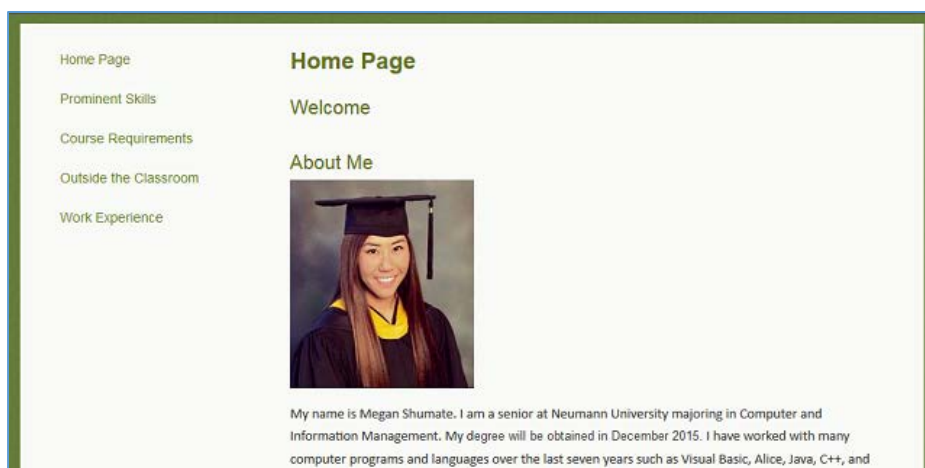


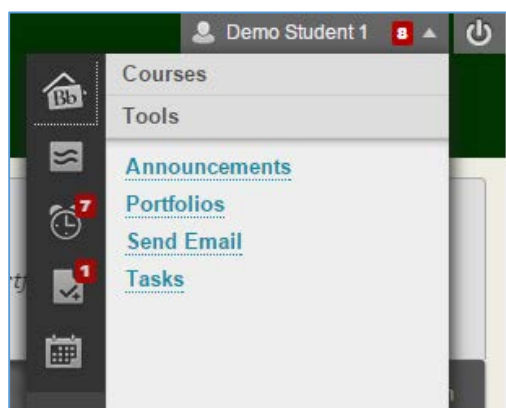
Getting Started with the Blackboard Portfolio

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?

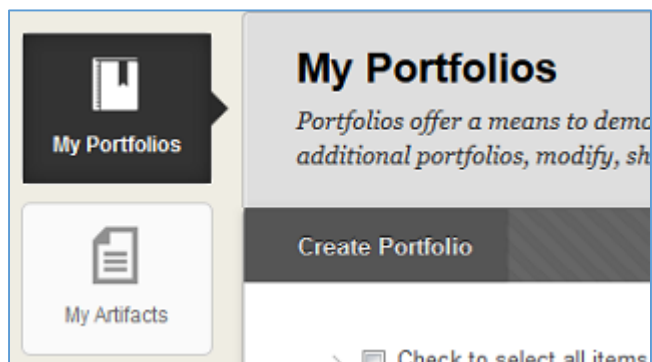


The Portfolio Homepage can be found through **Global Navigation** in the upper right-hand corner of NU Learn, in the Tools section. It may also appear on tool panes elsewhere in Learn, and instructors may link to it in courses.

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.



Select Portfolio Template

Search for template:

Title ▲	Description
Core Outcomes	For students not using any program specific template
Education ECE	For Early Childhood Education students
General	This is a general template that can be used to highlight your skills and accomplishments and can be shared with potential employers.
Writing Program	This template is for use in the Writing Program and not so much for use in job hunting.

Displaying 1 to 4 of 4 items

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

Edit Portfolio: Technology Career

Click here to add a header to your portfolio

Personal Information

Personal Information

- Name
- Contact Information
- Co-curricular Activity
- First Year
- Second Year

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.

Section instructions do not appear in final view
Instructions: Enter your name, with last name first.

Add Artifact No Artifacts. If there are no artifacts, this area will not appear in the portfolio.

Path: divxibegenerated » table » tbody » tr » td

Words 3

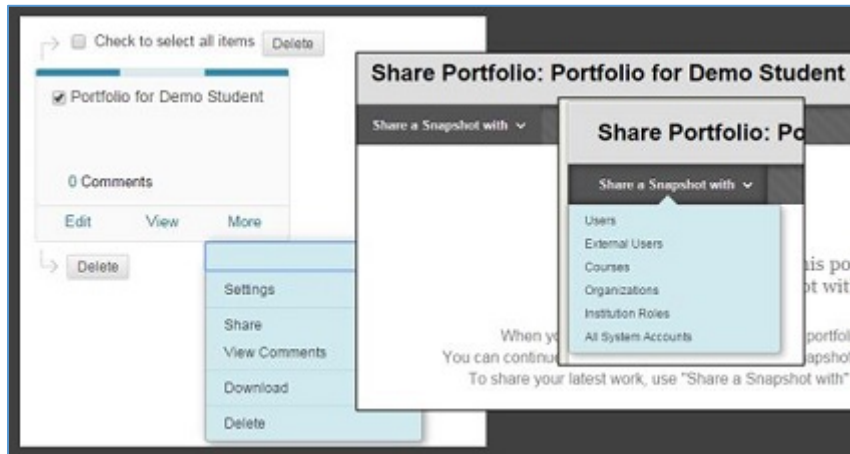
For more on the **Content Editor** see:

[https://help.blackboard.com/en-us/Learn/9.1 SP_10 and SP_11/Student/040 Tools/Content Editor](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=RfRzWLw7M>

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?

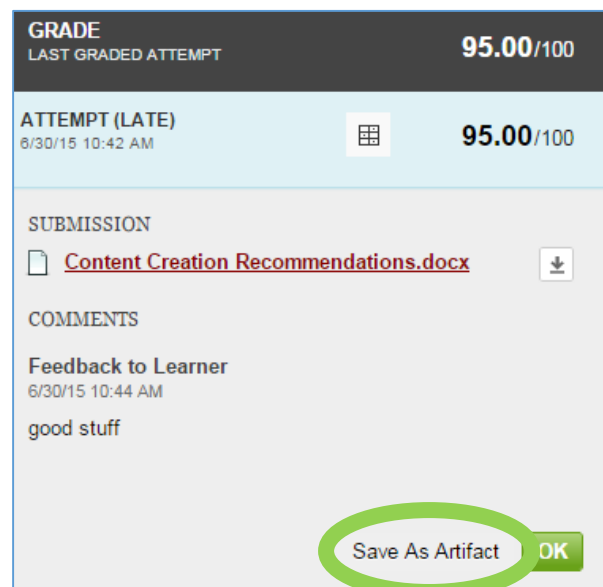


Portfolios are private but can be shared by the author with other Blackboard users, with people outside of Neumann, or with courses and administrative roles.

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.

My Artifacts

Artifacts are pieces of content that can be attached to a Portfolio and can be reused. Course artifacts are graded content available to you even if you no longer have access to your course. Personal artifacts are any content (text, files, links and create/upload.)

Add Personal Artifact Add from Course

Title	Description	Type	Course
Reflection Paper (Attempt 1)		Assignment Artifact	Rocket Science 101
academic life web page		Personal Artifact	

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.

Lesson Plan for Science Experiment

Create a lesson plan for a

Include sections for:

- Engagement
- Tools and materials
- Procedures
- Cleanup

Portfolio Assignment

ASSIGNMENT SUBMISSION

Assigned Portfolio Template: Education Portfolio Template

Attach Portfolio: Select Portfolio OR Create Portfolio

Title	This is a table of your portfolios	Comments
Portfolio for Demo Student	My portfolio for the B.S. in Elementary Education	0

Displaying 1 to 1 of 1 items Show All Edit Page

Cancel Submit

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.