

## Portfolios

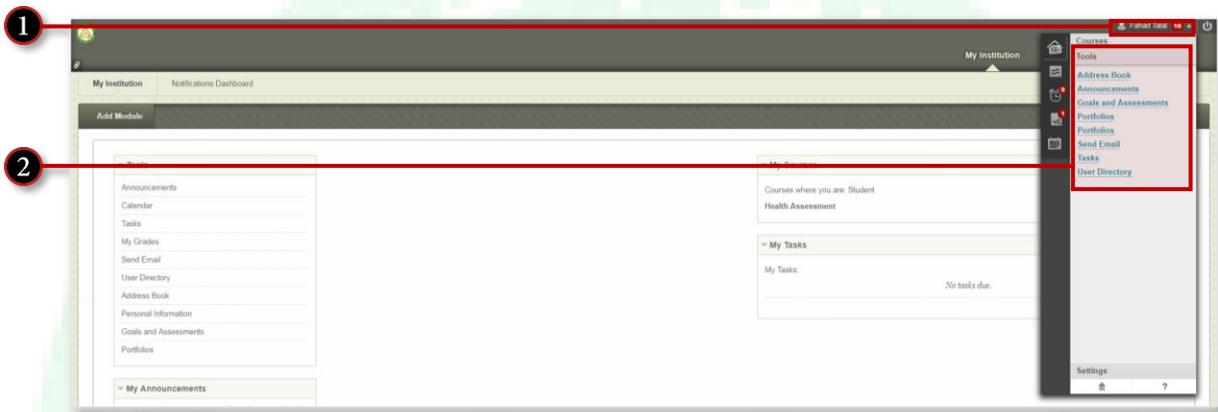
### How to Access My Portfolios Page:

The My Portfolios page is your launching point to view, create, and review portfolios.

There are 2 ways to reach the **My Portfolios** page:

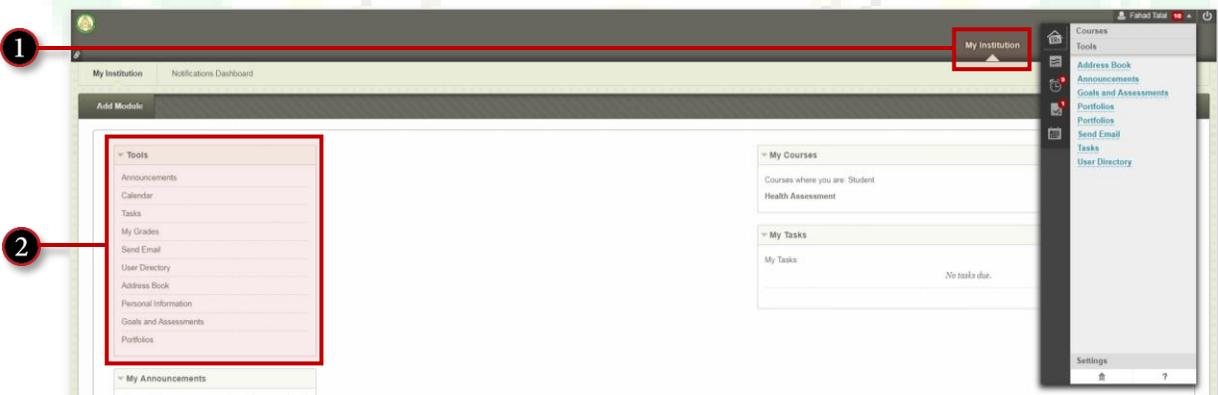
#### A. From the Global Navigation Menu:

1. Click the **Global Navigation Menu** where your name appears, at the top right of the page.
2. Select **Tools > Portfolios**



#### B. From My Institution Tab:

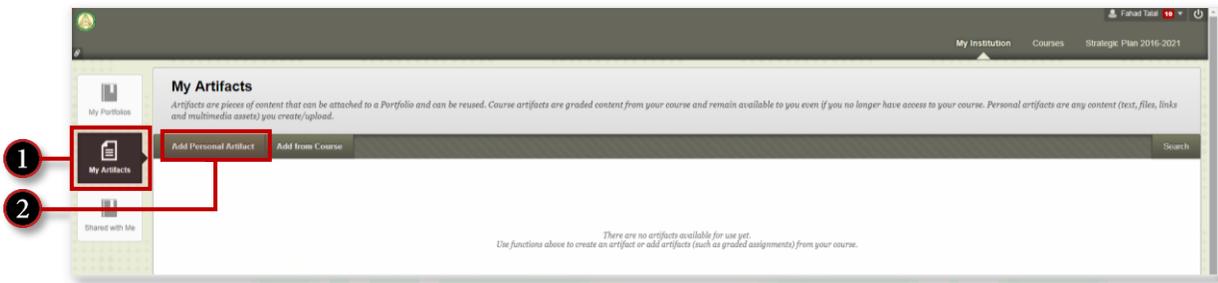
1. Click the **My Institution** Tab.
2. Select **Portfolios** in the **Tools** module.



## How to Create a Portfolio:

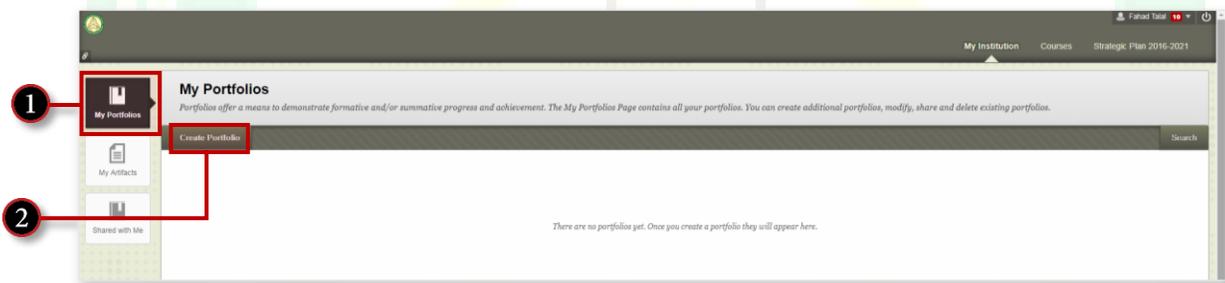
### A. Before creating a portfolio, add some artifacts.

1. Go to **My Artifacts** tab.
2. Click on **Add Personal Artifact**.
3. Give your **Artifact** a title, description, content, and attach files to describe how you created your content.
4. Click **Submit**.



### B. After adding your artifacts, you can then create your portfolio.

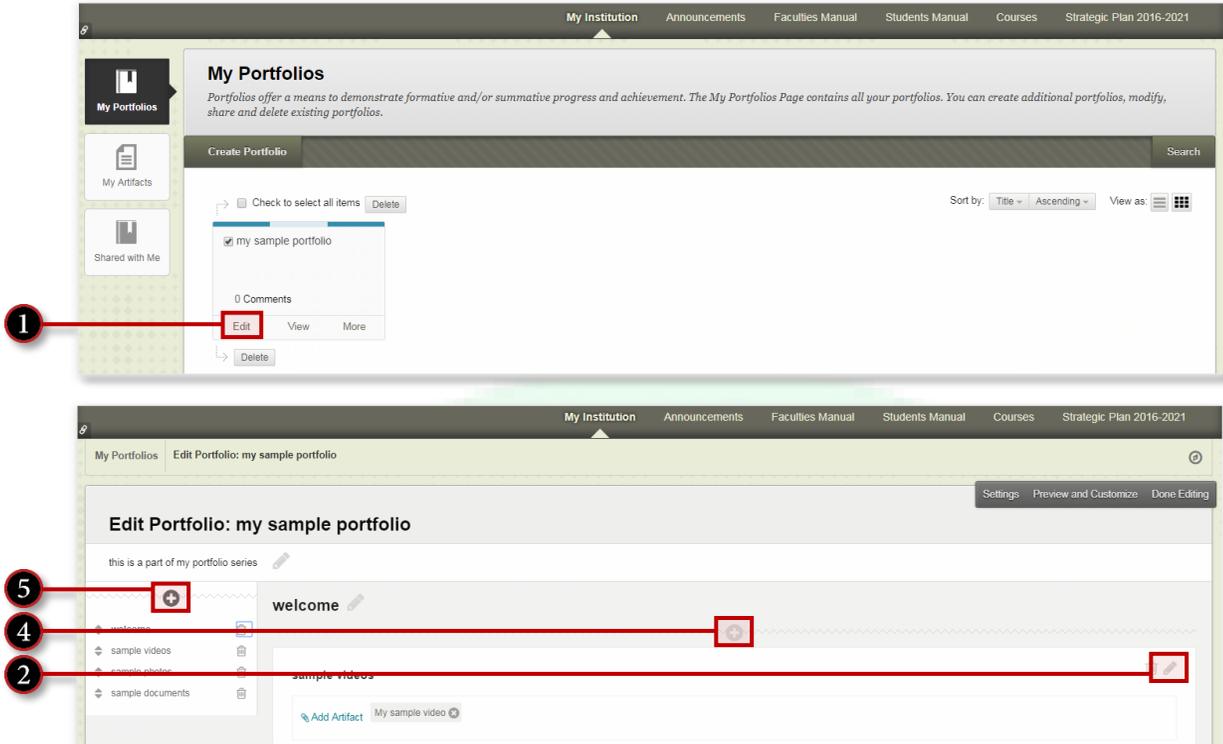
1. Go to **My portfolio** tab.
2. Click on **create portfolio**.
3. Give your Portfolio a **title** and add a **description**.
4. Check the 1<sup>st</sup> box to make the portfolio **Available**.
5. Check the 2<sup>nd</sup> box if you plan to share the portfolio to **allow people to make Comments**.
6. Click **Submit**.



### C. You can customize most of the elements of your portfolio From the Edit Portfolio page.

1. Reach the Edit Portfolio page by clicking on the **Edit** option under your portfolio.
2. Start editing by clicking the **pencil icon** next to the header, footer, page title, and section name, you want to edit.
3. Click **Save** button after each change.
4. To add another section to your portfolio page, click the **plus (+) icon** at the top or bottom of your page.
  - a. In each section, you can edit the **title** and add a **description**.
  - b. **Add an Artifact** from your list.
  - c. Click **Submit**.
5. To add another page, click the **plus (+) icon** at the left of the menu.

6. Click **Done Editing** after you finish editing.



D. **The Shared with Me** tab contains all the portfolios that have been shared with you.