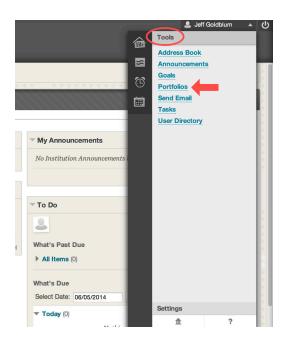
Creating an ePortfolio using Blackboard 9.1

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.

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8	My Blackb	oard Courses	Content Collection	
	My Portfolios	Create Portfolio		0
		Portfolio		
	* Indice	ates a required field.		Cancel Submit
	GENERAL	INFORMATION		
	★ Title Template		Test Portfolio 1 Select Portfolio Template	
			Templates are pre-created content blocks that follow a certain order.	

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

	Title 🛆	Description
\bigcirc	Philosophy and Religion	This template was created for the Philosophy and Religion program after the April 2014 Bb update.
\bigcirc	Stockton ELO ePortfolio	This template was created for Stockton ELO ePortfolios after the April 2014 Bb update.
\bigcirc	Writing and Editing for the Health Sciences	This template was developed for HLTH-1411, Sharon Konowitz, instructor
		Displaying 1 to 3 of 3 items Show All Edit Paging
		Cancel Submit

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

Create Portfolio: test p	ortfolio
Essential Learning Outcomes ePortfolio StudentName - StudentContactInformation	

- 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."

ersonal Essay 🖉	
Section 1	ŵ 🎤
Add Artifact No Artifacts. If there are no artifacts, this area will not appear in the portfolio. Click here to add content	

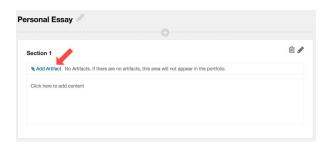
8. A new window labeled "Create Personal Artifact" will open. Type in a name and description of the artifact.

[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 INFORM	ATION	
<mark>⊁</mark> Name	Personal Essay	
Description		
÷ -	,	
Even though it seems	s repetitive, give the artifact the same name as the page, in this case Personal Essay.	
	iy viewable to the ePortfolio owner. It should contain a summary of the content that appears on the ePortfolio page. Th ry useful when re-using artifacts in another ePortfolio or rebuilding an ePortfolio that has been accidentally deleted.	e
	Character count: 39	94 //.

- 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.



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	
	Use functions above to cre	There are no artifacts available for use yet. ate 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.

Enter basic inf	formation abo	out the Person	al Artifa	ct.							
⊁ Title		Test Artifact 1									
escription											
** ·											
lest descriptio	on, this will no	t be seen in th	ie tinal po	rttolio.							
he description	is not include	d when the ar	tifact is a	ided to	a portfolio.	It is an aid to help you fin	ıd your artifacts in the futı	Charac tre.	ter c	ount:	6
ontent			-				d your artifacts in the futi	ure.			
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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.

<u>Special note</u>: 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).

Section 1							
Note: Add Artifact Tes	t Artifact 1 😣						
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- 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.

≧ C	Upload Assignment: Crea	te: E-Porfoli	0
 GEN-2250-391 - INTRO TO LIBERAL STUDIES 			
Course Content			Cancel Save Draft Submit
To Do Dashboard			
Calendar	ASSIGNMENT INFORMATION		
APA Lessons			
Student Support	Due Date	Points Possible	
My Grades	Monday, August 4, 2014 11:59 PM	24	
	one of your own design. Include your	resume and at least	the ELO's using the standard template or st 3 artifacts that represent 3 different ELO's. s, and work and extracurricular activities.
	ASSIGNMENT SUBMISSION		
A way of the second	Assigned Portfolio Stockton ELO ePortf Template	olio	
	Attach Portfolio Select Portfolio C	Create Portfolio	
	ADD COMMENTS		

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

	Se	elect Portfolio					
GEN-2250 LIBERAL Course Co	Se	earch for portfolio:			Go		
To Do Das Calendar		Title 🛆		This is a table of your portfolios.		Comments	- 6
APA Less	0	My ELO Portfolio	-	_			B
Student S My Grade	0	PR portfolio					De la
11 11	0	Test Design					
250					Displaying 1 to 3 of 3 items	Show All Edit Paging	
+0						Cancel Submit	8

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

See	Assigned Portfolio Template	Stockton ELO ePortfolio	
<u>M</u>	Attach Portfolio	My ELO Portfolio Remove Portfolio OR Create Portfolio	
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	When finished, make Optionally, click Sav changes.	sure to click Submit. e as Draft to save changes and continue working later, or click Cancel to quit without saving 🖐 🛛	
<u>O</u>		Cancel Save Draft Submit	