

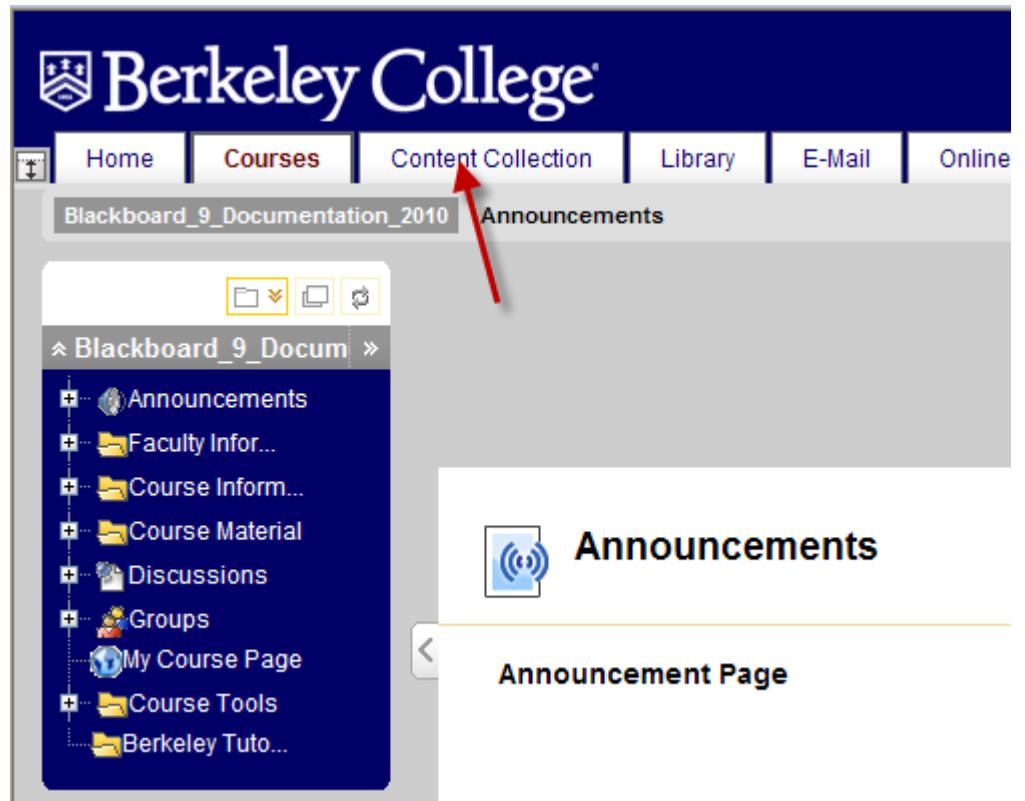
# Creating a Portfolio

Creating a Portfolio is a four-step process.

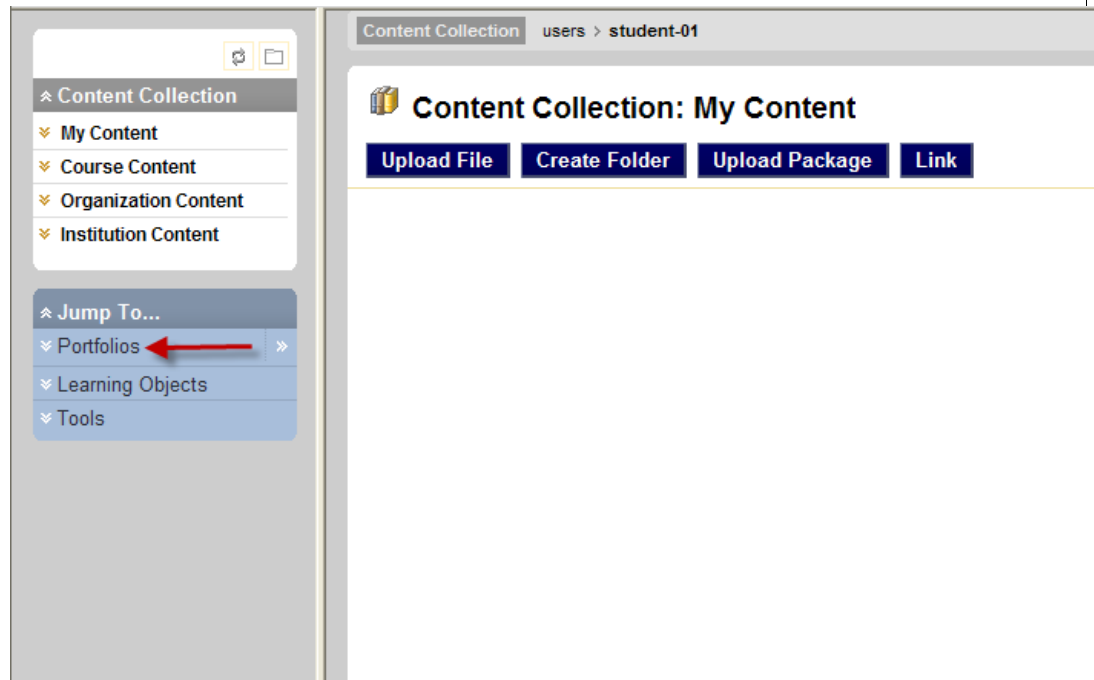
1. You must post the material you wish to add to your portfolio in My Content in the Content Collection first. You are not able to add material from a USB drive or hard drive on your computer to your Portfolio. You must first post material in My Content.
2. You must create a portfolio.
3. You must Build or add material to your portfolio from My Content.
4. Finally, you must share your portfolio.

Below you will find directions for creating a basic portfolio.

1. Go to your course and then click on the **Content Collection Tab**.

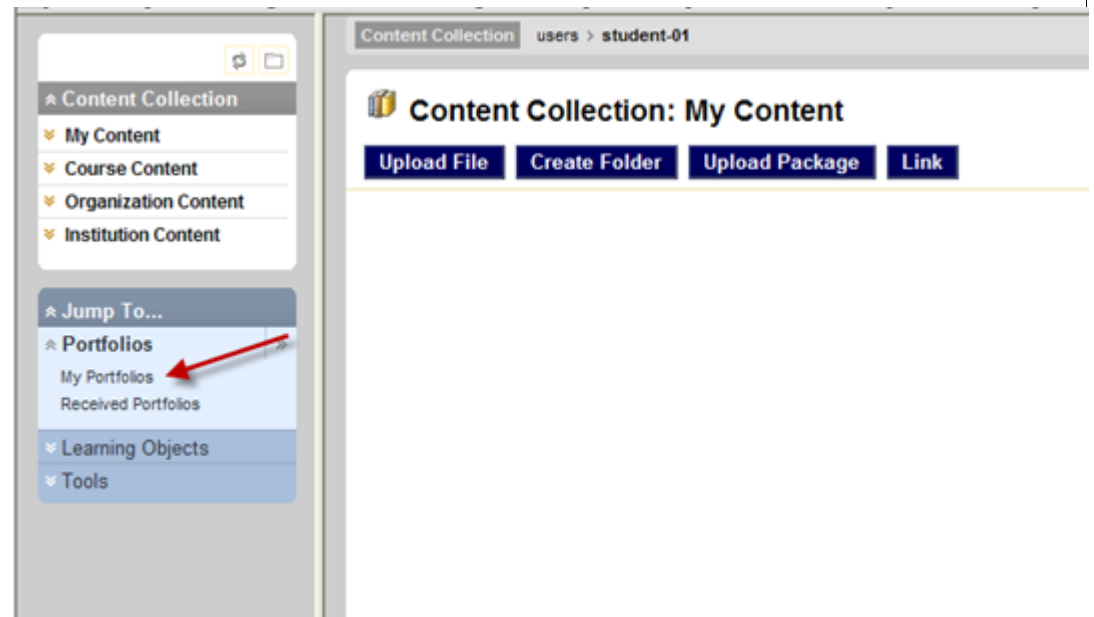


2. Click on **Portfolios.**



The screenshot shows the 'Content Collection' interface for a user named 'student-01'. On the left sidebar, under the 'Jump To...' section, the 'Portfolios' menu item is highlighted with a red arrow. The main content area displays the title 'Content Collection: My Content' and four buttons: 'Upload File', 'Create Folder', 'Upload Package', and 'Link'.

3. Click on My Portfolios.




The screenshot shows the 'Content Collection' interface for a user named 'student-01'. On the left sidebar, under the 'Jump To...' section, the 'Portfolios' menu item is expanded, and the 'My Portfolios' sub-menu item is highlighted with a red arrow. The main content area displays the title 'Content Collection: My Content' and four buttons: 'Upload File', 'Create Folder', 'Upload Package', and 'Link'.

4. Click on Basic Portfolio.



5. Add a Basic Portfolio. Fill in the Portfolio Information.

 **Add Basic Portfolio**

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\* Indicates a required field.

**1. Portfolio Information**

\* Title

\* Description

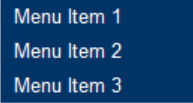
Learning Objectives

abc ✓


The screenshot shows a form titled "Add Basic Portfolio" with a document icon. Below the title is a legend: "\* Indicates a required field." The form is divided into sections. The first section is "1. Portfolio Information" with a grey background. It contains three fields: "Title" (a text input field), "Description" (a large text area with a scrollbar), and "Learning Objectives" (a text input field). Red arrows point to the "Add Basic Portfolio" title, the "Description" field, and the "Learning Objectives" field. At the bottom right, there is a small "abc" label with a green checkmark.


6. Choose **Portfolio Menu Style** and **Portfolio Availability**, and choose **Comments Options**

**2. Portfolio Menu Style**

Preview 

Style  Text  Buttons

Background Color  Obscure Dull Azure

Text Color  White

**3. Portfolio Availability**

Available  Yes  No

**4. Comments Options**

Comments  Shared  Private


7. Submit.






8. Your Portfolio is now in the Content Collection.


Portfolios Homepage My Portfolios

 **My Portfolios**

Search    and show



<input type="checkbox"/>	Title	Description	Portfolio Type	Availability
<input type="checkbox"/>	<a href="#">Class Portfolio</a>	This is my portfolio for this class.	Basic	Yes



9. You can now **Build** your portfolio and add material. You can also **Share** your portfolio with other users.



## My Portfolios

Search    and show

<input checked="" type="checkbox"/>	<u>Title</u>	<u>Description</u>	<u>Portfolio Type</u>
<input checked="" type="checkbox"/>	<u>My Portfolio</u>	This is my portfolio for my class.	Basic

Context menu for 'My Portfolio':

- > Open
- > Edit
- > Build
- > Comments
- > Share
- > Copy
- > Delete

Red arrows point to the 'Build' and 'Share' options.



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