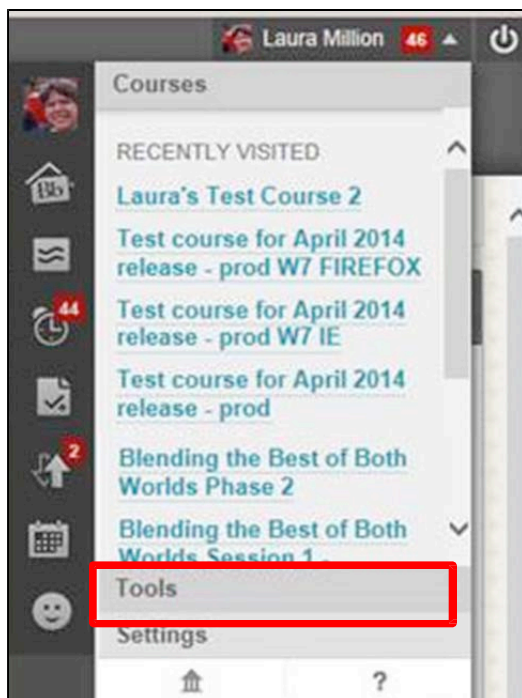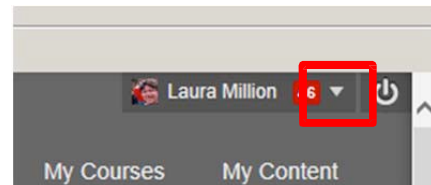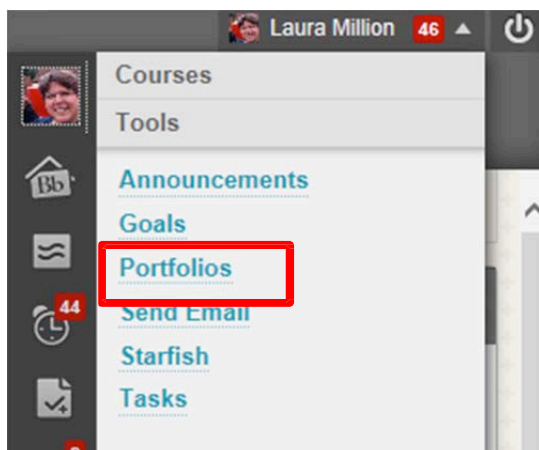# Share Portfolios with Users

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 User

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 someone at 8am on Monday and make changes to the portfolio at 9am, the user 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!

Hover your mouse over the Share a Snapshot with button to expand the menu.
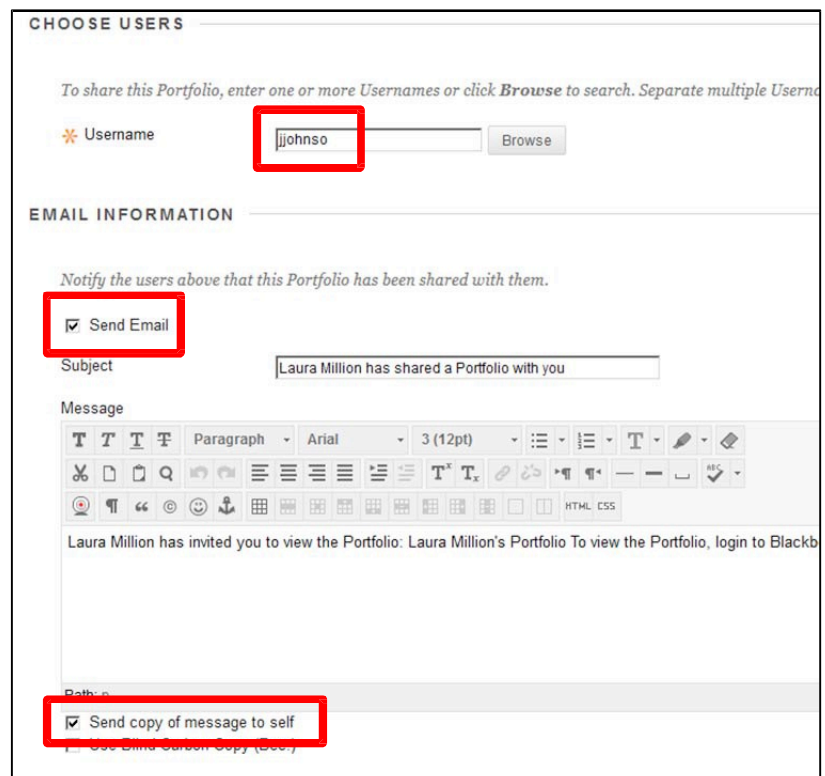Click on **Users**.

From the *Choose Users* section, type the user's e-ID directly into the box. **DO NOT click the browse button.**

The e-ID is a combination the user first and last name. For James Johnson, the e-ID may be **jjohnso**. The e-ID is everything before the @ sign in the email. Do not include @siue.edu.

In the *Email Information* section, click the **Send Email** box. You may add an additional message in the Message box.

Click the *"Send copy of message to self"* box. This will send you a copy for your records.

Click **Submit** at the bottom of the page.

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 name of the user you have shared with.

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!