

## Blackboard Learn

A portfolio is a website that students use to collect and present evidence of their learning and skill development over time. A portfolio often contains work samples or links to projects that the student has completed. Portfolios can be used as a formative assessment, to demonstrate learning as it progresses, or as a summative assessment, to demonstrate the final result of learning.

Instructors may create assignments in their courses that require students to build a portfolio using Blackboard's portfolio tool. Students can choose to share their portfolios in Blackboard with peers, instructors, and potential employers or export portfolios as a collection of web pages to post online.

### CREATING A PORTFOLIO ASSIGNMENT

1. In your course, please have [EDIT MODE](#) turned on and have a [CONTENT AREA](#) page prepared. You will add your portfolio assignment to a Content Area in the next step.
2. In your course, navigate to the Content Area page where you would like to add the portfolio assignment. In the menu at the top of the page, roll your mouse over the **ASSESSMENTS** button and select **ASSIGNMENT** from the drop-down menu.
3. You will be taken to the **CREATE ASSIGNMENT** page. Under **ASSIGNMENT INFORMATION**, give the assignment a **NAME** and list any **INSTRUCTIONS** in the text box provided.
4. If you would like to attach a file for students to refer to when completing the assignment, scroll down to the **ASSIGNMENT FILES** section of the page and use the **BROWSE MY COMPUTER** button to locate and select a file from your computer or storage media. If you attach files, they will appear in the **ATTACHED FILES** list.
5. If you would like to assign a due date for this assignment, scroll down to the **DUE DATE** section and use the date picking tools to set the calendar day and time that the assignment will be due.
6. In the **GRADING** section, assign the number of Points Possible in the text box provided.

OPTIONAL: If you have previously created an [interactive Blackboard Rubric](#) in the course, you may use the ADD RUBRIC button to associate it with this assignment for grading.

7. Next, click on the **SUBMISSION DETAILS** menu. In the list of options, choose **PORTFOLIO SUBMISSION**.
8. In the **NUMBER OF ATTEMPTS** box, indicate the number of times you will allow students to submit the assignment.



- a. Please note that once a student submits a portfolio, if the student makes changes to a portfolio, you will not be able to see the changes unless the student submits the portfolio again. If you will allow students to revise and make corrections, be sure to allow multiple attempts.

9. Next, scroll down to the **AVAILABILITY** section to make the assignment available to students. If desired, use the date picking tools under **LIMIT AVAILABILITY** to customize when the assignment is available.

10. Click the **SUBMIT** button to add the new portfolio assignment to the course.



When students access the portfolio submission link, they will be prompted to select a Blackboard portfolio that they have created and submit it to you for grading.

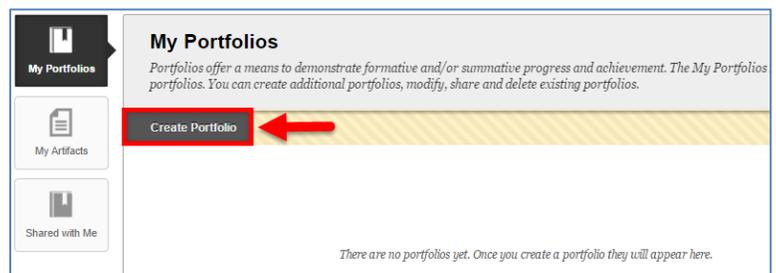
## HOW STUDENTS CREATE A PORTFOLIO FOR THE FIRST TIME

Students may create and edit a portfolio independent of links provided within a course through these steps.

1. Once logged into Blackboard, click your name as it appears in the top-right corner of the screen. From the menu that appears, click **TOOLS**. From the list of options that appears, select **PORTFOLIOS**.



2. The **MY PORTFOLIOS** page will appear. This page will contain links to portfolios that you have created as well as tools to create, edit, and share portfolios.



Click the **CREATE PORTFOLIO** button.

3. On the **CREATE PORTFOLIO** page, give the portfolio a name and description. Make sure that the **AVAILABLE** and **COMMENTS ARE PRIVATE** checkboxes are checked and click **SUBMIT**.

**Create Portfolio**

\* Indicates a required field.

Cancel Submit

**GENERAL INFORMATION**

\* Title

Description

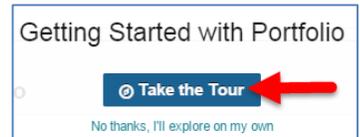
Character count: 67

Available

Comments are Private

*If checked, all comments will be hidden from users who can view the Portfolio.*

4. A “Getting Started with Portfolio – Take the Tour” menu may appear. Click the **TAKE THE TOUR** button to receive prompts and information to guide you through the creation of a basic portfolio.



**Create Portfolio: New Portfolio**

Settings Preview and Customize Done/Editing

Click here to add a header to your portfolio

**Portfolio Header**

Header repeats on every page. Portfolio also has a footer that repeats on every page.

Close Next -->

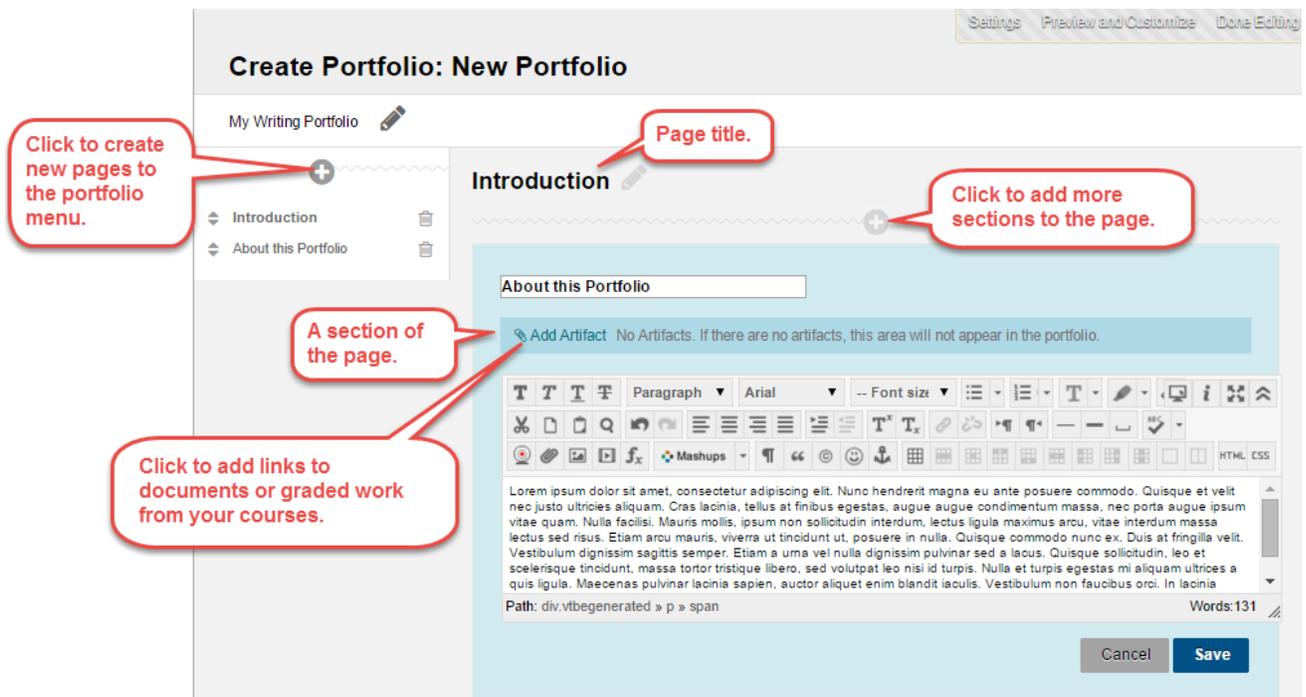
1

Add Artifact No Artifacts. If there are no artifacts, this area will not appear in the portfolio.

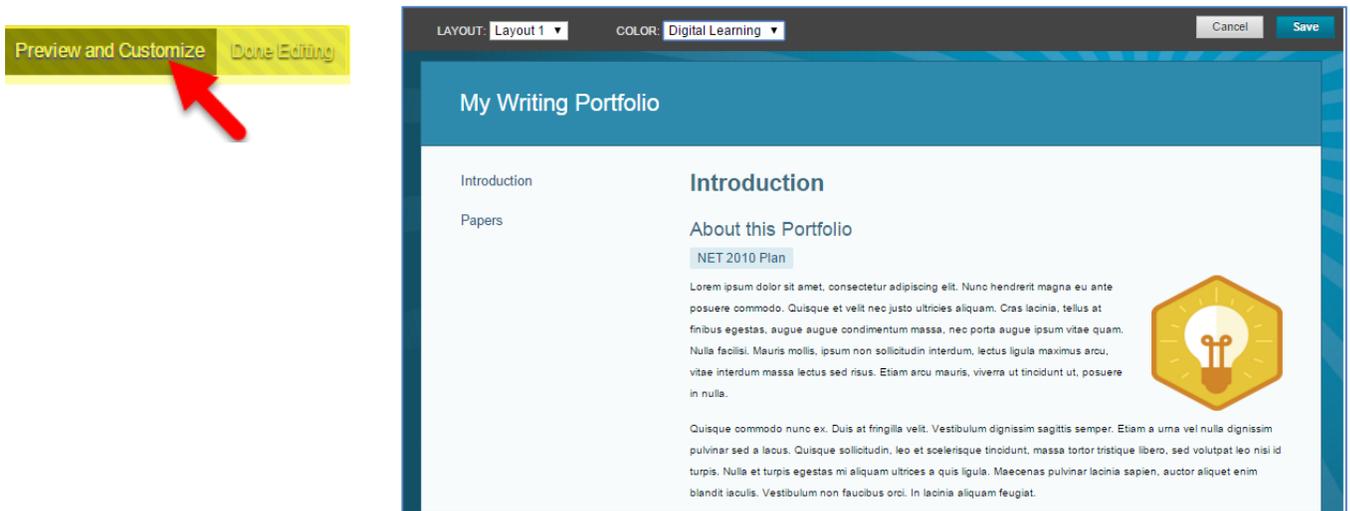
Click here to add content

Click here to add a footer to your portfolio

- Use the provided tools to create pages, sections, and links to content that you have created in your courses to demonstrate the growth of your knowledge.



- When you are done adding content to your portfolio, click the **PREVIEW AND CUSTOMIZE** link. A new window will open. On the preview page, select the **LAYOUT** and **COLOR** theme you want to use and click the **SAVE** button.



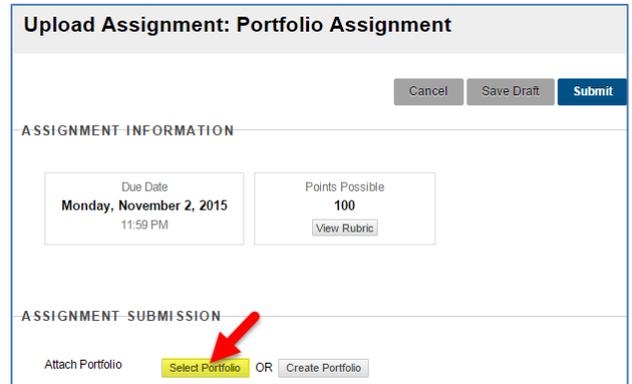
- When you are done editing your portfolio, click the **DONE EDITING** button. You will be taken back to your **MY PORTFOLIOS** page.



## HOW STUDENTS SUBMIT A PORTFOLIO FOR GRADING

Students follow this process to submit their portfolios for grading in a course.

1. In the course, navigate to the location where the assignment is posted. Click the link to the assignment.
2. You will be taken to the **UPLOAD ASSIGNMENT** page. Review the assignment information. Then, scroll down to the **ASSIGNMENT SUBMISSION** section. Click the **SELECT PORTFOLIO** button.



**Upload Assignment: Portfolio Assignment**

Cancel Save Draft **Submit**

ASSIGNMENT INFORMATION

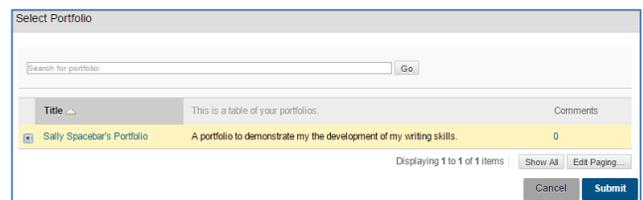
Due Date  
**Monday, November 2, 2015**  
11:59 PM

Points Possible  
**100**  
[View Rubric](#)

ASSIGNMENT SUBMISSION

Attach Portfolio **Select Portfolio** OR Create Portfolio

3. In the pop-up window that appears, select your portfolio from the list and click **SUBMIT**.



Select Portfolio

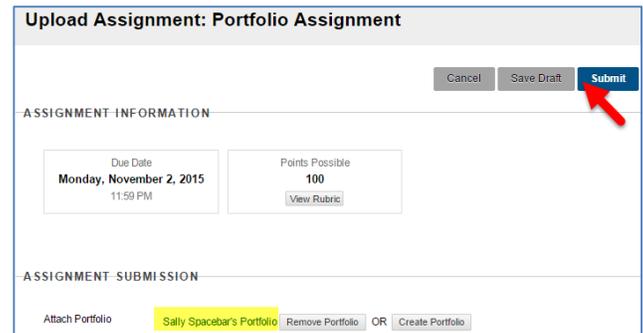
Search for portfolio:  Go

Title	This is a table of your portfolios.	Comments
Sally Spacebar's Portfolio	A portfolio to demonstrate my the development of my writing skills.	0

Displaying 1 to 1 of 1 items | [Show All](#) | [Edit Paging](#)

Cancel **Submit**

4. Once you see your selected portfolio listed next to the "Select Portfolio" button, click the **SUBMIT** button to send the portfolio to the instructor.



**Upload Assignment: Portfolio Assignment**

Cancel Save Draft **Submit**

ASSIGNMENT INFORMATION

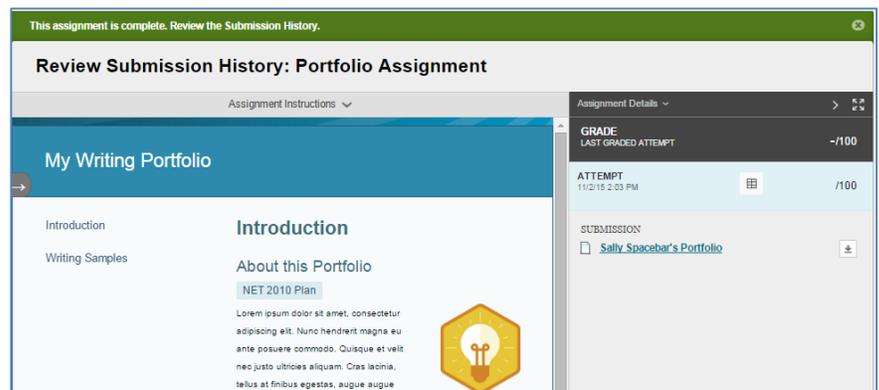
Due Date  
**Monday, November 2, 2015**  
11:59 PM

Points Possible  
**100**  
[View Rubric](#)

ASSIGNMENT SUBMISSION

Attach Portfolio **Sally Spacebar's Portfolio** Remove Portfolio OR Create Portfolio

5. If the submission is successful, you will see the **REVIEW SUBMISSION HISTORY** page for the assignment, which will display a preview of your portfolio, submission timestamp, and placeholder for your grade.



This assignment is complete. Review the Submission History.

**Review Submission History: Portfolio Assignment**

Assignment Instructions

My Writing Portfolio

Introduction Writing Samples

**Introduction**

About this Portfolio

NET 2010 Plan

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc hendrerit magna eu ante posuere commodo. Quisque et velit nec justo ultricies aliquam. Cras laetitia, tellus at finibus egestas, augue augue

Assignment Details

GRADE  
LAST GRADED ATTEMPT ~/100

ATTEMPT  
11/2/15 2:03 PM /100

SUBMISSION

Sally Spacebar's Portfolio

## HOW INSTRUCTORS GRADE PORTFOLIOS

Instructors use a process similar to what they use to grade normal assignments for grading portfolios.

1. In the course's **CONTROL PANEL**, click on **GRADE CENTER** and select **NEEDS GRADING**.

2. On the Needs Grading page, locate a portfolio assignment to grade. Roll your mouse over a student's name and click the gray context arrow that appears.

Select **GRADE ALL USERS** from the context menu.

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Portfolio Assignment	Sally Spacebar	November 2, 2015 2:03:43 PM	November 2, 2015
Assignment	Assignment 1	Grade All Users (1)	August 26, 2015 4:58:57 PM	

3. You will be taken to the **GRADE ASSIGNMENT** page for the student's portfolio submission. The inline preview tool will display the student's portfolio on the page. You may click on the links in the student's portfolio to view the student's pages and content.

Assignment Instructions

### My Writing Portfolio

Introduction

Writing Samples

## Introduction

### About this Portfolio

NET 2010 Plan

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc hendrerit magna eu ante posuere commodo. Quisque et velit nec justo ultricies aliquam. Cras lacinia, tellus at finibus egestas, augue augue

Assignment Details

**GRADE**  
LAST GRADED ATTEMPT /100

**ATTEMPT**  
11/2/15 2:03 PM /100

**SUBMISSION**  
Sally Spacebar's Portfolio

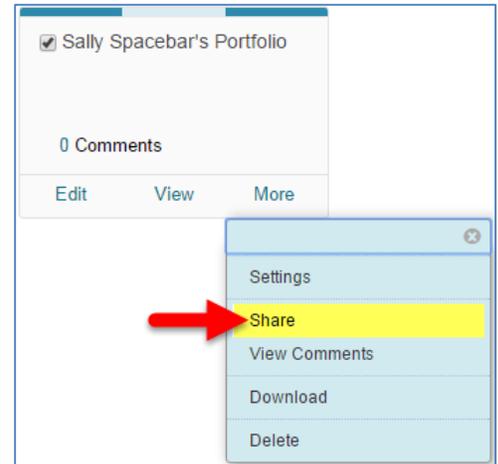
Please note that the inline preview of the student's portfolio will not provide you with annotation tools. This is because portfolio assignments are not converted by the Crocodocs inline previewer; they are simply embedded on the grading page.

4. To assign a grade and feedback, use the grading panel that appears to the right of the student's portfolio.

## HOW STUDENTS CAN SHARE A PORTFOLIO

If a student would like a classmate, instructor, or potential employer to see a portfolio developed in Blackboard, the student may use their portfolio's sharing tools through this process. Please note that the sharing process creates a snapshot of what your portfolio looks like at that specific point in time. Any changes made to the portfolio after you have shared it will not be visible to others unless you share the portfolio again.

1. Once logged into Blackboard, click your name as it appears in the top-right corner of the screen. From the menu that appears, click **TOOLS**. From the list of options that appears, select **PORTFOLIOS**.
2. On the **MY PORTFOLIOS** page, locate the portfolio that you want to share and click its **MORE** link. From the menu that appears, select **SHARE**.



3. On the **SHARE PORTFOLIO** page, roll your mouse over the **SHARE A SNAPSHOT WITH** menu and select either **USERS** or **EXTERNAL USERS** to designate who you will share the portfolio with and send an email invitation to view your portfolio.

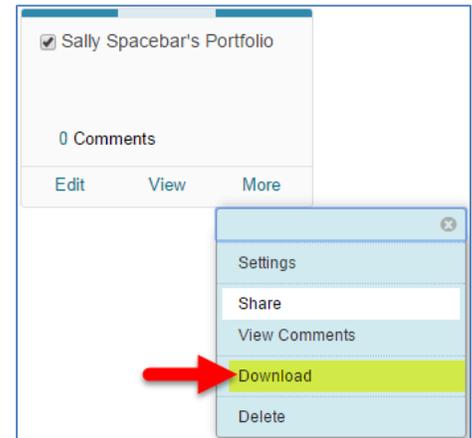


- a. To share a portfolio with an instructor or classmate, select the **USERS** option. You will be prompted to use search tools to find and select a student or instructor from MATC.
  - b. To share a portfolio with someone outside of MATC, select the **EXTERNAL USERS** option. You will be prompted to enter the email address of individual who you will share the portfolio with. The email will contain an external URL to the portfolio to view the portfolio as a guest. No Blackboard login will be needed to view the portfolio.
4. When you are done, click **SUBMIT**. The notification email will be sent to the individual you selected. The email will contain an external URL to the portfolio to view the portfolio as a guest. No Blackboard login will be needed to view the portfolio.

## HOW STUDENTS DOWNLOAD A PORTFOLIO

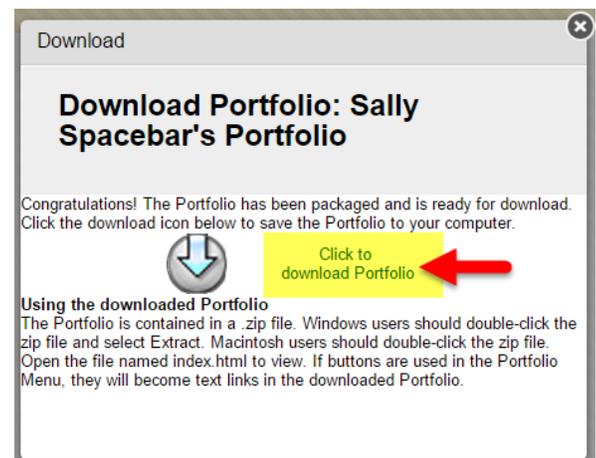
A student may download his or her portfolio as a series of webpages in a compressed zip folder through these steps.

1. Once logged into Blackboard, click your name as it appears in the top-right corner of the screen. From the menu that appears, click **TOOLS**. From the list of options that appears, select **PORTFOLIOS**.



2. On the **MY PORTFOLIOS** page, locate the portfolio that you want to share and click its **MORE** link. From the menu that appears, select **DOWNLOAD**.

3. A **DOWNLOAD PORTFOLIO** pop-up will appear to confirm that a package of files is ready to be downloaded. Click the provided **DOWNLOAD LINK**.



4. The portfolio will download as a compressed zip folder named "Portfolio Download". The student may [extract the files from the compressed folder](#) to view them and upload them to another website if desired.

