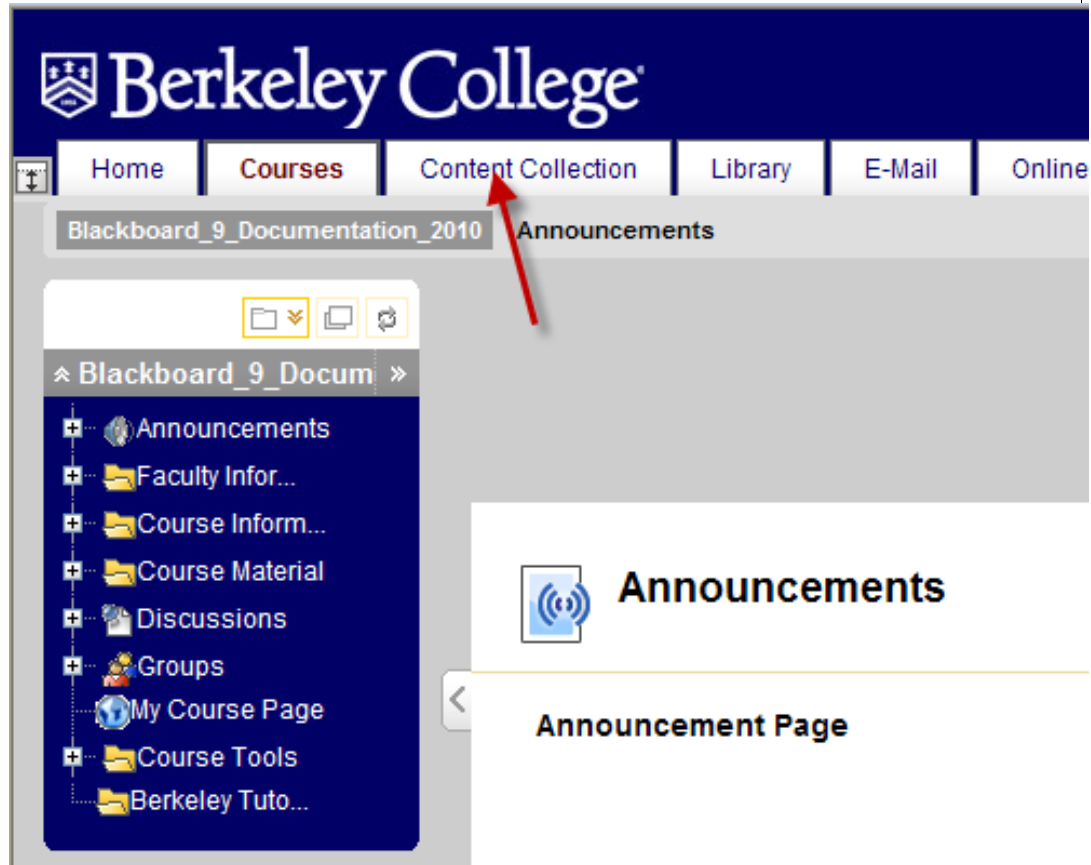
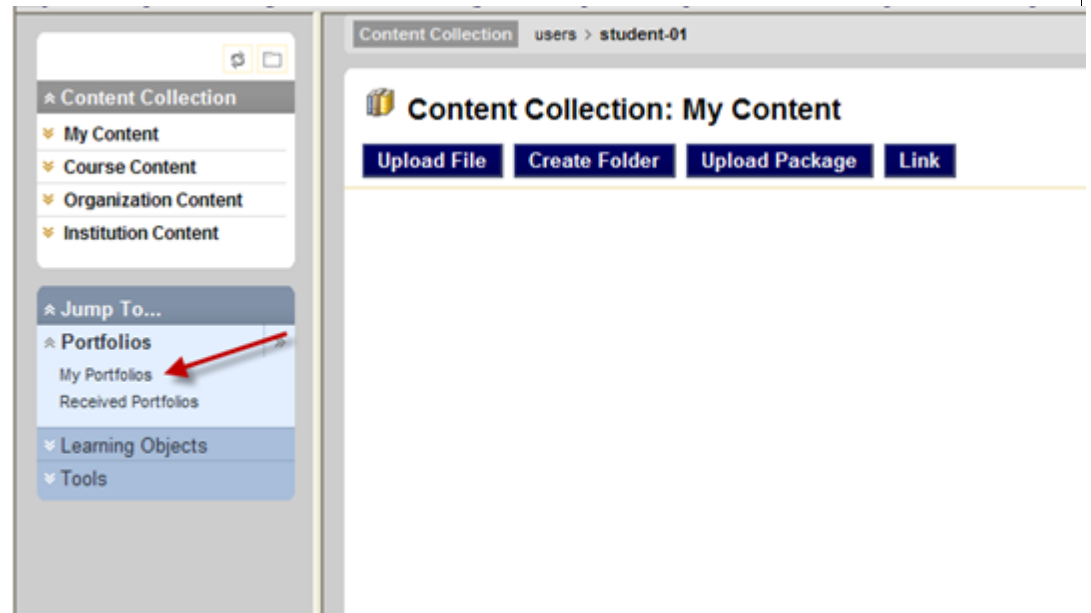


Sharing Portfolios

1. Click on the **Content Collection** tab.



2. Click on **My Portfolios**.



3. You will see your portfolio. Click on the down arrows and click on **Share**.

My Portfolios

Search and show

<input checked="" type="checkbox"/>	Title	Description	Portfolio Type
<input checked="" type="checkbox"/>	My Portfolio	This is my portfolio for my class.	Basic

- > Open
- > Edit
- > Build
- > Comments
- > **Share**
- > Copy
- > Delete

Blackboard
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4. Click on Share with **Users**.

Portfolios Homepage > My Portfolios > Share Portfolio

Share Portfolio: My Portfolio for My Class

Share with

- > **Users**
- > External Users
- > Courses
- > Organizations
- > Institution Roles
- > All System Accounts

Before this Portfolio, select one of the actions above.

5. You may **add** a Username or click on **Browse** to find a name.

Share with User: My Portfolio for My Class

* Indicates a required field.

1. Choose Users

* Username

Browse

2. Email Information

Send Email

Subject

Maryjane Clerkin has shared a Portfolio with you


Message

Maryjane Clerkin has invited you to view the Portfolio: My Portfolio for My Class To view the Portfolio, login to Blackboard and go to 'Received Portfolios'.

6. You may add a **Username** and **Submit**.

Submit **Choose Users**

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

* Username 

2. Email Information


Notify the users above that this Portfolio has been shared with them.

Send Email

Subject


Message

Student 01 has invited you to view the Portfolio: Class Portfolio To view the Portfolio, login to Blackboard and go to 'Received Portfolios'.

abc 

Send copy of message to self

Use Blind Carbon Copy (Bcc:)

 **Submit**

7. You will receive a message that the Portfolio has been **shared** with your user.

The Portfolio, Class Portfolio, was shared with the following users:

- Maryjane Clerkin

Share Portfolio: Class Portfolio

Share with ▾

→ Delete

User/User List

Maryjane Clerkin ▾

→ Delete

8. You may also **browse** for a Username using different search options. Submit.

Search

Search For

Search String Contains

Exact Match

Search Field Username

First Name

Last Name

Search

OK

<input checked="" type="checkbox"/>	First Name	Last Name	Username
<input checked="" type="checkbox"/>	Maryjane	Clerkin	maryjane-clerkin

Displaying 1 to 1 of 1 items

9. You will receive a message that your Portfolio has been **shared**.

The Portfolio, Class Portfolio, was shared with the following users:

- Maryjane Clerkin

Share Portfolio: Class Portfolio

Share with ▾

→ Delete

User/User List

Maryjane Clerkin ▾

→ Delete

OK

10. You may also share a portfolio with an **External User**, someone not a member of your class.

Share Portfolio: My Portfolio for My Class

Share with ▾

> Users

> External Users

> Courses

> Organizations

> Institution Roles

> All System Accounts

Cancel

11. Add the **Email** address of the **External User** and Submit.

1. Email Recipients

* To



2. Email Information

Subject

Maryjane Clerkin has shared a Portfolio with you

Message

Maryjane Clerkin has invited you to view the Portfolio: My Portfolio for My Class Click the link below to view the Portfolio: My Portfolio for My Class <PORTFOLIO_URL>


abc ✓


12. You will receive a **receipt** that your portfolio has been sent to your external user.

Portfolios Homepage My Portfolios > Share Portfolio

An email entitled Student 01 has shared a Portfolio with you was sent to the following email addresses: mjc@berkeleycollege.edu

The access URL is: https://bb9test.berkeleycollege.edu/webapps/bbcms/portfolio/launch?pid= 5505_1&tid= 285_1

 **Share Portfolio: My Portfolio**

Share with 

13. To find out if you have received any portfolios, click on **Received Portfolios**.

The screenshot displays the Blackboard Portfolios interface. On the left, a navigation menu includes 'Content Collection', 'My Content', 'Course Content', 'Organization Content', and 'Institution Content'. Below these is a 'Jump To...' section with 'Portfolios' expanded to show 'My Portfolios' and 'Received Portfolios', with a red arrow pointing to 'Received Portfolios'. The main content area is titled 'Received Portfolios' and features a 'Create Folder' button and a search bar with dropdowns for 'Name' and 'Contains'. Below the search bar, a link for 'Received Portfolios' is highlighted with a red arrow. A message states: 'There are no accessible items or items that match the search criteria to display.' The Blackboard logo and copyright information are visible in the bottom right corner.