Blackboard Portfolios: Staff Guide

How to create a Portfolio tool link in your unit
By adding the ‘Portfolio Homepage’ link students are given a direct link to their My Portfolios area from your unit, rather than (or as well as) clicking on the Global navigation menu.

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

![Portfolios Homepage]

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

3. Students can click this link to create their portfolios.