For detailed information on creating and sharing a Portfolio via backboard, go to: http://blackboard-support.uu.nl/en/manuals/___-creating-portfolios/

Quick Step Guide To Creating and Sharing a Portfolio in Blackboard

- **Creating Your Blackboard Portfolio**

1. Log in to Blackboard, http://www.uu.nl/blackboard
2. Go to 'Portfolio' (in the menu bar top of the screen). This will take you to 'My Portfolios'.
3. Click 'Create Portfolio'
4. Enter your full name in the 'Title' field
5. From the drop-down box, select the Template called 'UCU Portfolio File' and click 'Submit'.
6. Optional: enter a short description (this is only for your own reference, for example: 'My UCU Portfolio').
7. On the same page, keep the 'Available' box ticked (checked) and un-tick the box called 'Comments are Private'. Then click 'Submit'
8. Take the tour, and while doing so:
9. Optional: enter a header (e.g. Portfolio [Your Name]) and click 'Next'
10. Please read the information on Navigator, Section insertion and Portfolio Actions carefully,   and then click 'Next'
11. Click 'Close' to finish the 'Guide Me' tour
12. Optional: at the bottom of the page, enter a footer (e.g. University College Utrecht)
13. Read and follow the Section Instructions of the section 'Portfolio File Semester 1' (this means 'fill out your Reflection Form') .
14. Under the instructions first click 'Add Artifact', and in the new page click 'Add Personal Artifact' (this means 'attach your Reflection Form')
15. In the 'Title' field enter e.g. 'Semester 1 Midterm Academic Reflection Form'
16. Optional: enter a short description (this is only for your own reference).
17. In the 'Content' section enter a brief message, e.g. 'Attached please find my Semester 1 midterm academic reflection form'
18. Click the 'Browse My Computer' tab
19. Select the relevant file and click 'Open'. To add more files, click 'Browse My Computer' again, and follow the same procedure.
20. Click 'Submit' when you are ready to add the Artifact to your Portfolio.

- **Editing/Updating Your Existing Blackboard Portfolio**

1. Log in to Blackboard, http://www.uu.nl/blackboard
2. Go to 'Portfolio' (in the menu bar top of the screen). This will take you to 'My Portfolios'.
3. Select the Portfolio you would like to edit and click 'Edit'. This brings you directly to step 13 of the Quick Guide above.
4. You can now add another Artifact, following steps 14-19 above.
5. You can also remove an Artifact from the portfolio by clicking the 'x' next to it. This does not delete the Artifact altogether though, just from the portfolio.
6. To update or delete an Artifact altogether, go back to `Portfolio' (see step 2 above) and click 'My Artifacts'. This brings you to a list of all Artifacts you uploaded to Blackboard.
7. Click on the chevron right next to the Artifact title you wish to change. This brings you to step 15 of the Quick Step Guide above.
8. Follow steps 18-19 to add more files to this Artifact.
9. Optional: You may want to delete obsolete files : Click 'Mark for removal' next to previous versions of the file(s) you added.
10. Click 'Submit' when you are ready to submit the changes to your Artifact. This will update the Artifact in all Portfolios in which you included it.

- **Sharing Your Blackboard File**

To share a snapshot of your Portfolio File, follow these steps:

1. Locate your UCU Portfolio File on 'My Portfolio's and click 'More'
2. Click on 'Share' and then select 'Share a snapshot with… Users (Solis ID's)'
3. Enter your tutor's Solis ID or click 'Browse' to search for your tutor[1].
4. Click 'Submit'. This will bring you to a list of all Snapshots you shared. Click on a Snapshot to view it or use the drop down menu to share it with more tutors.

Note: Each time you update your Portfolio File (e.g. if you attach a new Self-Reflection Form), you must share it once more with your tutor to give the latest 'snapshot' of how it looks. For this you have to remove the old snapshot first!

- **Receiving Comments on Your Portfolio File**

To exchange comments with your tutor in your Portfolio File, follow these steps:

1. Locate your Portfolio Files on 'My Portfolio's.
2. When your tutor has read your portfolio and posted a comment, you will see '1 Comment' appearing on the 'tile' of your Portfolio.
3. Click 'View' and then 'Comments' to see the comment.
4. Click 'Add Comments' to respond to the comment.

FURTHER SUPPORT

For more information, go to the following Blackboard support page: http://blackboard-support.uu.nl/en/manuals/   -creating-portfolios/

The UCU 'Key User' for Blackboard is Michiel Ruijgrok, who can provide further individual support M.S.Ruijgrok@uu.nl

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[1] Note: if you cannot find your tutor, his or her name and e-mail address may be hidden. Ask your tutor to go, in Blackboard, to the right-top of the screen, click on his or her name and go to Settings
> Personal Information > Set Privacy Options and ask the tutor to either check 'List my information in the User Directory' or give you their Solis ID.