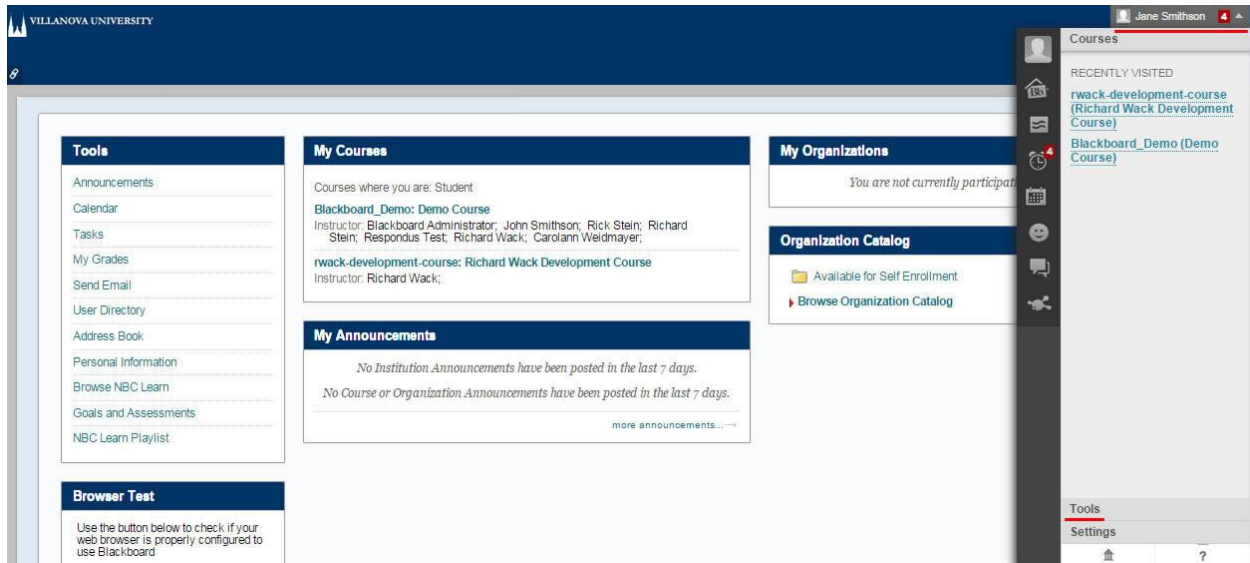
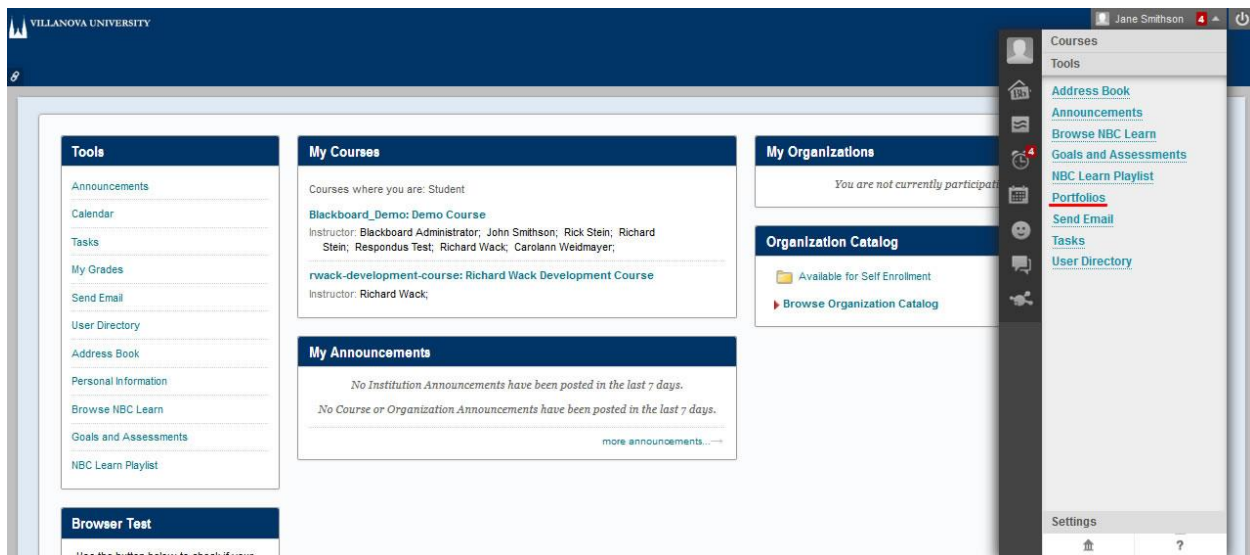


Student Guide for Adding an Artifact to the E-Portfolio

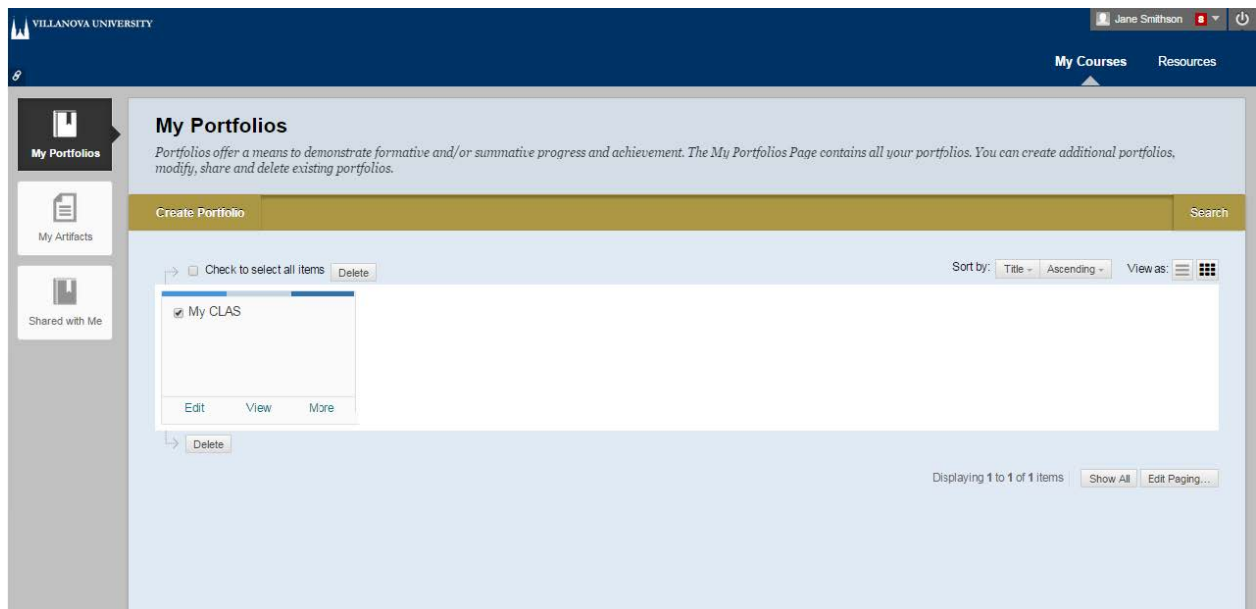
In Blackboard, click on your name in the top right hand corner.
Click the link for **Tools** at the bottom of the menu.



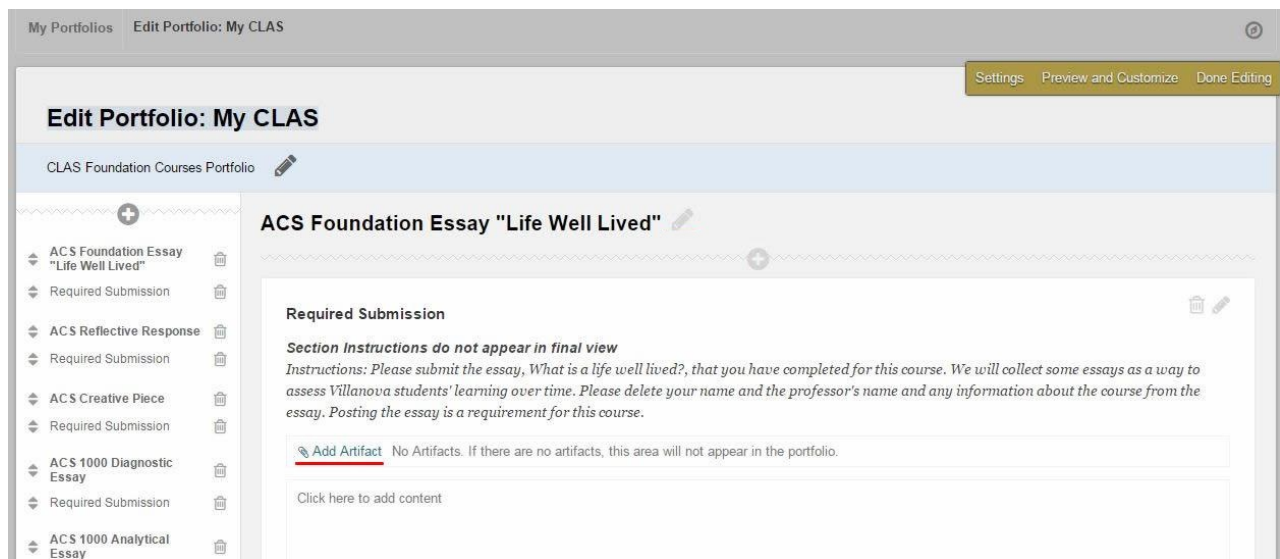
In the Tools section, click Portfolios.



The Portfolios page will show all of your current portfolios.
Click the **Edit** button, which will open the portfolio in Edit Mode.



Click on one of the assignments from the left hand navigation menu.
Click on the **Pencil** in the field Required Submission to enter your text in the textbox
or
click **Add Artifact** to upload file(s).
Click **Submit**.



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