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.

![Create Folder](image)

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

![Folder Name](image)

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

![Table View](image)

In Card View, it looks like this:

![Card View](image)
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.

![Table View Move Button](image1)

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

![Specify Destination](image2)

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

![Submit Button](image3)

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.