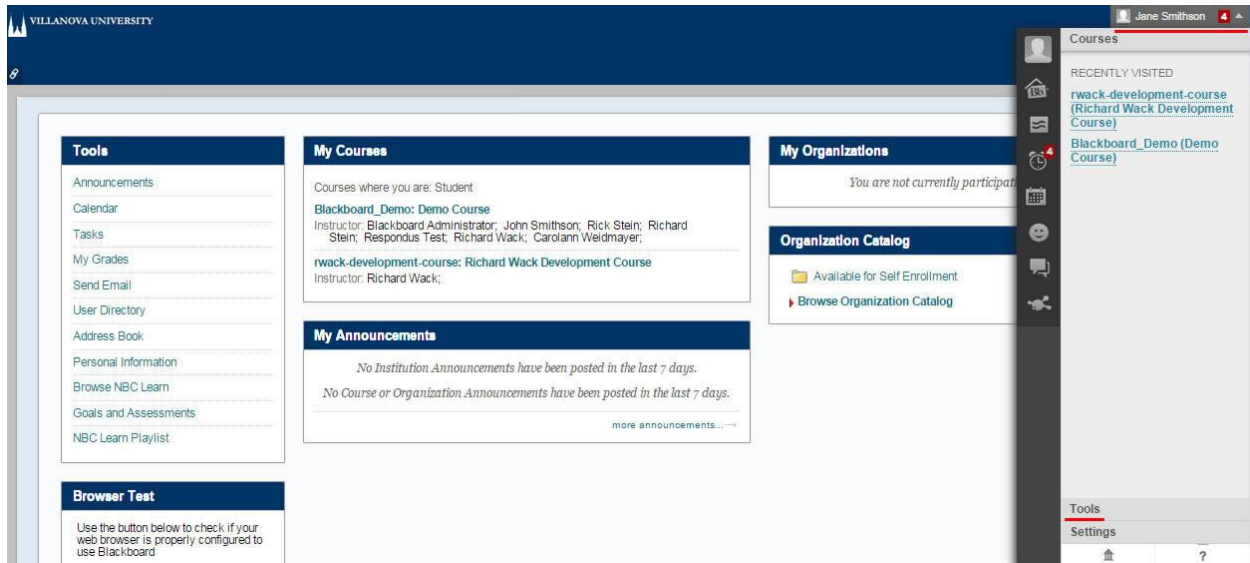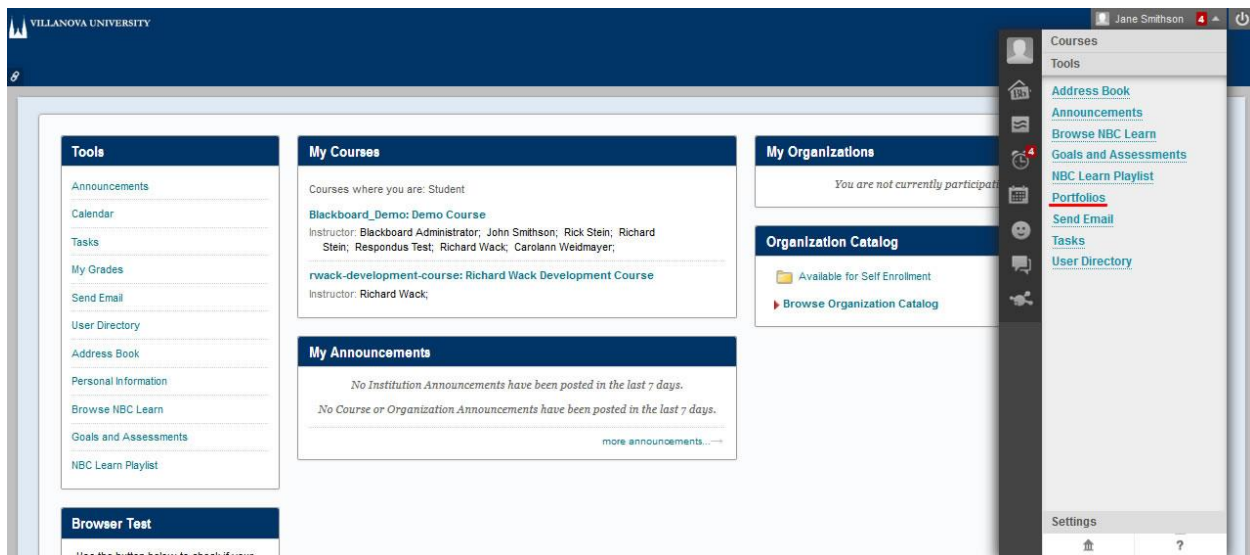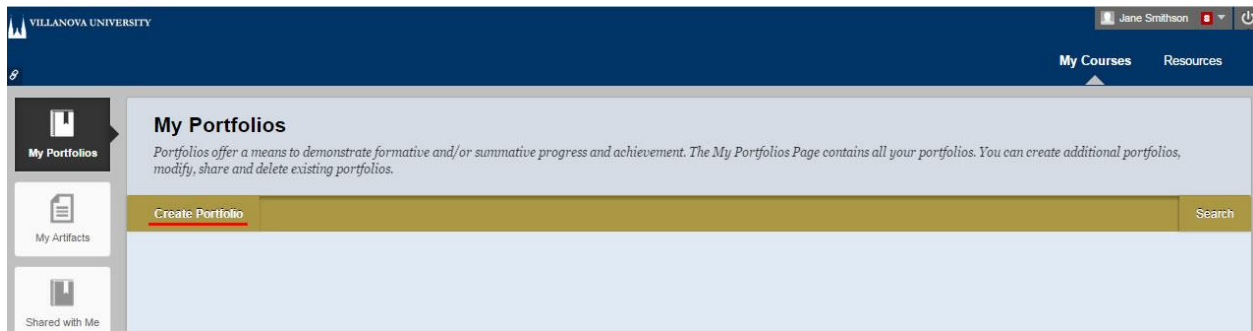# Student Guide for creating the E-Portfolio

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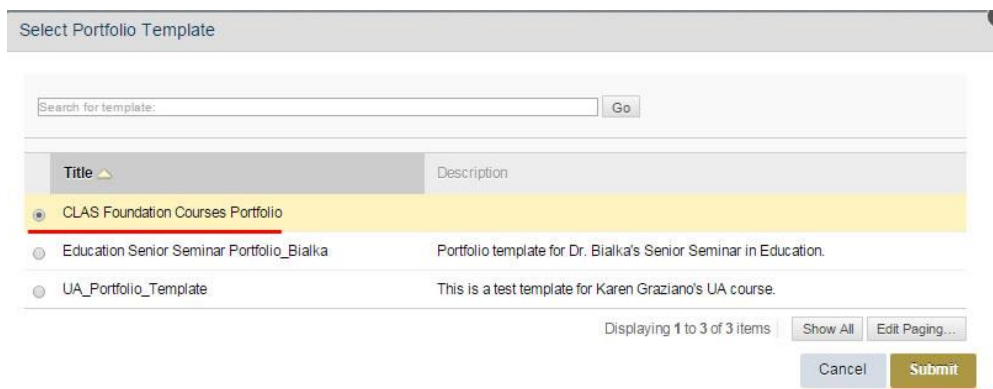

In the Tools section, click Portfolios.

Click **Create Portfolio.**

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

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.

Create Portfolio

✱ *Indicates a required field.*   Cancel   Submit

GENERAL INFORMATION

✱ Title

Template   CLAS Foundation Courses Portfolio   Remove Portfolio Template
                  Templates are pre-created content blocks that follow a certain order.

Description

                                                                                   Character count: 0

Available   ☑

Comments are Private ☑
                      If checked, all comments will be hidden from users who can view the Portfolio.

*Click **Submit** to proceed. Click **Cancel** to go back.*
                                                                   Cancel   Submit

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.