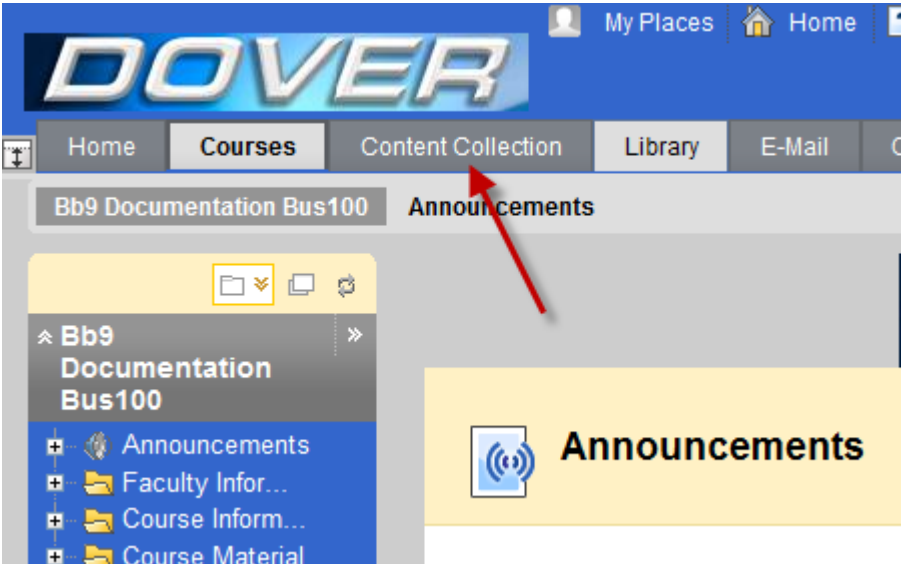
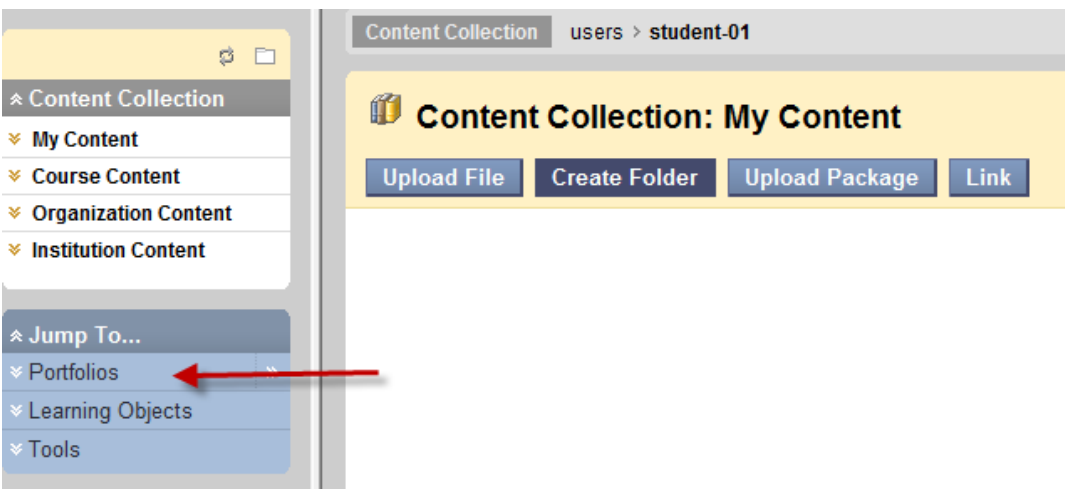


# Creating a Portfolio

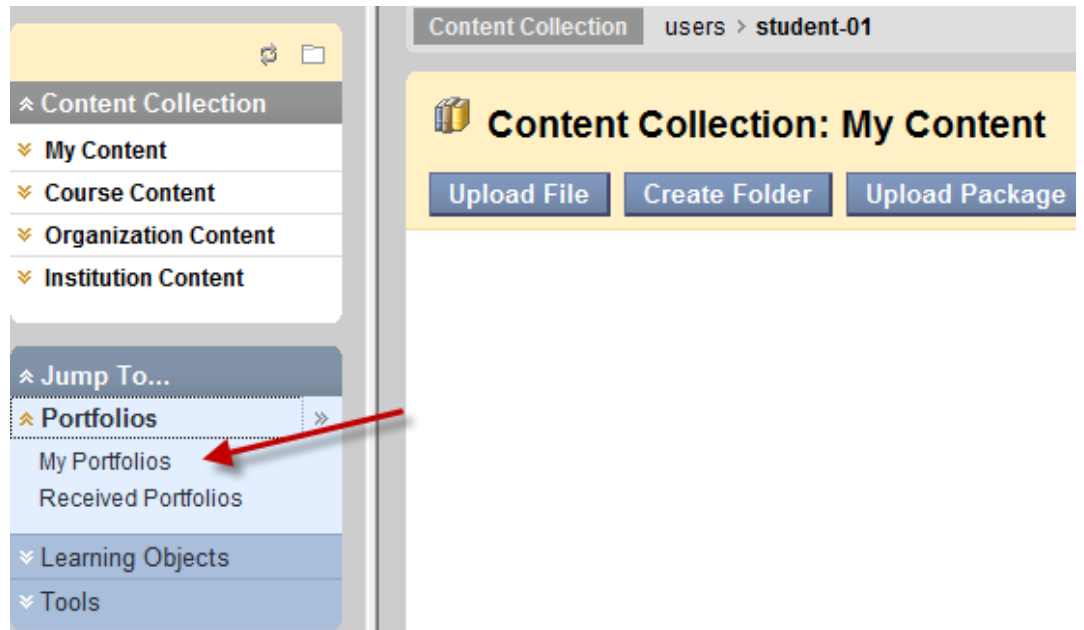
Creating a Portfolio is a four-step process.

1. You must post the material you wish to add to your portfolio in My Content in the Content Collection first. You are not able to add material from a USB drive or hard drive on your computer to your Portfolio. You must first post material in My Content.
2. You must create a portfolio.
3. You must Build or add material to your portfolio from My Content.
4. Finally, you must share your portfolio.

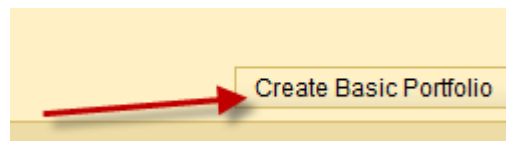
Below you will find directions for creating a basic portfolio.

<p>1. Go to your course and then click on the <b>Content Collection</b> Tab.</p>	 <p>The screenshot shows the top navigation bar of the DOVER system. The 'Content Collection' tab is highlighted in grey, and a red arrow points to it. Below the navigation bar, the course title 'Bb9 Documentation Bus100' is visible. A sidebar on the left lists course content: 'Bb9 Documentation Bus100' with sub-items 'Announcements', 'Faculty Infor...', 'Course Inform...', and 'Course Material'. A main content area on the right shows an 'Announcements' section with a speaker icon.</p>
<p>2. Click on <b>Portfolios</b>.</p>	 <p>The screenshot shows the 'Content Collection: My Content' interface. The breadcrumb path is 'Content Collection users &gt; student-01'. Below the header, there are four buttons: 'Upload File', 'Create Folder', 'Upload Package', and 'Link'. On the left, a sidebar menu is visible with the following items: 'Content Collection', 'My Content', 'Course Content', 'Organization Content', 'Institution Content', 'Jump To...', 'Portfolios', 'Learning Objects', and 'Tools'. A red arrow points to the 'Portfolios' option in the sidebar.</p>

3. Click on My Portfolios.



4. Click on Basic Portfolio.



5. Add a Basic Portfolio. Fill in the Portfolio Information.

The screenshot shows the 'Add Basic Portfolio' form. The title 'Add Basic Portfolio' is highlighted with a red arrow. Below the title, there is a legend: '\* Indicates a required field.' and buttons for 'Cancel' and 'Submit'. The form is divided into sections, with the first section titled '1. Portfolio Information'. This section contains a 'Title' field with a red asterisk and a text input field, and a 'Description' field with a red asterisk and a large text area. A red arrow points to the 'Description' field. At the bottom of the form, there is a 'Learning Objectives' field with a text input field.

6. Choose **Portfolio Menu Style** and **Portfolio Availability**, and choose **Comments Options**

## 2. Portfolio Menu Style

Preview

Menu Item 1  
Menu Item 2  
Menu Item 3

Style

Text  Buttons

Background Color  Obscure Dull Azure

Text Color  White

## 3. Portfolio Availability

Available Portfolios may be shared with other users.

Available  Yes  No

## 4. Comments Options

Shared comments allow Portfolio users to view and add comments.

Comments  Shared  Private

7. Submit.

Cancel Submit

8. Your Portfolio is now in the Content Collection.

Portfolios Homepage My Portfolios



## My Portfolios

Search    and show

<input type="checkbox"/>	Title	Description	Portfolio Type	Availability	Comments	Submission
<input type="checkbox"/>	<a href="#">Class Portfolio</a>	This is my portfolio for this class.	Basic	Yes	0	

9. You can now **Build** your portfolio and add material. You can also **Share** your portfolio with other users.

**My Portfolios**

Search    and show

<input type="checkbox"/>	Title	Description	Portfolio Type	Availability	Comments	Submission
<input checked="" type="checkbox"/>	Class Portfolio	This is my portfolio for this class.	Basic	Yes	0	
<input checked="" type="checkbox"/>	My Portfolio	for my class.	Basic	Yes	0	

Displaying 1 to 2 of 2 items

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