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.

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.
Click on more underneath your portfolio and select Share.
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.
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
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

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.
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.