How students create their own portfolios
All students (and staff) have access to their personal Portfolio area via the Blackboard global navigation menu or the Portfolios Homepage link in a unit. A UWA specific help guide for students is provided in the ‘Student LMS Help’ tab in LMS, but here is some relevant information for staff considering use of Portfolios for their teaching.

Portfolios homepage
To access the area that contains personal portfolios and the ability to create new portfolios, click the Global navigation menu and select ‘Tools’ > ‘Portfolios’.

Blackboard help for Portfolios: https://en-us.help.blackboard.com/Learn/Student/About_You/Portfolios

Blackboard help for Artifacts: https://en-us.help.blackboard.com/Learn/Student/About_You/Portfolios/010_Artifacts
Blackboard help for creating and sharing Portfolios: https://en-us.help.blackboard.com/Learn/Student/About_You/Portfolios/Create_Share_Portfolios

Customisation

The elements that can be customised in Blackboard Portfolios are:

- There are four layout options that dictate where the menu is positioned
- There are sixteen pre-defined colour schemes that alter the overall look and feel
- Users create the menu structure
- Users create the page elements using the html editor

Continued access to Portfolios

Staff and students currently have access to the Portfolio area of Blackboard for all as long as they belong to UWA. Portfolios can be downloaded. The downloaded portfolio is a .zip file that contains html pages. The html pages are setup like a website with an Index page and Content folder.

Sharing a Portfolio

It is important to note, that if you or students want to share a Portfolio with other UWA staff or students (‘Users’), those users will need to be listed in UWA LMS. In order to be listed, those users will first need to change their Privacy Settings to ‘List my information in the User Directory’ (help guides below).

Blackboard help for sharing portfolios: https://en-us.help.blackboard.com/Learn/Student/About_You/Portfolios/Create_Share_Portfolios#How_to_Share_Your_Portfolio

Blackboard help about privacy options: http://en-us.help.blackboard.com/Learn/Student/About_You/Personal_Settings#Set_privacy_options