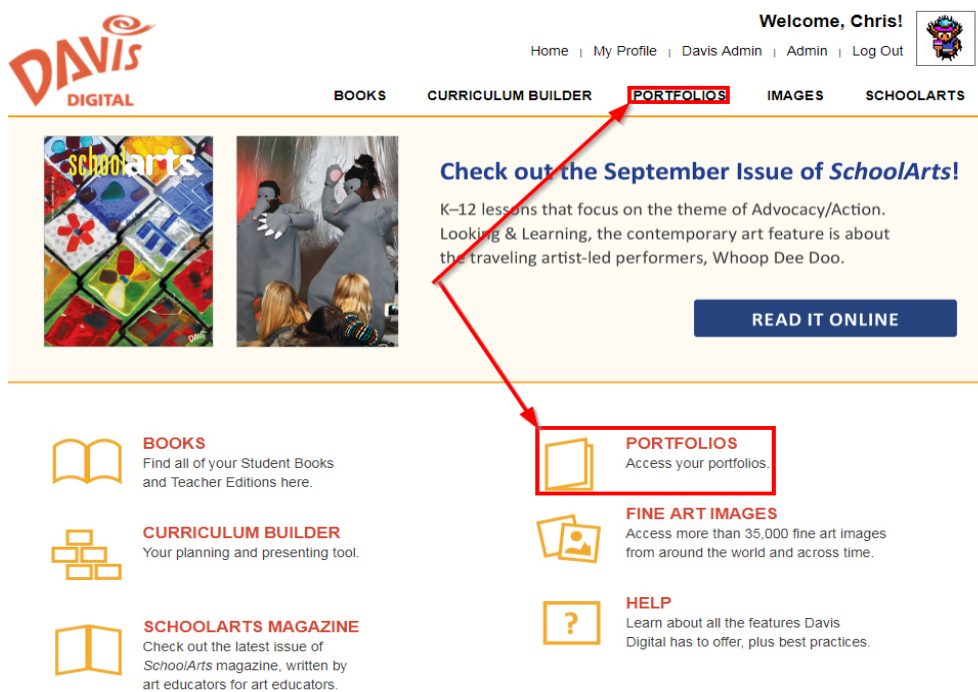


# Portfolios: Create a Portfolio

1. Log in to your Davis Digital account and click the **Portfolios** Tab or Icon.



Welcome, Chris!

Home | My Profile | Davis Admin | Admin | Log Out

BOOKS CURRICULUM BUILDER **PORTFOLIOS** IMAGES SCHOOLARTS

**Check out the September Issue of *SchoolArts!***  
K–12 lessons that focus on the theme of Advocacy/Action. Looking & Learning, the contemporary art feature is about the traveling artist-led performers, Whoop Dee Doo.

[READ IT ONLINE](#)

**BOOKS**  
Find all of your Student Books and Teacher Editions here.

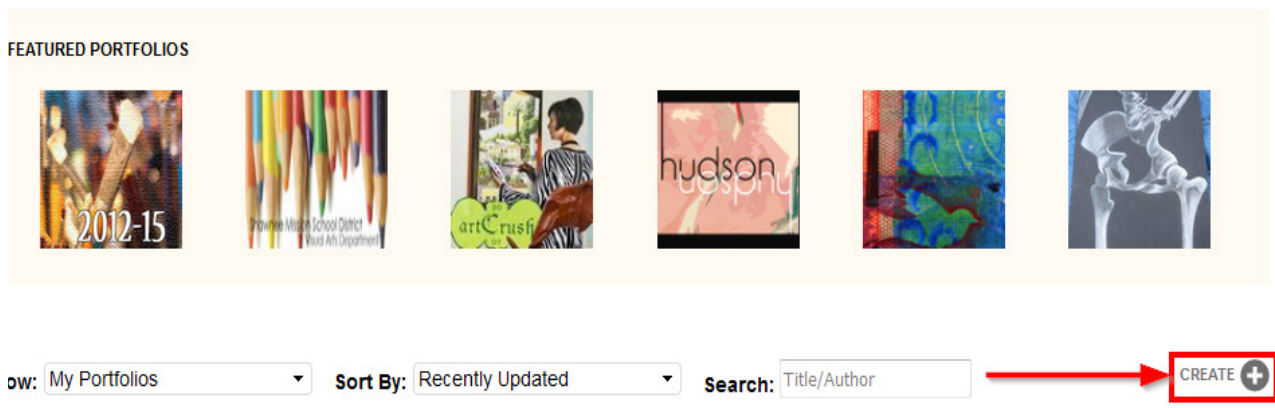
**PORTFOLIOS**  
Access your portfolios.

**FINE ART IMAGES**  
Access more than 35,000 fine art images from around the world and across time.

**SCHOOLARTS MAGAZINE**  
Check out the latest issue of *SchoolArts* magazine, written by art educators for art educators.

**HELP**  
Learn about all the features Davis Digital has to offer, plus best practices.

2. Click **Create** (on the right-hand side of the screen) to begin.



FEATURED PORTFOLIOS

2012-15

Proctor-Milton School District Visual Arts Department

artCrush

hudson

CREATE +

My Portfolios Sort By: Recently Updated Search: Title/Author

3. Choose a **Template** to get started. A **Blank** template gives you complete control over your new portfolio, the **K-5** template includes a complete page structure, and **Copy** allows you to copy one of your previously created portfolios. For this guide we will use the Blank template.

### CREATE A PORTFOLIO

Copy an existing portfolio or create a new one

Select a Template: \*

Select template

Portfolio Title: \*

Select template

Blank

K-5 Template

Copy

4. Enter the title of your new Portfolio.

Portfolio Title: \*

Art History

5. Choose the level of access for the **Public** (anyone with an Internet connection) and **People at my school** (teachers or students from your school district) by selecting *Can View* or *Cannot View*.

Public:



Can View



Cannot View

People at my school:



Can View



Cannot View

6. Click **Save** to save your new portfolio settings.

Public:  Can View  
 Cannot View

People at my school:  Can View  
 Cannot View



Now you can begin adding text, images, videos, or other content to your new Portfolio. See the **Portfolios: Add Content** guide for step-by-step instructions.

You can collaborate with other Davis Digital users from your school by adding them as Viewers, Editors, Publishers, or Administrators. For detailed instructions, see the **Portfolios: Add Teachers or Students** guide.