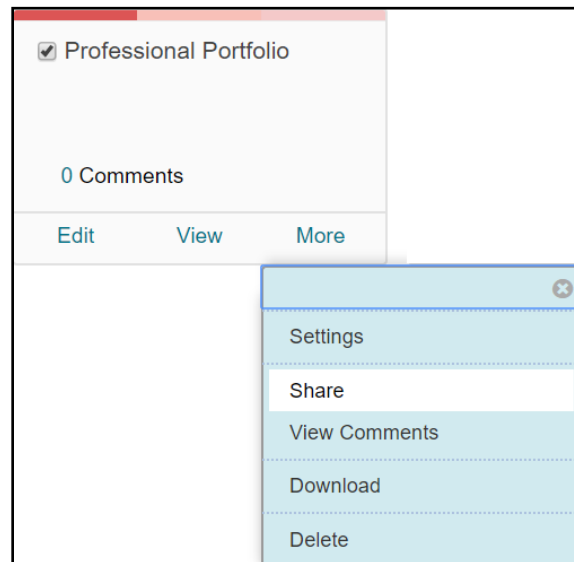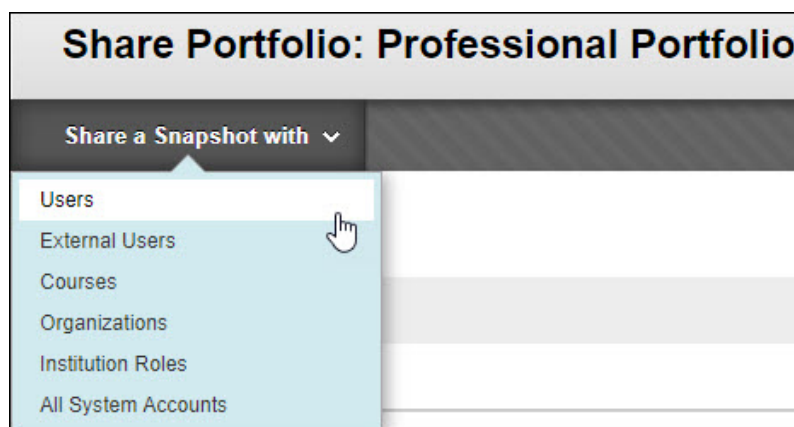# Share a Portfolio with TTU Blackboard Users

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**.

Last Updated: 10/17/2019   Page 1

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

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
This Portfolio will be searchable by the selected users from Discover Portfolios.

✱ *Indicates a required field.*

CHOOSE USERS

*To share this Portfolio, enter one 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 who choose to be listed in the user directory will appear in user search

Search: [Last Name ▾] [Contains ▾] [Kent   ] [Go]

Last Updated: 10/17/2019   Page 2

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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.)

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

Last Updated: 10/17/2019   Page 3

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