

## Making Oneself Browseable

The tutorial entitled **Sharing Portfolios** provides instructions for sharing snapshots (i.e., the current content) of Portfolios with individual users, whether instructors or fellow students. On the Share with User page, users can specify the Celt Login ID of the users with whom they wish to share, or click the **Browse** button to search for the users by name.



**CHOOSE USERS**

To share this Portfolio, enter one or more Usernames or click **Browse** to search. Separate multiple Usernames with commas.

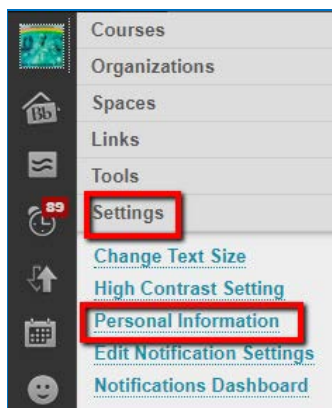
\* Celt Login ID  **Browse**

Blackboard maintains a User Directory as a list for all users on the system. Unfortunately, by default, Blackboard users are not listed in the Directory; they must enable listing in order to be found by browsing.

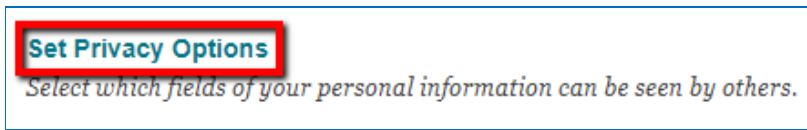
You can add your information to the Directory in one of two ways: via Global Navigation and via the Portfolios tool. Both ways involve navigating to the Set Privacy Options page. The first way is easier from anywhere in Blackboard; the second way is easier if you are already on the Portfolios Home Page.

### Via Global Navigation

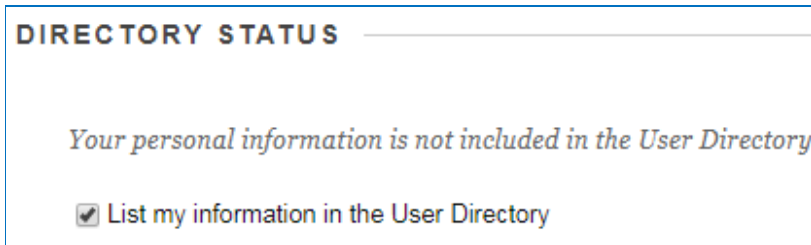
1. Open the Global Navigation menu, click **Settings**, and select **Personal Information**.



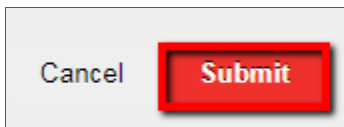
2. On the Personal Information page, click **Set Privacy Options**.



3. On the Set Privacy Options page, scroll down to the Directory Status section, and check the **List my information in the User Directory** checkbox.

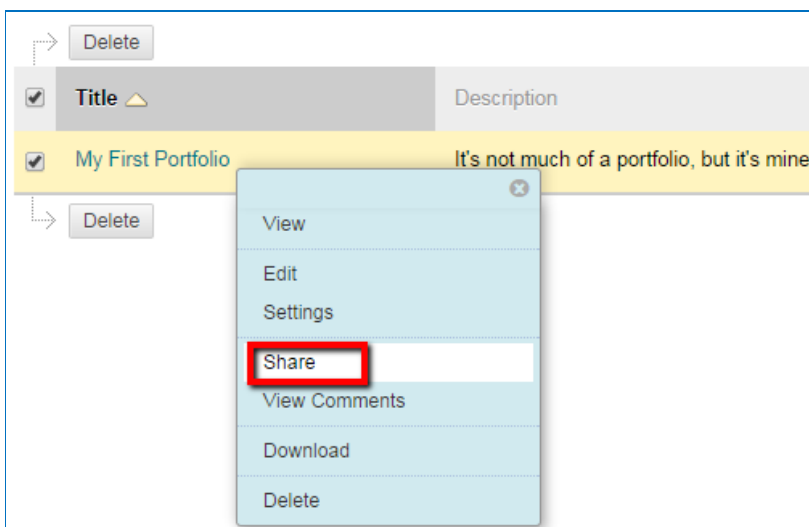


4. Click **Submit**.

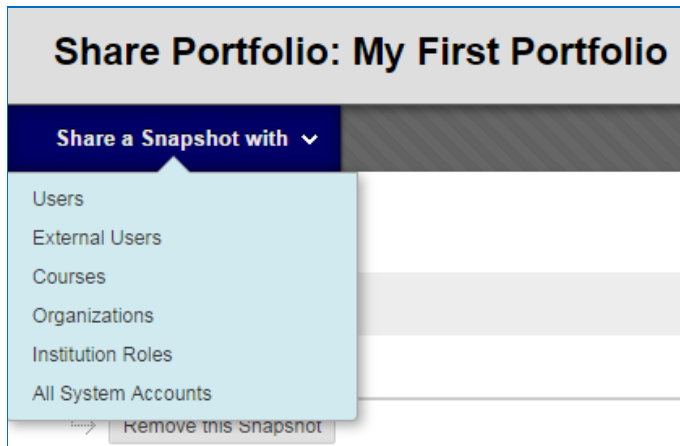


## Via the Portfolios Tool

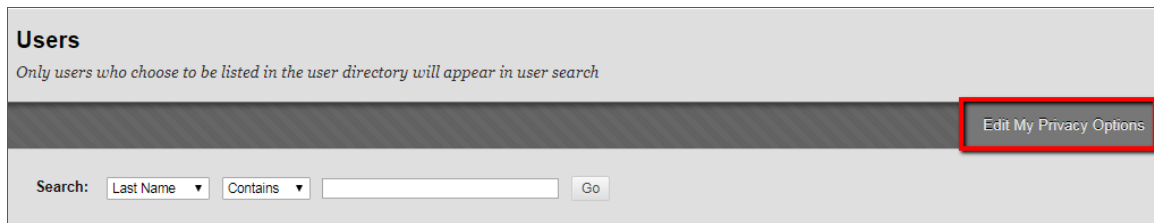
1. Log into the course, and navigate to the Portfolios Homepage by whatever means is available.
2. In the My Portfolios section, find the Portfolio you wish to share. If using Card View, click **More**, and select **Share**. In Table View, click the contextual arrow, and select **Share**.



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



4. Click the **Browse** button (pictured on page 1).
5. On the Users page that pops up, click the **Edit My Privacy Options** button at the far right of the Action Bar.



6. Follow steps 3 and 4 from the previous section—i.e., check the appropriate checkbox, and click **Submit**.