

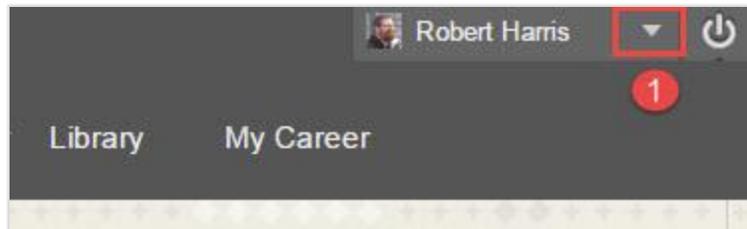


## Portfolio

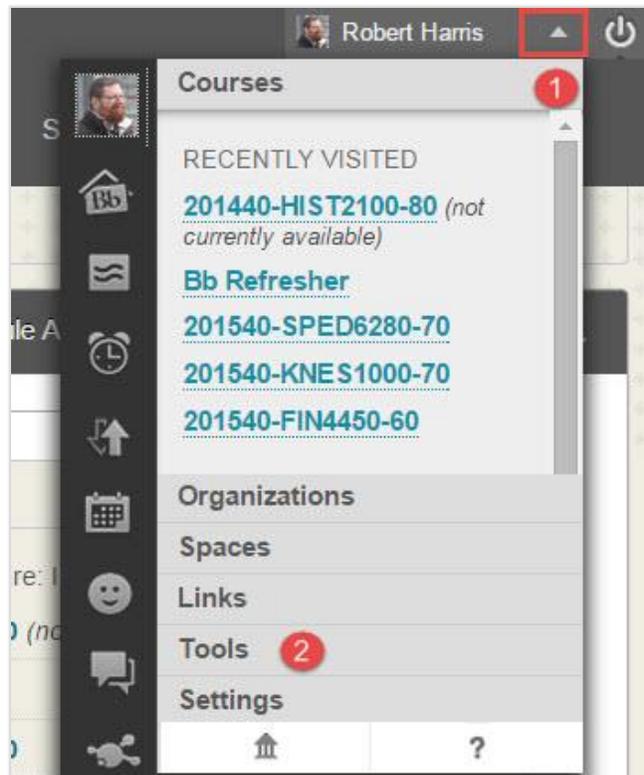
The Portfolio tool changed slightly in the summer of 2015 and this document will I) demonstrate how to access the Portfolio tool, and II) offer links to help creating, building and sharing portfolios.

### I. Find and launch the Portfolio tool

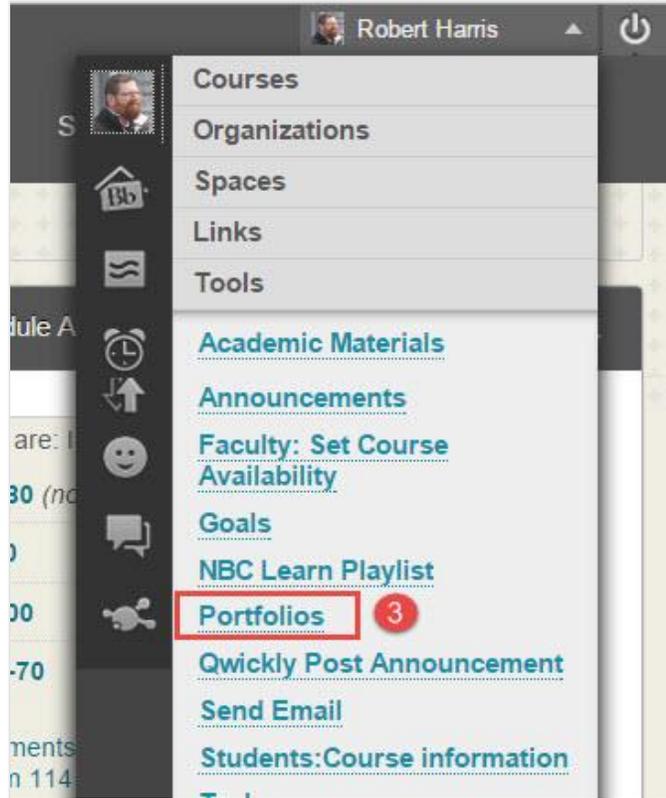
1. Start in the upper right corner of the Blackboard interface and select the downward pointing triangle between your name and the Log Out button



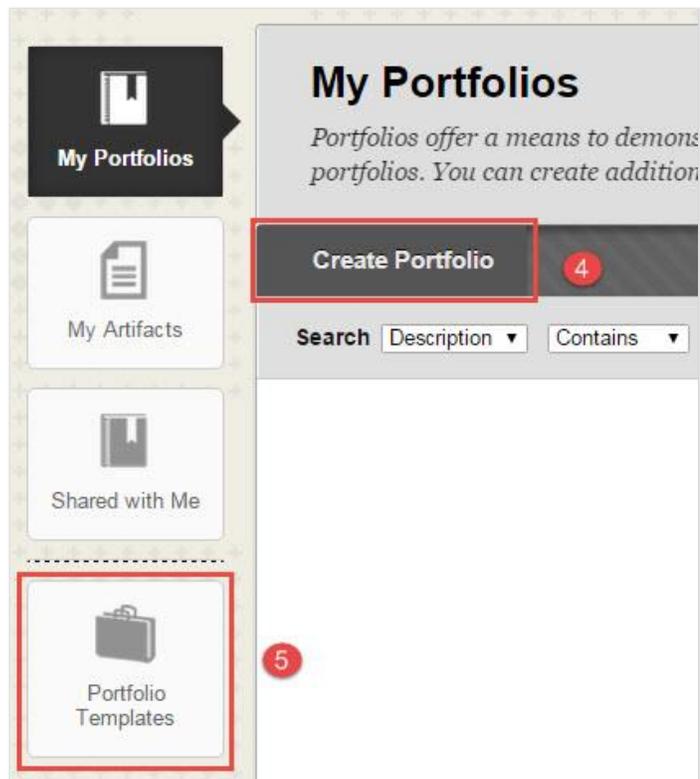
2. Select **Tools** from the resulting menu



3. The Tools menu features a link to **Portfolios**



4. From the My Portfolios page you can start with either **Create Portfolio** or **Portfolio Templates**



II. For more information see these links:

1. [Blackboard Corp. introduction to portfolios](#)
2. [Create Portfolio](#)
3. [Use Artifacts](#)
4. [Share your Portfolio](#)

For questions or comments please file a ticket with the Web Help Desk and select *Blackboard*

<http://www.wpunj.edu/help/>