

BLACKBOARD ULTRA

Student Guide

e-Portfolios

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BLACKBOARD ULTRA: E-PORTFOLIOS

What Is an e-Portfolio?

An e-Portfolio is an organized collection of content that may include:

- Reflective writings
- Images, PDFs, and videos
- Evidence of academic activities
- Course-related artifacts and competencies (when applicable)

Portfolios are used for **learning**, **educational support**, and **assessment**, according to the practices adopted by the institution.

How to Access e-Portfolio Creation

1- You must have an active institutional email account.

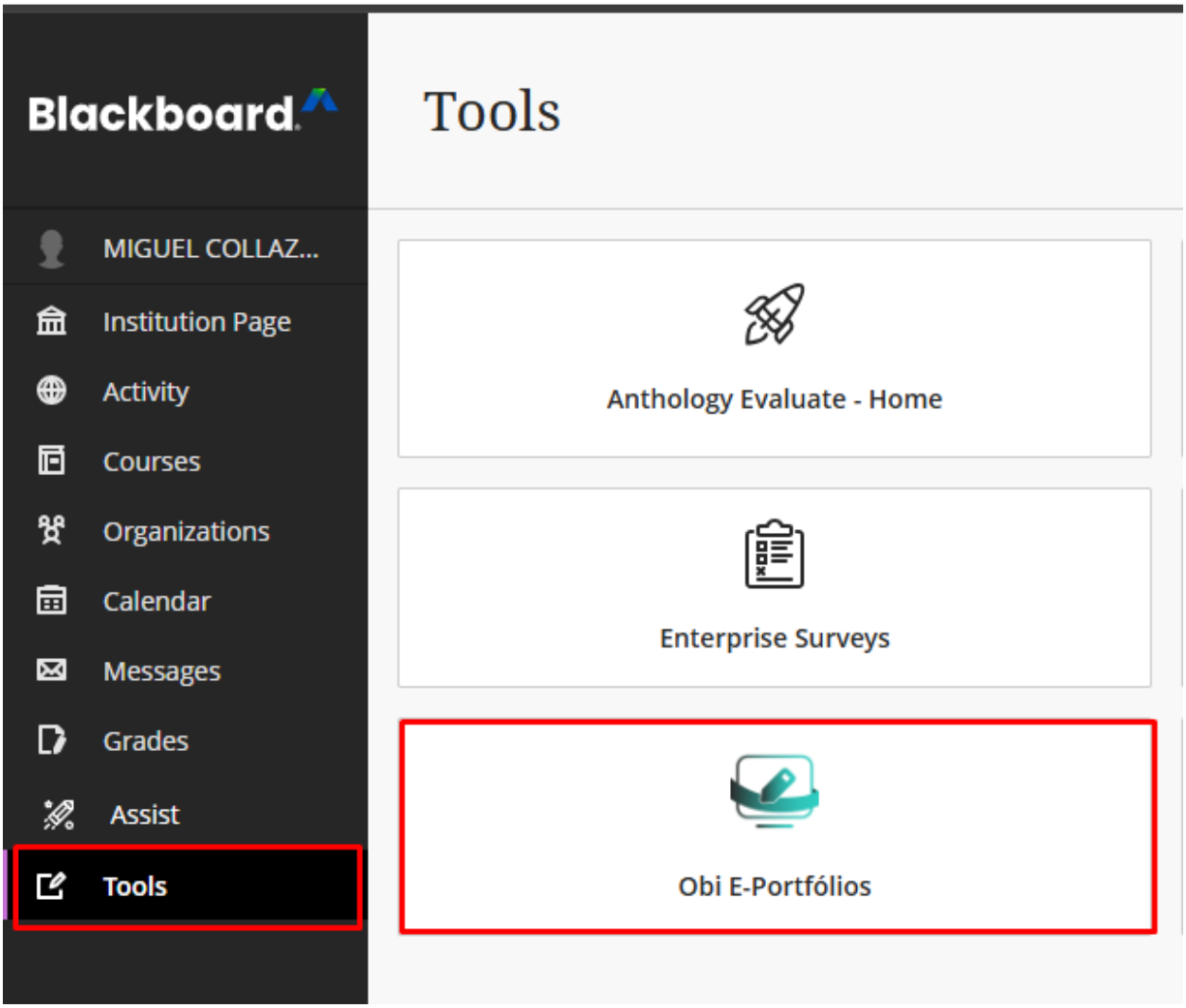
2- Access Blackboard using the following URL: **https://uagm.blackboard.com**
Do not include "www" in the address.



3- Once on the Blackboard login page, enter your:

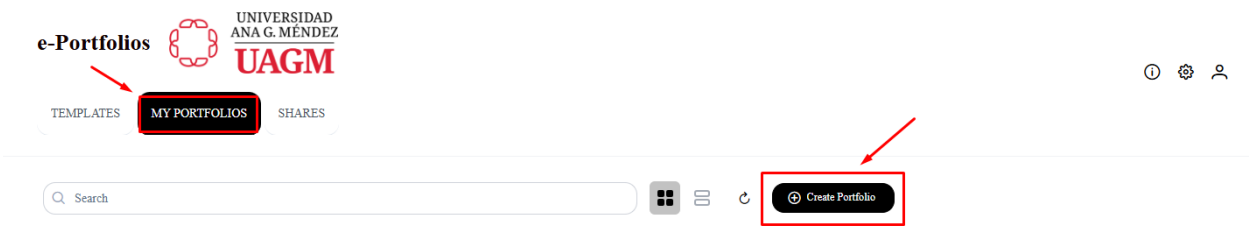
- Username (do not include @email.uagm.edu)
- Password
- Click Sign In.

4- From Blackboard's main menu, select Tools, then choose e-Portfolios.



How to Create an e-Portfolio

1- Access the **MY PORTFOLIOS** area.
2- Click the **Create Portfolio** button.

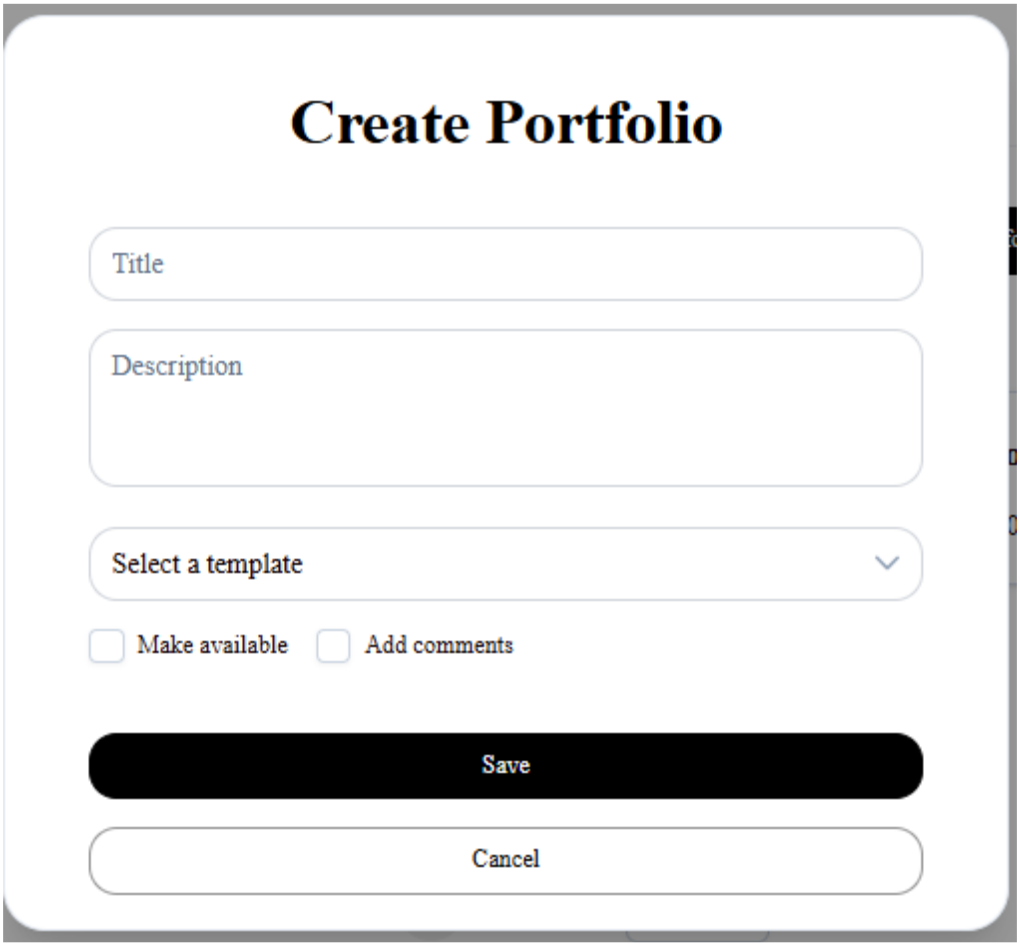


3- Initial Portfolio Information

In the **Create Portfolio** window, complete the following fields:

- **Title:** Enter a name that clearly identifies the portfolio.
- **Description (Optional):** Brief explanation of the portfolio's purpose.
- **Select a Template:** Choose the template that will serve as the portfolio structure.
- **Make Available (Optional):** Determine whether the portfolio will be available for viewing according to institutional guidelines.
- **Add Comments (Optional):** Allows comments to be enabled for the portfolio when applicable.

After completing the information, click **Save** to create the portfolio and access the editor.



4- Portfolio Structure

The portfolio is organized hierarchically as follows:

Page → Section → Content

- **Pages** represent the main portfolio components.
- **Sections** organize content within each page.
- **Content** can only be added inside sections.



Editing a Portfolio

1- Click **+ Add Page** to add a page, and then click the icon

2- Enter a page title and save it.

3- Create as many pages as needed and click **Save**.





4- To delete a page, click the menu icon next to the page title.

Note: Deleting a page also removes all sections and content contained within it.



5- Creating Sections

Sections can be created within each page. When creating a new section, you can define:

- **Section title**
- **Description** indicating the type of content that should be included

Once created, the section is ready to receive content.





BLACKBOARD ULTRA: E-PORTFOLIOS

Adding and Managing Portfolio Content

Content added to a portfolio is called an **artifact**.

Artifacts represent materials, work products, and evidence that showcase a user's learning journey, reflections, and accomplishments. Artifacts are added within sections, which belong to pages.

Portfolio Structure:

Page → Section → Artifacts (Content)

To insert content, click **Insert Content** within a section



What Are Artifacts?

Artifacts are materials and content that can be added to a portfolio to document:

- Evidence
- Academic work
- Reflections
- Completed activities

They help organize information in a clear, structured, and easy-to-follow manner.

Available Artifact Types

Text Block

A simple text-entry field used for:

- Personal reflections
- Activity descriptions
- Contextual explanations for evidence
- Introductions and supplementary information

Text blocks can be edited, reorganized, or deleted at any time.

Image

Allow users to upload images in:

- JPG format
- PNG format

Images may be used as:

- Photographic records
- Visual evidence
- Project or activity illustrations

PDF

Allows attachment of PDF documents such as:

- Reports
- Academic assignments
- Supporting documentation

The file will appear in the section with its selected name.

Video

Allows embedding videos through external links.

Currently supported platforms:

- YouTube
- Vimeo

To insert a video, simply provide the URL. The video will be displayed directly within the portfolio section.

Course Artifact

Course artifacts are graded activities completed within Blackboard courses.

When a course artifact is added to a portfolio:

- The activity remains available even if access to the course is later lost.
- The artifact may include:
  - Activity name
  - Description
  - Submission information
  - Grade
  - Rubric
  - Associated competencies, when applicable

Only activities from active courses in which the user is enrolled will be available.



Managing Artifacts

After inserting an artifact into a section, users can:

- Edit content
- Reorder artifacts within a section
- Remove artifacts as needed

This helps maintain an up-to-date portfolio aligned with its intended purpose.

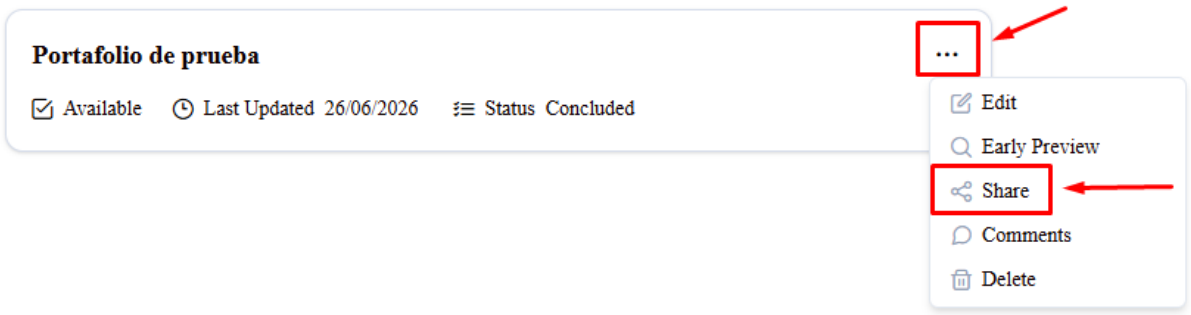
Important Considerations

- Artifacts must always be added within sections.
- Artifacts cannot be inserted directly into a portfolio without an associated section.
- Artifacts belong exclusively to the user's portfolio.
- Editing artifacts does not modify templates or other portfolios.

How to Share a Portfolio

Once your portfolio is complete, you may share it.

1. Go to **My Portfolios**.
2. Click the three-dot menu (...) for the desired portfolio.
3. Select **Share**.



4- Choose the sharing method.
5- Configure:

- **Availability**
- **Expiration date** (if applicable)



Available Sharing Options

Institution Users

- Search by user ID.
- The portfolio appears in the selected user's **Shared** area.
- Sharing settings can be modified later.

Only users available within Blackboard Learn can be selected.

External Users

- Enter email addresses.
- A shareable URL is generated and delivered by email.
- Access remains available according to the configured settings.

Courses or Organizations

- Search by course or organization name/ID.
- The portfolio appears within the course or organization's e-Portfolio tool.
- All course or organization members can view the portfolio.

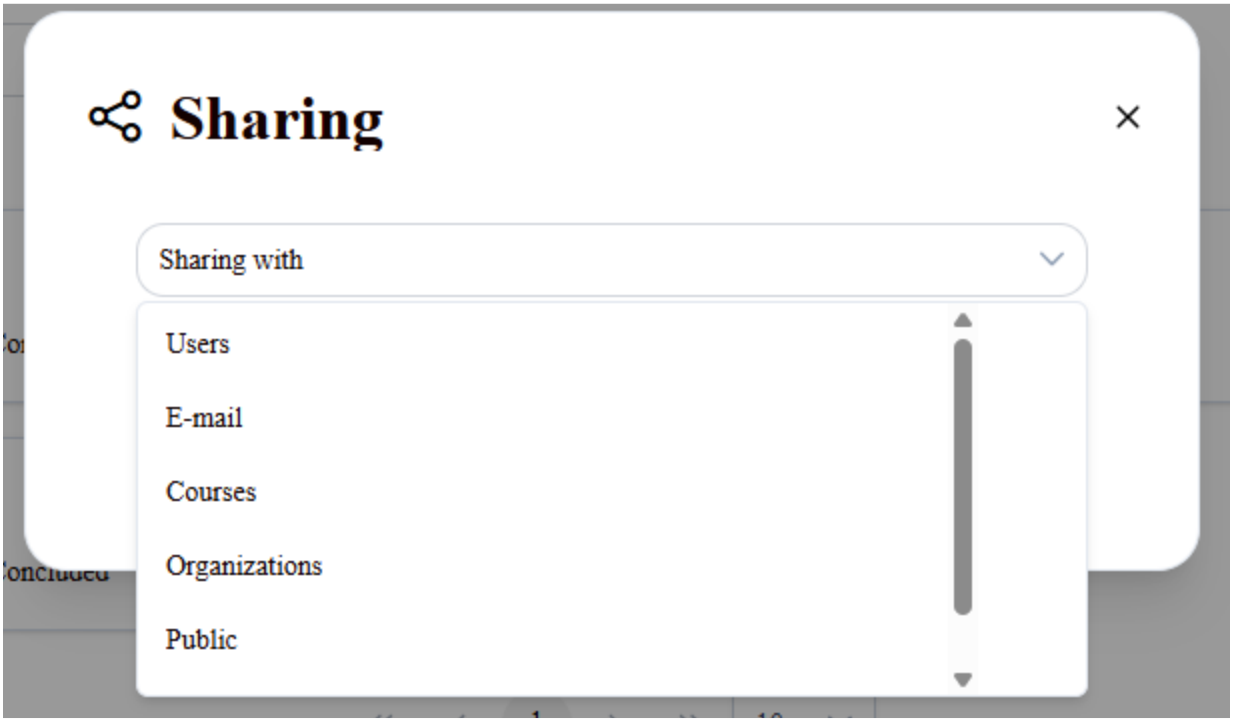
You may only share with courses or organizations where you are enrolled.

Public

- Generates a public URL.
- Anyone with the link can access the portfolio, subject to availability settings.

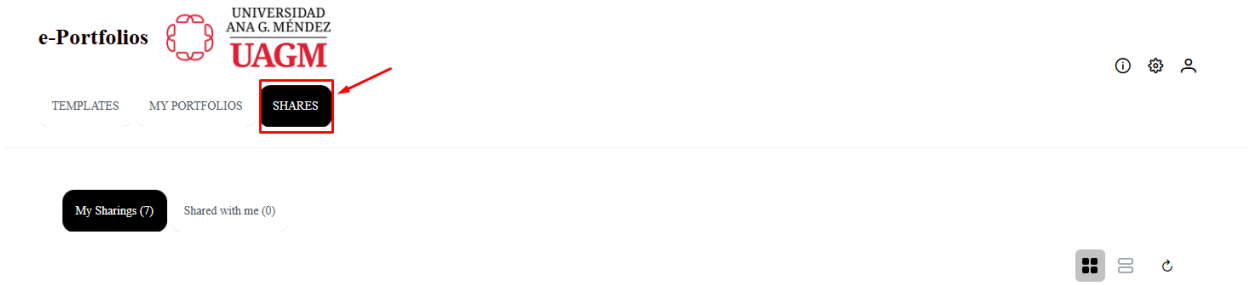
LinkedIn

- Allows direct sharing through a LinkedIn post.
- Access is also controlled by availability and expiration settings.



Viewing Shared Portfolios

1- Go to the main page and select **Shares**.



2- Within the **Share** page, you can:

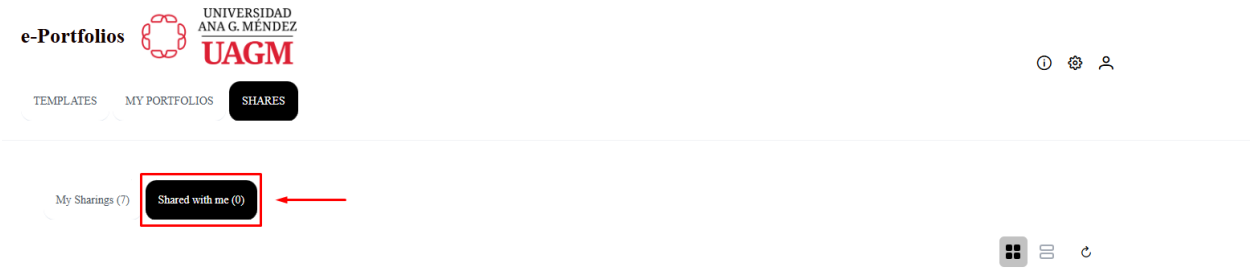
- View portfolios shared with you
- View portfolios you have shared
- Edit or remove existing sharing permissions

Shared With Me

Displays:

- Portfolio name
- Name of the individual who shared it

Click the portfolio to view it.



My Sharings

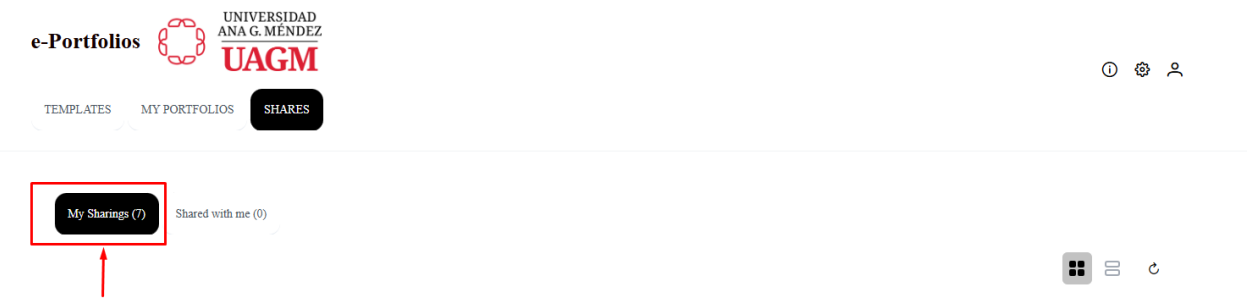
Displays:

- Portfolio title
- Sharing type
- Expiration date
- Availability status

When editing a share, you can:

- Change availability
- Remove the share

If a share is deleted, the access link immediately becomes inactive for all associated users.



Important Considerations

- Sharing permissions can be removed at any time.
- Marking a share as unavailable temporarily blocks access.
- Deleting a share permanently revokes access.
- Comments and sharing settings do not alter the portfolio content.

CONTACT INFORMATION

Technical Support (Technical and Access Issues)

Phone: 787-751-1374

Hours of Operation:

- Monday through Friday: 7:00 AM – 7:00 PM
- Saturday: 8:00 AM – 5:00 PM

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