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.

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<th>Step</th>
<th>Instructions</th>
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<td>1.</td>
<td>Go to your course and then click on the Content Collection Tab.</td>
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2. Click on Portfolios.

3. Click on My Portfolios.
4. Click on Basic Portfolio.

5. Add a Basic Portfolio. Fill in the Portfolio Information.
6. Choose Portfolio Menu Style and Portfolio Availability, and choose Comments Options.

7. Submit.

8. Your Portfolio is now in the Content Collection.
9. You can now **Build** your portfolio and add material. You can also **Share** your portfolio with other users.