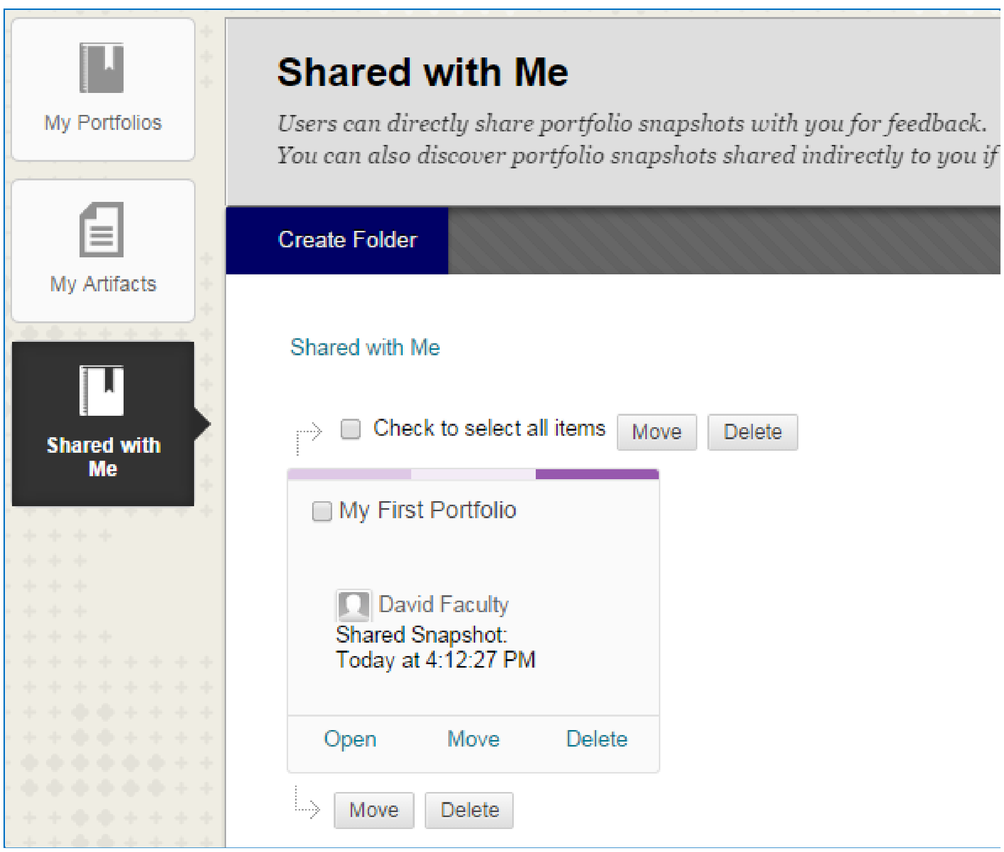
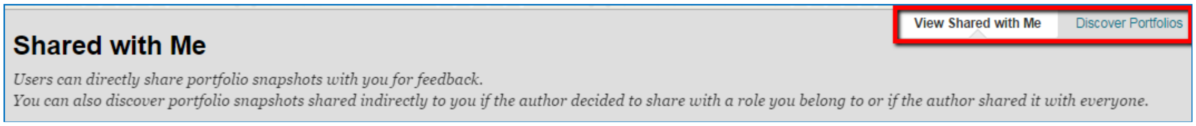
# Viewing Shared Portfolios

When another user shares a Portfolio with you, that Portfolio can be found in the Shared with Me section of the Portfolios Homepage. From there, you can open it in a new browser tab, move it to a folder within the Portfolios collection, or delete it entirely.

The shared Portfolio is a static snapshot that does not allow a user to edit it. It will not reflect any changes made after you have received it, until its author shares it again.

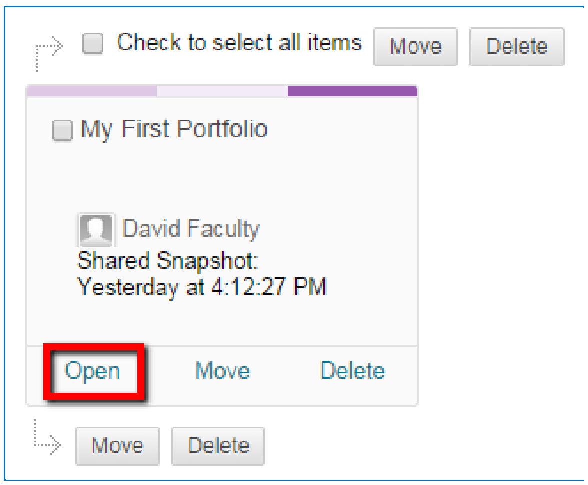



The Shared with Me section of the Portfolios Homepage has two tabs at the top right: **View Shared with Me** and **Discover Portfolios**. The latter tab contains Portfolios shared with the entire institution.

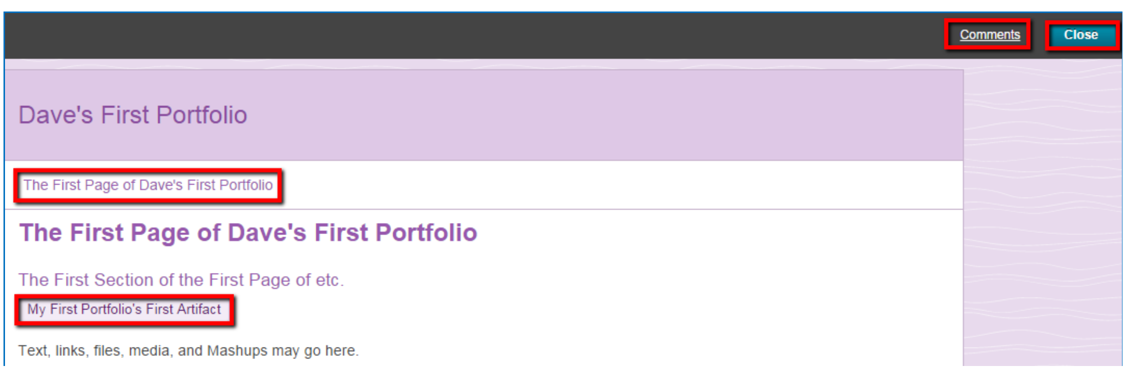



## Opening a Portfolio Snapshot

1. Log into the course, and navigate to the Portfolios Homepage.
2. In Card View, click the **Open** link; in Table View, click directly on the Portfolio's title to open the snapshot in a new tab.



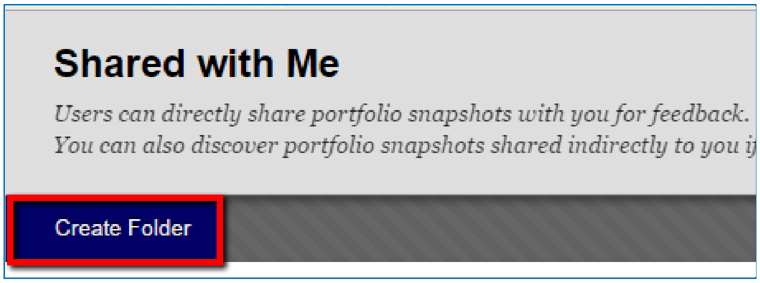

3. Use the navigational links to view different pages, the **Comments** link to view and add comments, the various Artifact buttons to view and download Artifacts, and the **Close** button to close the tab.



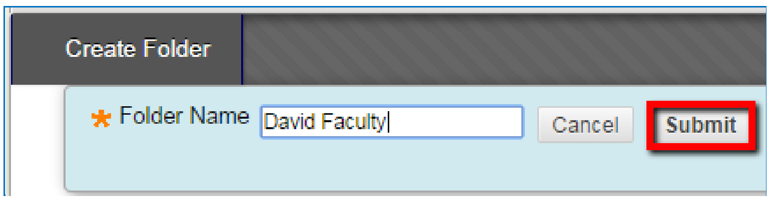

## Creating and Using Folders

The Shared with Me section of the Portfolios Homepage features a **Create Folder** action bar button. Folders allow users to organize shared Portfolio snapshots, grouping them by creators, topics, or other logical divisions.

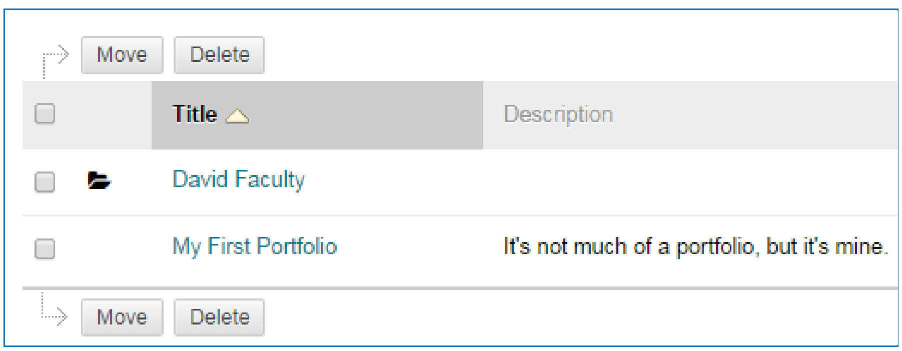
1. In the Shared with Me section, click the **Create Folder** button.



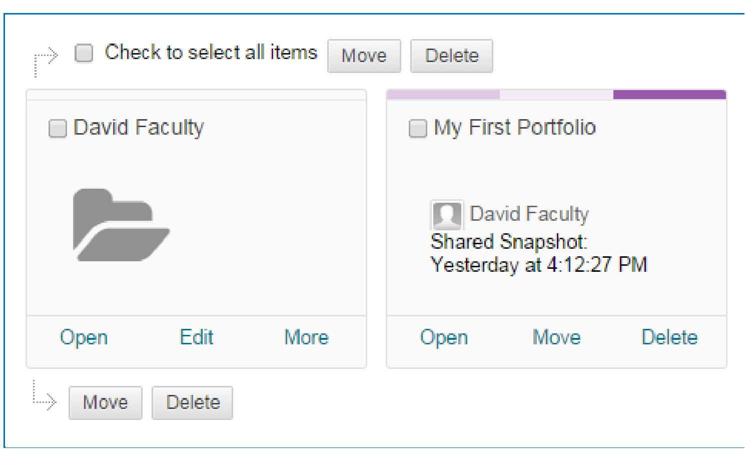

2. Give the new folder a name, and click **Submit**.



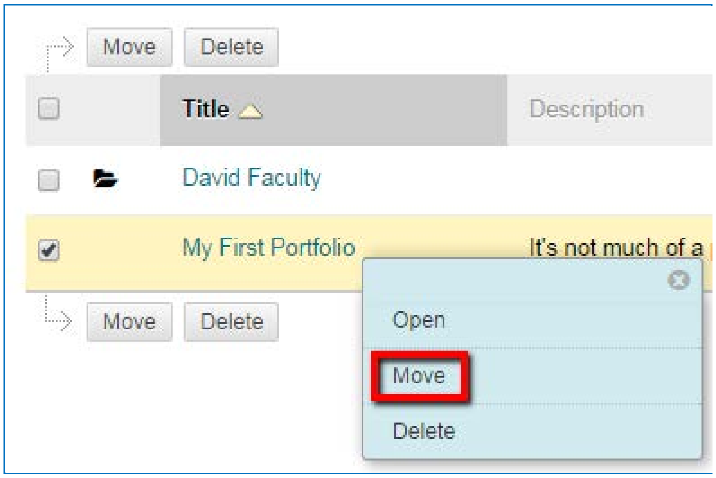

3. The folder appears alongside the shared Portfolios. In Table View, it looks like this:



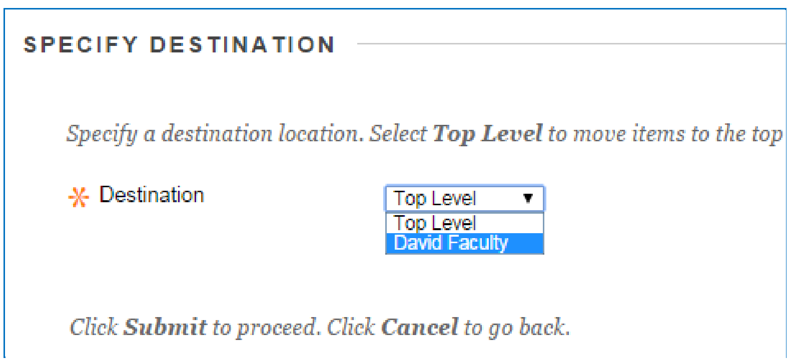

In Card View, it looks like this:



4. In Table View, move an individual Portfolio by clicking its contextual arrow and selecting **Move**. You may move multiple Portfolios by checking their checkboxes and clicking one of the **Move** buttons. In Card View, click the **Move** link.

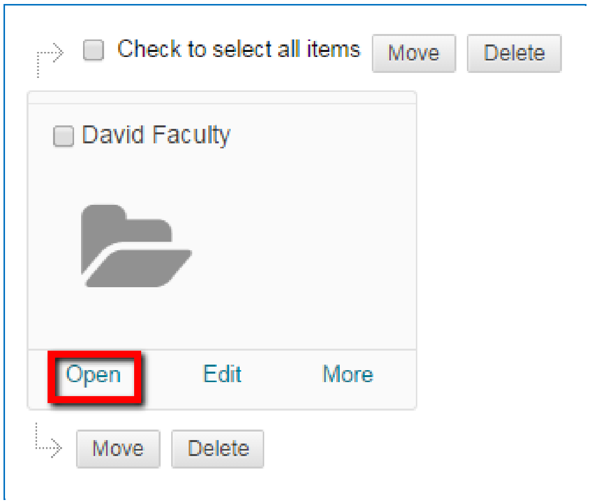



5. On the Move page, specify a Destination folder (or Top Level, i.e., not in a folder) from the dropdown list.




6. Click **Submit** to finish moving the Portfolio and return to Shared with Me.


7. The Portfolio now resides in the selected folder. Click the title of the folder in Table View or the **Open** link in Card View to see the contents of the folder.




## Using the Discover Portfolios Tab

Switch to the Discover Portfolios tab to display Portfolios shared with the entire university.


To find a specific Portfolio, or to narrow the choices available, you can search by the Username of the author or keywords in the Title or Description of the Portfolio. Type the search terms into the text box, and click the **Go** button.


If you are not certain of the author's Username, click the **Browse** button to open a secondary window and search by first or last name. The results may contain, start with, or equal the search term; choosing *Not Blank* from the operator drop-down list returns all authors.