Portfolio

*New Features and Enhancements for All Users*

The Portfolio subsystem is intended primarily as a tool for students to reflect on their own learning or as a tool for assessing student learning. The new Portfolio framework will replace the legacy Portfolio framework (Basic and Personal Portfolios) entirely. Legacy Portfolios will automatically be converted to the new framework.

**Backward Compatibility**

Portfolios created in either the Basic Portfolio tool or the Personal Portfolio tool in the legacy Portfolio framework will still be present in the new Portfolio framework, and will continue to be viewable, shareable, and editable. The backward compatibility of the new Portfolio framework assures that authors will retain access to their existing Portfolios and be able to take advantage of the new functionality with those Portfolios in the new framework.

**Accessing Portfolios**
In the new Portfolio framework, the access to the My Portfolios area has been moved to the Global Navigation Menu under the “Tools” accordion. The Portfolios tool consists of three sub-sections: My Portfolios (where the user creates and manages their Portfolios), My Artifacts (where the user creates and manages their Artifacts), and Received Portfolios (where a user accesses Portfolios that have been directly shared with him by other users).

Creating Portfolios

Creating a Portfolio is much cleaner, simpler, and effective with the new Portfolio framework. To begin creating a Portfolio the user clicks the Create Portfolio button in the My Portfolios sub-section. The first time that a user is presented with the new Portfolio authoring canvas the system will present her with the option to view a brief guided tour. The guided tour walks the user through the new authoring interface at a high level to orient the user to the new tools.
Creating Personal Artifacts & Assignment Artifacts

Artifacts are evidence of learning, frequently accompanied by reflection by the learner. Artifacts are managed independently in the My Artifacts repository of the Portfolio, as an Artifact may be used in more than one Portfolio. Artifacts can be created ahead of time or “on the fly” while the user is authoring a Portfolio.

In the new Portfolio framework, there are two types of Artifacts: Personal Artifacts and Assignment Artifacts. Personal Artifacts consist of a Title, Description, and Content. The Content can be generated free-form using a Content Editor, or can be a file (or files) uploaded from the local computer or selected the Content Collection, or both (free-form content + files). Assignment Artifacts are artifacts that are generated by converting a graded submission to an Assignment in a Blackboard Learn Course into an Artifact. Assignment Artifacts not only include the submitted file/content, but they also include metadata about the assignment: the Assignment details, the grade the student received, and any feedback provided by the instructor.

Portfolio Design Options

To modify the layout and design of the Portfolio, the user clicks on the Preview & Customize button in the Portfolio authoring canvas. The preview of the Portfolio is displayed. The user can then click on the Customize button in the upper left to choose different layouts and color palettes. The new Portfolio framework requires the users to make far fewer decisions about design and more consistently will result in attractive Portfolio.

Portfolio Sharing

Portfolio authors can share their Portfolios with individual Users, external users (via email), Courses, Organizations, Institution Roles, or All System Accounts (which makes the shared Portfolio discoverable via the Search button in the Received Portfolios area). Whenever a Portfolio author shares a Portfolio with other users, each “sharing event” creates a static snapshot of that Portfolio at that point in time. What is shared is the static Portfolio Snapshot, so even if the Portfolio author makes changes in his Portfolio, the recipient is still looking at the static Portfolio Snapshot of that Portfolio at that point in time.

Assigned Portfolios
The new Portfolio framework introduces a new feature for instructors: Assigned Portfolios. This new feature allows the instructor to require a Portfolio as the submission in response to an Assignment in a Course. This is not a separate type of Assignment; it is simply a new option on the existing Assignment capability. With Assigned Portfolios, portfolios are easier to use and assess as part of authentic assessment practices in a Course.
My Portfolios

The My Portfolios page is the launching point for viewing, creating, and reviewing portfolios. Access the My Portfolios page from the global navigation menu at the top right of the page. Select Tools and click Portfolios.

Note: If you do not see portfolios, your institution has not turned it on.

The My Portfolios page includes a search function to locate specific portfolios. You can search by username (the portfolio owner), title, description, and learning objectives. The resulting list includes information about the portfolio type, availability, and links to comments and portfolio settings. The search returns only the portfolios that you have permissions to view.

To view a portfolio from the My Portfolios page, click View.

Create Portfolios

Before you begin creating a portfolio, take some time to set a goal for the portfolio and think about the point you want to make and the story you want to tell. Create an outline of the points to highlight in your portfolio. Make sure that each point has sufficient supporting material and is presented in a clear and concise manner.

You use artifacts to add content to a personal portfolio. Artifacts link to items that are evidence of your work, knowledge, and skills. You can create artifacts before or during the portfolio creation process. If you have a good outline of what you want to accomplish, create artifacts before moving on to create the portfolio.

When your artifacts are ready, create a shell for the portfolio. This includes a name and description. Use the description for your own organizational needs. After creating the shell, build out the portfolio and add pages and content.

Creating a portfolio includes the following steps:

1. Create a portfolio.
2. Add pages and artifacts.
3. Design the appearance.
4. Determine the settings.
How to Create a Portfolio

On the My Portfolios page, click Create Portfolio.

The first time you create a portfolio, you have the option of taking a brief guided tour of the portfolio authoring canvas. If you choose to skip or replay the tour, you can access it at any time from the orientation bar. Click the tour's compass icon ( ) next to help.

You can customize your portfolio's header and footer. After creation, click the pencil icon ( ) to edit the header and footer.

A portfolio consists of pages and sections. Use a page to provide structure to the portfolio. Each page must have at least one section. Use a section to provide structure to the page's content.

The menu on the left shows all of the portfolio's pages and sections, which you can use to manage them. Click the plus (+) icon at the top of the menu. To delete pages, click the trash can icon ( ) to the right of a page.

*Note:* Deleting a page also deletes all of the sections and content on that page. Artifacts associated with a section remain in the My Artifacts repository, and you can reuse them.

Use the drag-and-drop function to rearrange pages and sections in the menu. During authoring, use the menu to move among pages to edit them.

After creation, click the pencil icon next to a section title to edit it. Each section has a content editor for creating freeform content. The content editor appears dynamically when clicking in the content editor box. You can associate one or more artifacts with each section. Typically, you add artifacts to a section and use the content editor to reflect on those artifacts.

The Settings option allows you to change the settings' decisions made when creating the portfolio, such as the portfolio title and description.

The Preview and Customize option allows you to see how the portfolio will look, and make layout and color palette decisions that affect the final design of the portfolio.

The Done Editing option allows you to exit the portfolio authoring canvas. If you try to exit without saving new and updated content, you are warned of unsaved changes.
Share Portfolios

Share your portfolio with others, both at your institution and outside the walls. Each time you share a portfolio with other users, you create a static snapshot of that portfolio at that point in time. What is shared is that static snapshot. If you make edits that you want to share, you need to share the portfolio again.

For example, a student in a two-year graduate program must maintain a portfolio over the course of the program representing his learning activities and reflections. He may be required to provide this portfolio for evaluation each semester over the four-semester program. He shares his portfolio, which creates a snapshot of the portfolio at the time of evaluation, and can continue to work on the portfolio without interfering with its evaluation.

How to Share Your Portfolio

1. On the My Portfolios page, click More following a portfolio's name.
2. Click Share.
3. On the action bar, point to Share a Snapshot with and select one of the user types. Use the following table to determine which sharing option to choose.

<table>
<thead>
<tr>
<th>Who?</th>
<th>What Happens?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard Learn Users</td>
<td>The portfolio is listed in the user's Shared with Me.</td>
</tr>
<tr>
<td>External Users</td>
<td>A URL is created and emailed to the specified users so that they can access your portfolio.</td>
</tr>
<tr>
<td>Courses or Organizations</td>
<td>The portfolio is listed in the portfolios tool in the course or organization. Members of those courses and organizations can search for your portfolios.</td>
</tr>
<tr>
<td>Institution Roles</td>
<td>All users with that role may search for your portfolio.</td>
</tr>
<tr>
<td>All System Accounts</td>
<td>Any user on the system may search for your portfolio.</td>
</tr>
</tbody>
</table>

Manage Comments

Comments are used to provide feedback from peers and instructors.

The Comments page includes columns displaying the date posted, the author who posted the comment, and the comment text. You view, add, and delete comments on this page. Only the author of a comment can delete it.

Click the comment's title to open the comment text. To sort the comments, click the column title.

What happens to my old portfolios with this new framework?

Portfolios created in either the basic portfolio or personal portfolio tools in the legacy portfolio framework still are presented in the new portfolio framework. You can continue to view, share, and edit them.
Numerous behaviors around portfolio authoring, layout, and design have changed in the new portfolio framework. Legacy portfolios may not look exactly the same in the new portfolio framework as they did in the legacy portfolio framework. You may see changes to page layout and, most significantly, to the visual design of the portfolio. However, you should still be able to access and view all of the content of the portfolio. Continued editing and maintenance of the portfolio should be easier.

Revisit your active portfolios to make any necessary adjustments to achieve your outcomes:

- Check each page of the portfolio to be sure the content was converted appropriately.
- Check the artifacts in the Artifact Repository to be sure they were converted appropriately.
- Adjust the layout and design preferences of the converted portfolio to conform to the preferred design options.
- For your shared portfolios, check the sharing settings to be sure they were preserved appropriately.