

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**.

✓ Profes	sional Portfo	blio	
0 Comn	nents		
Edit	View	More	
			8
		Settings	
		Share	
		View Com	ments
		Download	
		Delete	

2. On the **Share Portfolio** page, click the **Share a Snapshot with** drop-down menu and select **Users**.

Share Portfol	lio:	Professional Portfol
Share a Snapshot with	~	
Users	0	
External Users	J	
Courses		
Organizations		
Institution Roles		
All System Accounts		



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: Pr	ofessional Portfolio
This Portfolio will be searchable by	y the selected users from Discover Portfolios.
* Indicates a required field.	
CHOOSE USERS	
To share this Portfolio, enter on	e or more Usernames or click Browse to search. Separate multiple Usernames with commas.
☆ Username	Browse

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		
Only users i	who choose to be listed in the user directory will app	ear in user search
0000		100000000
Search:	Last Name Contains Kent	Go



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.)

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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