

# Quick Guide – MyAberdeen: Portfolios

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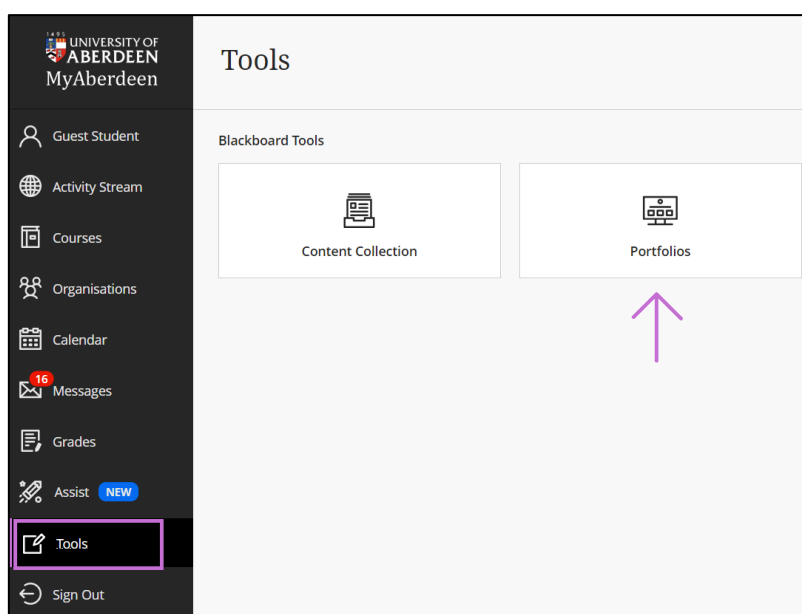
This Quick Guide provides an overview on how to create and use the Portfolio tool in MyAberdeen.

MyAberdeen Portfolios offer a flexible and useful way to collect files together in one accessible and shareable place. They can be used to keep track of your progress and achievements, to provide a record of your coursework, or to work towards specific goals. You may want to create a Portfolio for each of your courses where you keep lecture notes, slides, and assessments, or to create a personal Portfolio for your co-curricular activities. You can choose to share Portfolios with both users inside the MyAberdeen environment and also people outside of MyAberdeen such as friends, family, and prospective employers.

### Creating a Portfolio

In order to create a portfolio:

- **Log in** to MyAberdeen and from the **Base Navigation** select the **Tools** tab and then click on **Portfolios**.



*Figure 1 Accessing Portfolios through Tools on Base Navigation*

- Click on **Create Portfolio** and complete the relevant fields, then click **Submit**.

**Please note:** When creating a portfolio, you can deselect the **Comments are Private** option in order to allow others to comment upon your work, when sharing your portfolio. You can change this option at any time from **Settings**.

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- The first time you create a new portfolio a pop up will appear which will introduce you to the Portfolios tool in easy-to-follow steps. Select **Take the Tour** and familiarise yourself with the features through the interactive guide. This tour can be launched again by clicking on the compass icon in the upper right-hand corner of the page.



*Figure 2 Compass icon used for launching tour of Portfolios tool*

## Editing a Portfolio

In order to edit a portfolio:

- **Log in** to MyAberdeen and from the **Base Navigation** select the **Tools** tab and then click on **Portfolios**.
- Select the Portfolio you wish to edit and click on **Edit**.
- You can add **Pages** and **Sections** by clicking on the '+' icons on the page.
- You can add a **Header** and a **Footer**, as well as change the names of **Pages** and **Sections**, by clicking on any of the **pencil** icons on the page.
- Within each section you can text and/or artefacts (see section below for how to add artefacts).
- Once you are finished, click on **Done Editing** (upper right-hand corner of the page) to return to My Portfolios.

## Using Artefacts

You can attach artefacts (e.g., content, files, links, etc.) to your portfolios in order to add more depth, provide evidence of and support your work, knowledge, and skills.

You can create artefacts ahead of time in the **My Artefacts** repository, from where they can be used in any portfolio. You can also create artefacts whilst working on a given portfolio, which automatically adds them to the My Artefacts repository.

## Adding Artefacts to a given Portfolio

In order to add artefacts to a given portfolio:

- **Log in** to MyAberdeen and from the **Base Navigation** select the **Tools** tab and then click on **Portfolios**.
- Click on the **Edit** button for the portfolio in which you wish to add artefacts.
- Select **Edit Artefact** and choose either **Add Personal Artefact** or **Add from Course**.

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*Figure 3 Edit Artefact option visible in a portfolio Section*

**Important:** **Course artefacts** are graded items from your courses and should be available to you even if you no longer have access to the course itself. **Personal artefacts** are any content items (files, links, media, text, etc.) that you have created.

- To add personal artefacts, select the **Add Personal Artefact** option. Fill out the **Title**, **Description** and **Content** boxes and select **Browse Local Files** in order to add an artefact from your device. Complete the process by clicking **Submit**.
- To add course artefacts, click on **Add from Course** and find the assignment you wish to select from the list of your courses. You can select which metadata (assignment details, grades, feedback) is shown when the artefact is used in a portfolio.
- Once you are done click **Submit**.

## Adding Artefacts to *My Artefacts*

In order to add artefacts to the *My Artefacts* portfolio:

- Open the **Portfolios** tool within the **Tools** tab on the base navigation of MyAberdeen
- On the left-hand side menu select **My Artefacts**.
- Click on **Add Personal Artefact** to add a personal artefact to your repository. Complete the information required and click **Submit**.
- Click on **Add from Course** to add a course artefact. Find the relevant course and select the required assignment. You can select which metadata (assignment details, grades, feedback) is shown when the artefact is used in a portfolio. Once you are done click **Submit**.
- If you need to make any changes to your artefacts, select **Edit** from the drop-down menu next to the title of the artefact. Once the required changes have been made click on **Submit** to save your changes.

More information and guidance on adding and creating artefacts can be found on the [Blackboard Support](#) pages.

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## Viewing, adding Comments and Sharing your Portfolio

One of the best features about portfolios is that you can share them easily with anyone.

Moreover, you can customise how your portfolio appears by choosing different layouts and design themes.

### To View a Portfolio

- Open the **Portfolios** tool within the **Tools** tab on the base navigation of MyAberdeen.
- Click **View** on the relevant portfolio.
- Click on the **Customise Style** button (upper left-hand corner of the page) to adjust the layout and background colour theme of your portfolio. Click **Save** to confirm your choice.

### To View, Manage and Add Comments

The **Comments** tool allows you add a new comment, view, or delete existing comments.

There are a few different ways you can interact with the **Comments** tool in a portfolio:

- Whilst you are viewing a portfolio click on the **Comments** button in the upper right-hand corner of the page. **OR**
- When selecting the relevant portfolio click on **More** and then **View Comments**. **OR**
- Click on the number of comments below the relevant portfolio.

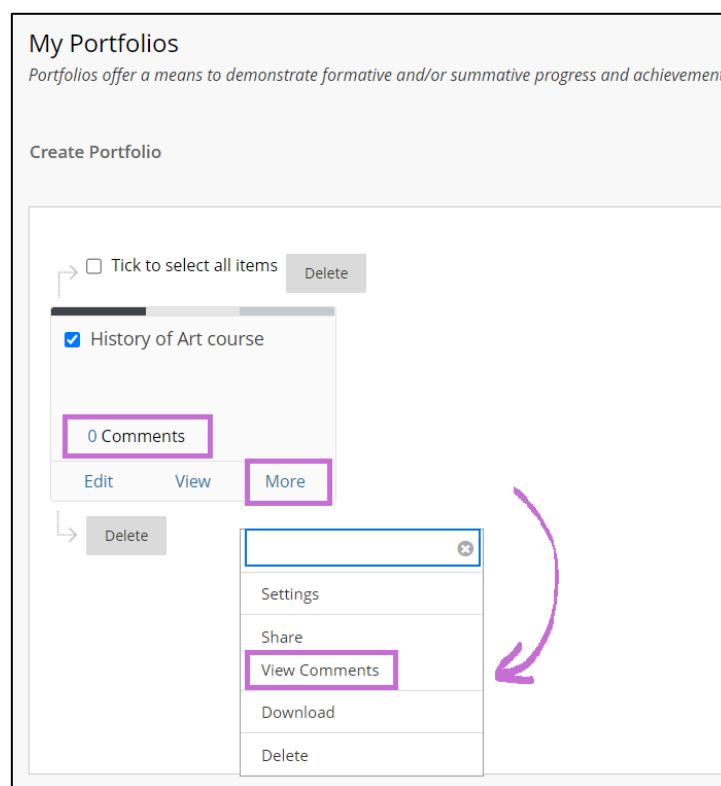


Figure 4 Image showing the different ways to access the Comments tools

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## To Share

- Open the **Portfolios** tool within the **Tools** tab on the base navigation of MyAberdeen.
- Select **More** from underneath the relevant portfolio and then select **Share**.
- Decide who you wish to share your portfolio with and add a recipient by clicking on **Share a Snapshot** and choosing one of the given options.
- If the person has a University account and you know their **username**, then select the **Users** option. Enter the username of who you want to share the Portfolio with and if you have more than one username, separate them with commas (no spaces).
- You also have the option to send an **email notification** to the users before clicking **Submit**.
- If relevant, remember to review your **Comments settings** if you want users to be able to comment on your work.

**Remember:** when you share your portfolio you are sharing a **snapshot** of it at that particular point in time. You will need to share again if you make edits to your portfolio.

## Further Resources

- [Blackboard Support: Portfolios](#)
- [Blackboard Support: Creating Artefacts](#)