

Portfolios

About Portfolios

Portfolios collect and organize pieces of work completed over time. They are compilations of work with a general purpose or goal to showcase progress and achievement. Users are given tools to present their information in a cohesive, personalized format.

There are **two types** of portfolios:

Personal portfolios feature tools for personalizing the portfolio's style. For this also templates can be used to control all aspects of the style and layout.

Basic portfolios serve as a simple tool for quickly creating a portfolio. Basic portfolios do not use artifacts during creation which makes it more difficult to reuse content between portfolios.

Creating Basic Portfolios

A basic portfolio is created in a two step process: the first step creates a shell for your portfolio, the second step is to build process in which three types of material can be added (content, links and items).

To do this, go to **My Content > My Portfolios** and click **Create Basic Portfolio**



Fill in the requested field and click **Submit** to create the portfolio.

To build content in your portfolio, click the double arrow behind your portfolio and click **Build**. By clicking on **Add Content, Add Link** or **Create Item**, the portfolio can be filled.

About Personal Portfolios

The creation of personal portfolios is a multi-step process:

1. Create a Personal Portfolio
2. Design the appearance
3. Add pages and Artifacts
4. Determine the settings

Personal portfolios can be created as a new portfolio or as a portfolio from an existing template.

A Personal Portfolio from a template

1. Go to **My Portfolios**
2. Click on **Create Personal Portfolio**
3. In the **Select Method** section, select an existing template to apply
4. Click **Save and Continue** to move to the next step and **Submit** to return to the **Edit Portfolio** menu.

A new Personal Portfolio

1. In **Create Personal Portfolio**, select **Create New**
2. Provide a **Title** and **Description**
3. Click **Submit** to return to the **Edit Personal Portfolio** page.

Personal portfolios created from a template already have a defined style. **Style options** available for newly created portfolios are layout, background, fonts and the navigation menu.

To **edit the Style**, go to **My Portfolios** and click **Edit** in the double arrow menu. Navigate to **Edit Styles** to personalize your portfolio on the aforementioned areas.

Working with Artifacts

Artifacts are pieces of content that can be uploaded to a personal portfolio. Artifacts can be created in the Personal Artifacts menu:

1. Click **Create Personal Artifact**
2. Provide a **Name** and **Description** for the artifact
3. Define the artifact content with the text editor. This description will be visible in the portfolio
4. Click **Submit**

Managing Portfolios

Basic portfolios are managed from the **My Portfolios** page. All the options to manage a basic portfolio are accessed by opening the contextual menu for the portfolio. Portfolios can be edited during any time of the creation process.

To **Edit a Portfolio**, click on the double arrow next to the portfolio and click Edit

To **Build a Portfolio**, click on the double arrow and click Build

To **Manage Comments**, click on the double arrow, click Comments and click the hyperlink of the comment subject to open the comment text.

To **Download a Portfolio**, click the double arrow and click on Download. Click on Click to download Portfolio link, a window appears to open or save the Basic Portfolio

To **Share a Portfolio**, click the double arrow and click Share. Mouse over Share With to select the desired option and click Submit

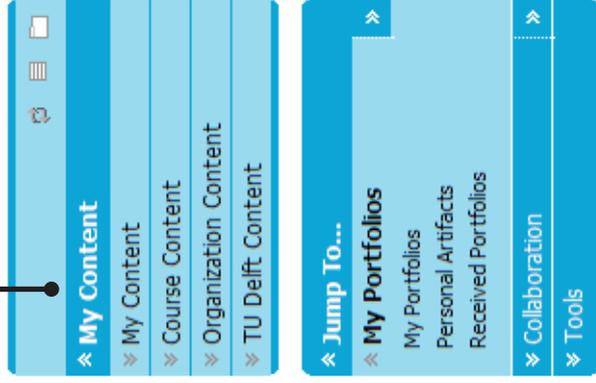
Additional information on portfolios can be found at: <http://help.blackboard.com/student/index.htm>

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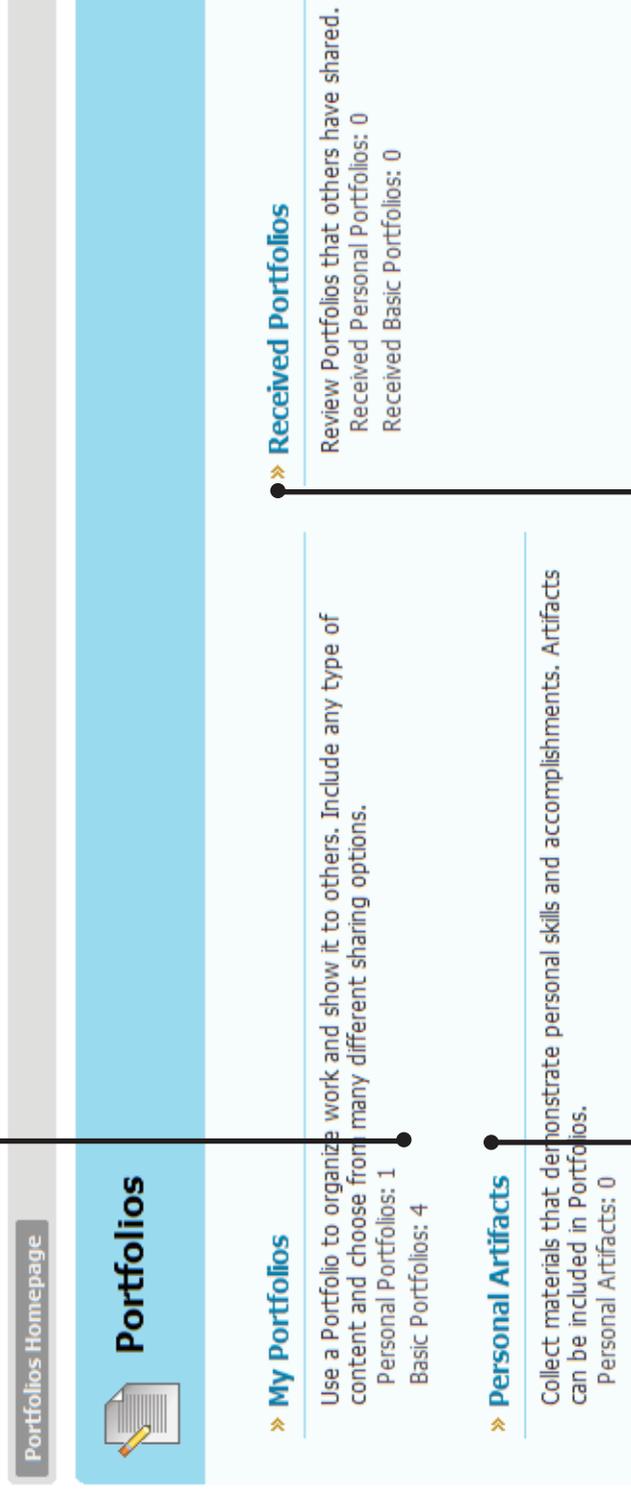
MSN: els@tudelft.nl

Portfolios can be found in the My Content menu



Quick access to your and others' portfolios and personal artifacts

Number of Basic and Personal Portfolios



» **Received Portfolios**

Review Portfolios that others have shared.
Received Personal Portfolios: 0
Received Basic Portfolios: 0

Receive Portfolios

» **My Portfolios**

Use a Portfolio to organize work and show it to others. Include any type of content and choose from many different sharing options.
Personal Portfolios: 1
Basic Portfolios: 4

Manage Artifacts

» **Personal Artifacts**

Collect materials that demonstrate personal skills and accomplishments. Artifacts can be included in Portfolios.
Personal Artifacts: 0