Below is a guide to follow when a faculty member needs to set up a portfolio.

1. Contact the Center for Learning Design, Innovation and Online Instruction at (315) 386-7118 or email cldioi@canton.edu to request a portfolio shell. Once created, you will find your portfolio shell in the Portfolio semester on your Brightspace SUNY Canton homepage. The shell that will be created for you can be updated each time you are up for renewal.

2. Create / import your portfolio content. If you need to import your content from Blackboard, follow the Blackboard Course Export and Brightspace Course Import handout.

3. Enroll your reviewers into your portfolio in a student role (this ensures your portfolio content will not be accidentally deleted or edited by your reviewers).
   a. Go to Course Tools > Roster.
   b. Click on Add participants > Add existing users.
   c. In the Add Existing Users, type in the name of your reviewer and click on the Search icon that looks like a magnifying glass.
   d. Select the name of the person you want to enroll by clicking on the box by their name.
   e. From the Role dropdown, select CAN – Student (Non-Cascading).
   f. Click on Enroll Selected Users and done.
   g. If you wish to remove your reviewers from your portfolio, go to Course Tools > Roster, select the user you want to unenroll and click Unenroll.