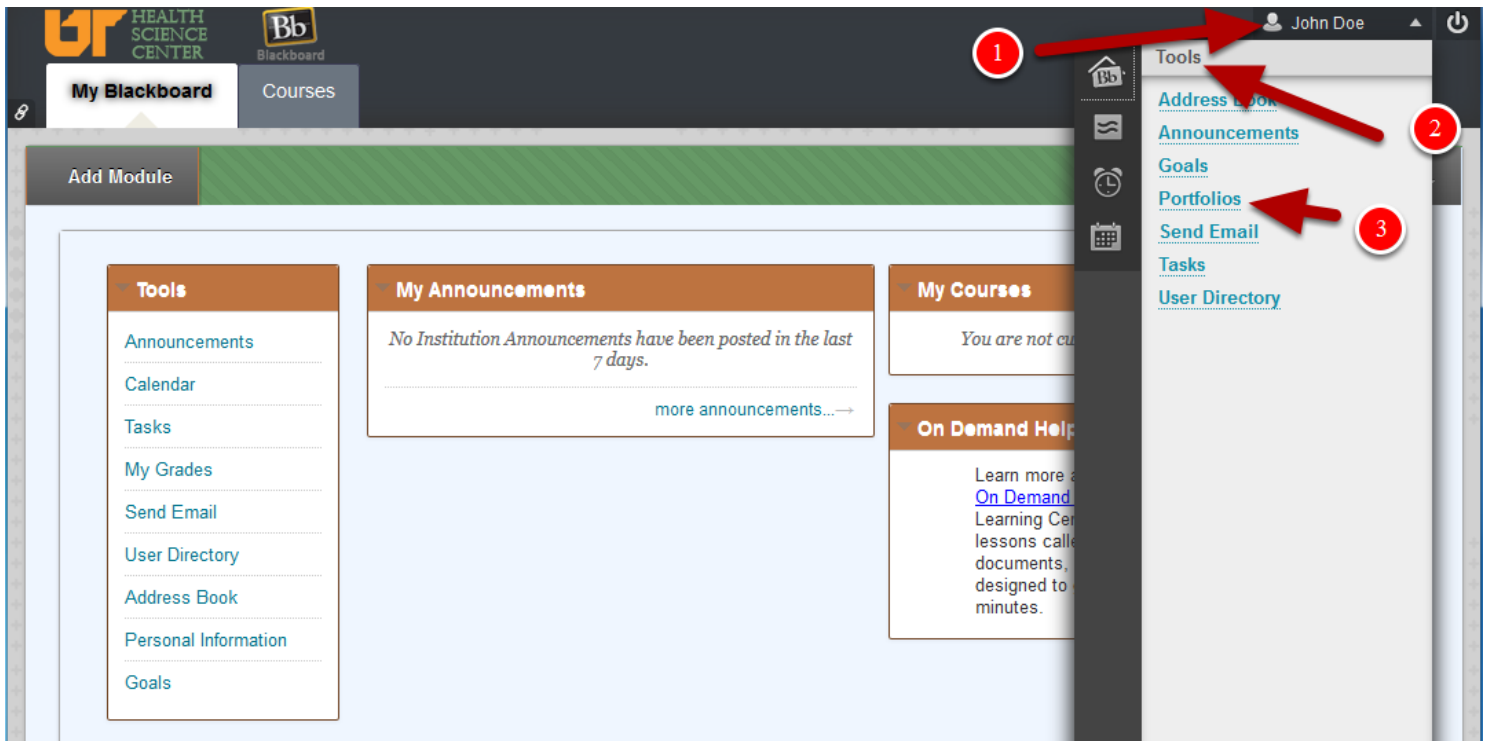


# Sharing an ePortfolio

This tutorial will show you how to share a portfolio with others.

## 1. Go to the ePortfolio Section



1) click on your name on the upper-right corner of the screen. Then, under the 2) "Tools" menu, click on the 3) "Portfolios" link.

The screenshot shows the Blackboard interface for a user named John Doe. The main heading is "My Portfolios" with a descriptive paragraph. Below this is a "Create Portfolio" button and a search bar. A list of portfolios is displayed, with "Nursing Portfolio" selected. A "More" menu is open for this portfolio, showing options: Settings, Share, View Comments, Download, and Delete. A red arrow labeled "1" points to the "More" button, and another red arrow labeled "2" points to the "Share" option in the menu. The interface also includes a "Check to select all items" checkbox, a "Delete" button, and sorting options (Title, Ascending) and view options (list, grid).

Click on more more underneath your portfolio and select Share.

The screenshot shows the Blackboard interface for a user named John Doe. The page title is "Share Portfolio: Nursing Portfolio". A dropdown menu labeled "Share a Snapshot with" is open, showing a list of sharing options: Users, External Users, Courses, Organizations, Institution Roles, and All System Accounts. A red arrow points to the dropdown menu, and a red circle with the number "1" is next to it. The main content area displays the message: "You have not shared this portfolio with anyone. Use 'Share a Snapshot with' option to share." Below this, there is explanatory text about sharing snapshots.

From here click on "**Share a Snapshot with**" You will have the option to share with:

**Users:** Users already in blackboard. You will need their netid to complete this task.

**External Users:** Users who are not in Blackboard. You will need that person's email address to complete this option.

**Courses:** Share your portfolio with an entire course including ones that you are not currently enrolled in.

**Organizations:** (We do not have Organizations setup in the system as of November 2014) Please ignore this option.

**Institution Roles:** You can share with people who have a specific role. Such as Faculty, Guest, Observer, Staff, and Student.

**All System Accounts:** This will share with everyone in the Blackboard system.

The steps below how to share with Users in the system and external users.

## Sharing your portfolio with Users in Blackboard

**Share with User: Nursing Portfolio**

\* Indicates a required field.

Cancel Submit

**CHOOSE USERS**

\* Username  Browse

**EMAIL INFORMATION**

Send Email

Subject

Message

John Doe has invited you to view the Portfolio: Nursing Portfolio To view the Portfolio, login to Blackboard and go to 'Shared with Me'.

Path: p Words:24

Send copy of message to self

Use Blind Carbon Copy (Bcc:)

After clicking "**Share a Snapshot with**" choose **Users**.

1. Enter the persons Netid in the Username field. **Do not click on Browse.**
2. You can choose to send an email to the recipient.
3. You can choose to send a copy to yourself for your records.
4. You can Bcc other for their records as well.
5. Once finished click on the submit button

The screenshot shows the Blackboard interface for a user named John Doe. The top navigation bar includes the University of Florida Health Science Center logo, the Blackboard logo, and the user's name. Below the navigation bar, there are tabs for 'My Blackboard' and 'Courses'. The main content area is titled 'Share Portfolio: Nursing Portfolio' and features a green success message: 'Success: Nursing Portfolio shared.' Below this, there is a section for sharing snapshots. A dropdown menu is set to 'Share a Snapshot with'. A table lists one shared snapshot:

Shared Snapshot	Shared With
Today at 3:42:13 PM	User: Student Test

At the bottom right of the table, it says 'Displaying 1 to 1 of 1 items' with buttons for 'Show All' and 'Edit Paging...'. There are also 'Remove this Snapshot' buttons for each row.

6. You will be taken back to the portfolio sharing menu and you will be able to see who you are sharing your portfolio with.

## Sharing your ePortfolio with people outside the Blackboard system

**Share with External Users: Nursing Portfolio**

\* Indicates a required field.

Cancel Submit

EMAIL RECIPIENTS

1

EMAIL INFORMATION

John Doe has shared a Portfolio with you

John Doe has invited you to view the Portfolio: Nursing Portfolio Click the link below to view the Portfolio: Nursing Portfolio <PORTFOLIO\_URL>

Path: p Words:22

Send copy of message to self  Use Blind Carbon Copy (Bcc:)

2 3

PORTFOLIO PASSWORD

4  Use password

Include password in email

EXPIRATION

5  No expiration  Lifetime of Pass 1 days

After clicking "Share a Snapshot with" choose **External Users**.

1. Enter the user's email address.
2. You can choose to send a copy to yourself for your records.
3. You can Bcc other for their records as well.
4. Set a password so person you are sharing it with will only have access.
5. Set an expiration date so your portfolio will be secure. Once the date has been exceeded the user will no longer have access to your portfolio
6. Once finished click on the submit button

The screenshot shows the Blackboard interface for a user named John Doe. The top navigation bar includes the logos for UTHSC Health Science Center and Blackboard, along with the user's name and a notification icon. Below the navigation bar, there are tabs for 'My Blackboard' and 'Courses'. The main content area is titled 'Share Portfolio: Nursing Portfolio' and features a green success message: 'Success: Nursing Portfolio shared.' Below this, there is a section for sharing snapshots. A dropdown menu is set to 'Share a Snapshot with'. A table lists the shared snapshots:

Shared Snapshot	Shared With
Today at 3:51:31 PM	External User: studtest@gmail.com Sent On: November 26, 2014 3:51:31 PM Subject: John Doe has shared a Portfolio with you External URL: <a href="https://blackboard.uthsc.edu/webapps/portfolio/execute/portfolio/previewPortfolio?dispatch=viewPortfolio&amp;prtl_id=_3_1&amp;passId=_3_1">https://blackboard.uthsc.edu/webapps/portfolio/execute/portfolio/previewPortfolio?dispatch=viewPortfolio&amp;prtl_id=_3_1&amp;passId=_3_1</a>

At the bottom right of the page, it says 'Displaying 1 to 1 of 1 items' with buttons for 'Show All' and 'Edit Paging...'.

7. You will be taken back to the portfolio sharing menu and you will be able to see who you are sharing your portfolio with.