Creating Doctoral Portfolios in Bb 9.1

School of Nursing students will need to create their portfolios using Blackboard. The first step is to set up the folder structure where the portfolio documents will be stored. The next step is to create the portfolio. The third step is to share the portfolio with the appropriate mentor(s). The final step is to ensure all portfolio links are stable. Follow the instructions below to perform these activities.

NEW (Nov 2014)

Sharing Portfolios has changed. Rather than sharing the live portfolio, you will now share a "snapshot" of your portfolio. Your instructor or class will see the portfolio as it appeared on the day and time you shared it. Any changes made to that portfolio after that "snapshot" will not be visible until you share a new "snapshot." Every time you make changes to, or additions to their portfolios, ***you MUST share a new snapshot*** or your instructor or class will not see the latest version.

EVERY TIME YOU MAKE A CHANGE, YOU MUST SHARE YOUR PORTFOLIO AGAIN!

Step 1: Creating the Portfolio Folder Structure File in Bb 9.1

Your School of Nursing portfolio will contain several folder levels. The top-level folder (**Portfolio**) is the main folder that holds all portfolio content. The sub-folders (**Semesters**, **Curriculum Vitae**, **Practicum Hours**, and **Final Project**) are used to store information relative to each semester enrolled in the graduate program. In addition, each of the **Semesters** folders has additional sub-folders (**Goals**, **Reflections**, and **Works**) that contain documents specific to those particular semesters.

To simplify the creation of this directory structure, ITS provides a .zip file that will automatically populate your My Content area with the folder structure listed above. To access this file:

1. Log into Bb and click the *My Content* tab in the upper right corner of the screen.
2. In this area, click the Institutional Content link on the left side of the page.
3. In this area, open the SON Portfolio folder by clicking on the name of the folder.
4. Right click on the **son_portfolio_dnp.zip** file to save it. Depending on the browser being used, the menu option will read slightly differently but will include either "Save as ..." or "Download." (It is important to download this file using this method so that it stays as a .zip file. Do not unzip the file. If downloaded using Safari, the file will automatically unzip so utilize another browser.) Save the file to the desktop of your computer.
5. Click the *My Content* tab again to return to your main content collection.

6. Click the *Create folder* button. Type **Portfolio** as the folder name and click the *Submit* button.
7. Enter the **Portfolio** folder you created by clicking on the linked folder name.
8. Once inside the folder, mouse over the *Upload* button and select *Upload Package*.
9. *Browse* to locate and select the .zip file downloaded in the steps listed above. Click the *Submit* button.
10. Once the file unpacks and uploads, the **Portfolio** folder will be populated with all of the top-level and secondary folders required for the portfolio.

Step 2: Creating the Portfolio

Access Portfolios through the Global Navigation in the top right corner of the page.

1. Click on the **arrow** next to your name to expand the Global Navigation menu.
2. Click on **Tools.**
3. Click on **Portfolios.**
4. Click the *Create Portfolio* button in the toolbar near the top of the page.
5. Provide a name for the portfolio. A recommended naming structure for the title is "*YourName*'s Portfolio" (ex: Larry Trainor's Portfolio).
6. Provide a description of the portfolio (ex: portfolio for NURS program).
7. Confirm that there is a check in the "Available" box. Uncheck the box for "Comments are Private."
8. Click **Submit** at the top or bottom of the page.

Step 3: Editing and Adding Content to the Portfolio

To add content to the portfolio:

1. On the **Create Portfolio** page, click on the **pencil icon next to Page 1**.
2. Type "Welcome" and click the **Save** button.
3. In Section 1, click on the pencil icon in the right corner of the box. Type "Portfolio" and Click the **Save** button**.**
4. Click on the **Add Artifact** link. A new window will open.
5. Click **Add Personal Artifact** button.
6. Type "Portfolio" in the Title box.
7. Scroll to the bottom. Click **Browse Content Collection** button.
8. Check the box for the *Portfolio* folder that you created in Step 1.
9. Click the **Submit** button. The window will close.
10. Click the **Submit** button in this window. The window will close.

See Step 3 to Preview and Customize your portfolio.

Step 4: Preview and Customize

To view your portfolio and customize the pages:

1. Click on the **Preview and Customize** button in the upper left corner. The portfolio will open in a new window.
2. Click on **Customize Style** button in the upper left corner.
3. To change colors of the portfolio background and text, click Color drop down menu. This is a preview of the colors. When you are satisfied click the **Save** button in the upper right corner. The change will not take effect until you click the Save button.

Step 5: Share a Snapshot of Your Portfolio

You will no longer be sharing the live portfolio with your instructor or advisor, you will now be sharing a snapshot of your portfolio. Your instructor or advisor will see the portfolio as it appeared on the day and time you shared it. Any changes made to that portfolio after that "snapshot" will not be visible until you share a new "snapshot." Every time you make changes to, or additions to their portfolios, ***you MUST share a new snapshot*** or your instructor or class will not see the latest version.

1. To share the portfolio with your instructor or advisor, return to the *Create Portfolio* page and click the **Done Editing** button.
2. On the *My Portfolios* page, from the Portfolio box, click the **More** link to expand the menu.
3. Click **Share**.
4. Click the **Share a Snapshot with** button to expand the menu.
5. Click **User**.
6. In the *Choose Users* section, type your instructor's e-ID in the *Username* box. If you have more than one user, separate the e-IDs with a comma.
   DO NOT click the Browse button. It does not work! Remember: the e-ID is a combination of first and last name (jsmith). It is everything before the @ sign of the email. **DO NOT** include "@siue.edu." That is for email.
7. In the Email Information section, check the box to Send Email. Include any additional message that you wish. Also, for your records, click the check box for *Send copy of message to self*. This will send an email to your SIUE email account for your records.

> Every time you make changes and additions to the portfolios, ***you MUST share a new snapshot*** or your instructor or class will not see the latest version.

8. Click **Submit** at the bottom of the page.

NOTES: School of Nursing Portfolio Cleanup

As a result of the process to populate the My Content area with the directory structure using the .zip file, there will be some files and folders that you might not want or need in your My Content area. Follow the steps below to remove any unwanted folder (ex: a SU15 folder from the Semesters area when you do not attend courses during the summer) or file (ex: each folder has a "placeholder.txt" file) from the My Content area of Bb:

1. Access the area inside of the **Portfolio** folder in the My Content area where the folder or file to be deleted is located.
2. Hover over the folder or file title and click the drop-down arrow.
3. Select *Delete* from the drop-down menu.
4. If you are certain you want to remove this folder or file, click the OK button in the box that appears asking you to confirm your intent to delete the item.
5. When the content area refreshes, the folder or file will be removed.