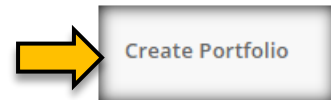


## How to Use My Portfolio in Blackboard

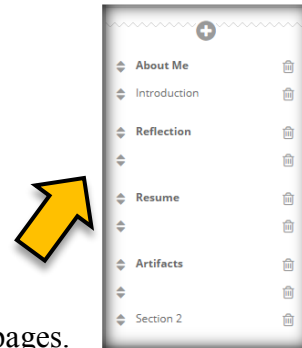
My Portfolios in Blackboard is a tool to demonstrate progress and achievement. Here is a guide on how to create, edit, add to, and delete portfolios on Blackboard.

### How to Create a Portfolio in Blackboard

1. Log into Blackboard using your *personal* UMES username and password.
2. Navigate to the **Tools** column on the left of the homepage and click on the **My Portfolios** tab.
3. Click on **Create Portfolio** and type the title and description in the labeled boxes.
4. Check the **Available** box to make the portfolio available to others.
5. Check the **Comments are Private** box to hide comments from users.
6. Click **Submit** when finished. To avoid a tour of the page, click “*No thanks, Ill explore on my own*” and click the upper-right navigation icon to return to it later. If you want to take the tour, click “*Take the Tour*”.



7. To add elements to your portfolio, you can:
  - a. Select “*Click here to add a header...*” to add a portfolio header.
  - b. Click through each tab on the left, white directory to add features/portions.
  - c. Click the + at the top of the directory to add pages, and the + at the top of pages to add sections.
  - d. Select “*Click here to add content*” to add content to the pages.
  - e. Click the + at the bottom of the portfolio to add a footer.



8. Click **Preview and Customize** in the upper-right corner to preview the official look of the portfolio.
  - a. Click **Customize Style** in the upper-left corner to alter the layout and color scheme.
  - b. Click **Comments** to view or add/submit comments to your portfolio.
  - c. Click **Save** and **Close** when finished.
9. Click **Done Editing** to close out of the portfolio.

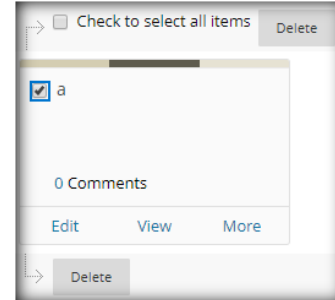


### How to Edit a Portfolio in Blackboard

1. Log into Blackboard using your *personal* UMES username and password.



2. Navigate to the **Tools** column on the left of the homepage and click on the **My Portfolios** tab.
3. Select the portfolio that you wish to edit.
4. Click **Edit** and make desired changes.
5. Select **Done Editing** when alterations are complete.

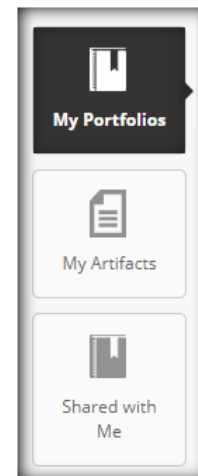


### How to Delete a Portfolio in Blackboard

1. Log into Blackboard using your *personal* UMES username and password.
2. Navigate to the **Tools** column on the left of the homepage and click on the **My Portfolios** tab.
3. Select the portfolio you wish to delete.
4. Click **Delete**, and then **OK**.

### How to Add Artifacts in Blackboard

1. Log into Blackboard using your *personal* UMES username and password.
2. Navigate to the **Tools** column on the left of the homepage and click on the **My Portfolios** tab.
3. Click My Artifacts in the left pane.
4. Select Add Personal Artifact or Add from Course:
  - a. To add personal artifact, enter title and description, or select Browse My Computer/Browse Content Collection and attach a file.
  - b. To add an artifact from a course, click Add from Course and select desired course.
5. Click Submit when done.



### How to Share a Portfolio in Blackboard

1. Log into Blackboard using your *personal* UMES username and password.
2. Navigate to the **Tools** column on the left of the homepage and click on the **My Portfolios** tab.
3. Select desired portfolio. Click on **More**, then **Share**.
4. Select **Share a Snapshot with** on the new page and click on desired Recipient. When sharing your portfolio with other BB Users or External Users, always check “**Send Email**” and “**Send copy of message to self**”.
5. Click **Submit** when finished.

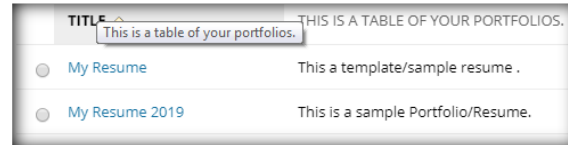
### How to submit an ePortfolio through an ePortfolio Assignment in Blackboard

1. Log into Blackboard using your *personal* UMES username and password.



2. Navigate to the **My Courses** column on the right of the homepage and click on the course that is requesting you complete an ePortfolio Assignment
3. Select **Course Content** in the directory panel on the left. Of the course homepage.
4. Click on the necessary folder and open **Learning Activities**.
5. Open the assignment requiring an ePortfolio submission.
6. Choose **Select Portfolio** or **Create Portfolio** to complete the assignment.

- a. If you click **Select Portfolio**, choose the portfolio you have created for this assignment. Then click **Submit**.



- b. If you click Create Portfolio, for the steps in the first section of this how-to document. Once you finish, go back to the assignment, click Select Portfolio, and submit the portfolio you just created.

## Warning

Google Chrome was used to create these instructions. If you are using a different browser, the instructions may differ. Please do not use Internet Explorer for Blackboard.