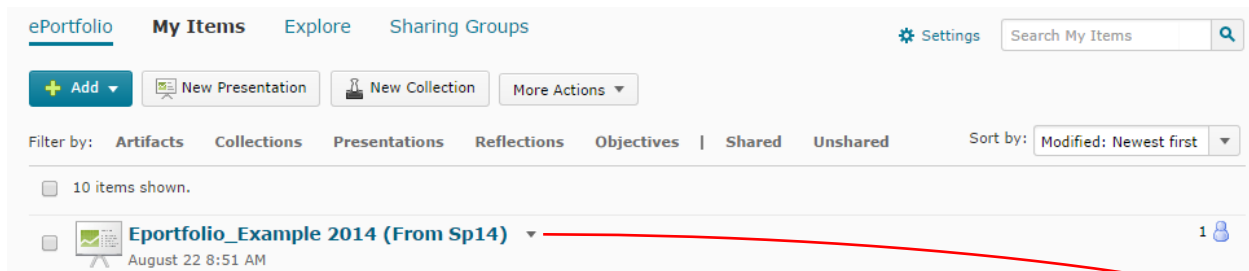


E-Portfolio Sharing

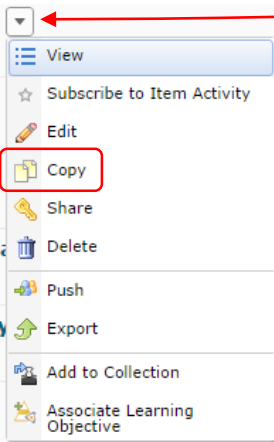
*Allowing an instructor to have an
editable copy of your e-portfolio*

Students, in order to give permission to an instructor to have rights and access to your e-portfolio for their own purposes, e.g., sharing with future classes as exemplary work, you will need to give them the copy they desire. Please follow the following steps:

Step 1: Find the appropriate e-portfolio you wish to share.



Step 2: Make a copy that you are going to “PUSH” to your instructor to give them their own copy. That way your original copy remains in your complete control and nothing will be altered.



Step 3: Once you have made a copy, expand the down arrow to right of the e-portfolio and select **PUSH**.



Step 4: Make sure all associated items you want to share are checked or click this box to share everything in your e-portfolio.

Push Item - Eportfolio_Example 2014 (From Sp14)

*Items will be copied to other users' ePortfolios for their own use. This option is useful for sharing templates or finished work so they may be re-used by other users.
If the user receiving the item does not have permission to use tags, any tags associated with the item will not be received by the user.*

Automatically include associated items

Step 5: Choose who you want to share with by typing their name in the **search for** field and selecting your choice once your instructors name appears.

Push Item - Eportfolio_Example 2014 (From Sp14)






*Items will be copied to other users' ePortfolios for their own use. This option is useful for sharing templates or finished work so they may be re-used by other users.
If the user receiving the item does not have permission to use tags, any tags associated with the item will not be received by the user.*

Select Users to Push to

Search for

All **Users** Sharing Groups Groups Courses Public Courses

1 2 3 4 5 10

	Name	<input type="text"/>
	User id (email)	<input type="text"/>
	Name	<input type="text"/>
	User id (email)	<input type="text"/>
	Name	<input type="text"/>
	User id (email)	<input type="text"/>
	Name	<input type="text"/>
	User id (email)	<input type="text"/>
	Name	<input type="text"/>
	User id (email)	<input type="text"/>

Selected Users

Push **Back** **Cancel**

Step 6: Select Push