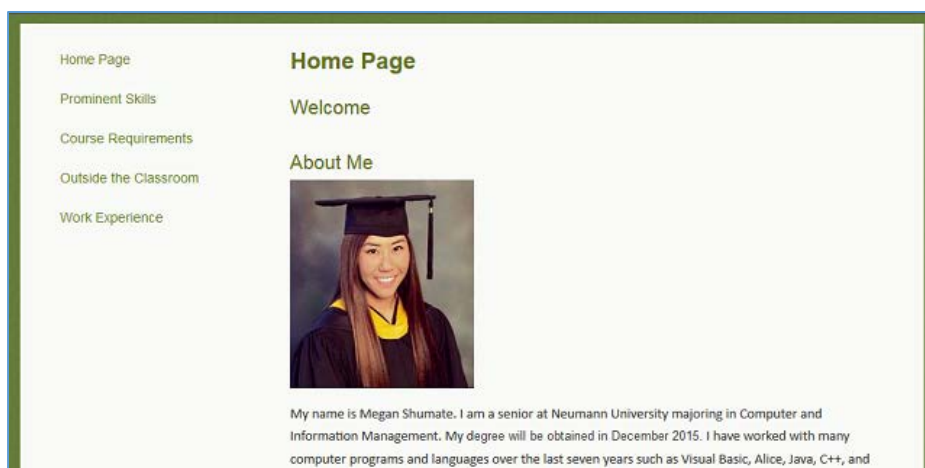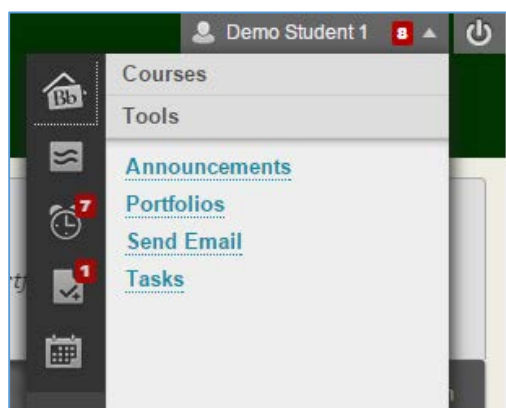# Getting Started with the Blackboard Portfolio

What is the Blackboard Portfolio?

The Blackboard Portfolio enables students and staff to create special web pages with text, graphics and attached work that feature the author's experience, recognition and competence. Portfolios may be used to show progress in an academic program, to showcase skills to potential employers or to highlight accomplishments for career advancement.
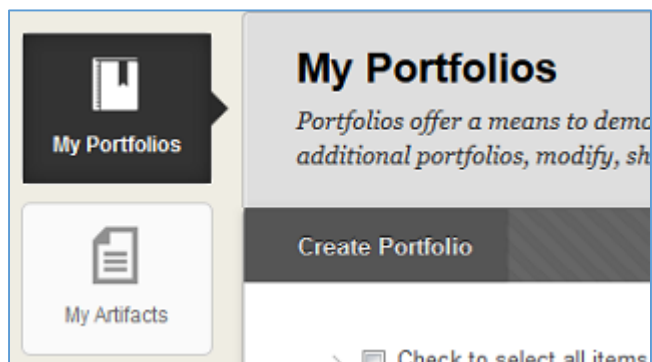
Where can I find it?

The Portfolio Homepage can be found through **Global Navigation** in the upper right-hand corner of NU Learn, in the Tools section. It may also appear on tool panes elsewhere in Learn, and instructors may link to it in courses.

How can I make one?

On the Portfolio Homepage click Create Portfolio.

Then choose a template or start from scratch. Templates provide pre-named pages and sections. Some of the templates shown here may not be available.

Add additional pages and sections by clicking the plus sign in the left-hand page menu or on the right-hand section display.

The content editor should look familiar; it is the same editor used by Learn for discussion and blog posts and most other editing. Use it to add images, formatting, tables and web links. If you see only one toolbar, click the chevron at right to show more toolbars.
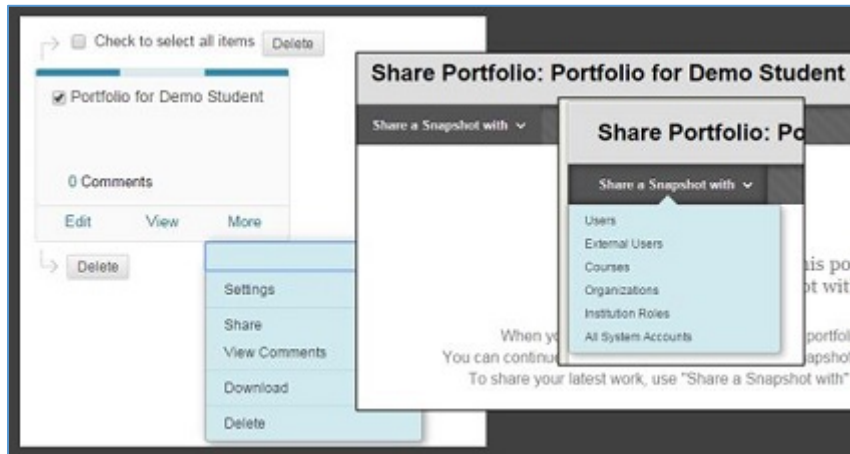
Tip: Save your work regularly, since logins can time out.

For more on the **Content Editor** see:
https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Student/040_Tools/Content_Editor
Or this movie: https://www.youtube.com/watch?v=_RrfRzWLw7M
Note: Editing an Item on a course page works the same as editing a section on a portfolio page.
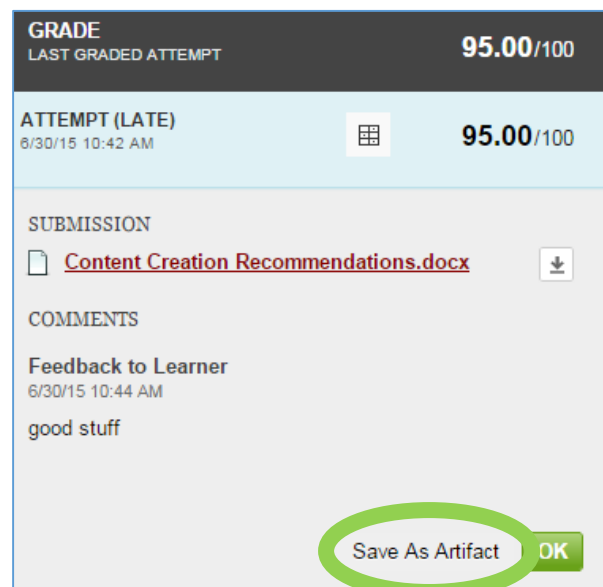
How can I share my portfolio?

Portfolios are private but can be shared by the author with other Blackboard users, with people outside of Neumann, or with courses and administrative roles.

How can I include my work?

Any graded paper can be saved as an "artifact" to the "My Artifacts" area and then be attached to a portfolio, with or without the grade.

View the submitted paper in My Grades and click the "**Save As Artifact**" button in the Grade panel. The paper will be saved to My Artifacts.

The author can also upload personal artifacts that have not been submitted in a course.

Portfolio Assignments

Academic programs and capstone courses may require students to submit a portfolio as part of a course. For these Portfolio Assignments the student can submit a portfolio already created or create a new portfolio. The instructor may set the portfolio assignment to automatically use a specific template.

Additional Information

Complete instructions are available on Blackboard's Help pages.
For:

Students: https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student/090_Tools/Portfolios

Instructors: https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/030_Navigation/Portfolios

For additional help, please call or email the ITR Help Desk at: HelpDesk@neumann.edu or 610-558-5620.