MyAberdeen: Portfolios

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

- Select Tools from the Base Navigation Menu down the left-hand side of MyAberdeen and then select Portfolios.
- Click on Create Portfolio and complete the relevant fields, then Submit.
- The first time you create a new portfolio, a pop up will appear which will introduce you to Portfolios in easy to follow steps. Select Take the tour and familiarise yourself with the features through the interactive guide. This can be launched again by clicking on the compass icon in the top right corner:
- Enter and organise your information using the Portfolio Header, Navigator, Section Organiser, Portfolio Actions and Portfolio Footer tabs.

When creating a portfolio, remember to deselect the Comments are Private, to allow others to comment upon your work, when sharing your portfolio. You can access this through Settings.

Editing a Portfolio

- Go to Tools on the Base Navigation Menu and select Portfolios.
- Select the Portfolio you wish to edit and click on Edit.
- Once you are finished, click on Done Editing (top right) to return to My Portfolios.

Using Artefacts

You can add artefacts (e.g. content, documents, files, links, etc.) to your Portfolios in order to provide more depth, attach documents that support your Portfolio or add anything needed as evidence of your work, knowledge and skills. You can save all the Artefacts you might need by either adding them directly into your portfolio or saving them in ‘My Artefacts’, which is also where you can manage them.

Adding Artefacts directly into your Portfolio

- Go to Tools on the Base Navigation Menu and select Portfolios.
- Click on the Edit link for the portfolio in which you wish to add artefacts.
- Select Edit Artefact and choose either Add Personal Artefact or Add from Course.
To add content, select **Add Personal Artefact**, fill out the Title, Description and Content boxes and select either **Browse My Computer** or **Browse Content Collection** in order to add an artefact. Then, complete the process by selecting **Submit**.

To convert assignment submissions into artefacts, click on **Add from Course**, find the assignment you wish to select from the list of your courses, and click **Submit**. Using this function will allow you to include not only the content but also metadata about the assignment (details, grade, feedback, etc.).

### Adding Artefacts to ‘My Artefacts’

- Open **My Portfolios** by clicking on **Tools** (down the Base Navigation Menu), and then **Portfolios**.
- On the left-hand menu select **My Artefacts**.
- Click on **Edit Personal Artefact** to add a personal artefact to your collection. Complete the information required and click **Submit**.
- To convert an assignment submission into an artefact, click on **Add from Course**, find the relevant course, select the assignment, and click **Submit**. This will include the assignment metadata (assignment details, grade, and feedback) to the artefact.
- If you require 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.

### Viewing, comments and sharing your Personal Portfolio

One of the best features about Personal 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:**

- Open **My Portfolios** by clicking on **Tools** (down the Base Navigation Menu), and then **Portfolios**.
- Select **View** on the relevant portfolio
- Select **Customise Style** (on the top left corner), adjust layout and colour theme to one which you prefer, and select **Save** to confirm your choice.

**To View/Manage/Leave comments:**

- Choose **Comments** in the top right corner when viewing the portfolio, OR
- When selecting the relevant portfolio, select **More** and then **View Comments**, OR
- Click on the number of comments below the relevant portfolio.

Either select the comment you would like to leave/view, or select the comment and click **Delete** to remove the comment.
To Share:

- Open My Portfolios by clicking on Tools (down the Base Navigation Menu), and then Portfolios.
- Select More from underneath the relevant portfolio and then Share.
- Decide who you wish to share your Personal Portfolio with, select the recipient by clicking on Share a Snapshot with, and follow the instructions given.
- If you know the username, then select Users and enter the username of who you want to share the Portfolio with. If you have more than one username, separate them with commas (no spaces).
- You can determine the expiration date, whether to password protect and if you wish to send an email notification.
- If relevant, remember to allow users to view comments, either when creating your Portfolio or when editing go to Settings and deselect the default setting Comments are Private.

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.

Useful Links

- Blackboard: Portfolios
- UWE Bristol: Portfolios
- Northern Illinois University: Teaching with Blackboard / For Students / Building a Portfolio