

Portfolio Tutorial

Office of Academic Assessment

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[Please note that, after the above date, there may be Blackboard-created changes in menus and buttons used.]

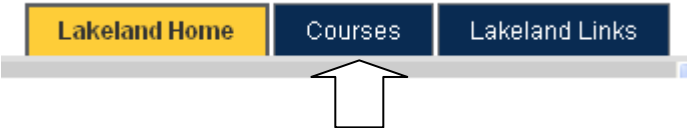
Blackboard[™]: Steps in Creating Your Own Portfolio

***NOTE:** This document is intended to serve as a set of beginning steps for getting into Blackboard and creating a portfolio in Blackboard. If you need additional help, choose Help (?) in Blackboard, which takes you to Blackboard Online Support for Lakeland College, or consult Lakeland College Information Technology (IT).*

OPENING BLACKBOARD

1. Open your web browser (for example, Internet Explorer) and enter **lakeland.blackboard.com** into the address bar.
2. Login to Blackboard: Click on the Login icon near the top of the page, and then enter your username and your password.
Username: Your user name is your student ID number that is given to you by Lakeland College. If you do not know your ID number, ask your course instructor. Your ID number is shown on the class list for any course.
Password: If this is your first time on Blackboard your password will be *Lakeland* [case-sensitive]. If this is not your first time, then enter the password that you created. To change your password, you may go into **Tools** on the left hand side and select:
Personal Information ↪ **Change Password**
3. At this point, you are at the Lakeland Home page in Blackboard.
4. *(Familiarize yourself with how Blackboard is organized; the tabs near the top of the page lead you to various parts of Blackboard. Currently, we are only looking at how to create a portfolio.)*

CREATING A PORTFOLIO

1. When you are on your Blackboard homepage you will see three tabs in the upper right corner of the page.

2. Next, click on the tab that says **Courses** (as shown above). This brings you to a list of all of your courses that are registered on Blackboard.
3. Next, click on **any class from the list that you are CURRENTLY enrolled in**. This will take you to the page which lists all the announcements for that course.
4. Next, on the left hand side of the screen there is a list of options to click on for that course. These include: **Announcements, Faculty Information, Contacts, Communication, Discussion Board, and Tools**. Click on the TOOLS option.
5. You should now be on a page that has a list consisting of two columns of different tools that are available. In the right column, the fourth option down, there is a button for Portfolios Homepage; click this button. This will bring you to two options: **My Portfolios** and **Received 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: 0
- Basic Portfolios: 1

» Received Portfolios

Review Portfolios that others have shared.

- Received Personal Portfolios: 0
- Received Basic Portfolios: 0

6. Next, click on **My Portfolios** (as shown above). If you have never done this before, then you will have nothing in your list. To add a new portfolio, click on **Create Basic Portfolio** (in the upper right hand corner of the screen).
 - A. This should bring you to a page titled **Add Basic Portfolio**.
 - B. The next step is to name your portfolio. In this page you will see that it asks for a title of your portfolio as well as a description. Both the title and description are required.
 - C. The next step is to design your portfolio. You are asked what type of Menu Style you want (Buttons or Text). Then it will ask you to pick a **Menu Background Color** and a **Menu Text Color**. You can either stay with the default colors, or if you choose to change colors, click the double arrows next to the color options for both the background color and the text color.
 - D. The next step is to choose the Portfolio Availability. Here you simply select “yes” or “no” for whether or not you would like your portfolio to be shared with other users.
 - E. The next step is choosing whether or not you would like other users to view and comment on your portfolio. You will either select **Shared** or **Private** depending on your preference.
 - F. Once you have completed all of the areas, click the **SUBMIT** button at the lower right corner (bottom of the page).

7. After completing the above steps, you will end up back at the **My Portfolio** page. At the top of the screen it should say “**Success: [name of portfolio] added**”. This is where you can view your portfolio by clicking on the name that you made for the portfolio, or if you would like to change something in your portfolio, click the **double arrows** button (next to the title of your portfolio) and select the Edit option. The **double arrow** button will also give you options to **Build, Comment, Share, Copy, or Delete**. Click the appropriate option.

CONGRATULATIONS! YOU HAVE CREATED YOUR FIRST PORTFOLIO IN BLACKBOARD!

