



## **Setting up Blackboard Site for Portfolio's**

### **Instructor Guidelines**

In order to create the portfolio site for your students, you will need to log into your Blackboard site.

#### **Blackboard Access:**

To access the site, visit: <https://blackboard.stonybrook.edu>

If you have never logged into Stony Brook's Blackboard site, you will need your NetID information. This information can be obtained by logging into the SOLAR system: <http://www.stonybrook.edu/solarsystem>. Once you have logged into SOLAR, you should see the Net ID Information area to the right of your screen.

If you need help logging into Blackboard, please visit: <http://www.sinc.sunysb.edu/faculty> or call 631-632-8050 or e-mail: [bboard@notes.cc.sunysb.edu](mailto:bboard@notes.cc.sunysb.edu) for assistance.

#### **YOUR BLACKBOARD SITE**

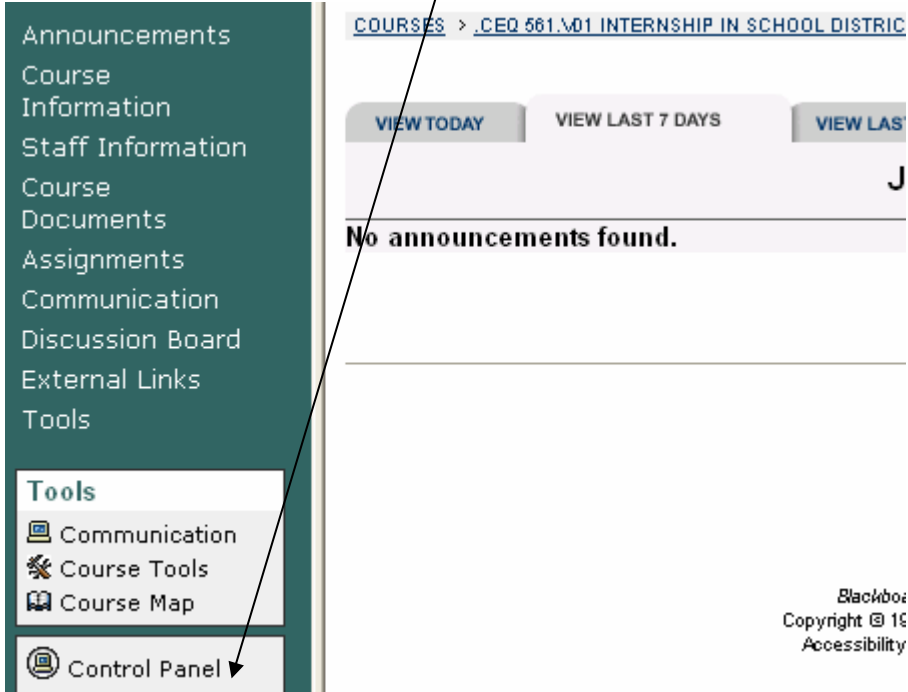
Once you have successfully logged into Blackboard, you should see your course Blackboard site under My Courses.

Click on the course you would like to work with

\*\* It is important to note that the tool we will be using to create the "portfolio" is a Wiki which is a plug in from a third party software company called Learning Objects.

**Step 1: Add a “Portfolio” link to your Course Menu so that the students can access it!**

- ❑ Click on the Control Panel option, located on the left hand side of your Blackboard site:



- ❑ Your screen will change at it will look like this:



- ❑ Click Manage Course Menu under Course Options

## Manage Course Mer

To view changes in the course vie

Add  Content Area 

Click Add Content Area:

COURSES > CE0.561.V01 INTERNSHIP IN SCHOOL DISTRICT... > CONTROL PANEL > MANAGE COURSE MENU > ADD NEW AREA

### Add New Area

**1 Set Area Properties**

Type	Content Area
<b>Name</b>	<input type="text" value="Assignments"/> <input type="text" value="Portfolio's"/> <small>Suggested maximum 18 characters. Longer names or names that use wide characters may cause problems with the button Menu style. See Course Menu Design under Course Design to change Menu style.</small>
Allow Guest access	<input type="checkbox"/>
Allow Observer access	<input type="checkbox"/>
Available for Student/Participant users	<input checked="" type="checkbox"/>

**2 Submit**

Required Field  
Click **Submit** to finish. Click **Cancel** to quit.

- Click in the Text box located underneath the drop down menu and type Portfolio's
- Click Submit
- You will receive a "receipt" screen. . Click OK
- It will take you back to the screen where you can add items to your menu, scroll down and click OK
- You should now be in your Control Panel and in the top left section of your screen you should see: Portfolio's listed under Content Areas:

Content Areas	
<a href="#">Course Information</a>	<a href="#">External Links</a>
<a href="#">Course Documents</a>	<a href="#">Portfolio's</a>
<a href="#">Assignments</a>	

## Step 2: Adding your student's portfolio sites

**\*\*\* You will have to create a portfolio for each student ,  
if you have 25 students you will need to repeat this step 25 times \*\*\***

From Your Control Panel, select the Portfolio section

You will see the following at the Top of your Screen:

Move over to the Select: option on the far Right

Change "Learning Unit" to "Wiki" and Press Go

Your Screen will change.

**Create Wiki**

**Wiki Information**

Wiki Name:  Type the Name of the Student.

Description:

**Select Members**

Choose Individual Course Members:

Course Members	Group Members
All Students	
Voss, Diana Jayne	

Select the student whose portfolio you want to create and press the  to move the student name into the Group Members column.

\*\*Don't forget to click the  to move them over

**Options**

Do you want to make the content visible?  Yes  No

Do you want to allow students to purge wiki pages?  Yes  No

Who do you want to allow to comment on wiki pages?  Nobody  Instructor Only

Choose the dates and times for which group members will be allowed to edit the wiki.

Allow Edits After

Jan 4 2007 1:00 PM

Allow Edits Until

Jan 4 2007 1:00 PM

**Content Visible?**  
Choose Yes

**Purge -** leave it No

**Comments:** Choose Instructor Only

**Dates of Edit:**  
You can leave it alone or check the boxes and allow until September 1st

Choose the dates and times for which non-group members will be allowed to view the wiki.

Display After

Jan 4 2007  
1 : 00 PM

Display Until

Jan 4 2007  
1 : 00 PM

So that the other students in the class cannot see the portfolio, make sure you check the “Display Until Option”

- Ignore the rest of the options and Click Save
- Once you hit Save, it will take you back to the Portfolio section so that you can continue to add the portfolio’s for all of your students

### Step 3: Did it work?

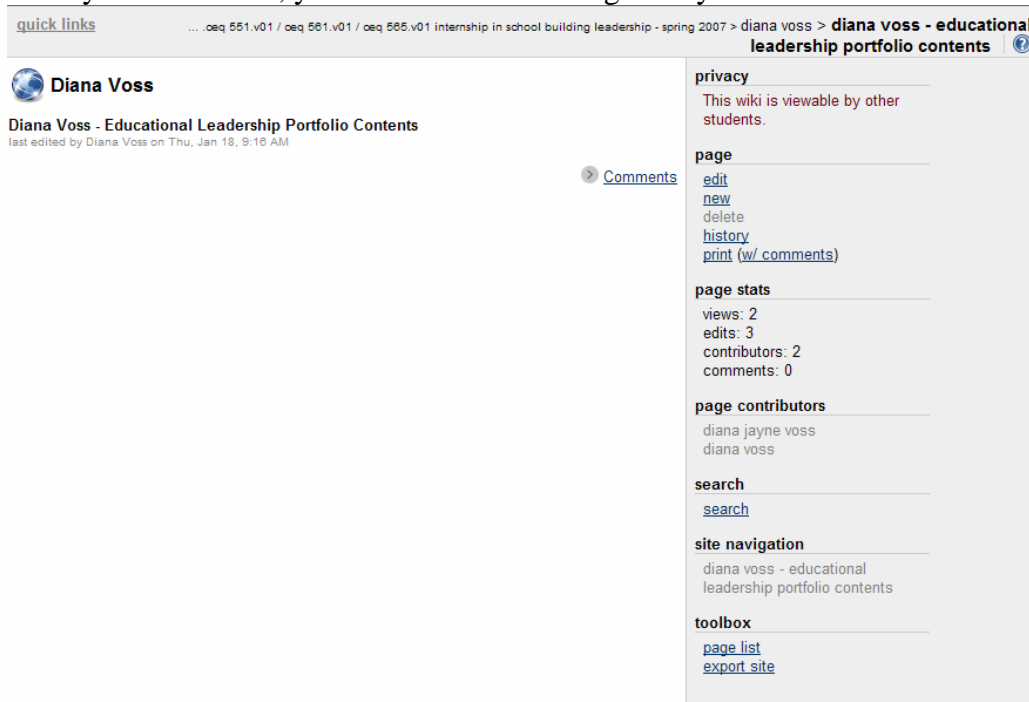
Back out of your Control Panel and into the main view of your course and click on the Portfolio’s link

You should see something similar to this:



Click View

Once you click View, your screen should change and you should see:



The screenshot shows a Blackboard wiki page for 'Diana Voss - Educational Leadership Portfolio Contents'. The page includes a 'privacy' section stating 'This wiki is viewable by other students.', a 'page' section with links for 'edit', 'new', 'delete', 'history', and 'print (w/ comments)', a 'page stats' section showing 2 views, 3 edits, 2 contributors, and 0 comments, a 'page contributors' section listing 'diana jayne voss' and 'diana voss', a 'search' section with a 'search' link, a 'site navigation' section with a link to 'diana voss - educational leadership portfolio contents', and a 'toolbox' section with links for 'page list' and 'export site'.

If you require additional information , please contact Stony Brook’s Teaching, Learning & Technology - Blackboard Support Team at: [bboard@notes.cc.sunysb.edu](mailto:bboard@notes.cc.sunysb.edu) or call 631-632-8050