Blackboard Portfolios: Staff Guide

How to share portfolios within a unit
In some cases, you may have a particular Portfolio structure that you are going to suggest students use (a more guided approach). Teaching staff are able to share sample portfolios with students in order to model expectations by adding a ‘Unit Portfolios’ link to your unit. This tool link also allows students to share portfolios with the whole class, which will enable them to share Portfolios for informal feedback.

1. To add this sharing option in a unit, go to a content area then click ‘Tools’ > ‘More Tools’ > ‘Portfolios’.

![Tool Link](image)

2. You can now see the ‘Unit Portfolios’ link in your unit.

![Unit Portfolios](image)

You will have to create a portfolio that you will use as your sample for students, and share this with the unit.

3. Create your sample portfolio by going to the ‘Portfolios Homepage’ using the Global Navigation Menu and use the information in the help guide. There is more information about this below.
4. Once the Portfolio is created and saved, then select Share from the ‘More’ menu. This can be done from the ‘My Portfolios’ section on the ‘Portfolios Homepage’.

5. Once ‘Share’ has been selected, users can then choose to ‘Share a Snapshot with’ and select ‘Units’. You will need to search for your unit (Suggestion: search by Unit ID).

6. When you go back into your unit, and click ‘Unit Portfolios’, you will be able to see portfolios that have been shared with the unit.
It is important to remember that when a Unit Coordinator shares a Portfolio with a unit, or shares with a particular student, the Portfolio cannot be edited by the student. Sharing may be useful for providing students with a Portfolio example, but this is not an editable example that the student can then reuse.