Blackboard Content System™ User Manual

Release 2.0
Blackboard Content System

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Chapter 5—Portfolios

Overview

This chapter covers the functions of the Portfolio feature.

In this chapter

This chapter includes the following topics.

Topic	Description
Portfolio Overview	Provides an overview for accessing Portfolios in the *Blackboard Content System*.
My Portfolios	Presents an overview of the My Portfolio page used to manage all of a user's Portfolios.
Portfolio Wizard	Covers the Portfolio Wizard. The Portfolio Wizard is a tool for quickly and easily creating a Portfolio.
Create a Portfolio	Describes the Add Portfolio page.
Copy Portfolio	Explains how to make a copy of an existing Portfolio.
Portfolio Contents	Details the Portfolio Contents page and the features available for managing a Portfolio.
Add Content to a Portfolio	Provides instructions for adding an item to a Portfolio.
Add Link to a Portfolio	Provides instructions for adding a URL link to a Portfolio.
Add Item to a Portfolio	Provides instructions for adding a custom Web page to a Portfolio.
Manage Portfolio	Describes how to manage the comments, permissions and downloads for a Portfolio.
Share Portfolio	Presents an overview of the Share Portfolio page and the features for making a Portfolio accessible to others.
Share Portfolio with Users	Provides instructions for granting access to a Portfolio to other system users.
Share Portfolio with a Course or Organization	Provides instructions for granting access to a Portfolio to users in a course or organization.
Share with Institution Role User List	Provides instructions for granting access to the Portfolio to users with select roles in the Institution.
Share with All System Accounts	Provides instructions for granting access to the Portfolio all users with system accounts.
Share Portfolio with External Users	Provides instructions for granting access to a Portfolio to people who are not users on the system.
Portfolio Comments	Describes the Portfolio comments feature.
Portfolio Link Checker	Explains how to check links to Content System items included in the Portfolio.
Download Portfolio	Describes how to download a Portfolio.

Portfolios Overview

Overview

Portfolios are collections of content organized into customized Web pages. The Content System Portfolio tool allows users to include existing Content System content (items and/or folders), external links, free-form items, and template based items. These Portfolios can be private, shared within the system, and shared to external users.

Portfolio Management

Using the links in the My Portfolios area of the left side navigation panel, users can create, manage, and share Portfolios.

- **Portfolio Creation** – When this option is selected the Portfolio Wizard will automatically launch. Users may create and save a Portfolio.
- **My Portfolios** – This area enables users to view, add, and manage Portfolios.
- **Received Portfolios** – All Portfolios that have been shared with the user will appear in this area.

My Portfolios

Overview

Portfolios are collections of content organized into customized Web pages. Once created, Portfolios can be shared with others and content can be added and removed to keep the Portfolio current. The My Portfolios page lists all the Portfolios created by the user.

Find this page

Click **My Portfolios** under Portfolios on the Content System menu.

Functions

The following functions are available from the My Portfolios page.

To . . .	click . . .
view a Portfolio	the name of the Portfolio. The name of each Portfolio appears as a link in the Title column.
create a new Portfolio	**Add Portfolio** in the Action Bar. The Add Portfolio page will appear. A simple way to create a Portfolio is to use the Portfolio Wizard. Click Portfolio Creation Wizard in the Action Bar to create a Portfolio using the wizard.
copy a Portfolio	the check box in the first column next to each Portfolio that should be copied then click **Copy** in the Action Bar. The Copy Portfolio page will appear.
remove Portfolios	the check box in the first column next to each Portfolio that should be deleted then click **Remove** in the Action Bar.
view and modify the contents	**Contents**. The Portfolio Content page will appear. Content may be added, modified, reordered and removed from this page.
manage the Portfolio properties and settings	**Manage**. The Manage Portfolio page will appear.

Portfolio Wizard

Overview

The Portfolio Wizard is the quickest and easiest method for creating a new Portfolio. The wizard is completed in eight steps that do everything from name the Portfolio and define the color scheme to add content items and URLs to the Portfolio. The contents and settings for a Portfolio may be modified after the Wizard is completed.

Start the wizard

Follow these steps to open the Portfolio Wizard.

Click **Portfolio Creation** under Portfolios on the Content System menu.
OR
Step 1 Under the heading Portfolios, click **My Portfolios**.
Step 2 Click **Portfolio Creation Wizard** from the Action Bar.

Wizard fields

The table below outlines the options available when creating a Portfolio through the Portfolio wizard.

Field	Description
Wizard Start	
The first page of the wizard displays information on creating a Portfolio including how to navigate the wizard. A navigation bar appears at the bottom of each wizard page with the following buttons: • **Cancel:** Click to erase and end the Portfolio, this will erase all information entered into the Portfolio Wizard. • **Back:** Click to navigate to the previous page. This button does not appear on the first page of the wizard. • **Next:** Click to navigate to the next page. This button does not appear on the last page of the wizard. • **Finish:** Click this button to complete the wizard and create the Portfolio. This button replaces the **Next** button on the last page.	
Note: If the Portfolio Wizard window is closed without first selecting **Cancel**, a partial Portfolio will be created. The User may remove this partial Portfolio.	
Step 1: Portfolio Information	
Title [r]	Enter a title for the Portfolio. This name will identify the Portfolio in the My Portfolio folder.
Description	Enter a description for the Portfolio.
Step 2: Portfolio Design	
Menu Style	Select how to display the items in the Portfolio menu by clicking the **Buttons** option or the **Text** option. The other options on this page will differ depending on the option selected in this field.
Buttons	
Button Type	Select a button type by clicking on the drop-down arrow and highlighting a button type. The button type is simply the pattern that will appear in the button background.
Button Shape	Click a button shape option.

Button Style	Select a button style by clicking on the drop-down arrow and highlighting a button style. The button style is made up of colors and shapes. Click **Gallery of Buttons** to preview button styles.
Text	
Menu Background color	Click **Pick** and select a color from the palette. The color chosen will appear as the background color for the Portfolio menu.
Menu Text Color	Click **Pick** and select a color from the palette. The color chosen will appear as the text color for objects in the Portfolio menu.
Step 3: Portfolio Welcome Page (Optional)	
Title	Enter a title for the welcome message. The welcome message is the first page that will appear when others view the Portfolio.
Welcome Message	Enter a message to display to those who view your Portfolio. This message will appear on the first page of the Portfolio. The welcome message will appear in the contents of the Portfolio and can be modified just like any other Web page added to the Portfolio. For more information on using Web pages in a Portfolio, please see Add Web Page to Portfolio.
Step 4: Add Content (Optional)	
Menu Link Name	Enter the name of the item. This title will appear on the Portfolio Menu item.
File or Folder	Enter the path to the item that will be added or click **Browse** to search the *Blackboard Content System* for an item.
Step 5: Add Links (Optional)	
Menu Link Name	Enter the name of the item. This title will appear on the Portfolio Menu item.
URL	Enter a link to external Web pages.
Step 6: Add Items (Optional)	
Menu Link Name	Enter the name of the item. This title will appear on the Portfolio Menu item.
Item Type	Select **Blank Item** or select a Template from the list of Templates. Item content may be added to a Blank item after the Wizard is completed.
Step 7: Portfolio Availability	
Available?	Determine if the Portfolio will be available to other users.
Step 8: Portfolio Comments	
Shared?	Determine if other users may share and add comments to the Portfolio.

Add Portfolio

Overview

Portfolios may be created from the Portfolio Wizard or the Add Portfolio page. After completing the Add Portfolio page, a new Portfolio appears in the My Portfolios folder. This new Portfolio will be empty until content, in the form of content items, URLs, and custom-designed Web pages is added to the Portfolio.

Find this page

Follow these steps to open the Add Portfolio page.

Step 1 Click **My Portfolios** under Portfolios on the Content System menu.
Step 2 Click **Add Portfolio** from the Action Bar.

Fields

The Add Portfolio page includes the following fields.

Field	Description
Portfolio Information	
Title [r]	Enter a title for the Portfolio. This name will identify the Portfolio in the My Portfolios folder.
Description	Enter a description for the Portfolio.
Learning Objective	Enter the objective of the Portfolio.
Portfolio Menu Style	
Menu Style	Select **Buttons** to make the areas of the Portfolio Menu appear in a button format. If **Button** is selected, longer titles may not fully appear when the Button when displayed. Select **Text** to make areas of the Portfolio Menu appear in a text format. See below for more information about Menu Styles.
Portfolio Availability	
Available	Click **Yes** or **No** to determine if the Portfolio will be available to other users.
Comments Options	
Comments	Click **Shared** or **Private** to determine whether or not comments can be added to the Portfolio. For more information on managing comments for a Portfolio please see the Manage Portfolio Comments topic.

Text Menu Style

When the Text Menu style is chosen an additional set of functions must be defined.

Field	Description
Text Options	

Menu Background Color	Click **Pick Color** to open a palette. Move the mouse around the color field to see the different color variations. Single-click to select the color that appears. Alternatively, the hexadecimal RGB value can be entered in the text field. Entering the code allows a perfect match to a color. For example, a Portfolio color scheme can be created to match a school's colors. The color selected will be used as the background for the Portfolio's menu.
Menu Text Color	Click **Pick Color** to open a palette. Move the mouse around the color field to see the different color variations. Single-click to select the color that appears. Alternatively, the hexadecimal RGB value can be entered in the text field. Entering the code allows a perfect match to a color. The color selected will be used as the text color for the Portfolio menu. Please make sure to select a text color that contrasts with the menu background color for easy viewing. After adding content to the Portfolio, use the Preview function on the My Portfolios page to make sure that the color scheme looks good.

Button Menu style

When the Button Menu style is chosen, an additional set of functions must be defined.

Field	Description
Select Style Properties	
Button Type	Choose the Button Type from the drop-down list.
Button Shape	Click an option to choose the Button Shape.
Button Style	Use the drop-down list to select the color of the buttons. Click **Gallery of Buttons** to view all of the button options.

Copy Portfolio

Overview

Portfolios may be copied on the Copy Portfolio page. This allows a user to create a new Portfolio that is the same as an existing Portfolio; then make changes as needed.

Note: When a Portfolio is copied, only the contents of the Portfolio are included; the list of users the Portfolio is shared with is not copied.

Find this page

Follow these steps to open the Copy Portfolio page.

Step 1 Select folder view for the Content System menu.
Step 2 Under the heading Portfolios, click **My Portfolios**.
Step 3 Click **Copy** from the Action Bar.

Fields

The Copy Portfolio page includes the following fields.

Field	Description
Portfolio Name	
Destination Portfolio Name	Enter a name for the copied Portfolio or leave the default name.
Copy Comments	
Select the check box to copy comments that have been added to a Portfolio.	

Portfolio Copied receipt

The results of the Portfolio copy will appear on the Portfolio Copied receipt page. If a new Portfolio contains broken links to Content System items, those links were copied from the Source Portfolio. Run the Portfolio Link Checker on both portfolios to make corrections. Follow the steps below to access the Portfolio Link Checker:

Step 1 Click **My Portfolios** under Portfolios on the Content System menu.
Step 2 Select **Manage** next to the Portfolio name.
Step 3 Click **Check Links**.

Portfolio Contents

Overview

The content that appears in a Portfolio is managed through the Portfolio: *Portfolio Name* page. All of the objects that appear in the Portfolio are arranged, in order of appearance, in a table.

Above the table is an Action Bar with buttons for adding and removing Content, External Links, and Items.

Find this page

Follow these steps to find the Portfolio: *Portfolio Name* page.

Step 1 Click **My Portfolios** under Portfolios on the Content System menu.
Step 2 Click the **Contents** link for a Portfolio.

Functions

The following functions are available from the Portfolio: *Portfolio Name* page.

To . . .	click . . .
add a content item	**Add Content** in the Action Bar. The Add Content page will appear.
add a link to an outside URL	**Add Link** in the Action Bar. The Add Link page will appear.
add a Web Page	**Add Item** in the Action Bar. The Add Item page will appear.
remove an object from the Portfolio	**Remove** in the same row as the object that should be deleted from the Portfolio. This will not delete a content item from its location in the *Blackboard Content System*, but it will remove the item from the Portfolio.
modify an object	**Modify** for the object to be edited. For information on how to edit an object, please see the topic that deals with creating that object.
arrange objects	the drop-down list in the Position column for an object and select new positions from the numbers.

Add Content to a Portfolio

Overview

Content Items from the *Blackboard Content System* are added to a Portfolio through the Add Content page. Note that the file or folder can be given a new Name within the Portfolio. For example, if a file name in the *Blackboard Content System* is "fred_and_sallys_project", it can be given the menu name of "The Civil War".

Find this page

Follow these steps to open the Add Item to Portfolio page.

Step 1 Click **My Portfolios** under Portfolios on the Content System menu.
Step 2 Click the **Contents** link for a Portfolio.
Step 3 Click **Add Content** in the Action Bar.

Fields

The Add Content page includes the following fields.

Field	Description
Menu Item Name	
Menu Item Name [r]	Enter a title for the item. This name will appear in the Portfolio as the name of the item.
Choose Content System Item or Folder	
File or folder [r]	Enter the path to the item that will be added or click **Browse** to search the *Blackboard Content System* for an item.
Menu Item Availability	
Available	Select **Yes** or **No** to determine whether or not the item is available when other users view the Portfolio.

Add Link to a Portfolio

Overview

Links to external Web sites can be added to a Portfolio from the Add Link page.

Find this page

Follow these steps to open the Add Link page.

Step 1 Click **My Portfolios** under Portfolios on the Content System menu.
Step 2 Click the **Contents** link for a Portfolio.
Step 3 Click **Add Link** in the Action Bar.

Fields

The Add Link page includes the following fields.

Field	Description
Menu Item Name	
Menu Item Name [r]	Enter a name for the link. The text entered here will appear in the Portfolio menu as a hyperlink. Clicking on the hyperlink in the Portfolio will open the URL entered in the **URL** field.
Add External Link	
URL [r]	Enter a URL for the link. Be sure to enter the URL completely, for example, http://www.blackboard.com, not www.blackboard.com, or blackboard.com.
Menu Item Availability	
Available	Select **Yes** or **No** to set the availability of the link.

Add Item to a Portfolio

Overview

Portfolio items are Web pages created in the Text Box Editor by the user and added to a Portfolio. There may be templates available for creating pages. Pages may also be created without a template using the Text Box Editor.

Find this page

Follow these steps to open the Add Item page.

Step 1 Click **My Portfolios** under Portfolios on the Content System menu.
Step 2 Click the **Contents** link for a Portfolio.
Step 3 Click **Add Item** in the Action Bar.

Fields

Select a Blank Item or a template from the drop-down list to create a Web page. Templates are created by the System Administrator; if none are created or made available, this option will not appear.

Manage Portfolio: *Portfolio Name*

Overview

Users can manage the sharing, downloading, and comments for a Portfolio from the Manage Portfolio: *Portfolio Name* page. They may also access the Properties page to modify the name, style or availability of the Portfolio.

Find this page

Follow the steps below to open the Manage Portfolio: *Portfolio Name* page.

Step 1 Click **My Portfolios** under Portfolios on the Content System menu.
Step 2 Select **Manage** next to one of the Portfolios.

Functions

The following functions are available from the Course Design page:

Function	Description
Modify Properties	Modify the properties for a Portfolio, such as the name and style.
Share Portfolio	Make this Portfolio available to specific users or courses.
Manage Comments	Add or remove comments related to this Portfolio.
Check Links	Verify that links to items in this Portfolio are valid and repair broken links.
Download Portfolio	Download the Portfolio to a local computer.

Share Portfolio

Overview

A Portfolio is private until the person who created it decides to share it with other users. The Portfolio can be shared with individual users or all the users in a course or an organization. In addition, the Portfolio can be shared with anyone who has an email address and access to the Internet.

Note: When a Portfolio is shared with a user, the user must refresh his or her browser before the Portfolio will appear in **Received Portfolios**. If permissions are removed for the user, the Portfolio will continue to appear in the user's **Received Portfolios** until they refresh the browser.

Find this page

Follow the steps below to open the Share Portfolio page.

Step 1 Click **My Portfolios** under Portfolios on the Content System menu.
Step 2 Select **Manage** next to one of the Portfolios.
Step 3 Click **Share Portfolio**.

Functions

The following functions are available from the Share Portfolio: *Portfolio Name* page.

To . . .	click . . .
allow certain system users to view the Portfolio	**Share with Users** in the Action Bar. The Share with User page will appear.
allow all the system users participating in a course or an organization to view the Portfolio	**Share with Course** or **Share with Organization** in the drop-down list on Action Bar. The Share with Course or Share with Organization page will appear.
allow users with specific roles to view the Portfolio	**Share with Institution Role User List** in the drop-down list on the Action Bar. The Share with Institution Roles will appear.
allow all users with system accounts to view the Portfolio	**All System Accounts** in the drop-down list on the Action Bar. The Share with All System Accounts page will appear.
email people outside the system with instructions for accessing the Portfolio	**Share with External Users** in the Action Bar. The Share with External User page will appear.
remove access to the Portfolio from users	the check box next to each user or set of users from a course or organization. Click **Remove** in the Action Bar. The selected users will no longer be able to view the Portfolio.

Share with User

Overview

Other users in the system can view a Portfolio only if the Portfolio creator shares it with them. Other users are granted access to a Portfolio through the Send to User page.

Find this page

Follow these steps to open the Share with User page.

Step 1 Click **My Portfolios** under Portfolios on the Content System menu.
Step 2 Select **Manage** next to one of the Portfolios.
Step 3 Click **Share Portfolio**.
Step 4 Click **Share with User** from the Action Bar.

Fields

The Share with User page includes the following fields.

Field	Description
Choose Users	
Usernames [r]	Enter the username for each user that will be granted access at this time. Separate each username by a comma. The Portfolio can be shared with more users at any time by returning to this page, privileges for all users that should be allowed to view the Portfolio do not need to be granted at the same time. The **Browse** function can be used to locate users if the username is not known.
Email Information	
Send email?	Select **Yes** to send an automatically generated email to each user. The message will inform the users that they may access the Portfolio.
Subject	Edit the subject for the email.
Message	Edit the body of the message inviting others to view your Portfolio.
Send copy of message to self?	Select **Yes** or **No** to send a copy of the email to the email account included as part of your Blackboard Learning System profile.
Use blind carbon copy (Bcc:)	Select **Yes** or **No** to use the BCC: function. BCC: will hide the identity of those receiving the email from others receiving the same email. You, as the sender, will appear as the primary recipient of the message.

Share with Course or Organization

Overview

A Portfolio is shared with a course or an organization through the Share with Courses page or the Share with Organization page.

Note: Course Portfolios may be enabled or disabled by the Instructor through Manage Tools on the Control Panel. If Course Portfolios are available, Students may access them through Tools on the Course Menu.

Find this page

Follow these steps to open the Share with Courses or Share with Organizations page.

Step 1 Click **My Portfolios** under Portfolios on the Content System menu.
Step 2 Select **Manage** next to one of the Portfolios.
Step 3 Click **Share Portfolio**.
Step 4 Select **Share with Course** or **Share with Organization** from the drop-down list in the Action Bar.

Field Description

The Share with Courses page and the Share with Organizations page includes only one field.

Field	Description
Choose Courses or Organizations	
Courses or Organizations [r]	Enter the Course ID or Organization ID that will be granted access at this time. Separate each ID by a comma. The Portfolio can be shared with more courses or organizations at any time by returning to this page, privileges for all courses or organizations that should be allowed to view the Portfolio do not need to be granted at the same time. The **Browse** function can be used to locate courses or organizations if the Course ID or Organization ID is not known.

Share with Institution Roles

Overview

A Portfolio is shared with users who have specific institution roles through the Share with Institution Roles page.

Find this page

Follow these steps to open the Share with Institution Roles page.

Step 1 Click **My Portfolios** under Portfolios on the Content System menu.
Step 2 Select **Manage** next to one of the Portfolios.
Step 3 Click **Share Portfolio**.
Step 4 Select **Share with Institution Roles** from the drop-down list in the Action Bar.

Field Description

All roles available in the system appear in the multi-select box. This Portfolio is available to users with roles that appear in the **Selected Roles** box. Select which roles have access to this Portfolio in the **Available Roles** box. Use the arrows to move these roles to the **Selected Roles** box.

Share with All System Accounts

Overview

A Portfolio is shared with all users who have an account on the *Blackboard Learning System* Share with the All System Accounts page.

Find this page

Follow these steps to open the Share with All System Accounts page.

Step 1 Click **My Portfolios** under Portfolios on the Content System menu.
Step 2 Select **Manage** next to one of the Portfolios.
Step 3 Click **Share Portfolio**.
Step 4 Select **Send to All System Accounts** from the drop-down list in the Action Bar.

Field Description

Select **Submit** to share this Portfolio with all users who have an account on the *Blackboard Learning System*.

Share with External Users

Overview

A Portfolio can be shared with anyone with an email account and access to the Internet. Sharing a Portfolio outside of the system is an effective method for displaying your work to colleagues at other schools or even potential employers.

Find this page

Follow these steps to open the Share with External Users page.

Step 1 Click **My Portfolios** under Portfolios on the Content System menu.
Step 2 Select **Manage** next to one of the Portfolios.
Step 3 Click **Share Portfolio**.
Step 4 Click **Share with External Users** in the Action Bar.

Fields

The Share with External Users page includes the following fields.

Field	Description
Choose Users	
To [r]	Enter the email address of each person outside of the system that will receive access to the Portfolio. Separate each email address with a comma. If your Portfolio contains sensitive information, please verify that each email address is entered correctly.
Email Information	
Subject [r]	Edit the Subject line of the message. The default subject line is, "<username> has sent you a Portfolio Invitation."
Message	Edit the body of the message inviting others to view your Portfolio. The default message includes the line <PORTFOLIO_URL>. Do not delete this line! It will be replaced with the URL pointing to the Portfolio. Without this URL, outside users cannot view the Portfolio.
Send copy of message to self?	Select **Yes** or **No** to send a copy of the email to the email account included as part of your Blackboard Learning System profile.
Use blind carbon copy (Bcc:)	Select **Yes** or **No** to use the BCC: function. BCC: will hide the identity of those receiving the email from others receiving the same email. You, as the sender, will appear as the primary recipient of the message.
Portfolio Password	
Use password?	Select **Yes** or **No** to protect the Portfolio with a password. If **Yes** is selected, enter the password in the text field.
Include password in message?	Select **Yes** or **No** to include the password in the email message to outside users. If the password is not included in the email it must be transmitted in some other way before the Portfolio can be viewed.

Portfolio Comments

Overview

The Portfolio Comments page includes columns displaying the date posted, the person who posted the comment, and the comment itself. Comments can be sorted by clicking the carat at the top of each column. For example, to sort comments by date, click the carat at the top of the Date Posted column.

Find this page

Follow these steps to open the Comments page.

Step 1 Click **My Portfolios** under Portfolios on the Content System menu.
Step 2 Select **Manage** next to one of the Portfolios.
Step 3 Click **Manage Comments**.

Functions

The following functions are available from the Comments page.

To . . .	click . . .
add a comment	**Add Comment** in the Action Bar. The Add Comment page will appear. Enter a comment in the text field on the Add Comment page and click **Submit** to add a comment.
remove a comment	the check box next to each comment. Click **Remove** in the Action Bar to delete all the selected comments. Only the Portfolio owner, or the user who added the comment, may delete the comment.

Portfolio Link Checker

Overview

The Portfolio Link Checker allows users to check the links to Content System items that have been added to a Portfolio. For example, if an item in the *Blackboard Content System* is removed after the user has created a link to the item in a Portfolio, the Portfolio Link Checker will detect this and make the user aware of the broken link. Depending on the situation, some broken links may be repaired, while others may not.

Find this page

Follow these steps to open the Portfolio Link Checker page.

Step 1 Click **My Portfolios** under the Portfolios in the Content System menu.
Step 2 Select **Manage** next to one of the Portfolios.
Step 3 Click **Check Links**.

Functions

When **Check Links** is selected, the Portfolio Link Checker automatically runs. The results appear on the Portfolio Link Checker page.

Link Checker Results

After the Portfolio Link Checker is run, the results page appears, explaining the status of each link to a Content System item. Some broken links may be fixed by the user, while others may not.

Legend	Description and Resolution
	Valid Link. These items are linked successfully and do not require any further action.
	Repairable permissions error. One or more users on the Portfolio User List do not have Read permission to these Content System items. The user checking the links has Manage permission to the items and can therefore repair these links. Select the check boxes next to these items and click **Repair**. The system will grant Read permission to these items to users on the Portfolio User List.
	Path not found. The items have been moved, removed or renamed within the *Blackboard Content System*. The links are broken and the user should remove them from the Portfolio. If the new locations or names of the items are known, new links may be created.
	Permissions error. One or more users on the Portfolio User List do not have Read permission to these Content System items. The user does not have Manage permission to the items and cannot repair these links. Remove these links from the Portfolio or contact a user with Manage permission to these items to add the appropriate permission. System Administrators have Manage permission on all Content System items; they will never see this icon after running the tool.

Download Portfolio

Overview

Users may download the Portfolio to their local machine. Portfolios must contain content to be downloaded; if a Portfolio is empty the link to download will not appear.

Find this page

Follow the steps below to open the Manage Portfolio: *Portfolio Name* page.

Step 1 Click **My Portfolios** under Portfolios on the Content System menu.
Step 2 Select **Manage** next to one of the Portfolios.
Step 3 Select **Download Portfolio**.

Function

After **Download Portfolio** is selected on the Manage Portfolio page, the Download Portfolio: *Portfolio Name* page will appear. Select the **Click to download Portfolio** link. A window will appear with options to open or save the Portfolio. Select **Save**, and save the Portfolio to the desired location. To view the Portfolio, unzip the downloaded file to a local folder then click on "index.html" to open the Portfolio.

