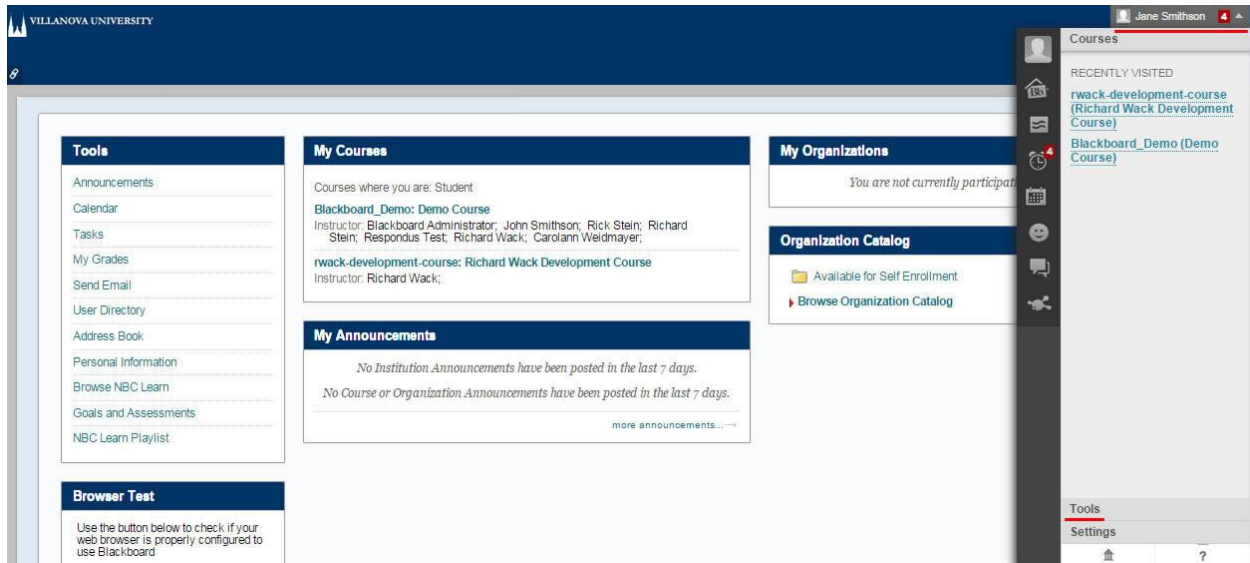
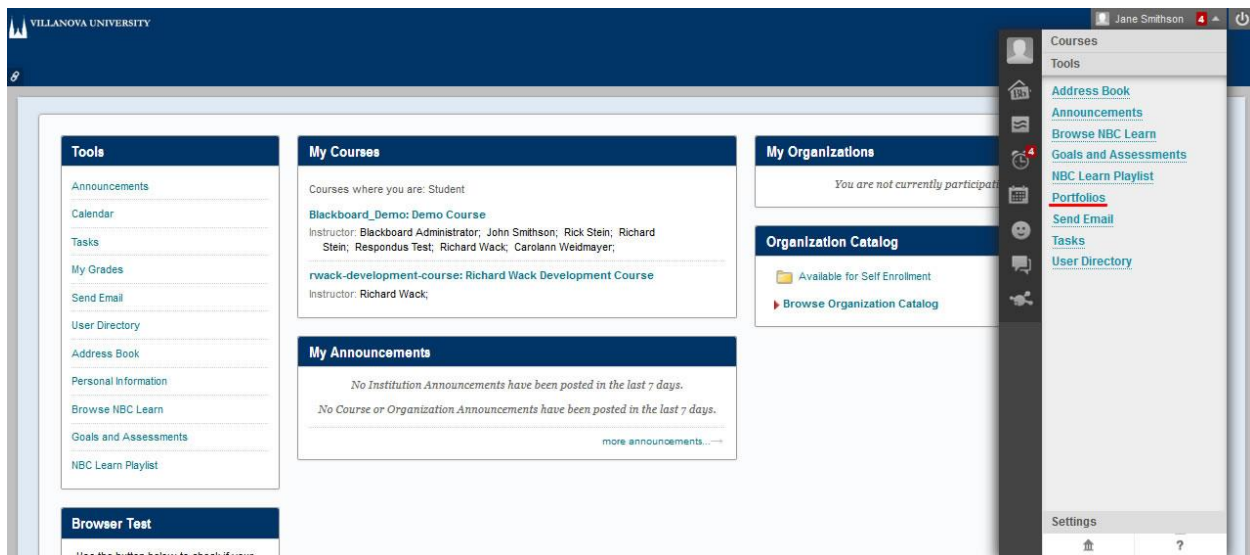


# Student Guide for creating the E-Portfolio

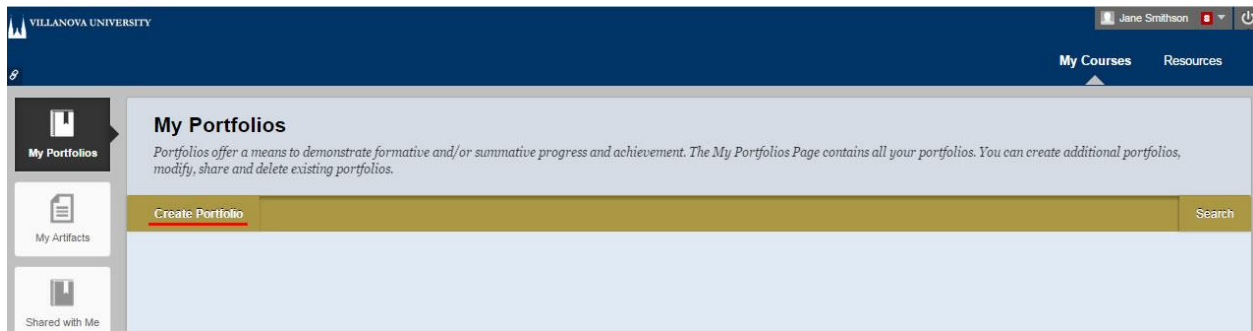
In Blackboard, click on your name in the top right hand corner.  
Click the link for **Tools** at the bottom of the menu.



In the Tools section, click Portfolios.



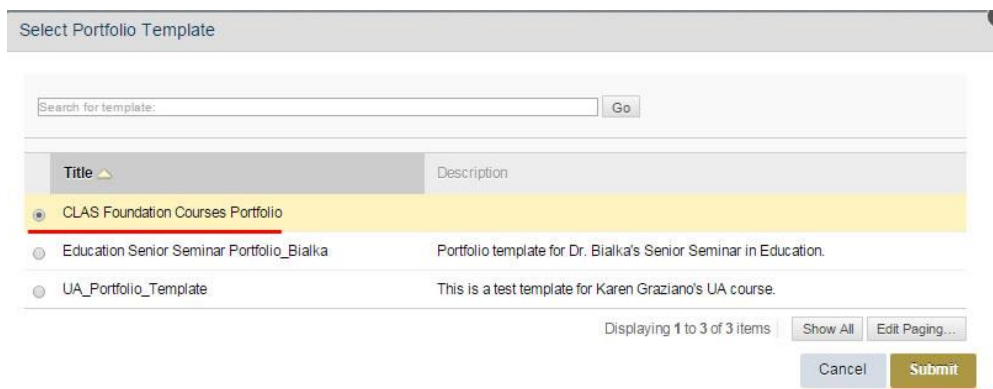
Click **Create Portfolio**.



Enter a title for the Portfolio (e.g., CLAS Portfolio)  
Click the **Select Portfolio Template** button.

The screenshot shows the Villanova University Create Portfolio form. The header includes the university logo and the user's name, Jane Smithson. The main content area is titled "Create Portfolio" and contains a description: "Portfolios offer a means to demonstrate formative and/or summative progress and achievement. The My Portfolios Page contains all your portfolios. You can create additional portfolios, modify, share and delete existing portfolios." Below this, there is a "Create Portfolio" button and a search bar. The left sidebar shows navigation options: "My Portfolios", "My Artifacts", and "Shared with Me". The form itself has a "GENERAL INFORMATION" section with fields for "Title" (with a placeholder "Your Template Name Here"), "Template" (with a "Select Portfolio Template" button), and "Description" (with a text area and a "Character count: 0" indicator). There are also checkboxes for "Available" and "Comments are Private".

Choose CLAS Foundation Courses Portfolio.  
Click **Submit**.



Once you have entered a name and selected the template, click **Submit**.  
*The Available and Comments boxes remain checked.*

The screenshot shows a web form titled "Create Portfolio". At the top right are "Cancel" and "Submit" buttons. Below the title is a note: "✱ Indicates a required field." The form is divided into a "GENERAL INFORMATION" section. It contains a "Title" field with a red asterisk, a "Template" dropdown menu currently showing "CLAS Foundation Courses Portfolio" with a "Remove Portfolio Template" link, and a "Description" text area with a "Character count 0" indicator. At the bottom, there are two checked checkboxes: "Available" and "Comments are Private", with a note below them: "If checked, all comments will be hidden from users who can view the Portfolio." At the very bottom of the form are "Cancel" and "Submit" buttons.

On the next screen, your new portfolio will load and can now be built.

- The **Settings** button will change the name of the Portfolio.
- The **Preview and Customize** button will change the colors, layout, and theme of the Portfolio.
- The **Done Editing** will close the portfolio and take you back to the Portfolios page.