

# Creating an English 106 ePortfolio

Use Blackboard's ePortfolio Template to create your end of semester ePortfolio

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There are three steps to creating your portfolio:

- 1) Naming your Documents before Uploading
- 2) Making a Portfolio from the English 106 Template
- 3) Sharing your Portfolio with English 106 Portfolio Evaluation Organization

**NOTE:** Use Mozilla Firefox or Google Chrome (NOT Internet Explorer, Edge, or Safari).

## STEP 1: Naming Your Documents Before Uploading

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Rename files so titles allow portfolio readers to differentiate between rough drafts and the final revised version. The final revised version is read first.

- 1) Rename your final drafts

For example: If your final Argument Research paper is saved as "Paper 3," readers won't know it is the final version. Instead rename the final versions as follows:

- "Final Revised Argument Research Essay"
- "Final Revised Literature Review Essay"
- "Final Revised Primary Source Essay"
- "Final Instructor's Choice Assignment – [add specific description like PSA here]"

If your instructor has more than one assignment in the Instructor's Choice category, name the assignments "Final Instructor's Choice Assignment 1 – [add specific description]" and so on. See "INCLUDING MORE THAN ONE INSTRUCTOR'S CHOICE ASSIGNMENT" for further instructions.

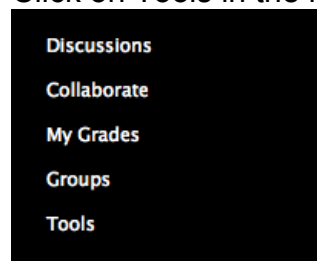
- 2) Rename rough drafts, process work, and sources. Ask your instructor for information on how to name drafts or additional materials.

## STEP 2: Making a Portfolio from the English 106 Template

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Upload your documents and course files to Blackboard.

- 1) Log into **Blackboard**
- 2) Click to open your English 106 course
- 3) Click on Tools in the left menu and Portfolios Homepage from the next screen.

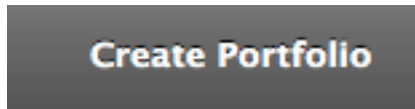


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- 4) Click Create Portfolio



- 5) Title your portfolio as directed by your instructor and click **Select Portfolio Template**

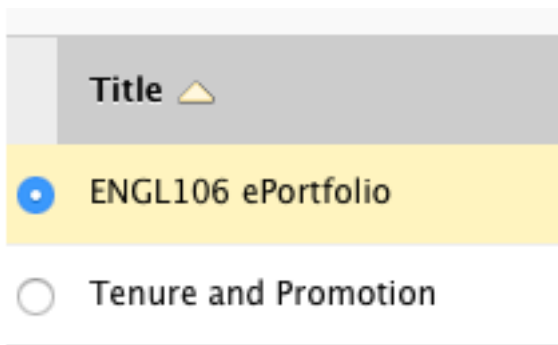
## 1. General Information

\* Title

Template

Select Portfolio Template

- 6) Select ENGL106 ePortfolio and click Submit

A dropdown menu with a grey header containing the word "Title" and a small upward-pointing triangle. Below the header are two options: "ENGL106 ePortfolio" which is selected and highlighted with a yellow background, and "Tenure and Promotion" which is not selected.

Title ▲

ENGL106 ePortfolio

Tenure and Promotion

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- 7) To navigate through your Portfolio, click the menu items on the left. To upload a document, click on **Add Artifact** on any page.

**Edit Portfolio: English 106 Portfolio**

ENGL106 ePortfolio

**Literature Review**

**Final Copy**

[Add Artifact](#) No Artifacts

Click here to add content

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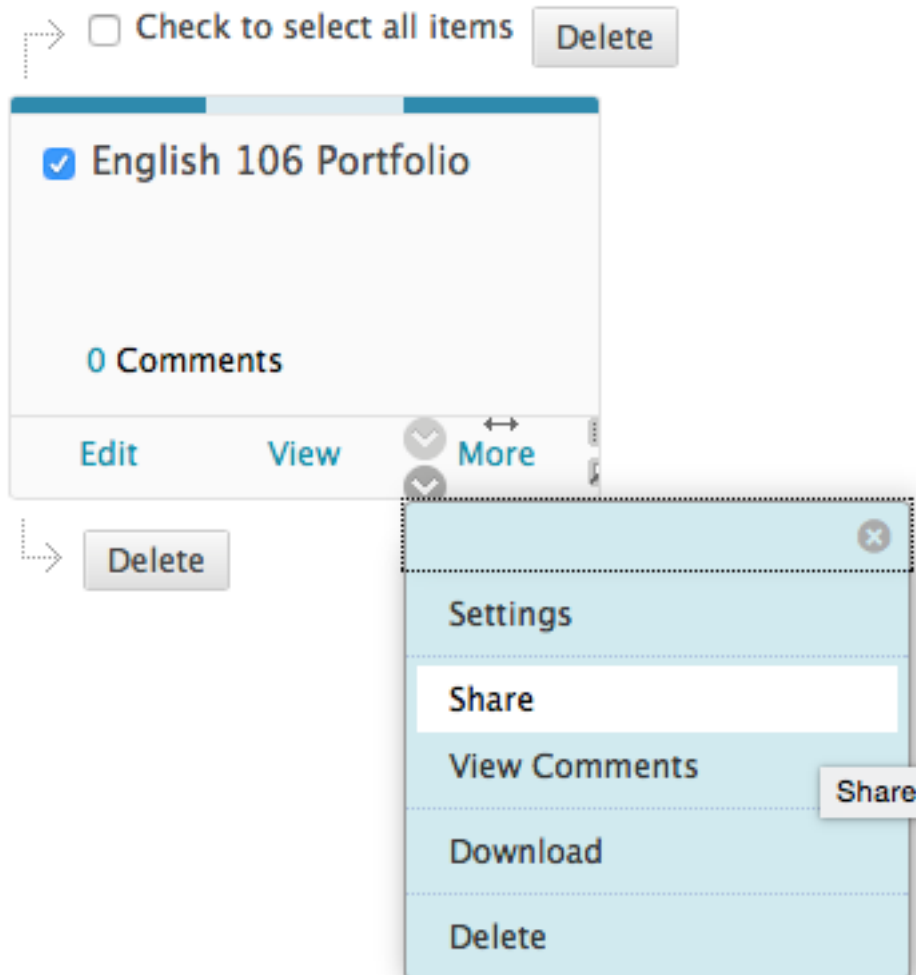
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## STEP 4: Sharing your Portfolio with English 106 Portfolio Evaluation Organization

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Next, share your portfolio by granting access to the portfolio readers.

- 1) To share, go to **My Portfolios** again. Click **More** under the portfolio you wish to share and then click **Share**

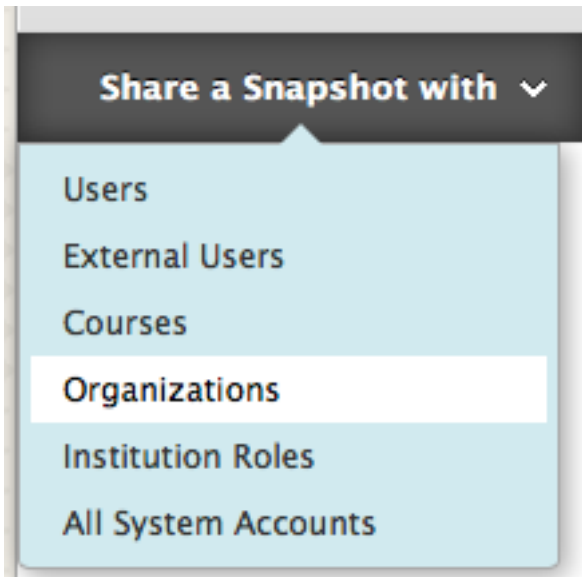


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- 2) From the **Share a Snapshot With** dropdown menu click **Organizations**



- 3) Click **Browse**. In the search box, type **106**. Click **Search**
- 4) Check the box for **English\_106\_Portfolio\_Evaluation\_2015-16**. Make sure you've selected the year in which you're being evaluated. Click **SUBMIT**. Then click **SUBMIT** again. You should see a green access granted message across the top of your screen.

### **.DON'T FORGET:**

All 106 students (even those whose three major paper grade average is 80% and above) are required to share portfolios with this organization by the final Friday of classes at 5:00 p.m. Writing program policy dictates No portfolio = F.

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## **ADDITIONAL INSTRUCTIONS**

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### **INCLUDING LINKS IN YOUR ENGL 106 FOLDERS**

For essays that use secondary sources, like the Argument Research Essay, and probably for the Literature Review Essay, you must include all sources in your portfolio unless they are in the textbook/course packet. To do so, you have three options:

- 1) Create live URL links on your References Page in each essay (make sure you use the PERMALINK)
- 2) Upload PDFs of your sources as you would upload a file into your essay folders
- 3) Create live links in your portfolio using the following directions:
  - a. Go to the **My Portfolios** (under "Jump to" and "My Portfolios")
  - b. Check box next to your portfolio title
  - c. Select edit
  - d. From the list on the left, click the appropriate link (ARE, PSE, etc.) and scroll down to sources OR click sources from the list
  - e. You want to add content. Click pencil to edit content box.
  - f. Type title of first link and then highlight. Highlighting activates the hyperlink button.
  - g. Click the hyperlink symbol ∞
  - h. Enter link path and set web page to open in a new window. Click insert. If you didn't include "http://" you will be asked if you want to add it. Click okay.
  - i. Then repeat process to add next link.

**NOTE:** These links will always show in your portfolio, so be sure to order them last of all the links that appear when your portfolio is open. Be sure to label them appropriately.

Repeat this process for any major assignment that includes secondary sources beyond those in the course textbook/packet. Remember, secondary sources are journal articles, books. You should add links for your secondary sources—check with your instructor about adding links to your primary sources.

### **INCLUDING MORE THAN ONE INSTRUCTOR'S CHOICE ASSIGNMENT**

- 1) Open your Portfolio and Click on Instructor's Choice.
- 2) Click the + under Final Copy to add an additional area to add additional artifacts