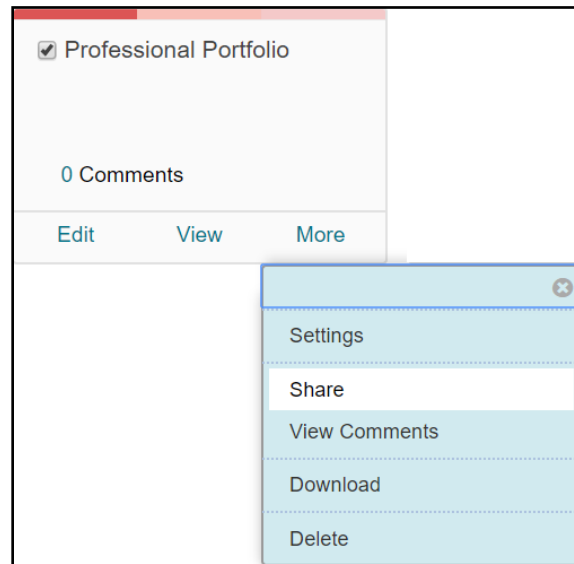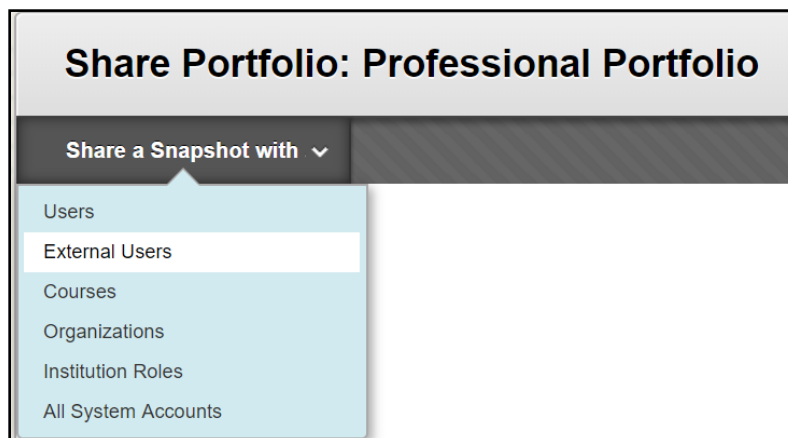# Share a Portfolio with Instructor or External Users

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 **External Users**.

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Questions? Contact us at blackboard@ttu.edu or 806-742-5933.

3. On the **Share with External Users** page, enter the email address in the **Email Recipients** textbox. Separate multiple email addresses with commas.

**Share with External Users: Professional Portfolio**

*The Portfolio may be shared with people who do not have accounts on the system. A valid email address must be supplied for each recipient.*

*✱ Indicates a required field.*

**EMAIL RECIPIENTS**

*Enter email addresses below. Separate multiple email addresses with commas.*

4. Under **Email Information**, you can edit the subject and message body of the email.

> **NOTE** Do **not** edit or remove **<PORTFOLIO_URL>** because the system will automatically replace it with the actual URL for the portfolio.

**EMAIL INFORMATION**

*The Subject may be edited and additional text may be included. Do not edit the auto-generated links located in the Message body. The system will automatically replace PORTFOLIO_URL with the actual URL for the Portfolio.*

Clark Kent has shared a Portfolio with you

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Clark Kent has invited you to view the Portfolio: Professional Portfolio. Click the link below to view the Portfolio: Professional Portfolio <PORTFOLIO_URL>

Path: p                                                    Words:22

☐ Send copy of message to self  ☐ Use Blind Carbon Copy (Bcc:)

5. *Optional:* under **Portfolio Password**, select **Use password** and enter a password in the textbox that will be required to access your portfolio. (Remember to provide the user with the password to your portfolio.)

**PORTFOLIO PASSWORD**

*Portfolios may be password protected. Select whether or not to include the password in the email message. If the password is not included, provide Portfolio users with the password by other means.*

☐ Use password
☐ Include password in email

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6.  Under **Expiration**, determine the amount of time the snapshot will be valid: **No expiration** or **Lifetime of Pass** with specific details (number of days, weeks, months, etc.).

> **NOTE**   At the end of the expiration period, the snapshot will no longer be available.



7.  Click **Submit** to email your portfolio.

**Blackboard Portfolio Resources**
http://www.depts.ttu.edu/elearning/blackboard/portfolio/index.php

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