

Portfolio Creation Instructions

- Login to Blackboard using your network username and password
- Once you are logged in, click on “Portfolios” in the “Tools” section located on the left-hand side of the page.
- Click “Create Portfolio”
- Enter your desired title and click “Select Portfolio Template”
- Select “Non-SLM Portfolio Template” from the list of available templates
- Click “Submit” to create your portfolio
- You may choose to take a tour of the Portfolio Creation webpage to familiarize yourself with it at this time, but you are not required to do so.
- Look through the various sections of the portfolio in order to determine what documents are needed for it. These can be samples of your work in SLIS, your resume, etc. – topics include Vision Statement, Resume, Application of Technology and Research, Information and its Organization, Leadership and Management Issues, Professional Development and Lifelong Learning, Provision of Information Services, and a Headshot
 - ❖ Save any Microsoft Word documents as Adobe PDFs prior to uploading them to Blackboard. This will allow them to display properly within your finished portfolio.
- You will need to upload any necessary documents into the “My Artifacts” section of Blackboard in order for you to use them in your portfolio. You can add files to “My Artifacts” by following the steps below:

- From “My Portfolios,” click on “My Artifacts” located to the left

The screenshot shows the University of South Carolina My Portfolios interface. At the top, the University of South Carolina logo and name are visible. A navigation bar includes "My USC", "Courses", "Libraries", and "Content Collect". On the left sidebar, "My Portfolios" is selected, and "My Artifacts" is highlighted with a red box. Below it is "Shared with Me". The main content area is titled "My Portfolios" and includes a description: "Portfolios offer a means to demonstrate formative and/or summative progress and achievement. your portfolios. You can create additional portfolios, modify, share and delete existing portfolios." A "Create Portfolio" button is present. A list of portfolios is shown, with one item named "Sample" selected. A context menu is open over the "Sample" item, displaying options: "Check to select all items", "Delete", "Sample", "0 Comments", "Edit", "View", and "More". A "Delete" button is also visible below the context menu. The bottom right corner shows "Displaying 1 to 1 of".

- From here, you can choose to add files from your computer or add files from a course in Blackboard

My Artifacts

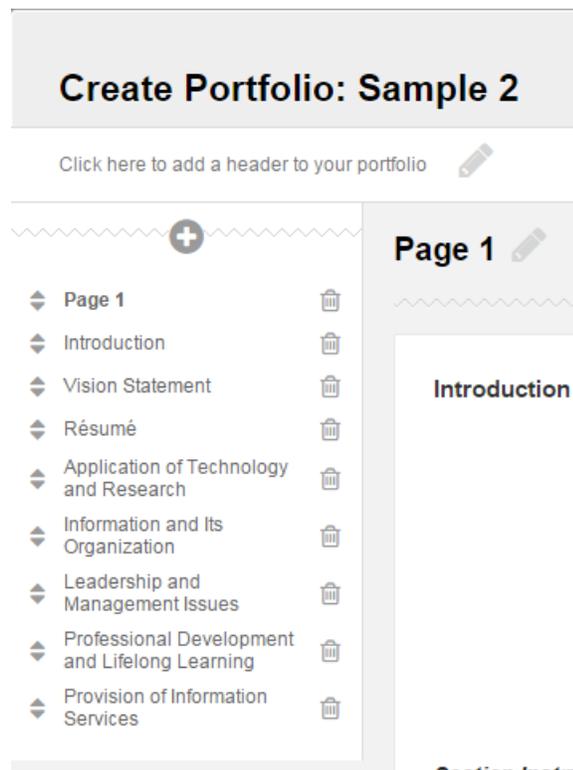
Artifacts are pieces of content that can be attached to a Portfolio and can be re-used in a course and remain available to you even if you no longer have access to your course (and multimedia assets) you create/upload.

[Add Personal Artifact](#) [Add from Course](#)

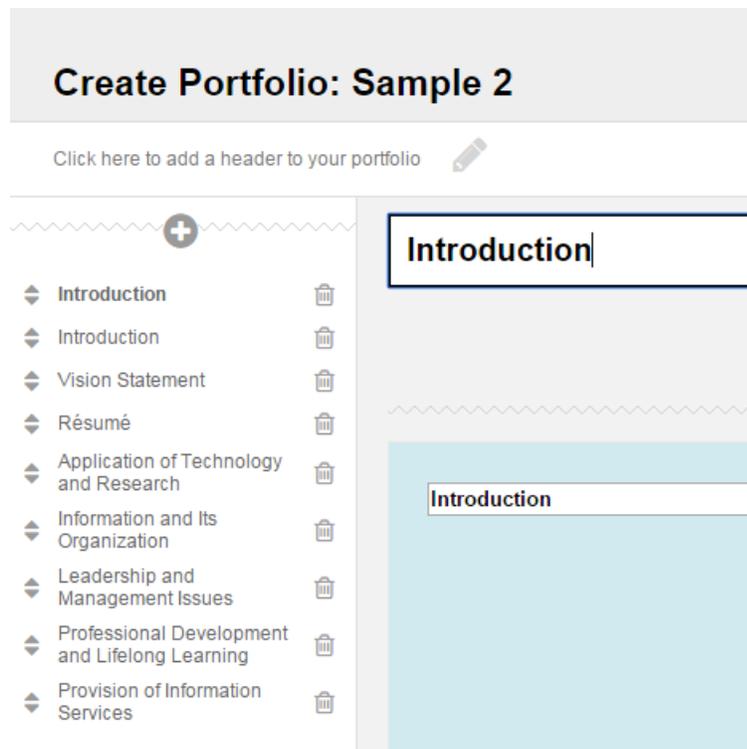
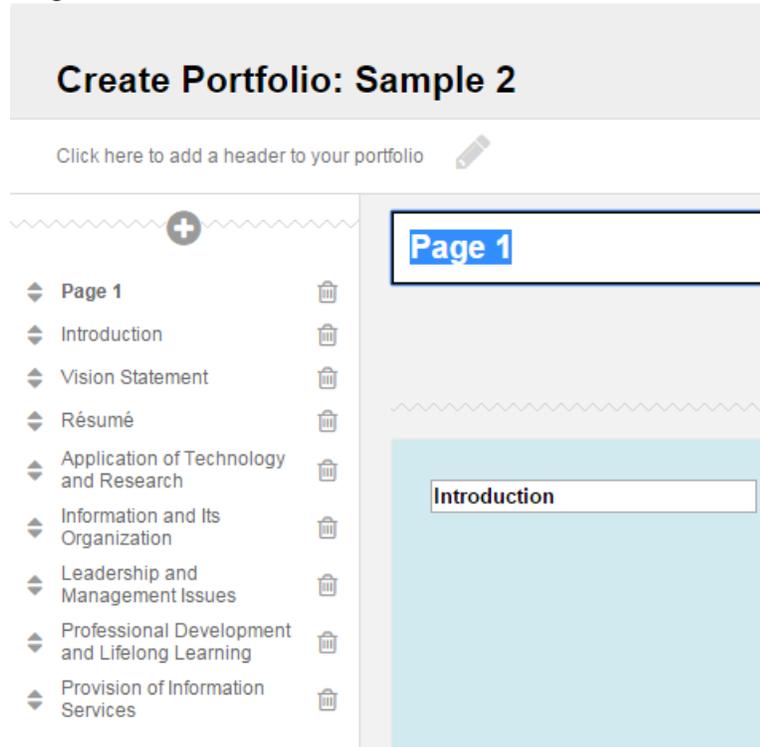
<input type="checkbox"/>	Title	Description	Type
<input type="checkbox"/>	Leadership		Personal A
<input type="checkbox"/>	Resume		Personal A
<input type="checkbox"/>	Technology/Research		Personal A
<input type="checkbox"/>	Vision Statement		Personal A
<input type="checkbox"/>	information organization		Personal A
<input type="checkbox"/>	professional development		Personal A
<input type="checkbox"/>	provision of info services		Personal A

- To add files from your computer, click on “Add Personal Artifact.” This will allow you to upload files into “My Artifacts” from your computer.
- To add files from a course in Blackboard, click on “Add from Course.” This will allow you to upload files into “My Artifacts” that you have previously submitted for course assignments in Blackboard.
- Repeat these steps until you have completed uploading all of the documents that are required for your portfolio

- To return to your previously created portfolio, click on “My Portfolios” located to the left
- Click “Edit” underneath your previously created portfolio
- In order to make your portfolio easy for the viewer to navigate, you will need to create a new page for each item of the template. These pages will eventually house each of the template’s sections. This will allow the viewer to look through your portfolio by simply clicking on each page. You can do this by following the steps below:
 - Your portfolio will look like the image below before you begin adding pages. It already includes one page titled “Page 1” with all of the different sections housed within it. In order to make your portfolio navigable, you will need to make separate pages to go along with each of these sections.

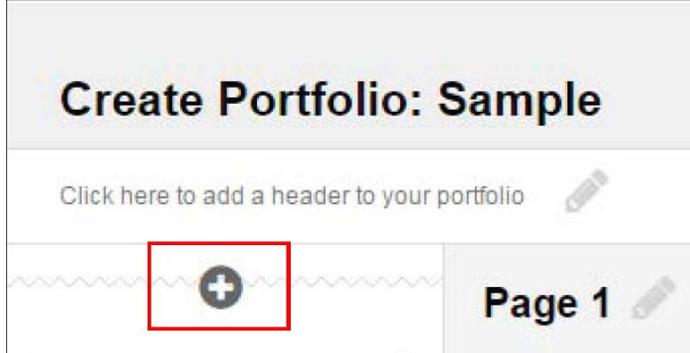


- o Notice that there is already an untitled page generated; rename this page to “Introduction” to match the first section already in place in the template. See the images below for details.

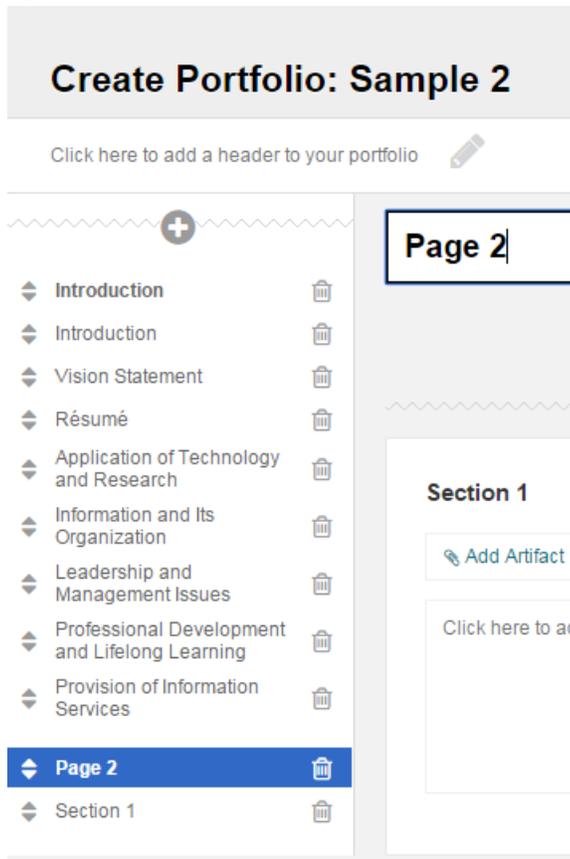


(NOTE: The “Introduction” section does not need to be moved because it is already located within the proper page.)

- Create a new page using the plus button located at the top of the list of sections.



- Once you create the new page, your list of pages and sections will look like the image below.



- o Rename the title of this new page to match the title of a section.

Create Portfolio: Sample 2

Click here to add a header to your portfolio 



- Introduction 
- Introduction 
- Vision Statement 
- Résumé 
- Application of Technology and Research 
- Information and Its Organization 
- Leadership and Management Issues 
- Professional Development and Lifelong Learning 
- Provision of Information Services 
- Page 2** 
- Section 1 

Page 2

Section 1

[Add Artifact](#)

Click here to a

Create Portfolio: Sample 2

Click here to add a header to your portfolio 

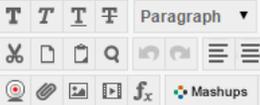


- Introduction 
- Introduction 
- Vision Statement 
- Résumé 
- Application of Technology and Research 
- Information and Its Organization 
- Leadership and Management Issues 
- Professional Development and Lifelong Learning 
- Provision of Information Services 
- Vision Statement** 
- Section 1 

Vision Statement

Section 1

[Add Artifact](#) No Artifacts. If there s



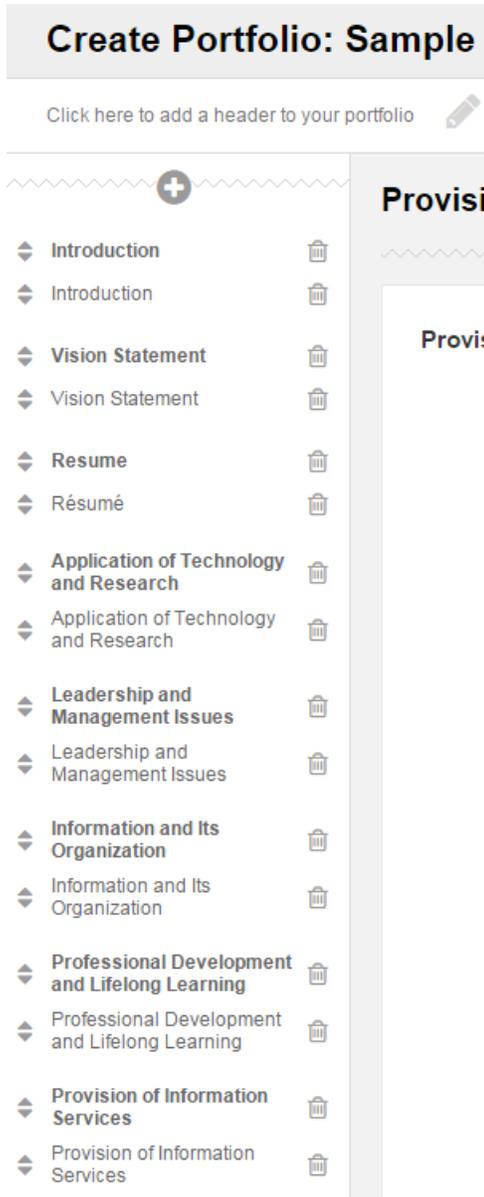
Path: p

- After you have created and renamed the new page, drag the corresponding template section underneath this new page.

The screenshot shows a web interface for creating a portfolio. At the top, there is a header titled "Create Portfolio: Sample 2". Below the header, there is a link that says "Click here to add a header to your portfolio" with a pencil icon. The main content area is divided into two parts. On the left is a sidebar containing a list of sections, each with a dropdown arrow and a trashcan icon to its right. The sections listed are: Introduction, Introduction, Section 1, Application of Technology and Research, Résumé, Information and Its Organization, Leadership and Management Issues, Professional Development and Lifelong Learning, Provision of Information Services, Vision Statement, Section 1, and Vision Statement. On the right is the main content area, which has a title "Vision Statement" with a pencil icon. Below the title, there is a section titled "Vision Statement" with a dashed line above it. At the bottom of the main content area, there is a section titled "Section Instructions do not appear in final view" with the text: "Instructions: Discuss the professional philosophy/beliefs, best professional practices. Highlight the knowledge that grow as professional over the next five years?". Below the instructions, there is a button that says "Add Artifact" and the text "No Artifacts. If there are no artifacts, this area wi". At the very bottom of the main content area, there is a link that says "Click here to add content".

- Delete the unnamed, extra section from underneath the new page by clicking the trashcan icon to the right of the section's title.
- Repeat these steps until you have made pages and sections for all of the template items.

- Once you have completed creating the pages and rearranging the sections, your portfolio should look like the image below.



- For each page of the portfolio, follow the directions below to attach a file.
 - Click on “Add Artifact”

The screenshot shows a portfolio management interface. On the left is a sidebar with a list of sections, each with a dropdown arrow and a trash icon. The 'Vision Statement' section is currently selected and highlighted in blue. The main content area on the right is titled 'Vision Statement' and contains a text box with the following instructions: *Section Instructions do not appear in final view*
Instructions: Discuss the professional philosophy/beliefs, values and ethics that will best professional practices. Highlight the knowledge that you have acquired through grow as professional over the next five years? At the bottom of the main content area, there is a button labeled 'Add Artifact' with a red box around it, and a note that says 'No Artifacts. If there are no artifacts, this area will not appear in the portfolio.'

- When the screen pops up, choose your desired document from the list of files that you previously uploaded to “My Artifacts” and click submit. Save your work after you complete each section.
 - Repeat these steps until you have uploaded files for each page of your portfolio
- Some pages will require that you write a reflective paragraph in the text-box. Go through the pages of your portfolio and follow the directions that are given.
 - For your introduction, you should insert an image of your headshot into the text-box.

- For your resume, you should copy and paste your resume into the text-box, in addition to uploading it. Be sure to check the formatting of this when you preview your portfolio. Blackboard will occasionally change the format.
- Click “Preview & Customize” to check it and also see what the portfolio will look like to a viewer.
- Click “Done Editing” when finished
- Your finished portfolio should look something like the image below:

