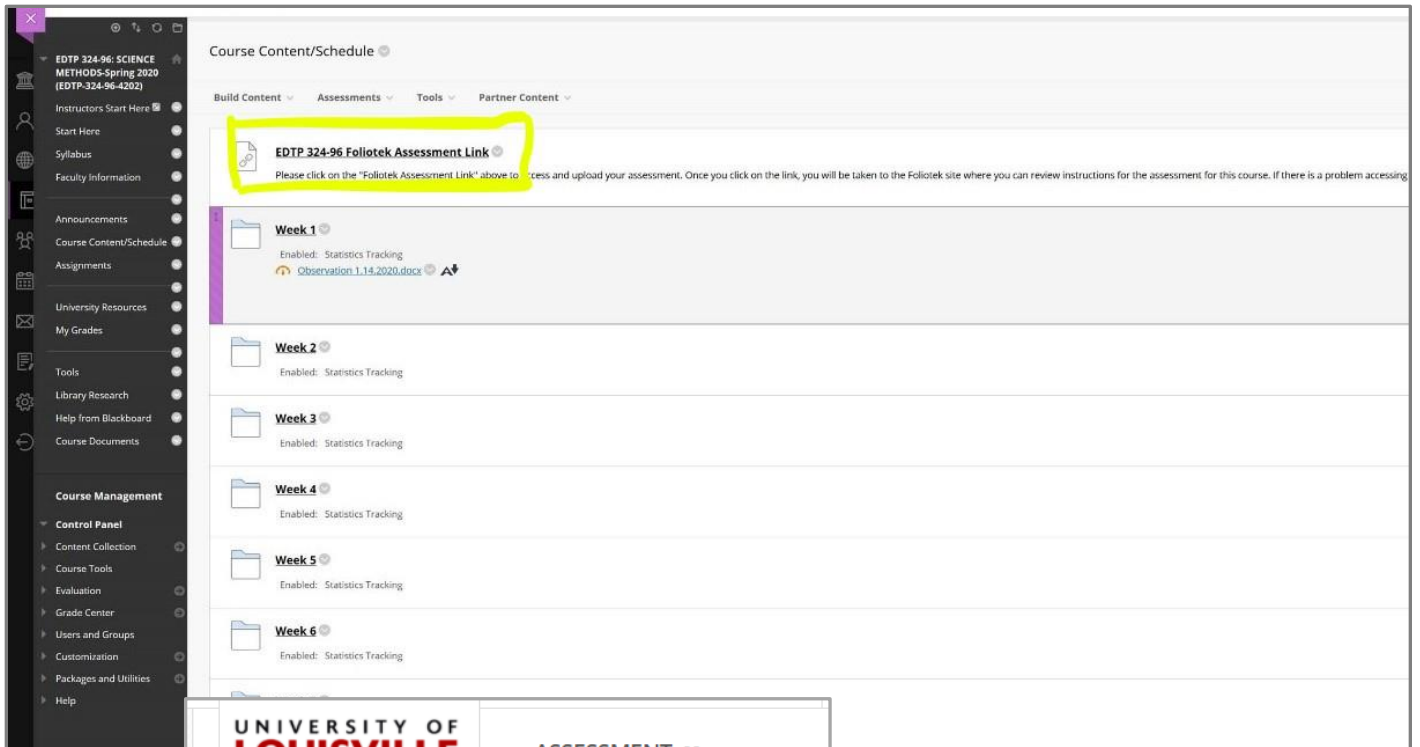


# Navigating Multiple Portfolios in Foliotek

## Accessing Foliotek through Blackboard

Students access Foliotek through currently enrolled courses in Blackboard. Course instructors place a link in each course in that serves as a portal to course assignments hosted in Foliotek. Most instructors will provide this single sign-on (SSO) link on the Course Content/Schedule page in Blackboard, but faculty can place the link in other areas of their courses. If you do not see it at the top of the page, scroll down to the bottom of the page. Contact your instructor if you cannot locate the link to Foliotek.



**Name of Portfolio**

A screenshot of the Foliotek dashboard. At the top left is the University of Louisville logo and 'COLLEGE OF EDUCATION &amp; HUMAN DEVELOPMENT'. Below that is a 'CHANGE/ADD PORTFOLIO' button. The main area shows the user's portfolio name 'BS PRE-PROFESSIONAL' and a list of courses: 'EDTP' and 'EDSP'. There are options to 'VIEW PORTFOLIO' by 'Topic' or 'Performance'. Under 'TOOLS', there are links for 'Assessments', 'Resources', and 'Export Portfolio'. On the right side, there is a 'To-Do List' section with a '+ add to-do item' button and a link to 'view all 12 completed items'. A red arrow from the 'Name of Portfolio' text points to the 'BS PRE-PROFESSIONAL' text in the screenshot.

### Foliotek dashboard

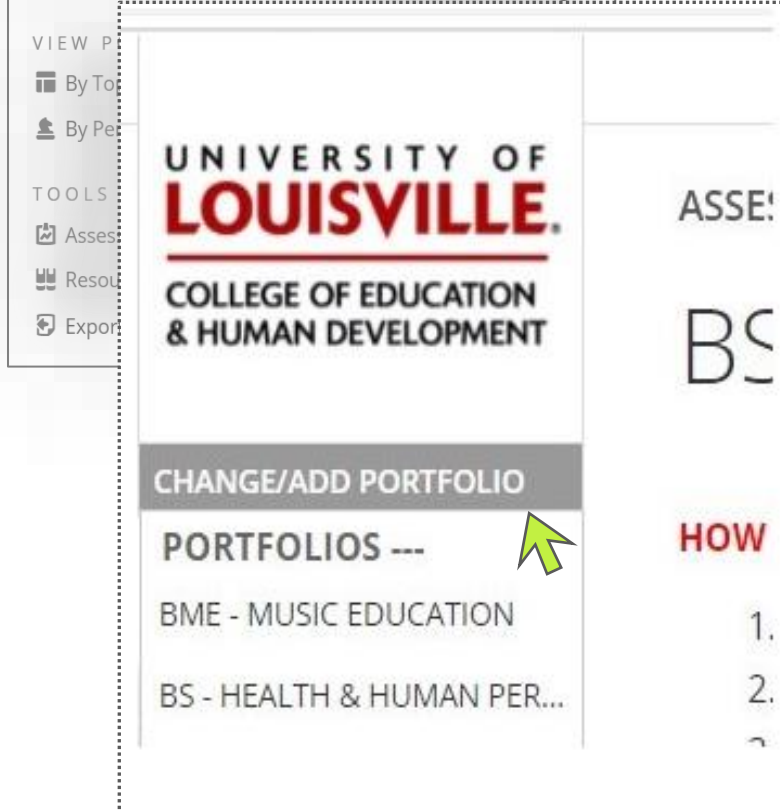
When you click the SSO link from Blackboard, your Foliotek dashboard automatically displays a portfolio of courses in the left menu.

- HOW TO FIND YOUR COURSE**
1. Click on the bold heading
  2. Click on your course number
  3. A list of course assignments
  4. Click the assignment name

## Navigating Multiple Portfolios in Foliotek



Name of Portfolio



By default, Foliotek will open the portfolio that you, or an administrator of your account, last visited.

If your Foliotek dashboard does not open the Portfolio you need to access, move your mouse pointer to the top of the left menu and hover over "CHANGE/ADD PORTFOLIO".

When the banner background changes from white to light gray in color, the menu reveals any other portfolios you have been assigned.

Select the portfolio you need to access. Most students will have no more than two portfolios.