Creating a Portfolio

1. Log into Blackboard Learn and click the Global Navigation Menu (your name) towards the upper-right.
2. Select the Tools bar.
3. Select Portfolios from the list of options.
4. Click Create Portfolio.
5. Title your portfolio.
6. Submit.

Customizing Your Portfolio

7. Add a header or footer to your Portfolio by clicking the pencil icon at the top or bottom of the page, these repeat on every page.
8. Change the title of each page or section by clicking the pencil icon next to the title.
9. Upload documents, images, etc. by clicking Add Artifact.
10. Add a new page by clicking the plus sign, at the top of the left-hand menu.
11. Add a new section to a page by clicking the plus sign to the top or bottom of the already existing section.
12. In the top right corner, click Done Editing.