How to Access a Portfolio Template

Log into Blackboard.
Click the CONTENT COLLECTION tab.
Click PORTFOLIOS and then MY PORTFOLIOS in the “Jump To” navigation menu on the left.
Click the CREATE PERSONAL PORTFOLIO button.
Click next to SELECT EXISTING; then on the drop-down menu, select the appropriate MELLON PROGRAM TEMPLATE. Click SUBMIT.
Then you should see the following screen. You’re ready to start designing your homepage!