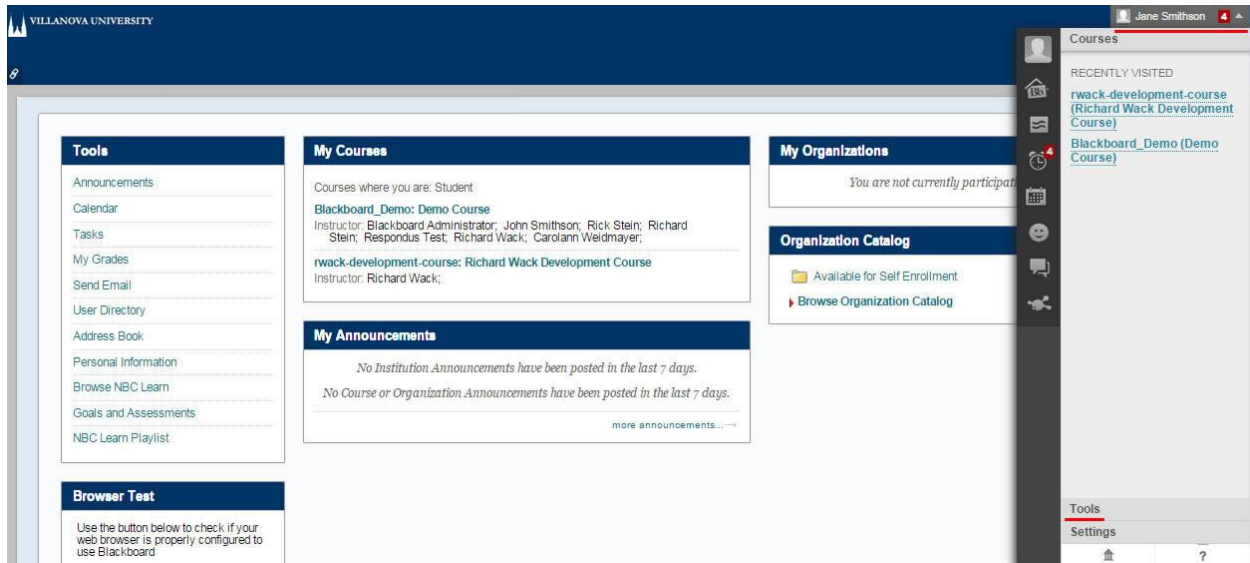
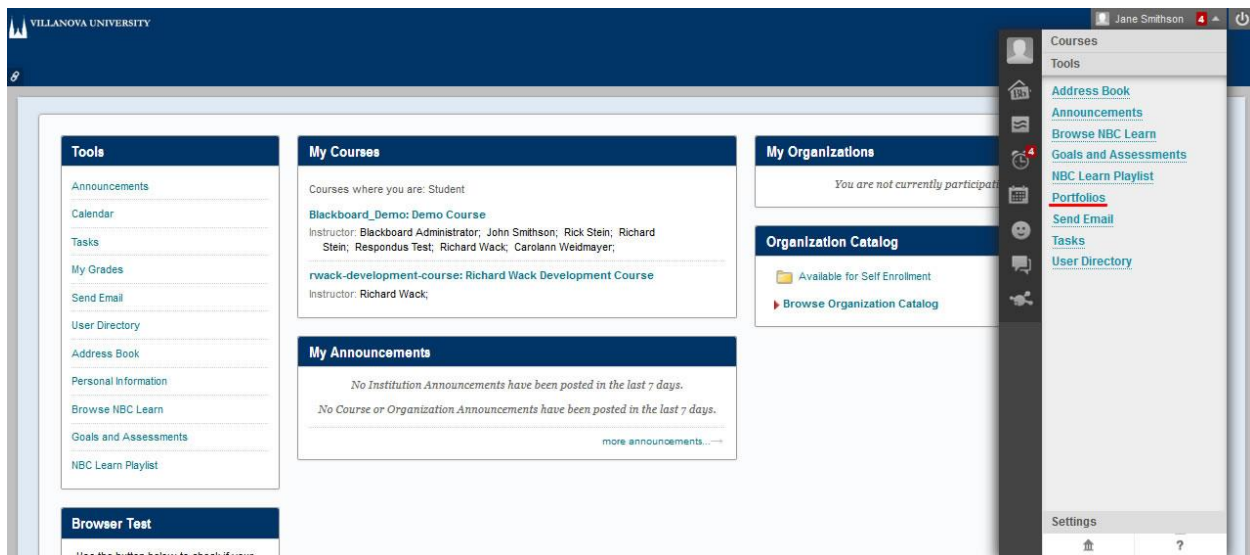


# Student Guide for Adding an Artifact to the E-Portfolio

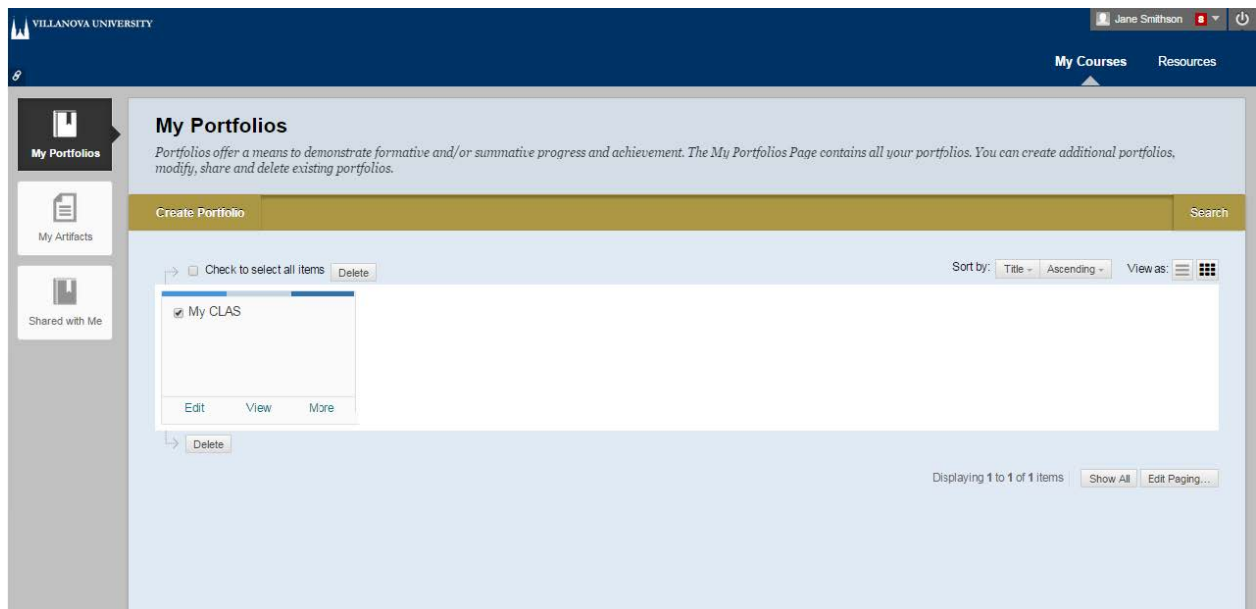
In Blackboard, click on your name in the top right hand corner.  
Click the link for **Tools** at the bottom of the menu.



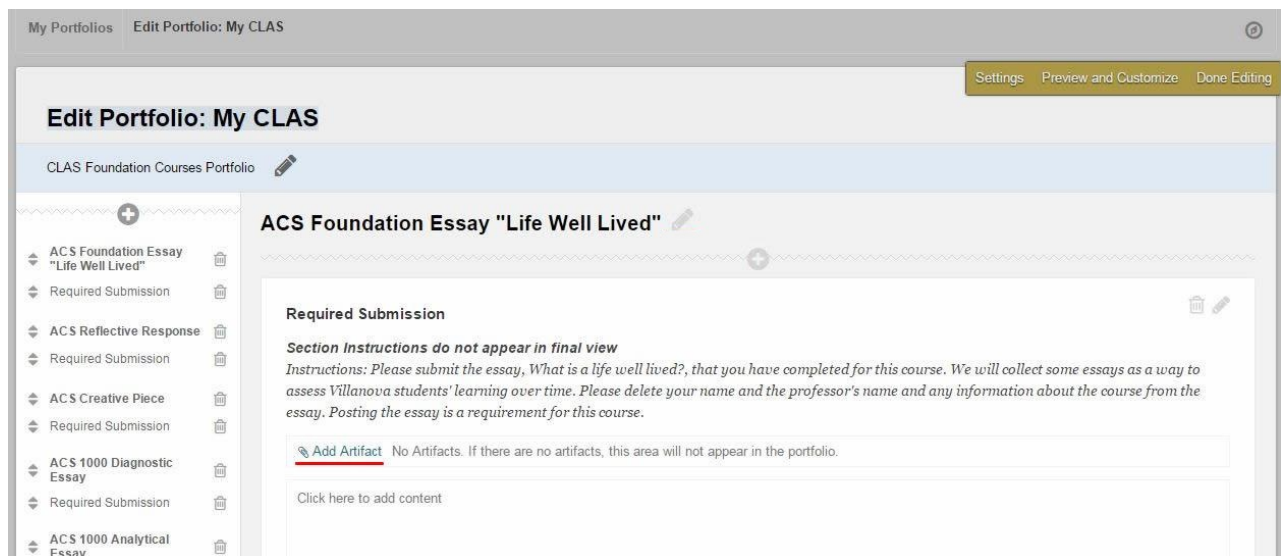
In the Tools section, click Portfolios.



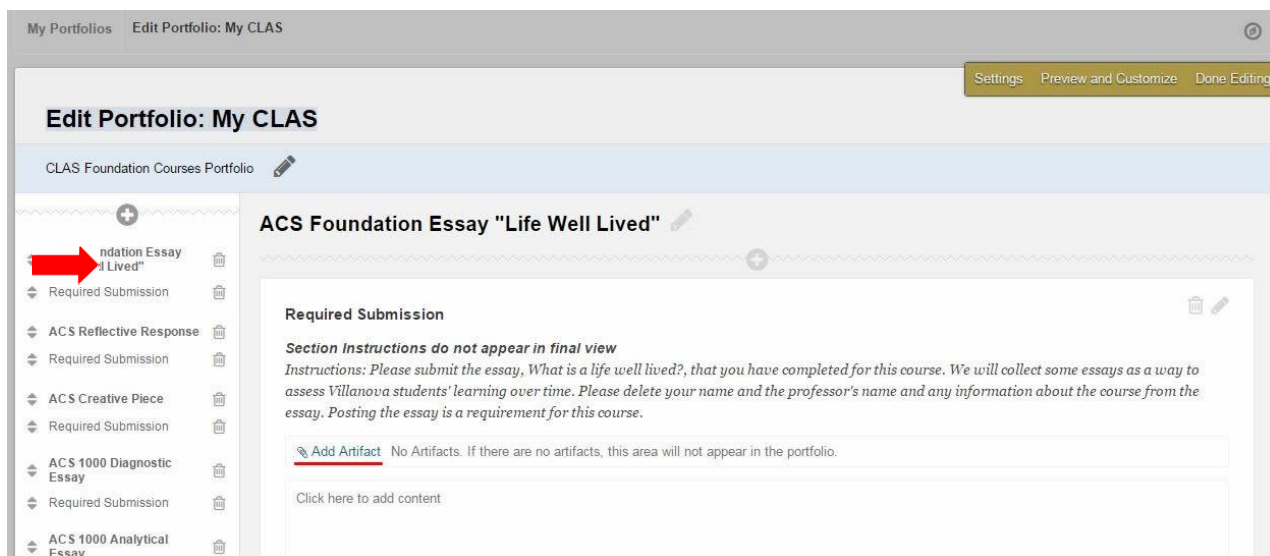
The Portfolios page will show all of your current portfolios.  
Click the **Edit** button, which will open the portfolio in Edit Mode.



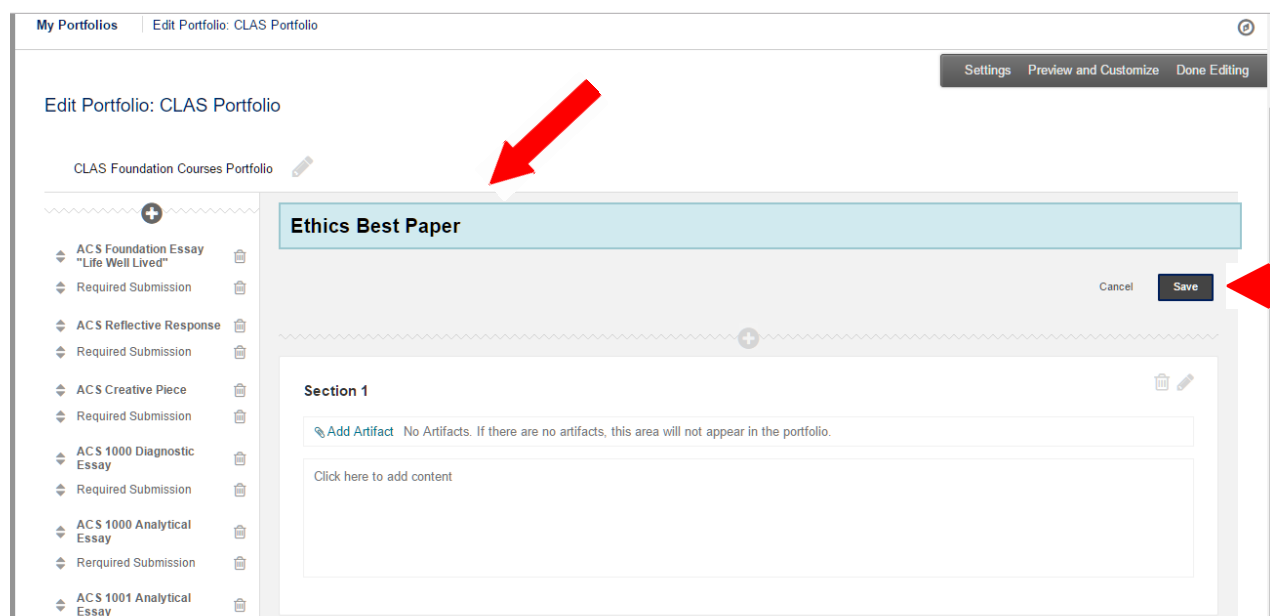
Click on one of the assignments from the left hand navigation menu.  
Click on the **Pencil** in the field Required Submission to enter your text in the textbox  
**or**  
click **Add Artifact** to upload file(s).  
Click **Submit**.



Note: If the assignment, "Ethics Best Paper", is missing on the left hand navigation menu, click on the **Plus** sign.



In the heading field, enter "Ethics Best Paper", and click **Save**.



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**.

