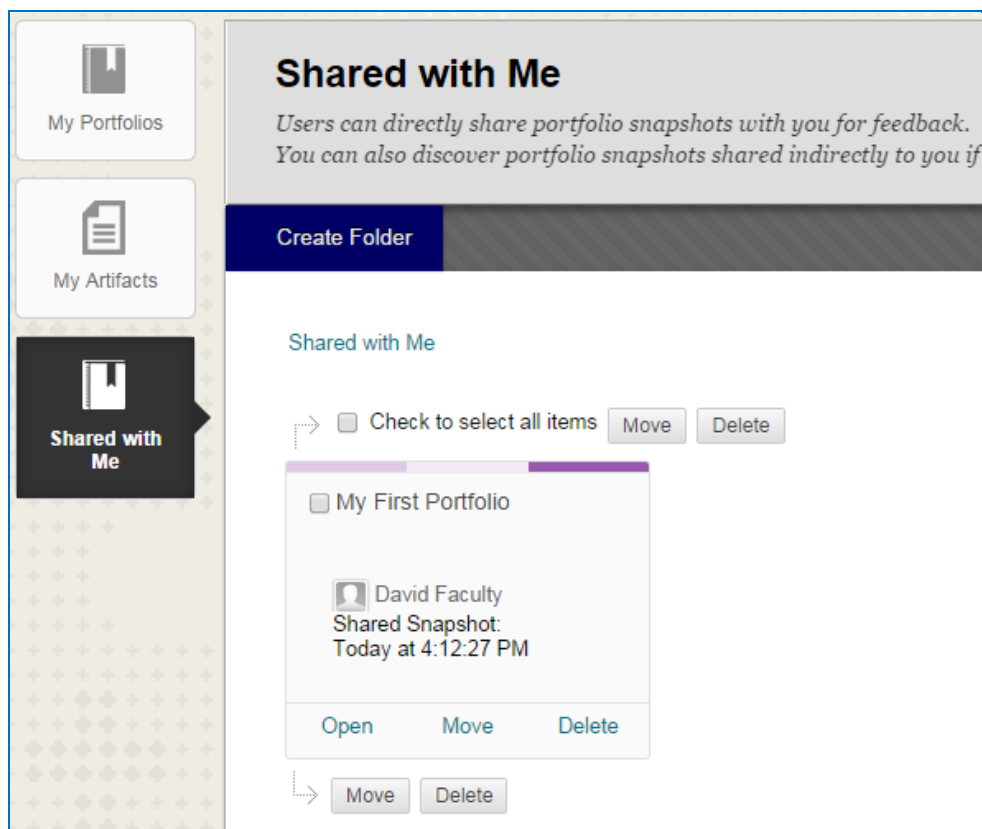


Sharing Portfolios

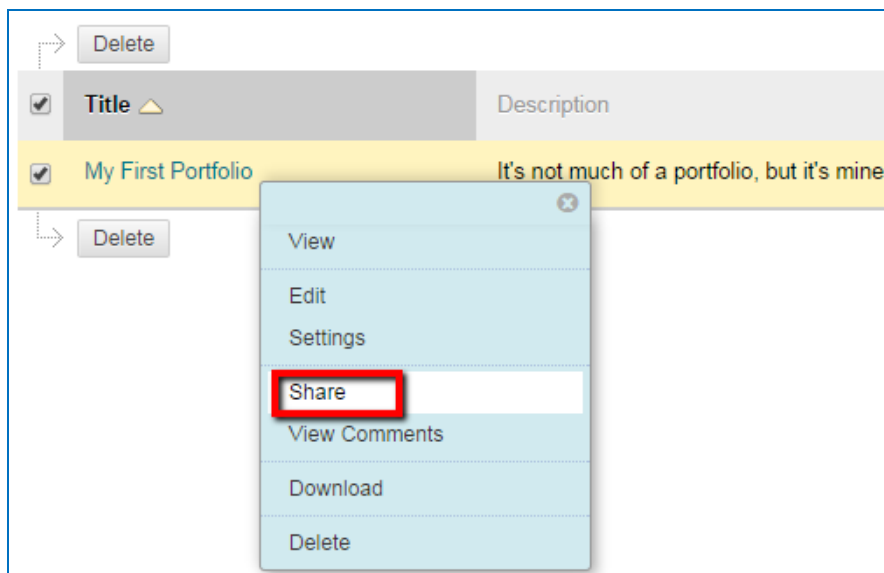
Once you have assembled a Portfolio, you may share it with other users, an entire course, the members of an organization, or the entire institution. What you actually share is a Snapshot of the Portfolio: Other users may not customize or edit it; if you make changes to it, the other users will not see the changes. Other users can view the Portfolio from the Shared with Me section of the Portfolios Homepage.



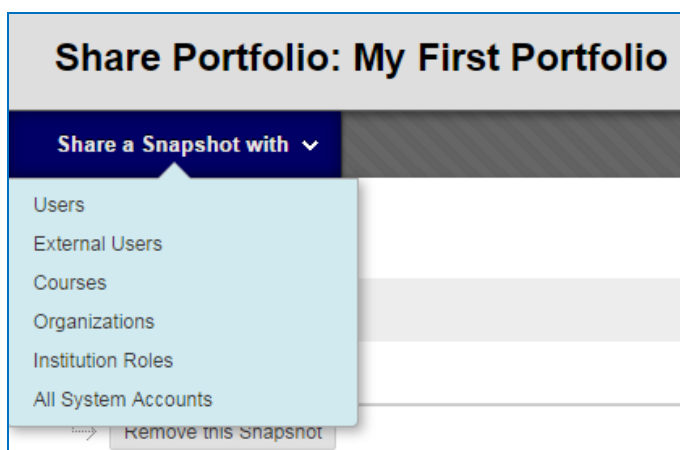
Instructors may assign students the task of creating a Portfolio. Unlike the Assignment tool, through which students typically upload documents to the course, the student shares the Portfolio with the Instructor or all the users in the course.

1. Log into the course, and navigate to the Portfolios Homepage.

2. In the My Portfolios section, find the Portfolio you wish to share. If using Card View, click **More**, and select **Share**. In Table View, click the contextual arrow, and select **Share**.

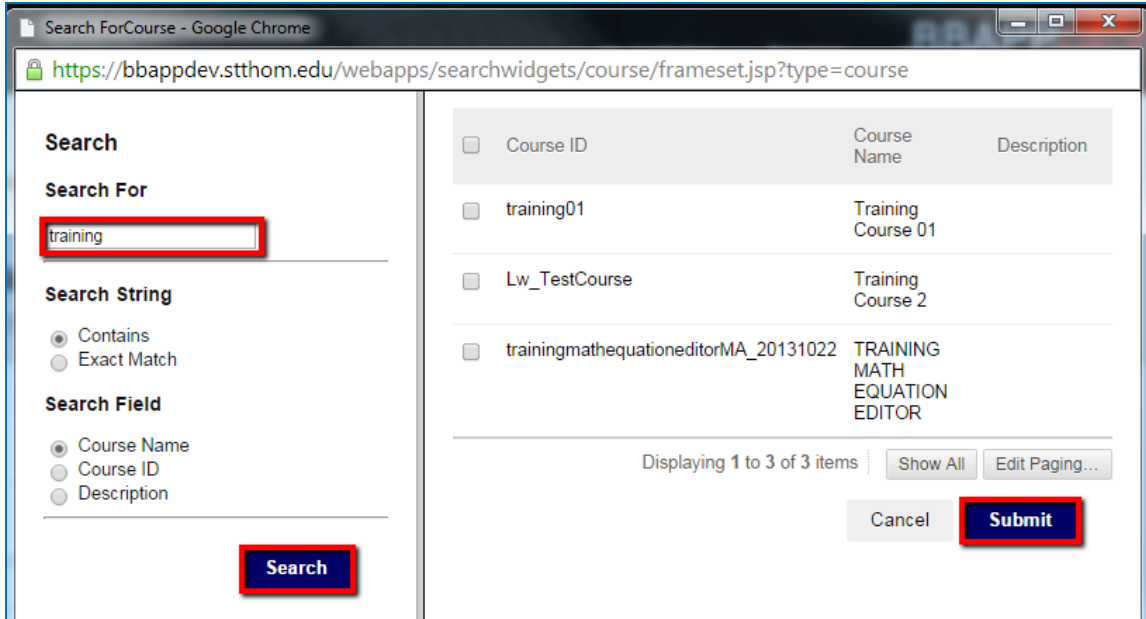


3. On the Share Portfolio page, point to the **Share a Snapshot with** button, and select the appropriate recipient.

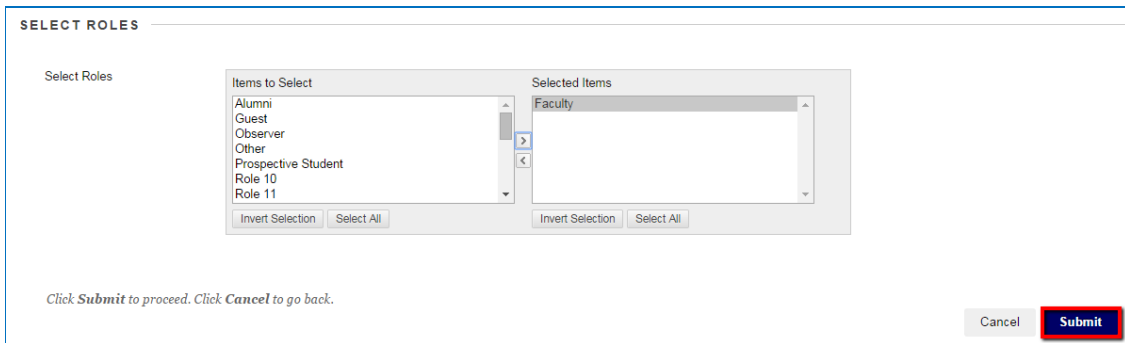


4. What happens next depends on the recipient chosen.
 - If you choose **Users**, a *Share with User* page appears, allowing you to browse for the user within the same institution. You may opt to notify the users via a customizable email message sent from Blackboard.
 - If you choose **External Users**, a *Share with External Users* page appears, allowing you to enter the external email addresses for all recipients, separated with commas. You must notify the recipients via email in this way. They do not need to have Blackboard accounts in order to view the Portfolio.

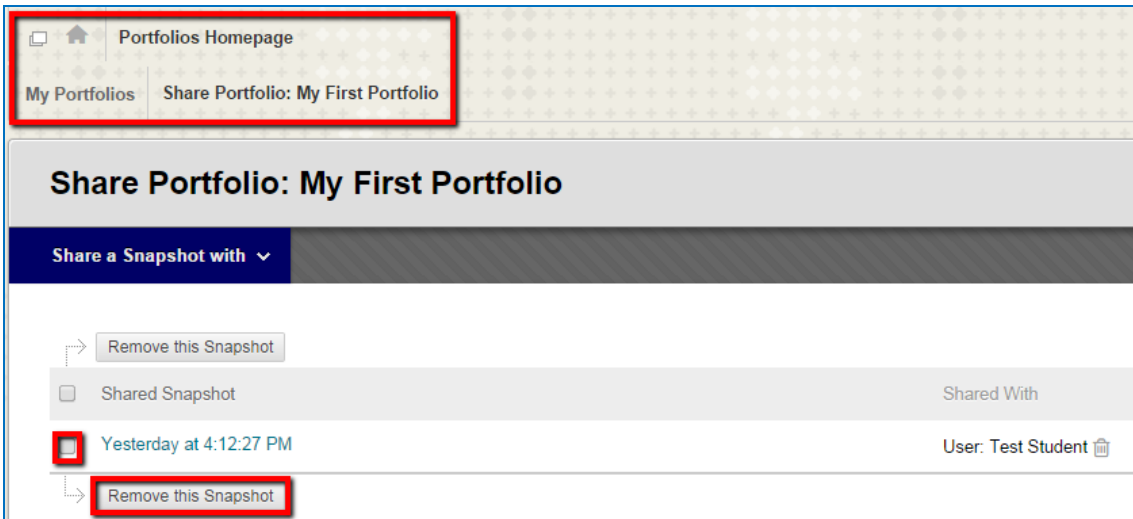
- If you choose **Courses** or **Organizations**, a page appears that allows you to browse for the courses or organizations by Name, ID, or Description. Enter the appropriate keywords, and click **Search**. Check the checkboxes in the right pane for the appropriate courses, and click **Submit**.



- If you select **Institution Roles**, a *Share with Institution Roles* page appears, in which you can add roles such as Faculty, Guest, or Student. These roles are defined in the users' profiles in Blackboard. Select the roles, and click **Submit**.



- If you select **All System Accounts**, every user within the institution can find the Portfolio through the Discover Portfolios portion of Shared with Me.
5. After you share a Portfolio, the information will appear on the Share Portfolio page for that Portfolio. The date and time appear in the Shared Snapshot column, and the recipient in the Shared With column. Click one of the breadcrumbs at the top to return to My Portfolios, the course homepage or the Portfolios Homepage.



6. The Share Portfolio page keeps a history of all shared snapshots. You can click on the date and time of the snapshot to view that particular snapshot, which may look different from the current Portfolio. To remove one or more snapshots from the list, check the checkbox for each snapshot, then click **Remove this Snapshot**. After you confirm your intention, the snapshot will no longer be available to the other users with whom you have shared it.

