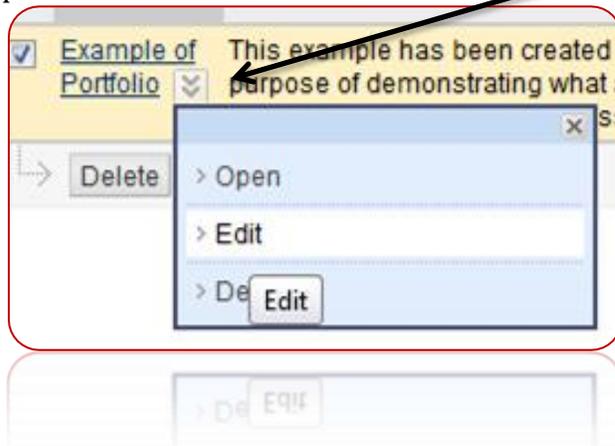
Click **Submit** when finished.

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Editing Your Portfolio

Now that the portfolio is done, there might be times when you want to edit it, whether to add or delete artifacts or pages, or to change the style and structure.

From your **My Portfolios** homepage, click the **Action Menu** associated with the portfolio and click **Edit**.



From the following menu, you'll be able to select any of the steps that have been diagrammed on the previous pages. Note that on each of the steps, you can select if the step is "Complete" or "In Progress" – This could help you when editing when you go back through the semesters.

Simply click on a piece to edit, and it will bring you back to the same screen that you initially worked with.

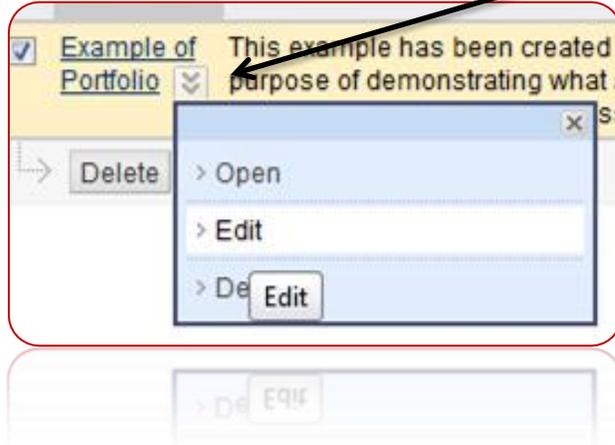


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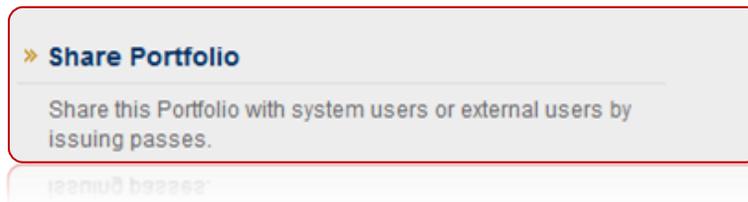
Sharing Your Portfolio

After your portfolio has been completed, you'll want to share it with professors and potential employers or grad schools.

From your **My Portfolios** homepage, click the **Action Menu** associated with the portfolio and click **Edit**.



Then click **Share Portfolio**



Point to **Share with** and select from the following:



- Users (P. 14) – Are within the system. This is what you would select to share with specific professors
- External Users (P.16) – Are outside of the system, such as grad schools and potential employers.
- Courses* - To share with an entire course
- Organizations* - To share with an organization from Blackboard Community
- Institution Roles* - Shares with everyone within a specific role, such as all professors
- All System Accounts* - Shares with everyone within SUNY Cortland's Blackboard System.

*Those options marked with an asterisk are not shown in this guide.

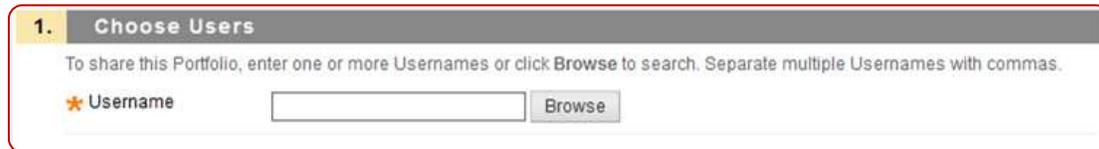
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Users

Individuals within the SUNY Cortland Blackboard System – e.g. Students, faculty, staff



Point to **Share with** and click **Users**.



First, select users to send the email to. Typically a professor's email might look like (For John Smith):

- John.smith
- Jsmith
- Smithj

Universally, every faculty and student member on campus would be firstname.lastname, so if you're unsure, john.smith would be the safest way to go. Their username is also the same as their email address, without the *@cortland.edu* extension.

Perhaps you don't know your professor's first name. Then, it would be best to click **Browse** and a search pop-up window will appear, asking you to input their names.

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It is recommended to check the box that says **Send Email**. You will not be able to edit the message fields unless you check that box. Afterwards, enter a subject and message.

Under the textbox is an option to send a copy of the message to you. This is good practice, in case a professor doesn't get the email, you have something to prove that you sent it out on a specific date. If you don't want your professor to know that you're sending a copy to yourself, you can check the box under to BCC your email.

2. Email Information

Notify the users above that this Portfolio has been shared with them.

Send Email

Subject

Message Text Editor is: ON

Normal 3 Arial B I U abc x₂ x² [List Icons] [Link Icon] [Image Icon] [Table Icon] [Table Icon] [Table Icon]

Test Student has invited you to view the Portfolio: Example of Portfolio To view the Portfolio, [login](#) to Blackboard and go to 'Received Portfolios'.

Path: [body](#)

Send copy of message to self

Use Blind Carbon Copy (Bcc:)

Click **Submit** when finished

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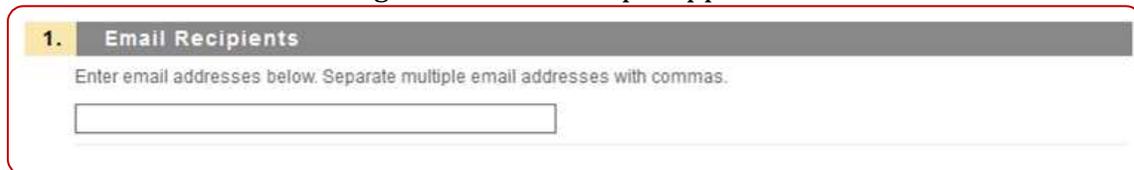
External Users

Users outside of the SUNY Cortland System – e.g. Grad school applications, job applications, friends and family



Point to **Share with** and click **External Users**.

Type in an email address and use commas to separate email addresses. It is not recommended to send a single email for multiple applications at once.



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Fill out the appropriate fields for sending the email.

Under the textbox is an option to send a copy of the message to you. This is good practice, in case a professor doesn't get the email, you have something to prove that you sent it out on a specific date. If you don't want your professor to know that you're sending a copy to yourself, you can check the box under to BCC your email.

2. Email Information

The Subject may be edited and additional text may be included. Do not edit the auto-generated links located in the Message body. The system will automatically replace PORTFOLIO_URL with the actual URL for the Portfolio.

Test Student has shared a Portfolio with you

Text Editor is: ON

Normal 3 Arial B I U abc x₂ x² [Rich Text Editor Icons]

Test Student has invited you to view the Portfolio: Example of Portfolio Click the link below to view the Portfolio: Example of Portfolio

Path: [body](#)

Send copy of message to self Use Blind Carbon Copy (Bcc)

Send copy of message to self Use Blind Carbon Copy (Bcc)

Path: [body](#)

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Optionally, you can set up a password for the portfolio. This can be useful if you want to control who can see the portfolio more easily.

The email sent will generate a link for accessing it. You can have this link expire within a specific time period if you would like.

The screenshot shows two sections of a Blackboard form:

- 3. Portfolio Password**: A section with a grey header. Below it, text reads: "Portfolios may be password protected. Select whether or not to include the password in the email message. If the password is not included, provide Portfolio users with the password by other means." There are two checkboxes: "Use password" (checked) with an adjacent text input field, and "Include password in email" (unchecked).
- 4. Expiration**: A section with a grey header. Below it, text reads: "Determine the amount of time for which this share will be valid." There are two radio buttons: "No expiration" (selected) and "Lifetime of Pass" (unselected). Next to "Lifetime of Pass" is a text input field containing "1" and a dropdown menu showing "days".

The bottom portion of the screenshot is faded and shows a "Submit" button.

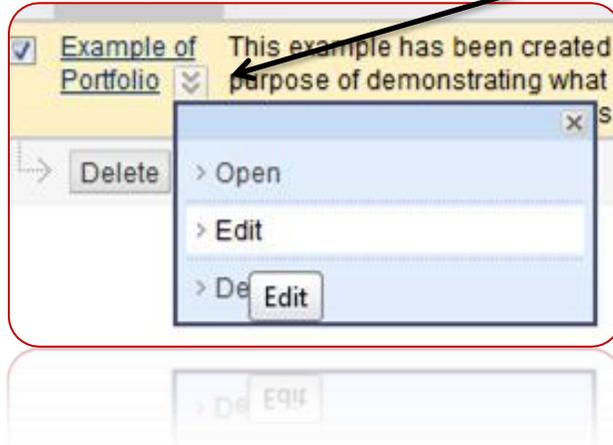
Click **Submit** when finished

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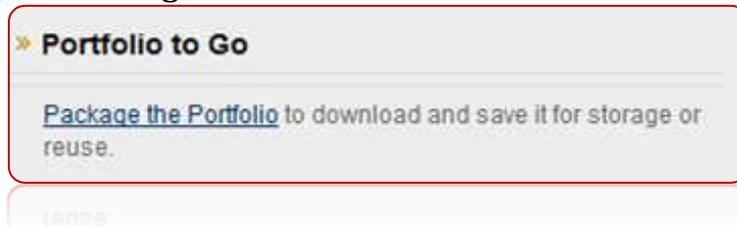
Downloading and Saving your Portfolio

After you graduate SUNY Cortland, you'll want to have something to show for the hard work you've put into your education. You can download and save a packaged version of the portfolio that is easily uploaded to any web server, and easily presented from a flash drive or cloud storage system such as DropBox, SkyDrive, or iCloud.

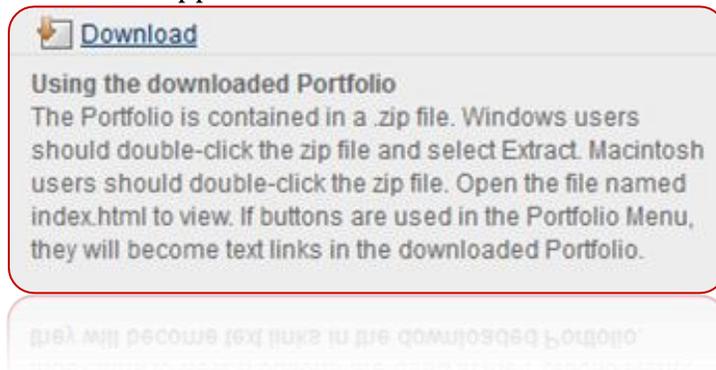
From your **My Portfolios** homepage, click the **Action Menu** associated with the portfolio and click **Edit**.



Click **Package the Portfolio** under **Portfolio to Go**



A submenu appears. Click **Download** to download the zip file to your computer.



By default, the file name is PortfolioDownload.zip

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Once you download the file, double click the file to open it. The only file that you will need to open is index.html (It doesn't matter if you're on a specific operating system – by default, this file will open in your primary web browser, whether Firefox, Safari, Chrome, Internet Explorer, Opera, or other)



To edit the file, you will need either knowledge of HTML programming, OR you can download software to assist you. Adobe Dreamweaver is the most professional web authoring software available.

Free alternatives:

- SeaMonkey - <http://www.seamonkey-project.org/> (Windows Only)
- Kompozer - <http://kompozer.net/> (Windows / Mac)