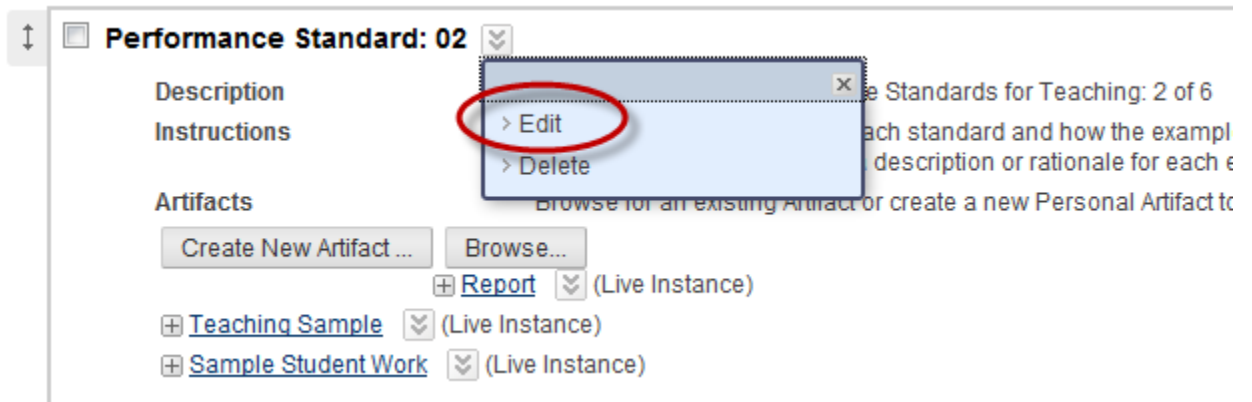
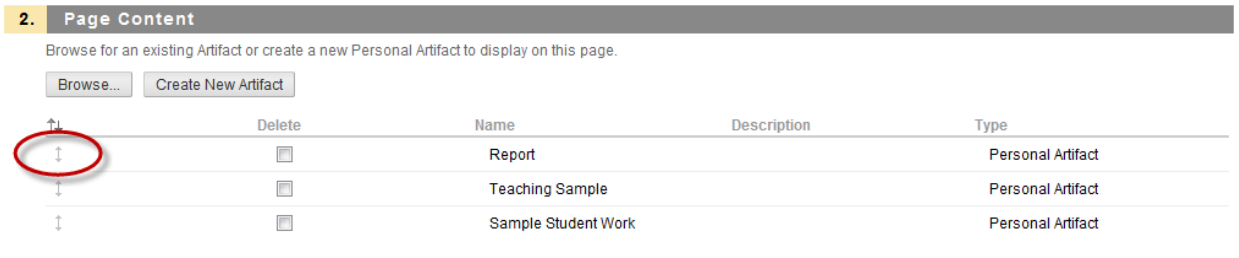


MODIFYING THE ORDER OF ITEMS ON A PAGE IN EPORTFOLIO

1. Login to Blackboard.
2. Click on the **Bb Drive** tab.
3. Click on **My Portfolios**.
4. Click the drop down next to the Portfolio you want to edit and choose **Edit**.
5. Click **Build the Portfolio**.
6. Scroll to the section of the portfolio you want to change and click the drop down next to it and choose **Edit**.



7. Simply click on the arrows on the far left and drag and drop the documents into the order you want.



8. Click the **submit** button to save your changes.
9. Click the **save and continue** button when you return to the Edit Personal Portfolio page to update your portfolio.