Share a Portfolio with TTU Blackboard Users

You can share your portfolio with people who are faculty, staff, or other students at your institution.

1. On the My Portfolios page, click the More link for the portfolio you want to share, then click Share.

2. On the Share Portfolio page, click the Share a Snapshot with drop-down menu and select Users.
3. On the **Share with User** page, enter the eRaider username(s) in the **Username** textbox or click the **Browse** button to search for the user(s).

![Share with User: Professional Portfolio](image)

**NOTE** To search for the user(s) after clicking the **Browse** button, use the drop-down menus and enter the search criteria in the textbox, then click **Go**. From the list of search results, select the user(s) that you want to share your portfolio with and click **Submit**. The user(s) that you selected appears in the **Username** textbox.

![Users](image)
4. **Optional:** under **Email Information**, select the **Send Email** checkbox to notify the users that your portfolio has been shared with them. (You can also send a copy of the message to yourself or send a blind carbon copy.)

![Email Information](image)

5. Click **Submit** to share your portfolio. Users will be able to see a snapshot of your portfolio on the **Shared with Me** page.

**Blackboard Portfolio Resources**

http://www.depts.ttu.edu/elearning/blackboard/portfolio/index.php