What is the electronic BlackBoard Palmer Portfolio?

Any portfolio is simply a *specialized collection of evidence with a specific purpose*, usually to demonstrate the things you have accomplished in some area (and therefore the skills, knowledge, and experience that you have) to some relevant audience.

An electronic portfolio, or e-portfolio, is a digital portfolio, and the University’s e-portfolio system is within its Blackboard software. Each Palmer student will have access to the Blackboard Portfolio system while they are a Palmer student.

You are going to create an electronic Palmer Portfolio that will be a collection of course assignments (artifacts), along with a few essays that you will write in your last semester, and these will all function as evidence of what you, as a Palmer program student, have learned and accomplished during the program.

As you reach graduation and complete your electronic Palmer Portfolio, the Palmer Faculty will look across the e-portfolios for patterns in what students are learning relative to the program’s guiding goals and objectives. The Faculty can use this pattern of information to guide program improvement, capitalizing on strengths and changing areas that need improvement. That information will be shared with Palmer’s accrediting body, the American Library Association, and the University’s accrediting body, the Middle States Association of Colleges and Schools.

What will need to go into your electronic Palmer Portfolio?

There are two main categories of evidence for you to include. First, some of the *assignments that you are already creating for your courses* will need to be put in your Palmer Portfolio. Your professors and/or their course syllabi will tell you which assignments need to be added to the portfolio, and under which program goal and objective. You will need to put a copy of the final assignment into the e-portfolio page for that specific SLO (student learning objective) after submitting it to your instructor during the course.

Second, toward the end of the program (but before graduation), you will need to also write one *Milestone Essay per Palmer Program Goal* (there are 5). Each of your five “Milestone” essays should discuss all the evidence you included for a given goal and its related objectives (sub-goals), reflecting on the skills and knowledge you gained and used in accomplishing them. Each Milestone Essay is to be added to the e-portfolio Goal page for the Goal to which it refers. The e-Portfolio Milestone Rubric will be used to assess your essays, and you should use it to guide how you write them. See it at [http://palmerblog.liu.edu/?page_id=10945](http://palmerblog.liu.edu/?page_id=10945), under the heading “Palmer Portfolio”.

The following pages will walk you through the process of creating your Palmer Portfolio.

*Taking your Portfolio with you after finishing the Palmer Program (optional):* If you wish, you may *export* a copy of your finished portfolio just before graduation, to use as a basis for your own professional career portfolio in a different e-portfolio software platform. Some people use free Web-authoring tools to do this, but you might also consider an individual account with a commercial e-portfolio vendor if you don’t want your portfolio information simply open to the entire Internet. If you wish to know more about portfolios and e-portfolios, there is information available on types of portfolios, ways to build effective portfolios, tools to use in building portfolios, and research on portfolios. The work of Helen Barret and colleagues is a good place to start.
Getting your electronic Palmer Portfolio started in Blackboard:

1. Log in
   Sign in with your LIU username and password at http://blackboard.liu.edu.
   Once your main Blackboard page opens, click on the Portfolio tab in the LIU bar at the top.

2. Create a new portfolio using the Palmer School Template
   - Begin by clicking the “Create Portfolio” button.
   - You will be prompted to title your Portfolio. It is very important that you title it according to the following convention: PalmerPortfolio_Lastname_Firstname
   - Click on the “Select a Template” button. When the pop-up box appears with the template list, you must select the “LIU-Post Palmer Template” and click “Submit.”
2. Create a new portfolio... (continued)

- Once back on the “Create Portfolio” page, scroll down and make sure that the “Available” and “Comments are Private” boxes are checked. Then, scroll down to click “Submit.”

- Now whenever you log into Blackboard.liu.edu and go to the Portfolio section, you’ll see the screen below. To view the portfolio as others will see it, you can click on “View.” To add things to it or change anything in it, click on “Edit.” When you wish for someone else to see your portfolio (you just need to know their email address), click on “More” and then “Share.”

- Do NOT change the Template settings (e.g., the background, etc). The Palmer faculty need each student’s Blackboard portfolio to have a uniform format.
3. To upload content to your Palmer Portfolio

- You enter the portfolio on your Home page via either the View or Edit mode. To change your portfolio, make sure you are in Edit mode.

- On the Home page, you may write a welcome message, include a picture of yourself, as well as a resume or a short autobiography.

- There is a scroll bar all the way at the upper right\(^1\). (You'll use that a lot.)

- There is a navigation column on the left\(^2\) that will show all the pages and sections in the portfolio. Scroll down, and you will see that there is a page for each Goal (you will put your Milestone Essays on those pages) and also a page for each sub-goal or SLO under that goal (you will put your assignments on these SLO pages).

- To go to any other page, simply click on that page name in the left navigation column.

*** Before you edit anything, read these next important notes: ***

**Important notes:**

1. **Do NOT** change any of the information listed in the left navigation column (i.e., the names of the pages/sections).

2. **Do NOT** edit the “&nbsp” code that you see. This code needs to be in these spaces in Edit mode, but will not be visible in View mode.

3. There are important directions for you at the very bottom of every Goal and SLO page when you are in “Edit” mode. Scroll all the way down on any page in “Edit” mode to see and follow those directions.
3. To upload content... (continued)

- To add to/edit content on a page, click on that page name in the left navigation column\(^1\). It will be highlighted, and the page name will show above the white content space\(^2\).

- There are instructions to follow at the bottom of each Goal and SLO page. Scroll down to see them, then follow the directions. Below is a screenshot of the directions for SLO 1a. Read through them here.

  - The directions are similar for each Goal or SLO page and walk you through adding the full Goal/SLO language, and then adding artifacts.
3. To upload content... (continued)

- As it states in the directions, the first thing you will do is to click on the white space. Then, you will see the following changes:
  - You have been moved to near top of the page.
  - Most of that space has become light blue.
  - Your cursor is now inside a small textbox with the code “&nbsp” in it. Do NOT change anything in that box.

  Instead, scroll down to the bottom of the page to beneath the instructions to find the next white editing box (it has formatting icons). Click in that white editing box.

  Now you can highlight and copy the bolded language of the SLO (or Goal) from the instructions just above the editing box and paste that language into the white editing box. Then click the Save button just to the bottom right of the white editing box.
3. To upload content... (continued)

• In Edit mode, you will see the change you made there at the bottom of the page (in the editing area), but if you click at the top of your portfolio on the “Portfolio” tab, you can go back to your My Portfolios page to see how the portfolio will look for viewers.

• Click on View mode to see the portfolio as it will appear for viewers.

• Full SLO/Goal language will now show at the top of your pages. When done, click the close button to return to the My Portfolios page and go back into Edit mode.
3. To upload content... (continued)

Now, about those assignment artifacts and Milestone Essays...

- Your instructor for a given Palmer course will tell you which assignment should be uploaded for his/her course, as well as which Palmer SLO is applicable for that assignment so you can add it to that SLO page. If you are uploading a Milestone Essay, add it to the appropriate Goal page.

- To add assignments or Milestone Essays, make sure your portfolio is in Edit mode and on the appropriate Goal or SLO page for that Essay or assignment. Scroll down to the “Add Artifact” button and click on it.
  - Then click the “Add Personal Artifact” button on the pop-up window.

  - When prompted in the next pop-up, write in the name for this assignment or essay file, then scroll down to and click the “Browse My Computer” button, and navigate to the file in the pop-up box. Double click on the file’s name to attach it, and then click either of the “Submit” buttons.
4. To share your portfolio...

- Once you have content in your Palmer portfolio, you may wish to share it with others.

**Important note:** At the end of each semester, after you have added the artifacts from the current term, you must share your portfolio with the Palmer School’s Heather Ranieri so that she can document the artifact additions. **Do that only after you have completed your additions for the semester.**

- After you upload your new artifacts from a given term,
  - Click on the “More” option, then choose “Share” from the pop-up.
  - When you see the screen below, click on “Share a snapshot with” and choose “Users.”
4. To share portfolios... (continued)

- In the pop-up window, go to the “Username” textbox, write hranieri,¹ and click “Browse”².

- In the next pop-up window, again write hranieri and hit the Browse button. Now select “Heather Ranieri” and click “Submit.” When the pop-up box closes, click on the “Submit” button on the “Share with User” page.

- Because Heather is a member of the LIU Blackboard community, you chose to share with a Blackboard “User.” Blackboard will find her in its community once you input her username.
- To share your portfolio with people from outside of LIU, choose “External Users” from the “Share a snapshot with” pulldown, then input their email address when prompted and click “Submit.”

**Important note:** At the end of future semesters, you will need to first **de-select** Heather Ranieri from your list of shared people, and then **re-select her again** following the process above!

This will also need to be done for anyone else that you wish to show a portfolio that’s been updated since they last saw it.

(Sorry, that’s just the way Blackboard does it!)

For more information and support, feel free to go to the Blackboard Portfolio help/support page:

[https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Student/070_Content_Collection/090_About_Portfolios](https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Student/070_Content_Collection/090_About_Portfolios)