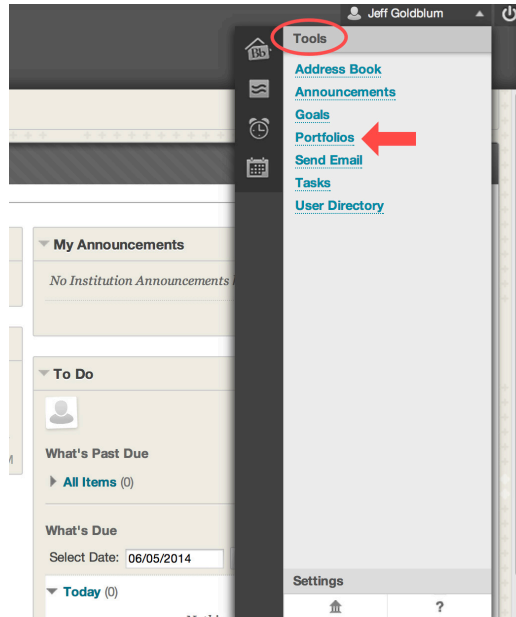# Creating an ePortfolio using Blackboard 9.1

Building Your ePortfolio

1. Log into Blackboard and click on the Global Navigation Toolbar (where your name is displayed). From there, click on Tools, then Portfolios.

2. Click on Create Portfolio.

3. Give your portfolio a name, and then click on Select Portfolio Template.

4. Select the Stockton ELO template, and then click Submit.

5. To update the ePortfolio header with your information, click on the pencil icon. After changes have been made, click "Save".
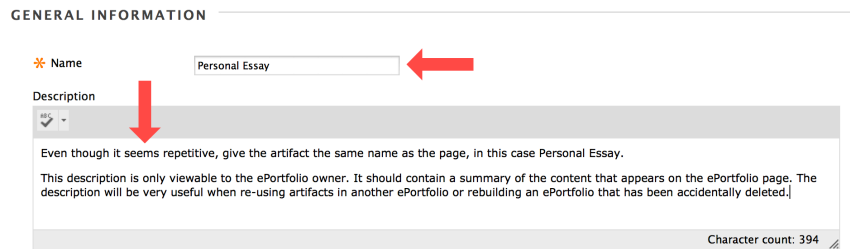

6. After saving, you can now add content or artifacts to portfolio pages. Scroll down to view the "ELO Artifacts and Reflections" page (The portfolio pages can have additional sections created within them).

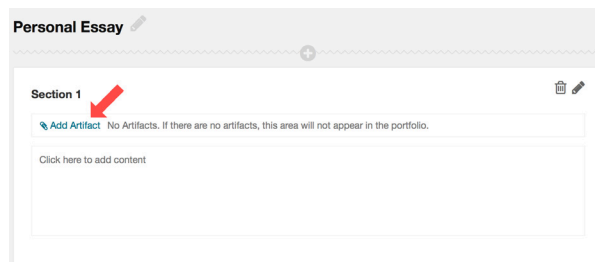7. Choose a section, and click on "Add Artifact."

Personal Essay

Section 1

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

Click here to add content

8. A new window labeled "Create Personal Artifact" will open. Type in a name and description of the artifact.

[You will be the only one who sees the description. If you have many artifacts and many different ePortfolios, this description will be helpful in finding the artifact that you are looking for.]

GENERAL INFORMATION

Name   Personal Essay

Description

Even though it seems repetitive, give the artifact the same name as the page, in this case Personal Essay.

This description is only viewable to the ePortfolio owner. It should contain a summary of the content that appears on the ePortfolio page. The description will be very useful when re-using artifacts in another ePortfolio or rebuilding an ePortfolio that has been accidentally deleted.

Character count: 394

9. Scroll down to the Content section to attach your artifact text. (Sample below.)
   a. Artifact creation in these sections will involve uploading your artifact files and adding your reflection text. A suggested format is illustrated in the examples to follow

10. Content – Above the edit window, there is a link "Add Artifact". Click that link.

Personal Essay

Section 1

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

Click here to add content

11. You'll be brought to a window called "Add Artifacts to Portfolio Page". Click on Add Personal Artifact.

Add Artifacts to Portfolio Page

Add Personal Artifact   Add from Course

There are no artifacts available for use yet.
Use functions above to create an artifact or add artifacts (such as graded assignments) from your course.

12. Give the artifact a name, as well as a description (this will not appear in the final e-portfolio). Click on Browse my Computer, and choose a file to upload. Click Submit.

ARTIFACT INFORMATION

Enter basic information about the Personal Artifact.
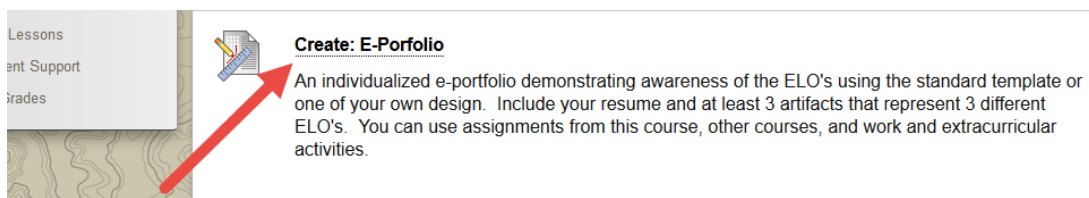
❋ Title   Test Artifact 1

Description

Test description, this will not be seen in the final portfolio.

Character count: 63

The description is not included when the artifact is added to a portfolio. It is an aid to help you find your artifacts in the future.

Content

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Path: p   Words:0

Attach File   Browse My Computer   Browse Content Collection

13. In the edit window, type in the heading, "Reflections". Highlight the word and click on the bold key. Be sure to turn off the bold mode by clicking the bold key a second time.

If you have not already written out your reflections, type them in and then click on Submit. If you have written out your reflections, open the text file and copy the desired text and then click on Submit.

Special note: Some versions of the Firefox browser will not allow you to copy and paste using command menus. You may need to use the keyboard shortcut – CTRL-C to copy (Command-C on Mac) and CTRL-V to paste (Command-V on Mac).

Personal Essay ✏️

Section 1

🔖 Add Artifact Test Artifact 1 ✕

| T | *T* | T̲ | Arial ▾ | 3 (12pt) ▾ | T ▾ | ☰ ▾ | ☷ ▾ | ✓ ▾ | 🔗 | ⛓ | | 🖥 | i | ⛶ | ⌄ |

Reflections
Occaecat delectus Shoreditch, slow-carb laborum sint pickled freegan iPhone. Elit bitters slow-carb, readymade ethical aesthetic id narwhal laborum fashion axe keffiyeh pour-over. Nostrud organic sapiente master cleanse, jean shorts est tofu. PBR&B narwhal butcher cardigan Echo Park, paleo pariatur literally. Carles cillum nostrud literally, duis incididunt flexitarian seitan tousled freegan readymade distillery mixtape scenester veniam. Intelligentsia drinking vinegar Etsy meh pickled accusamus. Kogi ullamco placeat Carles, et vero Schlitz Williamsburg ennui tattooed swag officia.

Path: div.vtbegenerated » p   Words:147

Cancel   **Save**

14. Be sure to save your ePortfolio as you work. Repeat this same procedure for the remaining sections of your ePortfolio.
15. When all sections are complete, click on Done Editing. Under Settings, mark the document as complete and click submit.

Submitting your Portfolio as an Assignment

Create: E-Porfolio

An individualized e-portfolio demonstrating awareness of the ELO's using the standard template or one of your own design. Include your resume and at least 3 artifacts that represent 3 different ELO's. You can use assignments from this course, other courses, and work and extracurricular activities.

1. Click on the portfolio assignment link within the course.
2. Choose "Select Portfolio" from the next screen.

3. When the selection window appears, select the ELO Portfolio you created in the previous steps and click submit.

4. Submit your portfolio by clicking the final submit button.