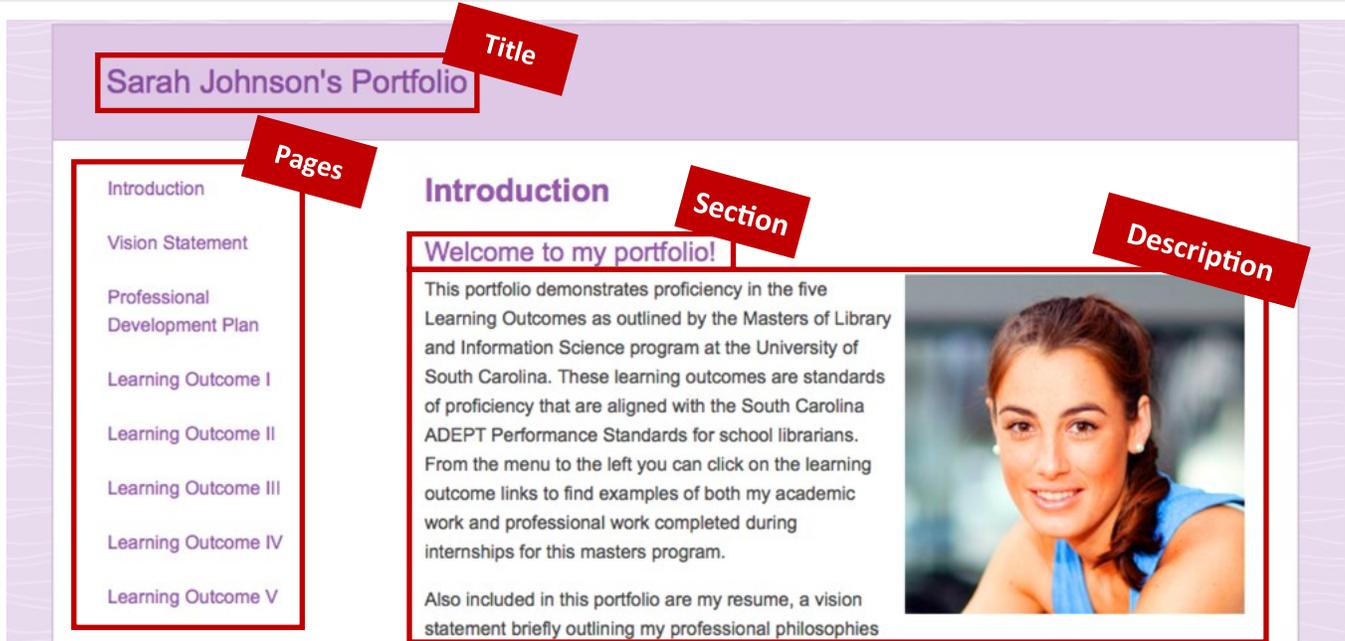




Blackboard Portfolios

Blackboard's Portfolio tool is designed to help students maintain documentation of their education, samples of their work, and evidence of their skills, to tell a carefully crafted story to the world about who they are and what they can do. Portfolios contain an organized collection of artifacts (for example, assignments, photos, video) to tell that story.



Accessing Portfolios in Blackboard

1. Log into Blackboard at webcourses.niu.edu
2. Click the **Portfolios** link in the *Tools* list to the left

Creating a Portfolio

1. From the *My Portfolios* page, click the **Create Portfolio** button
2. Type a *Title* in the **Title** text box
3. If you are using a template, click the **Select Portfolio Template** button
4. To select a template, click the appropriate template in the pop-up box and click the **Submit** button
5. Type a *Description* (optional)
6. Click the **Submit** button

Editing a Portfolio

1. Access the *My Portfolios* page
2. Click the **Edit** link below the portfolio you want to edit

Structuring a Portfolio

Portfolios are organized using **Pages** and **Sections**. Each Section includes a **Description** and one or more **Artifacts**. Instructions for creating these are on the next page.

Page

A link on the portfolio menu; represents major sections or skills. Every portfolio must have at least one Page.

Section

A heading within a Page. Every Page must have at least one Section.

Description

A block of text, photo, or embedded media; usually includes a description or reflection on what was learned.

Artifact

A downloadable file; usually sample work to justify the competency or skill.

Templates

Students can begin from an empty portfolio, or you can ask that they follow a specific template. A template provides a pre-built structure of Pages and Sections, to which students can add content and artifacts.

Contact the Faculty Development & Instructional Design Center for more information on creating a template.

Creating a Page

1. On the *Edit Portfolio* page, click the **Plus +** sign at the top of the *Navigator* (the menu to the left)
2. In the *Title* bar, replace **Page 1** with the desired title (click the title if the text box is not active)
3. Click the **Save** button

Creating a Section

1. In the *Navigator*, click the **Page** the Section will be added to
2. On the *Page*, click the **Plus +** sign where the section will be located

Once you have created Pages and Sections, you can reorder them by dragging and dropping them in the *Navigator* to the left of the *Edit Portfolio* page.

Adding a Description to a Section

Text: Click the section to open the text editor.

*Tip: click the **Show More** button at the far right to open additional formatting tools .*

Images: With the toolbar expanded, click the image icon in the third row of buttons.

Video: Use the Video Everywhere tool to record video from your webcam; use Mashups to embed a video you have posted to YouTube; use Mashups to upload a video to the Helix Media Library and embed in the section.

Visit www.niu.edu/blackboard/students/portfolios for tutorials about adding content.

Adding Artifacts

Students can create Artifacts by searching for Assignment submissions in any of their Blackboard courses or by uploading files directly.

Course Artifacts

Students click **Add Artifact**, select **Add from Course**, then search for the course and assignment they want to add. Students have the option to include the Assignment details, the grade they earned, and the feedback they received.

Personal Artifacts

Students click **Add Artifact**, select **Add Personal Artifact**, and then browse their computer to select the file. Students have the option to include a description.

Sharing Portfolios

Students share portfolios by going to the *My Portfolio* page, clicking the **More** link, and then clicking **Share**.

Users

Search for Users at NIU, such as faculty, staff, or other students.

External Users

Type an email address and message to send a link to someone outside NIU. The recipient will not need to log in to Blackboard to view a portfolio.

Submit to a Course

Students can submit a Portfolio to an Assignment that is designated for a Portfolio Submission. They click the assignment name, then click **Browse** to select the completed portfolio.



Remember!

When students share a portfolio, they are sharing a snapshot of it at that point in time. They will need to share again if they make edits.

Creating a Portfolio Assignment

Students will be required to submit a Blackboard portfolio instead of a file.

1. Access the course which includes a Portfolio as an assignment
2. In the *Course Menu*, click the content area that will include the Portfolio Assignment
3. In the toolbar, click **Assessments**
4. Click **Assignment**
5. Enter a **Name** and **Points Possible**
6. Click the **Submission Details** link
7. Under *Assignment Type*, click **Portfolio Submission**
8. Select other options or details as appropriate, then click the **Submit** button

You can grade Portfolios submitted to this Portfolio Assignment in the Grade Center, like any other Assignment submission.