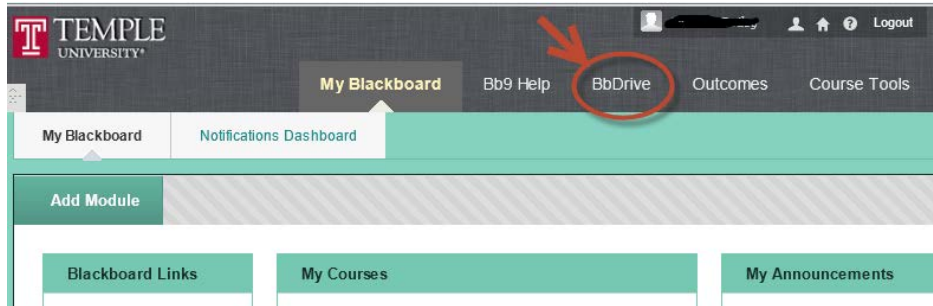
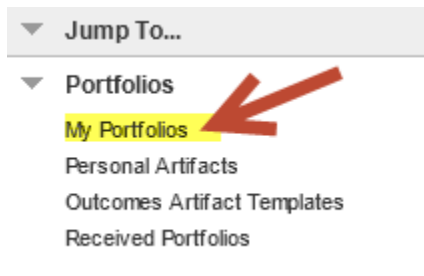


## CREATING YOUR EPORTFOLIO IN BLACKBOARD:

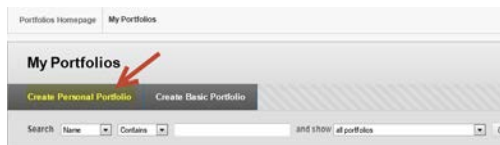
1. Login to Blackboard (<http://blackboard.temple.edu>)
2. Click on the **BbDrive** tab at the top of the screen.



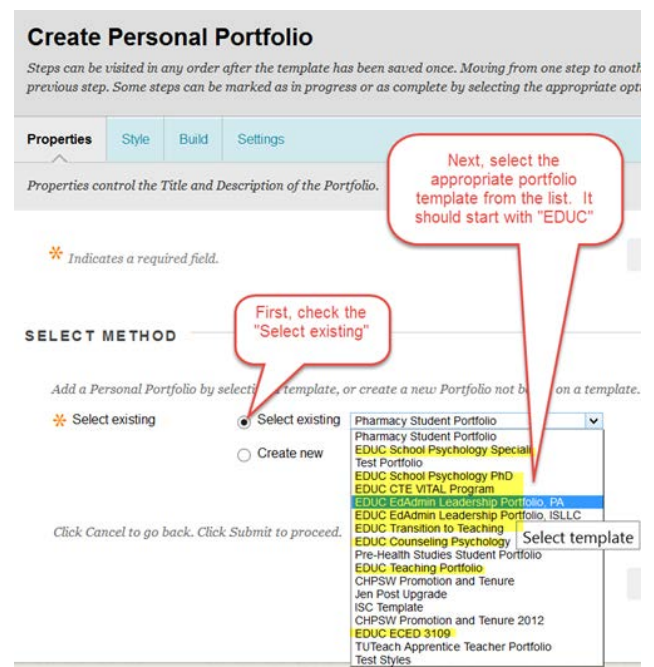
3. Under the “Portfolios” section on the left-side menu, click on **My Portfolios**



4. Click on **Create Personal Portfolio**



5. Next to - **Step 1: select Method** - click the button next to “select existing” and from the drop-down menu to the right, **select the appropriate template for your program**. Students in the Teacher Education program should select the “**EDUC Teaching Portfolio**” template



6. Scroll to the bottom and select “save and Continue”

### Create Personal Portfolio

*Steps can be visited in any order after the template has been saved once. Moving from one step to another automatically saves information entered on a previous step. Some steps can be marked as in progress or as complete by selecting the appropriate option at the bottom of the page.*

Properties | Style | Build | Settings

*Properties control the Title and Description of the Portfolio.*

\* Indicates a required field.

Cancel | Submit | Save and Continue

---

**1 Select Method**

*Add a Personal Portfolio by selecting a template, or create a new Portfolio not based on a template.*

\* Select existing  Select existing  Create new

EDUC Senior Portfolio Assessment (SPA)

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**2 Next Step**

*Click Save and Continue to save and continue. Click Cancel to quit. Click Submit to proceed.*

Cancel | Submit | Save and Continue



7. Note: you will be unable to change the layout of the portfolio in the **STYLE** section (these are defined by the template for consistency across your program). To begin editing your portfolio, click on the “Build” tab.

### Modify Personal Portfolio: VITAL Professional Teaching Portfolio

*Tabs may be visited in any order after the template has been saved once. Moving from one tab to another automatically saves complete or in progress by selecting a corresponding icon below.*


Properties | Style | Build | Settings


**Design the appearance of the Portfolio.**  
*Design the appearance of Portfolios derived from this template.*


**1 Select Layout Theme**


Select a theme to define the position of contents and navigation items in the Portfolio.

Layouts

Layout 1  


Layout 2  


Layout 3  


Layout 4  


**2 Design Background**

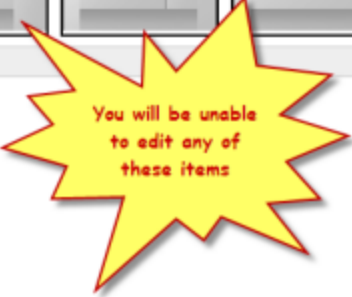
Create a background for the Portfolio.

Background Color

Background Image

No Image Available

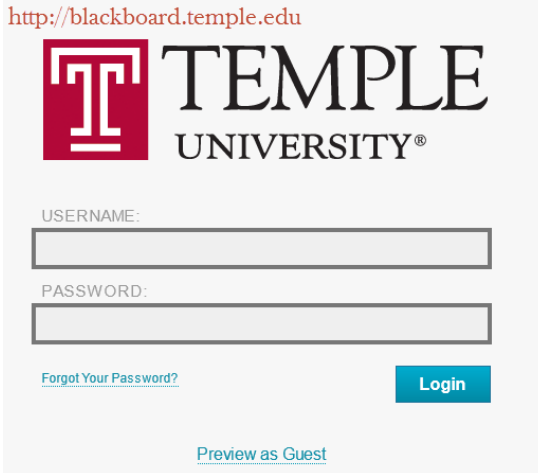
Do not use an image.




## EDITING YOUR PORTFOLIO

1. Login to Blackboard: <http://blackboard.temple.edu>.

<http://blackboard.temple.edu>




**TEMPLE**  
UNIVERSITY®

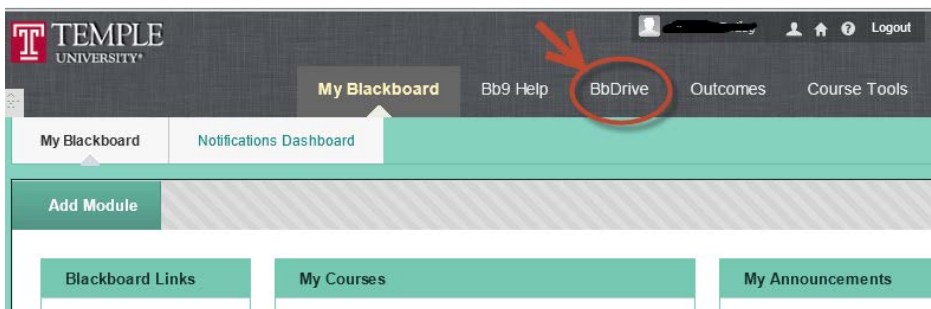
USERNAME:

PASSWORD:

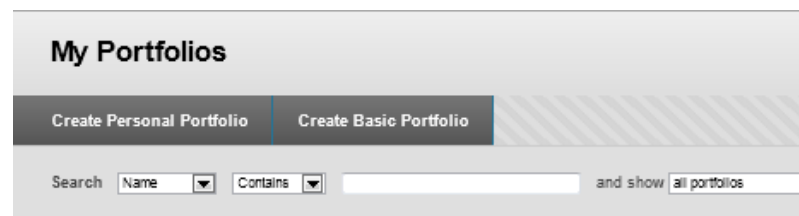
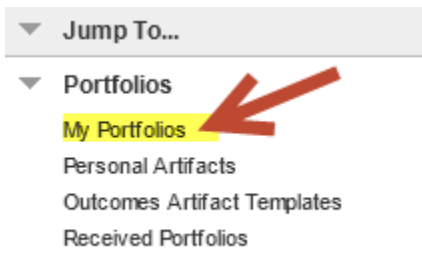
[Forgot Your Password?](#)

[Preview as Guest](#)

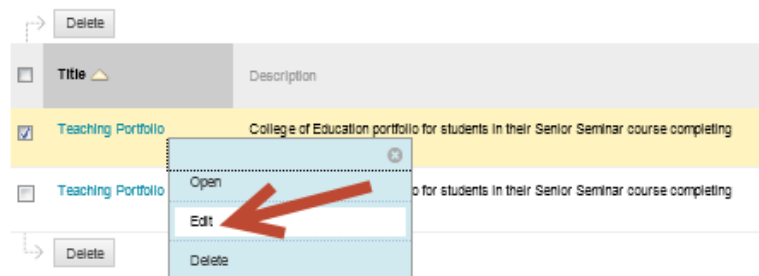
2. Click on the **Bb Drive** tab.



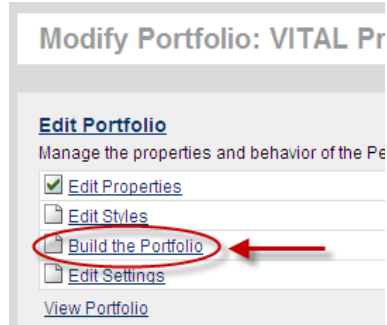
3. Under the “Portfolios” section on the left-side menu, click on **My Portfolios**



4. Next to the name of portfolio you want to edit, click the arrow icon that appears when you hover your mouse to open the context menu. Then, click on the “Edit” option.



5. Click on “Build the Portfolio”

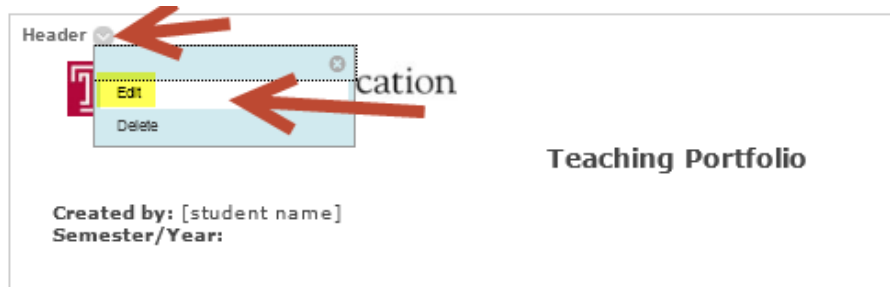


## MODIFY THE HEADER INFORMATION

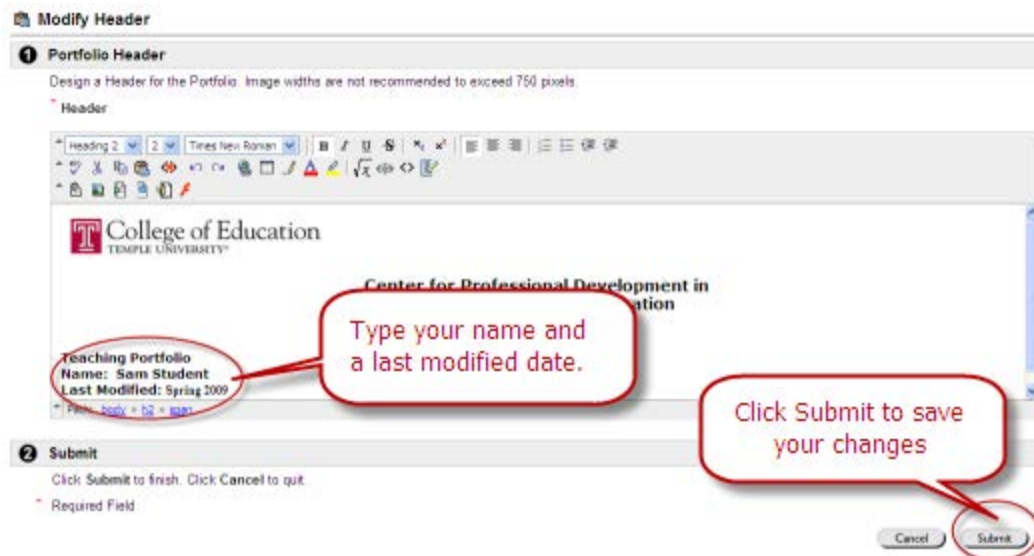
Your portfolio template includes some header information, like the title of the program and the title of the portfolio, that you should NOT change. This helps insure consistency and will also help your readers review your portfolio.

However, you MUST make two changes to the Header information: 1) add your name to the portfolio; and 2) identify the last time you updated the portfolio (this is especially helpful if you are building your portfolio over several semesters or years).

1. Next to the word **Header**, click the grey down-arrow icon to open the context menu and then select “**Edit**”.



2. Type your name and the last modified date on the appropriate lines.  
Note: for last modified, consider using a period of time, rather than specific date (e.g. “Spring 2010”, rather than “04/15/2010”). This way, you won’t have to continually update the header, but you will know, generally, when was the last time you spent time building your portfolio and how dated the material might be.

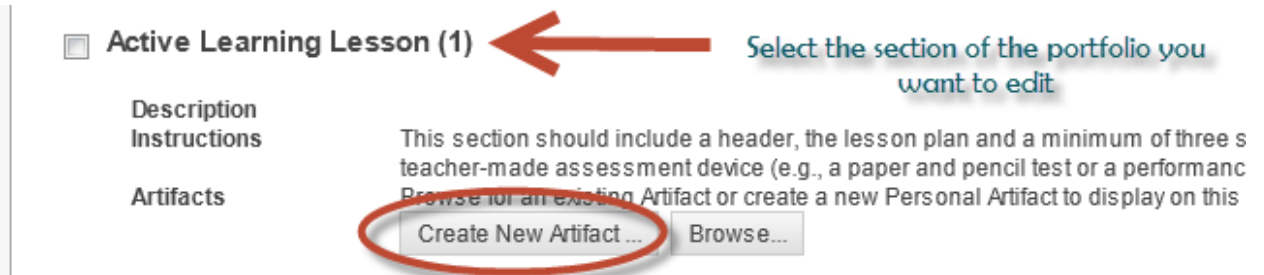


3. Click **submit** to save your changes.

## ADDING AN ARTIFACT TO YOUR PORTFOLIO


An artifact may include a Word document, PowerPoint presentation, audio recording, video clip, or virtually any other electronic document you have available to demonstrate competence or expound on concepts identified in the portfolio template. You can also type your artifact directly into your portfolio (no need to upload a document). However, you'll probably want to limit how much manual entry you do, as it will be more difficult to edit these entries later.

1. Go to the "Build the Portfolio" screen (see above for instructions how to get here).
2. Find the section of the portfolio where you want to add an artifact.



3. Click the "Create New Artifact" button
4. The Personal Artifacts screen opens in a new window

## EXPLANATION OF PERSONAL ARTIFACTS ENTRIES (SEE NEXT PAGE)

- a. **Name** (required): give a unique name. This name will appear only to you, but will allow you to find this artifact again later, if you need to modify it or want to use it in another portfolio. **DO NOT use special characters in the name!**
  - b. **Description** (optional): provide a more detailed explanation of what is included in this artifact. This will only be seen BY YOU. It will NOT appear in your portfolio.
  - c. **Content**: in this text box, you can directly type your information. In most cases, you'll want to make a short entry that describes the artifact for your audience. Keep in mind, anything you type in this box WILL appear in your portfolio.
  - d. **Attach a local file\***: click the Browse button and navigate to your saved Word, PowerPoint, PDF, or other electronic document to upload it to your Portfolio. To attach additional files, click the Add Another File link. 
  - e. Click **submit** to save your artifact.
5. **IMPORTANT**: Before you can view your artifact in your portfolio, you must click the "save and continue" button at the bottom of the Build Your Portfolio screen.
  6. You can add multiple artifacts to any section of your portfolio.

## ADDING A PERSONAL ARTIFACT

**Add Personal Artifact**

**1 General Information**  
Define basic information about the Personal Artifact

Name  *Name is **required** and may appear in your portfolio*

Description  *Description is only seen by you and will **NOT** appear in your portfolio.*

**2 Content**  
Specify the content of this Personal Artifact

Content  *You can type content directly into your portfolio using this box or attach a document (Word, PowerPoint, PDF, audio recording, etc.) using the buttons below. Anything you type in this box will appear in your portfolio.*

Attach local file   *To attach a document, click the Browse button.*

Link to Content Collection item   *If you have a document in another portfolio that you want to use, link to it with this Browse button.*

[Add Another File](#)

Currently attached files:

Remove	File Name	Type
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**3 Submit**  
Click **Submit** to finish. Click **Cancel** to quit.

*Don't forget to **SUBMIT** your changes.*



**\*CAUTION!!!!** Before you attach a file to your portfolio: do not use special characters when you name the file. Special characters will prevent you from being able to export/download your portfolio.

For example: Lesson Plan (1.1) ~ Active Learning.docx

Change to: LessonPlan1\_ActiveLearning.docx – remove spaces, special characters.

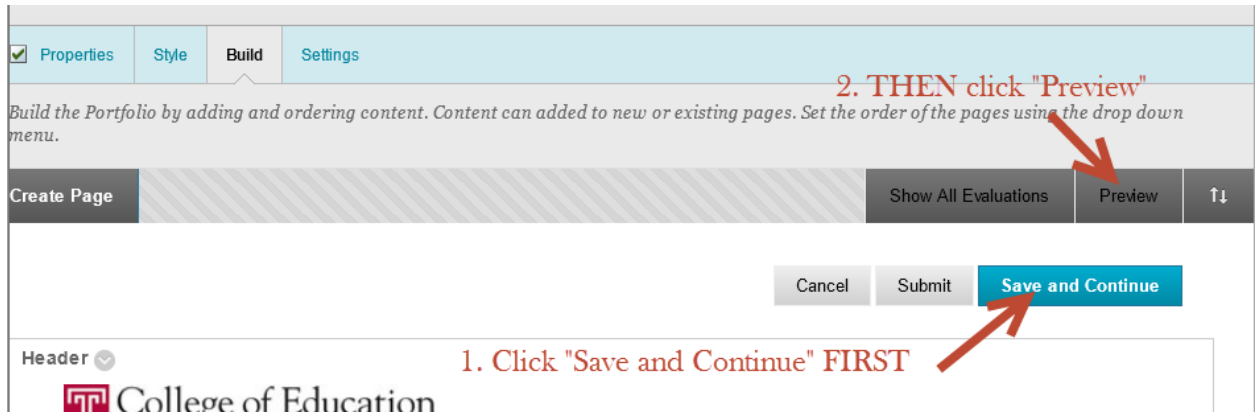
Special characters include things like #, \$, %, @, &, +, >

Use only dash – or underline \_ to separate words in file names.

## PREVIEWING YOUR PORTFOLIO

The Preview feature allows you view your portfolio as others will see it when it is submitted for review.

1. BEFORE you preview your portfolio, make sure you have saved your latest edits. Click the “save and continue” button at either the top or bottom of the Build screen.
2. Then, click the Preview button.



3. Your portfolio will open in a new window. Use the menu on the left to move through your portfolio.

