

How to Create a Senior Design Portfolio Using Blackboard's Content System

Preparing the Portfolio Contents for Upload

1. Create a folder with the documents that are to be uploaded to your portfolio. Move all the documents into this folder.
2. Login to blackboard and select the [Content System](#) tab.
3. Click on the [Folder](#) icon and create a folder called *Senior Design Project*. The default settings are fine; click on the [Submit](#) button on the bottom of the page.
4. Click on the folder. To add an item, click on [Item](#).
5. Browse to the folder you created in Step 1. Select an item to be uploaded, [Submit](#) it, and then repeat for each item to be uploaded.

Creating a Porfolio

1. Click on the [e-Portfolios](#) icon on the left side of the screen.
2. Use *your senior project title* as the title.
3. Use text instead of buttons; use medium faded blue (#33CCCC) as the background color and white as the text color.
4. Type a welcome message about your project.
5. Use [Add Content](#) to upload each item. Give the link name *Project Description* to your project description and use each team member's name as the link name for each professional biography.
6. You can add a link for your project notebook if you are keeping it electronically as a wiki or a blog.
7. Next past the options to reach [Portfolio Availability](#). It should be [available](#).
8. For [Portfolio Comments](#) choose [no](#).
9. Choose [Finish](#).

Sharing Your Portfolio

1. From [My Portfolios](#) list, select [Manage](#) for your senior project portfolio.
2. Choose [Share Portfolios](#) and [Share with External Users](#). Email to karen.davis@uc.edu and any other external users you would like to have view your website.

Granting Access to the Content System for Teammates and Professors

1. Under [My Content](#), choose the [modify](#) option.
2. Select [permissions](#) and then [add users](#). You will need to know the Blackboard user login for your teammates. You can browse for them, although the system gives up after the first 200 matches. Give teammates all privileges for the folder.
3. Repeat Step 2 for the course professors and your advisor, granting read privileges for the folder. Course professors: *davikc*, *han*, and *ferendam*.