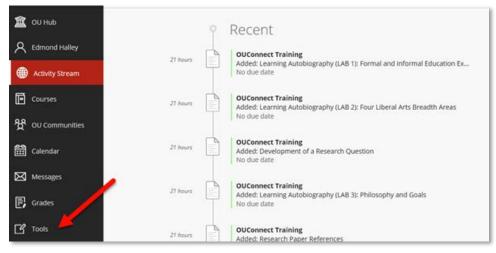
## Accessing Portfolios in Blackboard

Portfolios are accessible from the Tools menu on the Blackboard landing page.

1. After logging in, click on Tools



2. Click on Portfolios

| Ottawa<br>University<br>Preser for a life of Significance | Tools              |            |       |  |
|---|--------------------|------------|-------|--|
| 🚊 OU Hub  | Blackboard Tools   |            |       |  |
|   | 1                  | 00         | (a)   |  |
| Activity Stream   | Content Collection | Portfolios | Goals |  |
| Courses   |                    |            |       |  |
| 웑 OU Communities  |                    |            |       |  |
| 🛗 Calendar  | Goal Performance   |            |       |  |

3. From there, you can **Create a Portfolio**, view previous portfolios, and view others' portfolios shared with you.

| X×X            | My Portfolios     | My Portfolios<br>Portfolios offer a means to demonstrate formative and/or summative progress and achievem<br>You can create additional portfolios, modify: share and delete existing portfolios. | ent. The My Portfolios Page contains all your portfolios. |
|----------------|-------------------|--|---|
| ()<br>()<br>() | My Artifacts      | Create Portfolio   | Search  |
| #<br>0         | Shared with<br>Me | There are no portfolios yet. Once you create a portfolio I   | hey will appear here.                                     |
| 5              |                   |  |   |