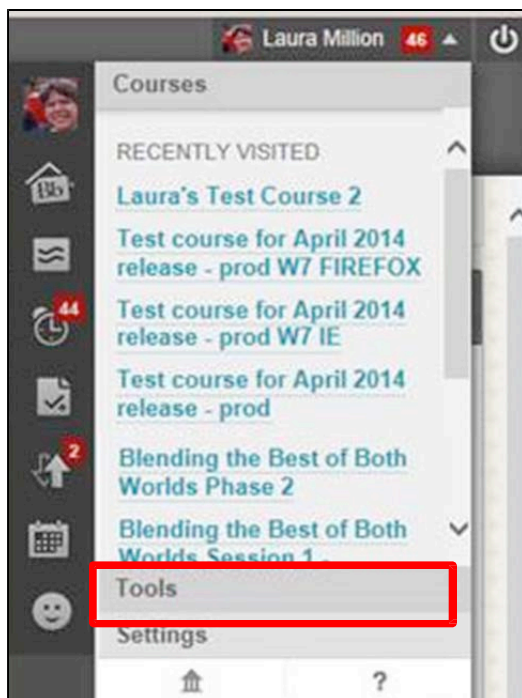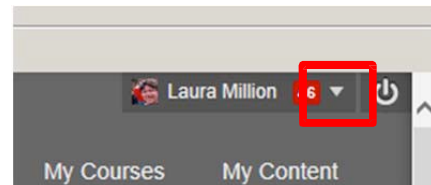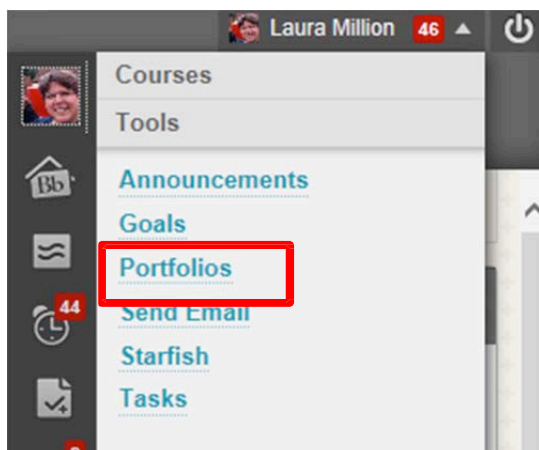# Share Portfolio with Class

Access Portfolios in Blackboard

Blackboard has moved the access to the Portfolios from the Content Collection to the Global Navigation area.

To access the Global Navigation, click on the **Global Navigation** arrow (next to your name in the upper right corner)
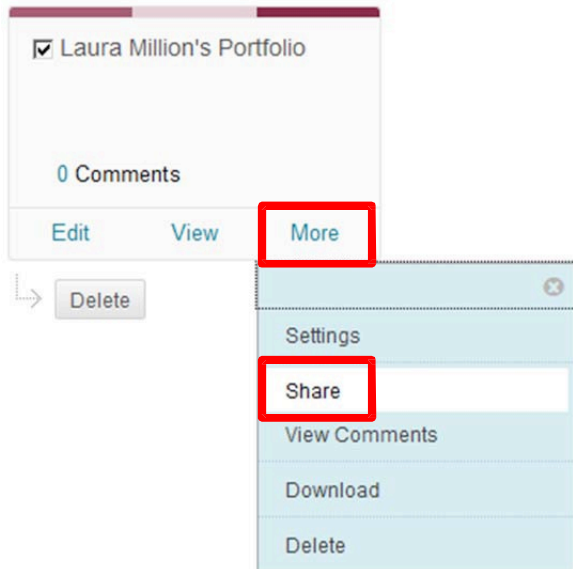

Click on **Tools** to expand the menu.

Click on **Portfolios**. You will be taken to the *My Portfolio* page.

Share with Class

One of the most important things to remember about sharing your portfolio is that you are sharing a **snapshot** of the portfolio, what your portfolio looks like at the time that you share it. If you share a portfolio with your class at 8am on Monday and make changes to the portfolio at 9am, your class and instructor will see your portfolio as it appeared at 8am, not the changes you made at 9am.

EVERY TIME YOU MAKE A CHANGE, YOU MUST SHARE YOUR PORTFOLIO AGAIN!

To Share your portfolio, click on the **More** link to expand the menu.

Click on **Share**.

Hover your mouse over the Share a Snapshot with button to expand the menu.

Click on **Courses**.

From the *Share with Courses* page, click the **Browse** button. A new window will open.

In the *Search For* box, type in your course name: for example *Orientation to Teaching*

Search String: *Contains*

Search Field: *Course Name*

If you choose to search by Course ID (PHEL-760) click the Course ID button. This option may or may not work depending on how the course ID is listed.

Click the **Search** button.

Search

Search For

Oreintation to Teaching

Search String

● Contains
○ Exact Match

Search Field

● Course Name
○ Course ID
○ Description

Search

When the search returns the results, check the box next to your course.

☐	Course ID	Course Name	Description
☐	PHEL-760-001-201335	Orientation to Teaching-PHEL-760-001-201335	37886
☑	PHEL-760-003-201435	Orientation to Teaching-PHEL-760-003-201435	38122

Displaying 1 to 2 of 2 items   Show All   Edit Paging…

Cancel   Submit

If your search return more than one result, take care to select the correct course, section number and semester.

If you are unsure of the section number, you can identify the semester by the string of 6 numbers at the end of the Course ID and Course Name. The first 4 numbers are the year and the last 4 numbers are the semester.
Semester identification numbers: Spring = 15, Summer = 25, Fall = 35

In the example above,
201335 = Year 2013, Semester Fall
201435 = Year 2014, Semester Fall

Check the box for the correct course and click the **Submit** button.

You will return to the *Share with Courses: My Portfolio* page. Click the **Submit** button on this page.

On the *Share Portfolio* page, the date and time that the portfolio was shared will be listed along with the course.

If you make a change to your portfolio and want to share it again with the same people, **you must delete the username(s) of the people you've shared with before and re-share. Use the trashcan icon that appears next to the name(s).** Then you will follow the instructions above to "Share a Snapshot With" them again.

EVERY TIME YOU MAKE A CHANGE, YOU MUST SHARE YOUR PORTFOLIO AGAIN!