OVERVIEW:
In order to get a general sense of what the Portfolio Homepage is and what it does, this overview gives a pictorial view of the Portfolio Tool within Blackboard. It also shows how to access the Portfolio tool within Blackboard.

HOW TO NAVIGATE THE PORTFOLIO TOOL IN BLACKBOARD:
Blackboard Portfolios is a new tool that is not associated with any one course; therefore, it will be accessed through the global navigation feature at the top right of the screen, which is associated with an individual's Blackboard account.

To access your portfolios, find your name in the global navigation menu at the top right of the screen and click on it.

A drop down menu will appear. Near the bottom, find and select Tools.
The Tools list will slide to the top and you will see a list of options. Find and select Portfolios.
That will bring you to this page, which is the Portfolio Homepage. There are three tabs on the left, which we will go through one by one.
1. **My Portfolios**: The first tab is My Portfolios. This tab is used to create, manage, and share your own portfolios.

   ![My Portfolios Tab](image)

   a. This is where you create a new portfolio.
   b. This is where you search your own existing portfolios.
   c. This is where you can share or download an existing portfolio.

2. **My Artifacts**: The second tab, My Artifacts, is file storage. You can upload content from your computer or copy over assignments from a Blackboard course. You can only copy assignments from courses that have been graded.

   ![My Artifacts Tab](image)

   a. This is where you add a document/video/image from your computer.
   b. This is where you add an assignment from a course.
c. When you hover over an artifact, the contextual menu will appear and you can view or delete an artifact.

3. **Shared with Me:** The third tab, Shared with Me, is where you will see other people’s portfolios that they have shared with you. These are snapshots of the person’s portfolio taken *when they sent it*. Any changes made after they share it with you will not be reflected in your snapshot. You can create folders to house groups of shared portfolios, as well as open, delete and move your 'snapshot' of any shared portfolio. Doing so will not change the person’s original portfolio in any way – just your access to that snapshot.

   ![Diagram of Shared with Me](image)

   a. This is where you create a folder. You name it whatever you like and then move any snapshots of portfolios into the folder.
   b. This is where you can search for any snapshot of a portfolio that has been shared with you.
   c. This is where you can open, move, or delete any snapshot of a portfolio that has been shared with you.