

Creating a Personal Portfolio

Introduction

Blackboard offers two portfolio options: the *Basic Portfolio* and the *Personal Portfolio*. The Personal Portfolio has much more flexibility in design and content.

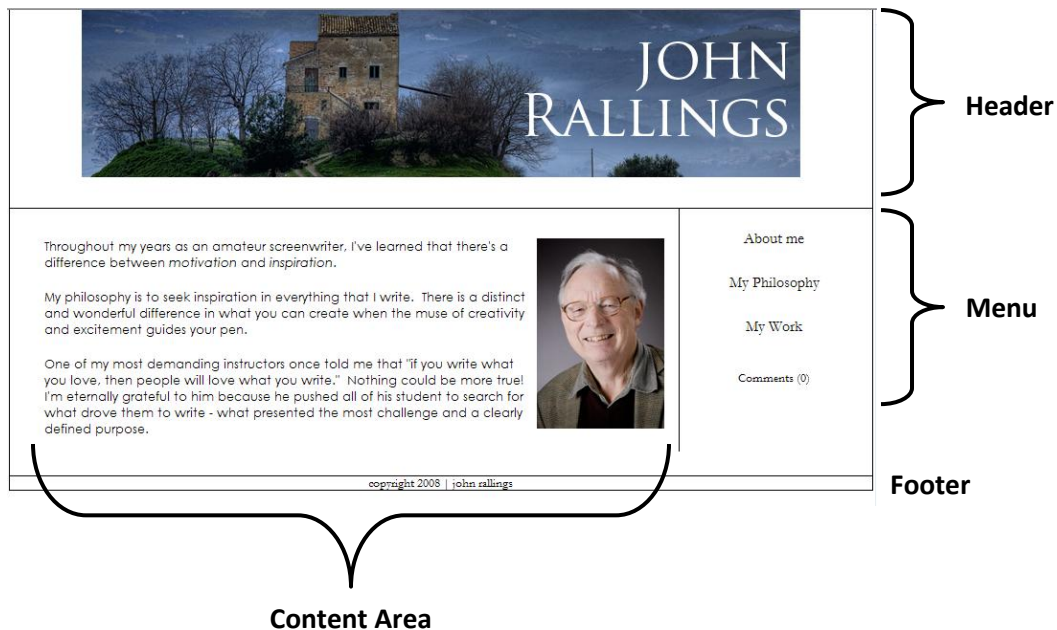
- All of your portfolios are listed in the *My Portfolio* area of Blackboard, and the type is designated in the Portfolio Type column.
- Don't be confused by the term "Personal Portfolio", as you can use these portfolios for any purpose you desire. The term "Personal Portfolio" is used just to differentiate it from the Basic portfolio.

Portfolio Type
Basic
Basic
Basic
Personal

Elements of the Personal Portfolio

Personal portfolios have three basic areas that you can customize:

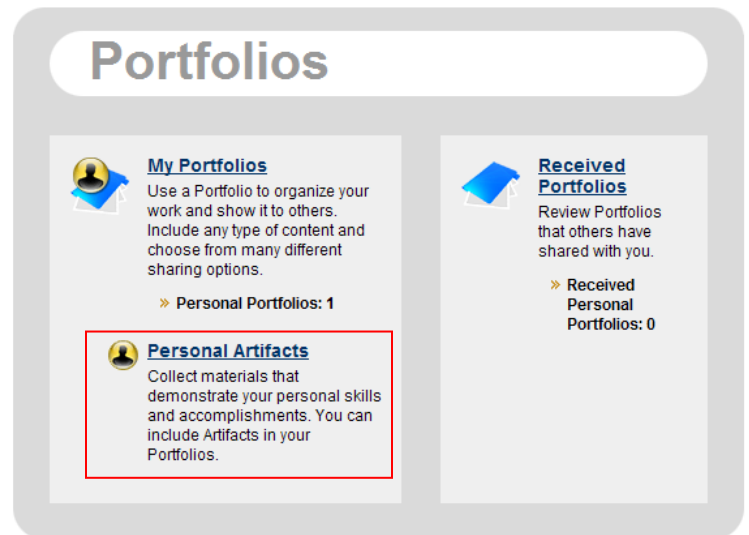
- **Header and Footer:** fixed elements, determined in portfolio settings
- **Menu:** fixed, determined in portfolio settings. Can be located on the left or right side of the page, or across the top, under the header.
- **Content Area:** Changes, based on what menu item the user clicks



Understanding Artifacts

Each page in your personal portfolio is made from content items called “Artifacts”. Think of artifacts as building blocks that you’ll use to construct your portfolio pages. For example, you could have a portfolio page called “About Me”, that contains three artifacts: an artifact about your education, another artifact about your hobbies, and another artifact about your family. You’ll create each of these artifacts separately, then put them together later to form a complete page.

- It’s best to create artifacts before you create your portfolio.
- To manage your artifacts, click on the **Portfolios** link, then select the **Personal Artifacts** link.



Creating Artifacts

To add a new artifact, click the “Add personal artifact” button in the toolbar.



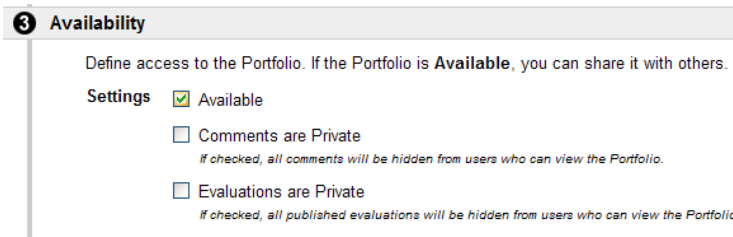
1. Specify a name for your artifact, and a short description if you’d like. The description is for your reference and will not display in your portfolio.
2. Add your content. You can use the text editor to change font properties, add images and other media, and format the content for your page.
3. You can also attach files from your computer or files stored in your Blackboard folders. For example, you could create a page reflecting on an assignment, then attach the assignment document for readers to review.
4. Click “Submit” to save your changes.

Creating a Personal Portfolio

Starting in your “My Portfolio” page, click “Add Personal Portfolio”:



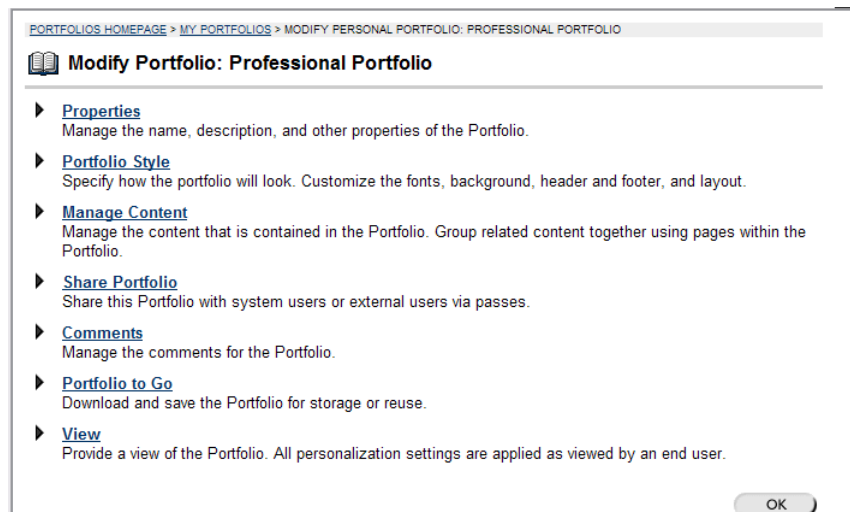
1. Choose whether you want to create a blank portfolio from scratch or use a portfolio template if one is available.
2. Then, give your portfolio a title and a description.
3. Select the “Available” checkbox to allow your portfolio to be shared with others, and choose the comments and evaluation options you wish to use.



4. Click “Submit”.

Once your portfolio is created, you’ll be taken to the *Modify Portfolio* page, where you can choose other options to begin modifying its style and content. We’ll examine some of these options below.

- **Tip:** You can return to the Portfolio modification page at any time by clicking the *Modify* button to the right of your portfolio in the “My Portfolio” area.

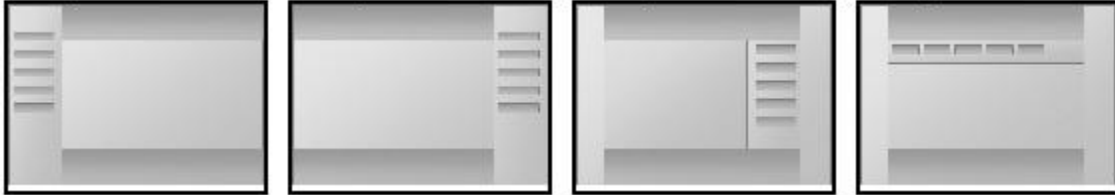


Portfolio Style

The Portfolio Style page controls the way your portfolio looks. You can change these settings at any time, even after your portfolio is shared with others.

➤ **Layout Theme**

Controls the layout of your portfolio. These layouts primarily control the location of your menu. Use the visual cues to choose what layout you would prefer.



➤ **Define Header / Define Footer**

Controls the content that displays in your header and footer. You can insert whatever content you'd like, including images, flash animation, or video. Advanced users can insert custom HTML code

➤ **Background Settings**

Specify a background color or image for the entire portfolio

➤ **Default Font**

Choose a default font typeface, size, and color. Font defaults will only apply to fonts that do not already have a style applied to them. For example, if your artifacts have typefaces and sizes specified, these defaults will not apply.

➤ **Design Navigation Menu**

Choose how your portfolio menu will appear. If your portfolio is based on a template, uncheck the "Template Defaults" option to override the display settings of the template.

➤ **Page Title Font Settings**

You can optionally display titles at the top of each page. The default is to hide the page title, but you can change this setting and specify font settings for page titles.

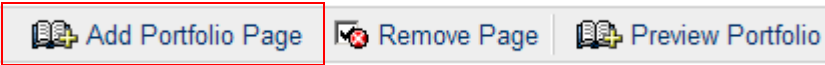
➤ **Page Section Title Font Settings**

Pages are comprised of one or more artifacts. Each artifact is considered a page section and can also optionally display a title. By default, these titles are hidden, but you can change this setting and specify font settings for page section titles.

Manage Content

In this option, you specify what content to display in your portfolio. Each portfolio is comprised of pages that you create. Every page is represented by an entry in your portfolio’s menu. You can add, delete, modify, and change the order of your portfolio pages.

To add a portfolio page, click the “Add Portfolio Page” link



1. In step one, add a title and description for your page. An entry will be added to your portfolio’s menu for the page. If you chose to display page titles, this title will also display at the top of the page when a user clicks the link in the menu.
2. Every page is comprised of one or more artifacts. For example, you could create a page called “Personal Information”, which was comprised of three artifacts: “About Me”, “My Philosophy”, and “My Resume”.

To add artifacts to your page, click the “Browse” button to select artifacts you’ve already created, or click the “Add New Artifact” button to create a new one.

Tip: If you want to see all of your artifacts in the Browse screen, click the “Go” button without entering a search term.



3. You can change the order of your artifacts by using the numerical menus. To remove an artifact, select the “Remove” checkbox, and it will be removed when you click the “Submit” button.

2 Page Content

Browse for an existing Artifact or create a new Personal Artifact to display on this page.

Remove	Order	Name	Description	Type
<input type="checkbox"/>	1	About me		Personal Artifact
<input type="checkbox"/>	2	My Philosophy		Personal Artifact
<input type="checkbox"/>	3	My Resume		Personal Artifact

Other Options

Once you've configured your portfolio's style and added content, you're done! It will display in your "My Portfolio" area. You can change your portfolio's style, content, and other options by clicking "Modify":

<input type="checkbox"/> Professional Portfolio	Personal	Yes	0	Modify
---	----------	-----	-------------------	------------------------

We'll briefly cover the other options available to you on the "Modify" page:

- **Share Portfolio**
In order for others to see your portfolio, you'll need to share it. See the "Sharing Your Portfolio" tutorial for in-depth details .
- **Comments**
If you enabled the Comments feature in your Portfolio properties, you can go here to see and manage the comments that others have left for your portfolio.
- **Portfolio to Go**
Allows you to download your complete portfolio into a standard HTML website. You can upload it to any web server you choose. This is ideal for backup purposes or to take your portfolios with you after you leave Regent.
- **View**
Allows you to preview your portfolio, so you can see how it will appear to others.