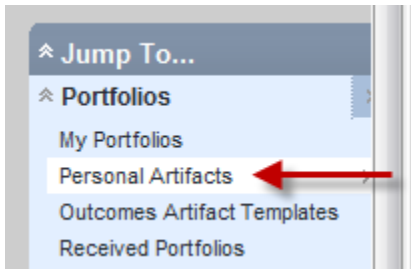
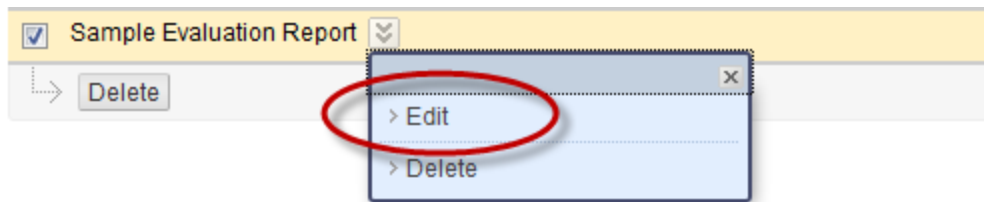


CHANGING AN ARTIFACT IN YOUR EPORTFOLIO

1. Login to Blackboard (<http://blackboard.temple.edu>).
2. Click on the **Bb Drive** tab
3. On the left-side menu, click on **Personal Artifacts**



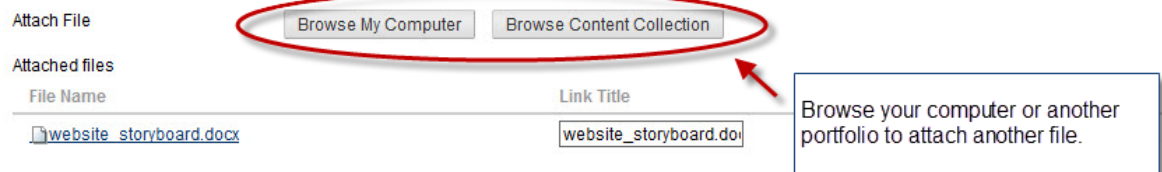
4. Find the artifact you want to change, and click the drop down next to it and choose **Edit**.



5. To remove a file, click the link **Mark for removal**.



6. To add another file from your computer, click the **Browse My Computer** button or click the **Browse Content Collection** button to add a file from another portfolio.



7. Click the **submit** button at the bottom and your portfolio will automatically be updated.