

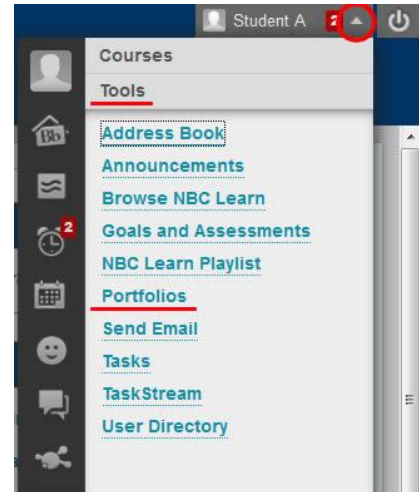
Blackboard E-portfolio User Guide

An electronic portfolio (e-portfolio) is a collection of electronic evidence assembled and managed by a student. The instructions in this document outline how to setup and use an e-portfolio within the Blackboard Learning Management System (LMS).

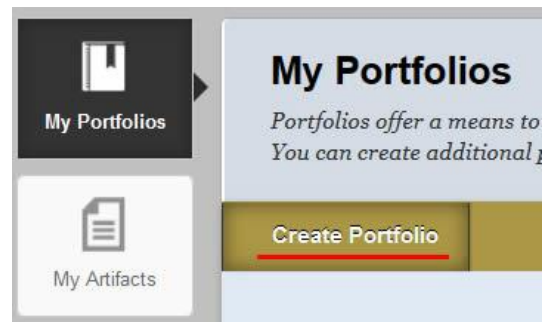
After logging into Blackboard (<https://elearning.villanova.edu>), look to the top right of the screen and click the arrow next to your name (circled in the adjacent screen shot).

From the subsequent menu, click “Tools” and then “Portfolios.”

NOTE: If you have previously used this area, the tools may already be listed and you can simply click “Portfolios.”



Click “Create Portfolio” near the top of the My Portfolios page.



Give your e-portfolio a title then select a template for it. *In some cases you may be required to complete a portfolio for a course or program in which case your instructor will let you know the name of the portfolio. The template guides you through the type of content or artifacts your instructor wants included in the e-portfolio. This content might be your best paper or it could be a reflection on a presentation you gave or an event you participated in outside of class.*

* Indicates a required field.

GENERAL INFORMATION

* Title

Template

Templates are pre-created content blocks that follow a certain order.

Note: If you are setting up an e-portfolio for the purpose of storing some of your course materials for later reference, you may not need to select a template. If there is a

PowerPoint presentation or a Word document you wish to save from a course into your portfolio, download that file first to your local computer. From there you will be able to include it as a personal file within your portfolio.

Only graded assignments may be included “from within a course” if you click on that option within your portfolio.

When you have finished naming your e-portfolio and selecting a template, click the Submit button at either the top or bottom of the screen. Next you will have an option to take a tour of the e-portfolio tool. Click the Take the Tour button or click the link below giving you the option of exploring the tool on your own.

Getting Started with Portfolio

[Take the Tour](#)

[No thanks, I'll explore on my own](#)

Adding a Personal Artifact to Your E-Portfolio

To add a personal artifact click the Add Artifact link.

Page 1 could be renamed for a particular course.

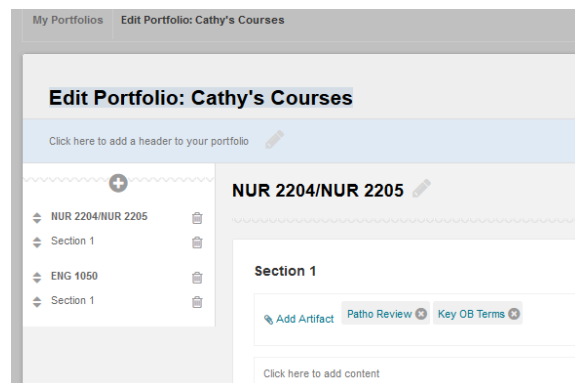
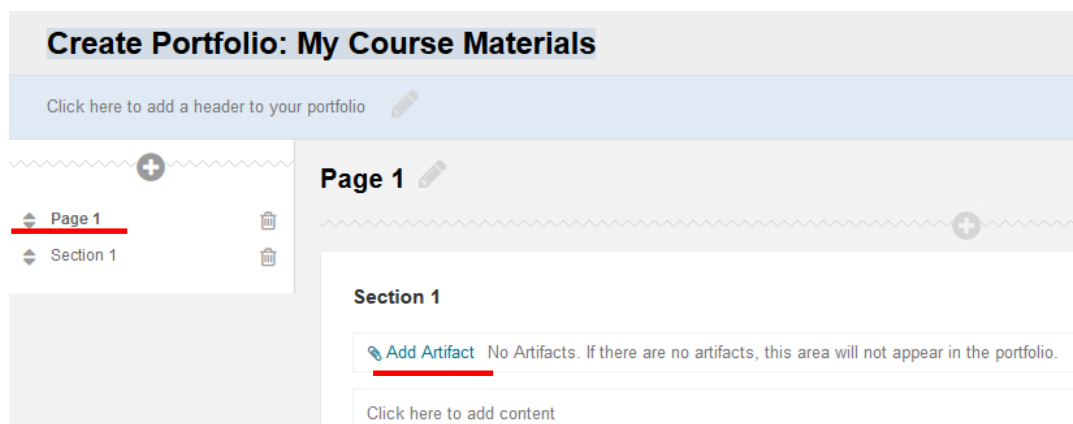
The artifacts added to this page would be materials saved or produced for this particular course.

Additional pages could be added with each page representing a different course.

Personal artifacts are added from a source other than the course. These would be notes or materials which have been previously downloaded or saved to a hard drive or flash drive.

If you are working from an e-portfolio template, you can click on the link for the piece of content or artifact you are adding. In the screen shot on the right you would click on any of the items listed.

Your new portfolio will load and can now be built. The **Settings** button will change the name of the Portfolio.

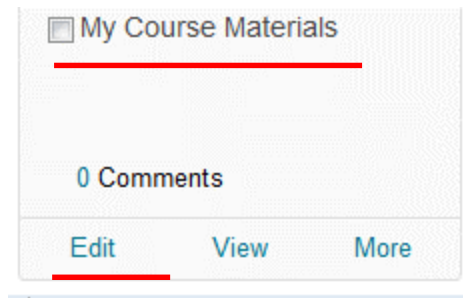


The **Preview and Customize** button will change the colors, layout, and theme of the Portfolio. The **Done Editing** will close the portfolio and take you back to the Portfolios page.

Editing Your E-Portfolio

You do not need to add everything to your portfolio in one session. To edit your portfolio begin as above by opening the Global Navigation Menu at the top right of the screen. Then click on Tools then Portfolios. The Tools may already be listed if you have previously opened the Global Navigation Menu.

Click the check box next to the portfolio you wish to edit then click Edit. You can create multiple portfolios for different purposes. For example you may create one for applying to graduate school and another when applying or an internship. Artifacts may be shared between portfolios.



View – shows you what your e-portfolio looks like in your web browser.

Edit – allows you to do things like make your e-portfolio more publicly available and share it with others. You also have the ability to download it to your local computer.

For more information about Blackboard's portfolio tool visit

<http://www1.villanova.edu/villanova/unit/instructionaltech/blackboard/bbtraining/eportfolio.html>