

CREATING YOUR EPORTFOLIO IN BLACKBOARD:

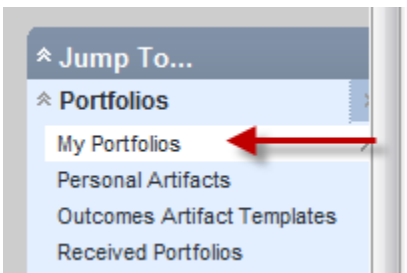
1. Login to Blackboard (<http://blackboard.temple.edu>).



2. Click on the **Bb Drive** tab at the top of the screen.



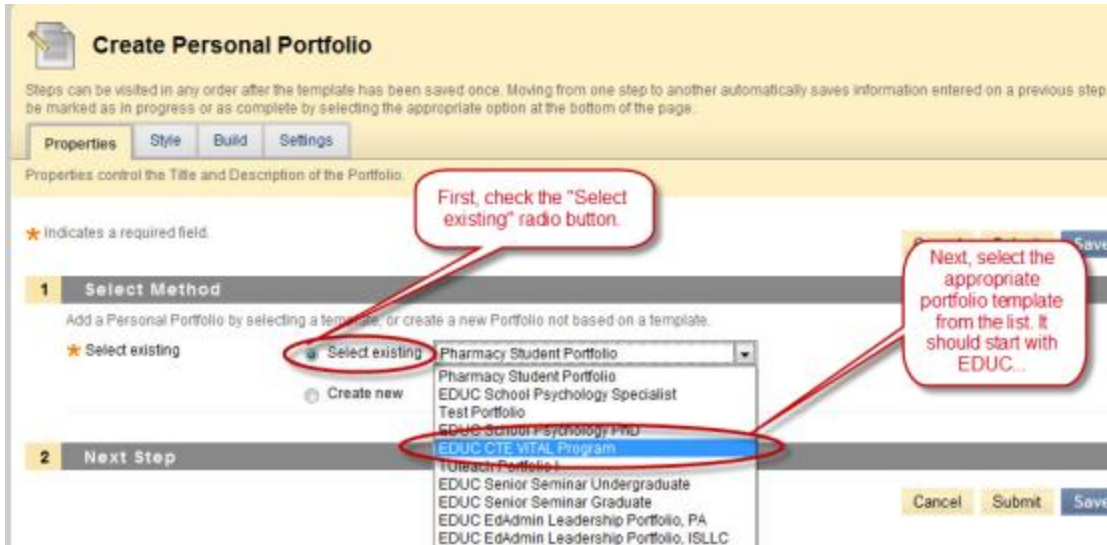
3. Under the **Jump To** section on the left-side menu, click on **Portfolios** and then **My Portfolios**.



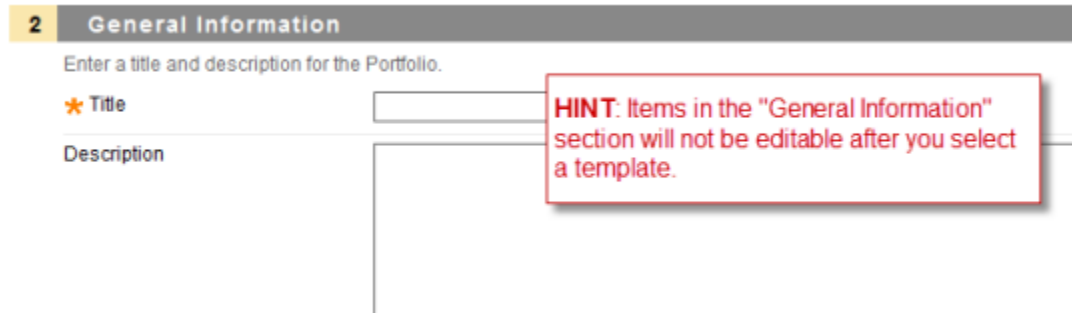
4. Click on **Create Personal Portfolio**.



- Below **Step 1: Select Method** - click the button next to **Select existing** and from the drop-down menu to the right, select the appropriate template for your program.



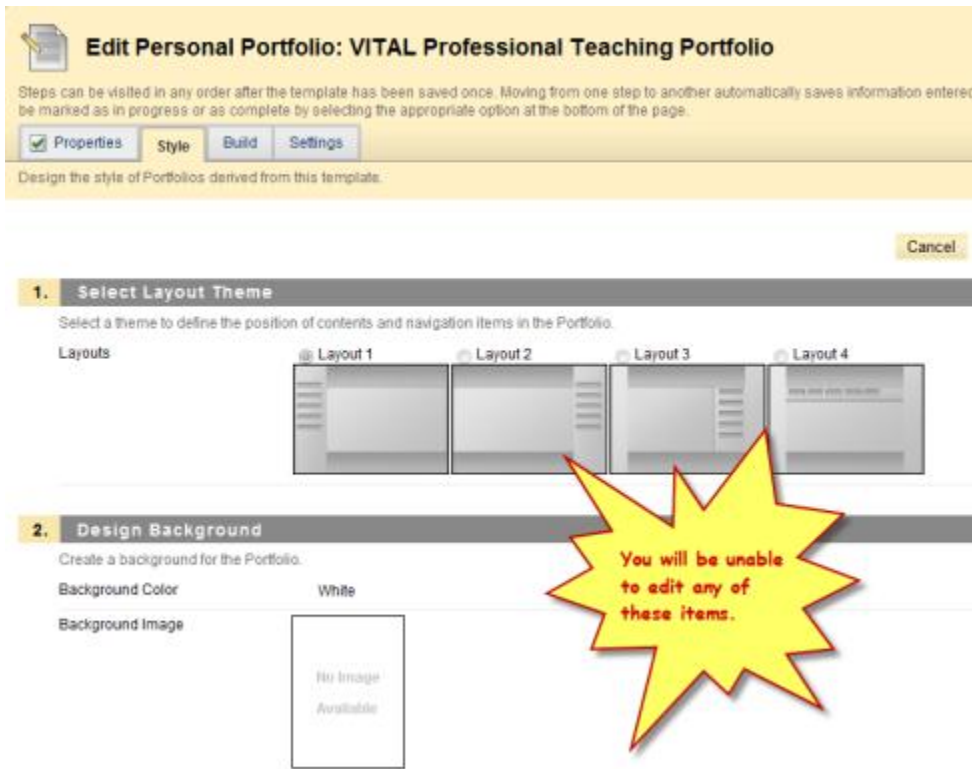
Please note: once you select a portfolio template, you will be unable to edit any of the boxes on the rest of the setup page (e.g., General Information like “title”). You will be able to make adjustments to some of these settings once you begin editing your portfolio.



- Scroll to the bottom and select **Save and Continue**.



- Note: you will be unable to change the layout of the portfolio (these are defined by the template for consistency across your program). To begin editing your portfolio, click on the **Build** tab.



Edit Personal Portfolio: VITAL Professional Teaching Portfolio

Steps can be visited in any order after the template has been saved once. Moving from one step to another automatically saves information entered. Be marked as in progress or as complete by selecting the appropriate option at the bottom of the page.

Properties **Style** Build Settings

Design the style of Portfolios derived from this template.

Cancel

1. Select Layout Theme

Select a theme to define the position of contents and navigation items in the Portfolio.


LAYOUTS

Layout 1 Layout 2 Layout 3 Layout 4

2. Design Background

Create a background for the Portfolio.

Background Color: White

Background Image: 

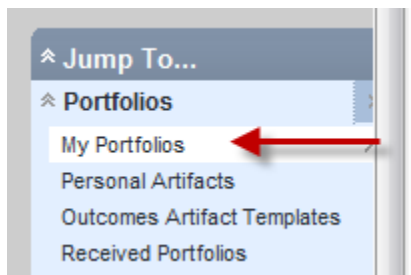
You will be unable to edit any of these items.

EDITING YOUR PORTFOLIO

1. Login to Blackboard (<http://blackboard.temple.edu>).
2. Click on the **Bb Drive** tab at the top of the screen.



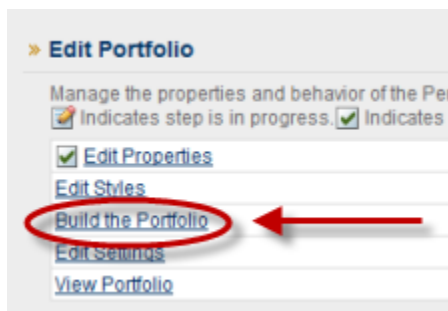
3. Under the **Jump To** section on the left-side menu, click on **Portfolios** and then **My Portfolios**.



4. Next to the portfolio you want to edit, click the drop down and choose **Edit**.



5. Click on **Build the Portfolio**.



MODIFY THE HEADER INFORMATION

Your portfolio template includes some header information, like the title of the program and the title of the portfolio, that you should NOT change. This helps insure consistency and will also help your readers review your portfolio.

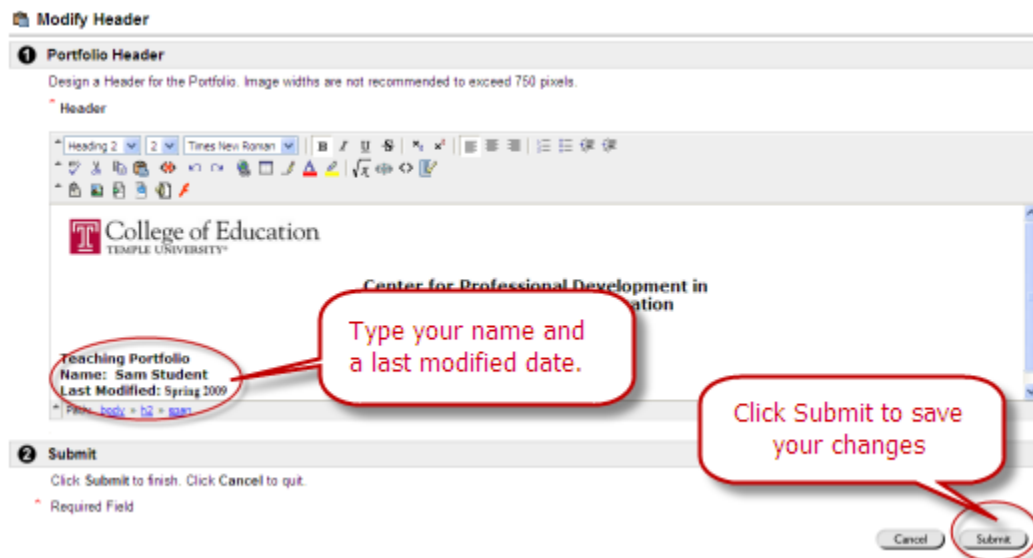
However, you MUST make two changes to the Header information: 1) add your name to the portfolio; and 2) identify the last time you updated the portfolio (this is especially helpful if you are building your portfolio over several semesters or years).

1. Next to the **Header**, click the drop down and choose **Edit**.



2. Type your name and the last modified date on the appropriate lines.

Note: for last modified, consider using a period of time, rather than specific date (e.g. “Spring 2010”, rather than “04/15/2010”). This way, you won’t have to continually update the header, but you will know, generally, when was the last time you spent time building your portfolio and how dated the material might be.

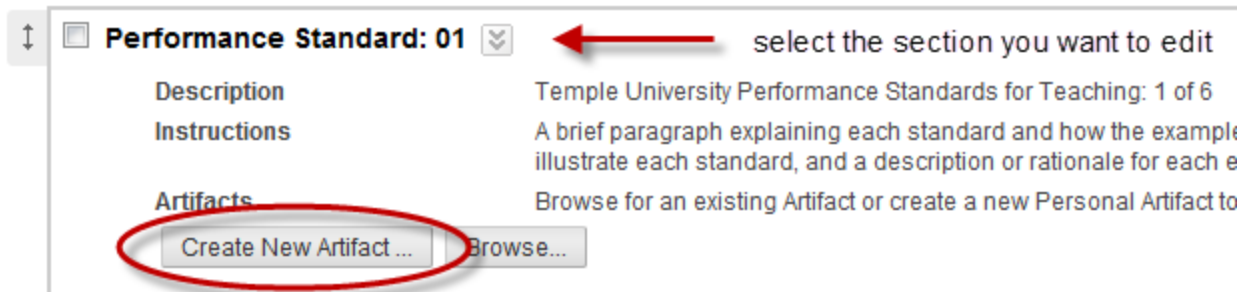
A screenshot of the 'Modify Header' form. The form has two main sections: 'Portfolio Header' and 'Submit'. The 'Portfolio Header' section contains a rich text editor with the following text: 'Teaching Portfolio Name: Sam Student Last Modified: Spring 2009'. A red callout bubble points to the text with the instruction 'Type your name and a last modified date.' The 'Submit' section has a 'Submit' button circled in red, with a callout bubble pointing to it that says 'Click Submit to save your changes'. The 'Cancel' button is also visible.

3. Click **submit** to save your changes.

ADDING AN ARTIFACT TO YOUR PORTFOLIO

An artifact may include a Word document, PowerPoint presentation, audio recording, video clip, or virtually any other electronic document you have available to demonstrate competence or expound on concepts identified in the portfolio template. You can also type your artifact directly into your portfolio (no need to upload a document). However, you'll probably want to limit how much manual entry you do, as it will be more difficult to edit these entries later.

1. Go to the **Build the Portfolio** screen (see above for instructions how to get here).
2. Find the section of the portfolio where you want to add an artifact.



3. Click the **Create New Artifact** button.
4. The Personal Artifacts screen opens in a new window

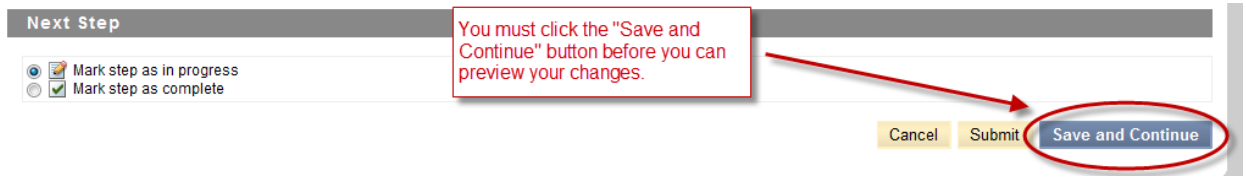
EXPLANATION OF PERSONAL ARTIFACTS ENTRIES (SEE NEXT PAGE)

- a. **Name** (required): give a unique name. This name will appear only to you, but will allow you to find this artifact again later, if you need to modify it or want to use it in another portfolio.
 - b. **Description** (optional): provide a more detailed explanation of what is included in this artifact. This will only be seen BY YOU. It will NOT appear in your portfolio.
 - c. **Content**: in this text box, you can directly type your information. In most cases, you'll want to make a short entry that describes the artifact for your audience. Keep in mind, anything you type in this box WILL appear in your portfolio.
 - d. **Attach a file**: click the **Browse My Computer** button and navigate to your saved Word, PowerPoint, PDF, or other electronic document to upload it to your Portfolio. To attach additional files, click the button again.
 - e. Click **submit** to save your artifact.
5. **IMPORTANT**: Before you can view your artifact in your portfolio, you must click the "**save and continue**" button at the bottom of the Build Your Portfolio screen.
 6. You can add multiple artifacts to any section of your portfolio.

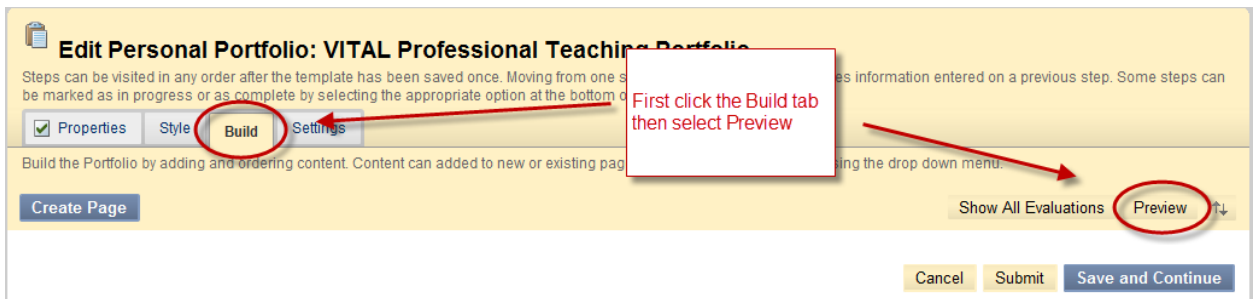
PREVIEWING YOUR PORTFOLIO

The Preview feature allows you view your portfolio as others will see it when it is submitted for review.

1. BEFORE you preview your portfolio, make sure you have saved your latest edits. Click the **save and Continue** button at the bottom of the Build screen.



2. Under the **Build**, click the **Preview** button.



3. Your portfolio will open in a new window. Use the menu on the left to move through your portfolio.

