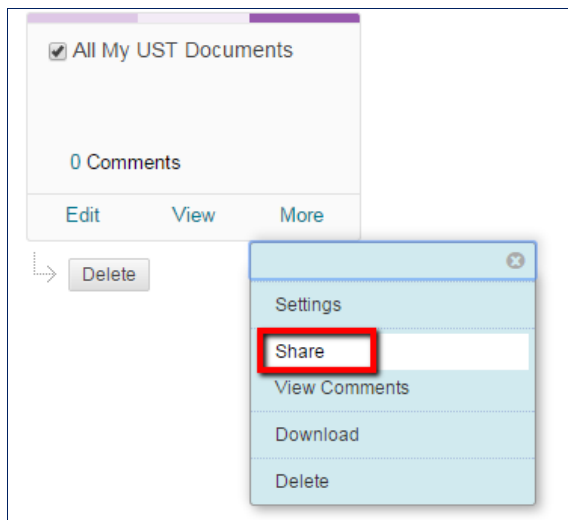


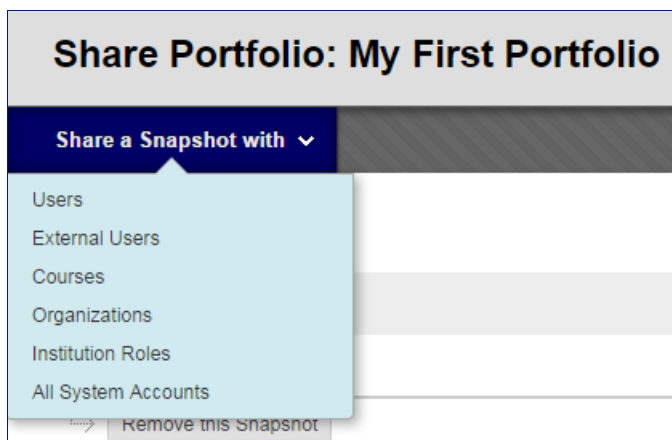
Sharing Portfolios

Sharing with Users or Courses

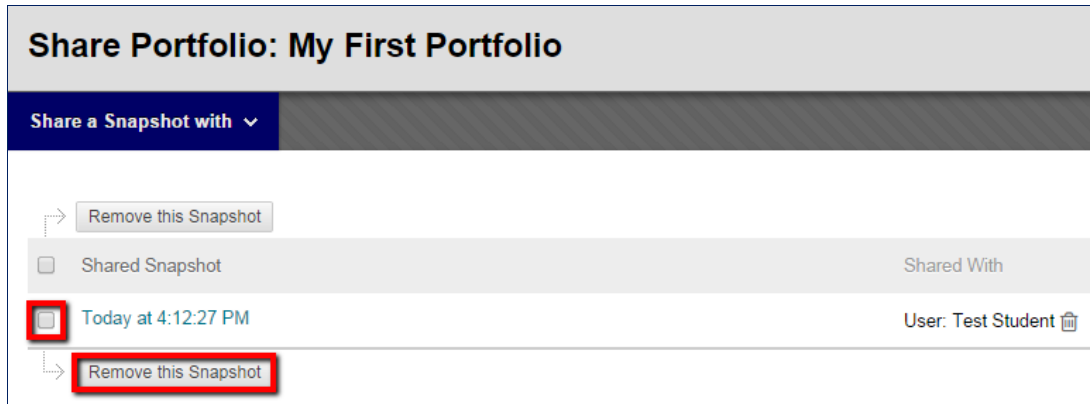
When you are ready to share a snapshot of your Portfolio with other users, in Card View, click the **More** link, and select **Share**. In Table View, use the **Share** command on the contextual menu.



On the Share Portfolio page, point to the **Share a Snapshot with** button, and select the appropriate audience. Most students will select only **Users**, **Courses**, or **All System Accounts**.

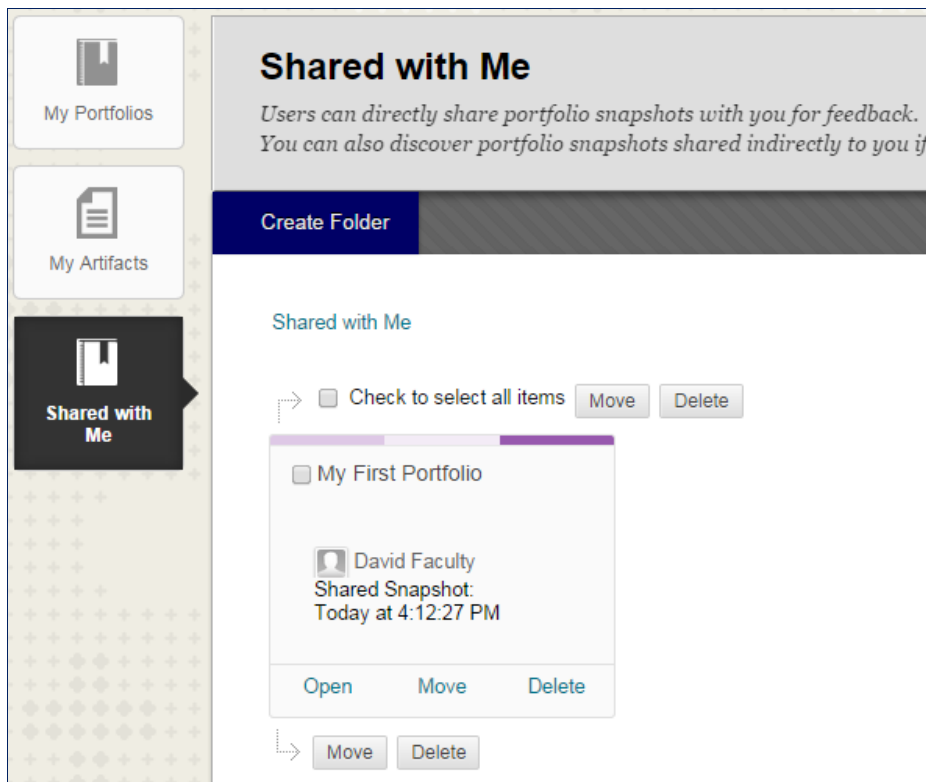


Whichever option you select, a page will appear allowing you to specify which users, courses, etc. When you select **Users**, you can also send those users an email message directly from Blackboard to notify them of the shared snapshot. The page keeps a record of all snapshots shared, when and with whom. Clicking the **Remote this Snapshot** button also removes the other users' access; Blackboard will remind you of this fact and ask for confirmation.

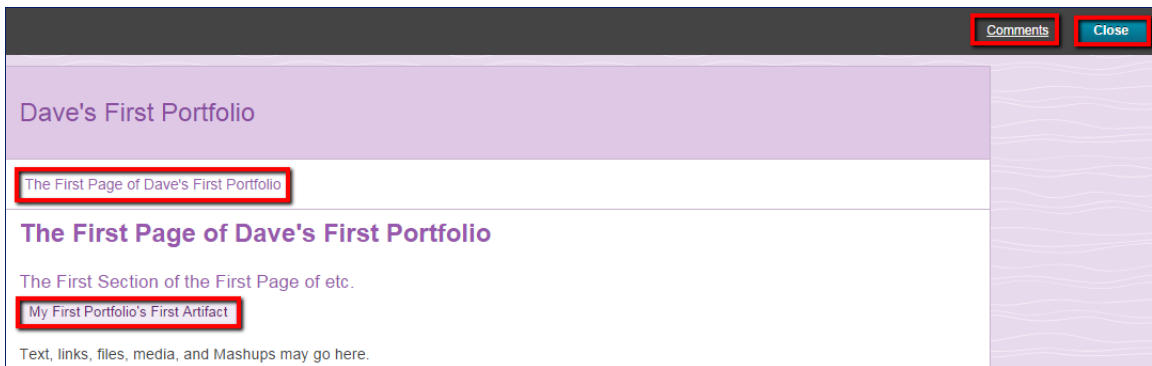


Shared with Me

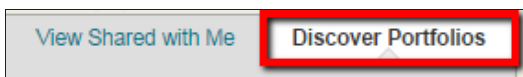
Snapshots that other users share with you will appear in the **Shared with Me** section of the Portfolios Home Page. Here you can create folders to organize shared Portfolios by author, course, topic, or other attributes.



Click **Open** to display the Portfolio in a new tab. You can use the navigational links to view the various pages and download Artifact files. The **Move** command allows you to place the snapshot in a folder; click **Delete** to remove the snapshot from your Shared with Me section.



At the top-right, switch to the Discover Portfolios tab to search for Portfolios shared with All System Accounts or External Users from UST or other institutions.



Browse Portfolios by the author's name or keywords. When searching by name, click the **Browse** button to search by CeltID, First Name, or Last Name.

