

How to Share Your ePortfolio with a Course

A Guide for Students and Faculty

Who is this for? This guide is for any student who wants to share an ePortfolio with an existing faculty member and/or other students in a course.

Step 1: On the dashboard screen, select the ePortfolio you want to share. (See Image 1)

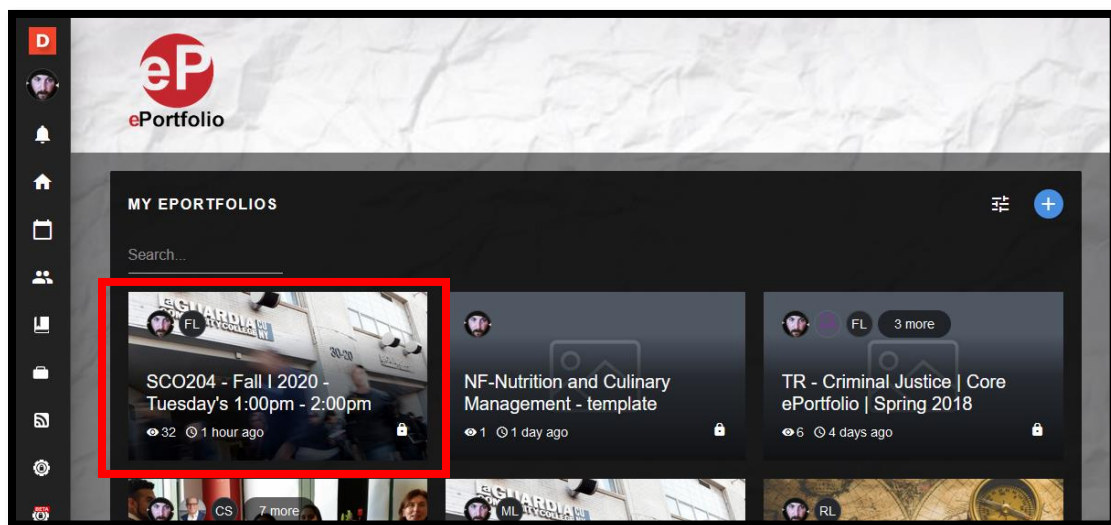


Image 1

Step 2: Click on the collapsed menu icon on the upper right-hand corner of the ePortfolio and select “Settings” from the drop-down menu (See image 2)

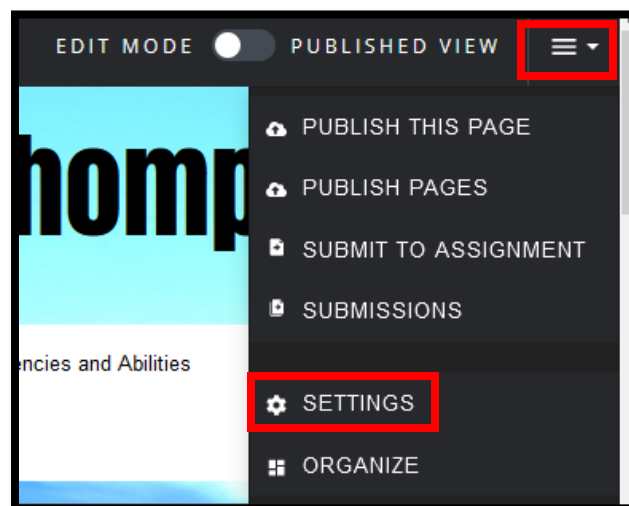


Image 2

Step 3: In the ePortfolio Settings window scroll to the “Permissions and Share” section and click the “Edit” button for the “Also share with specific people, groups, or courses” option to access the search bar. (See Images 3 and 4)

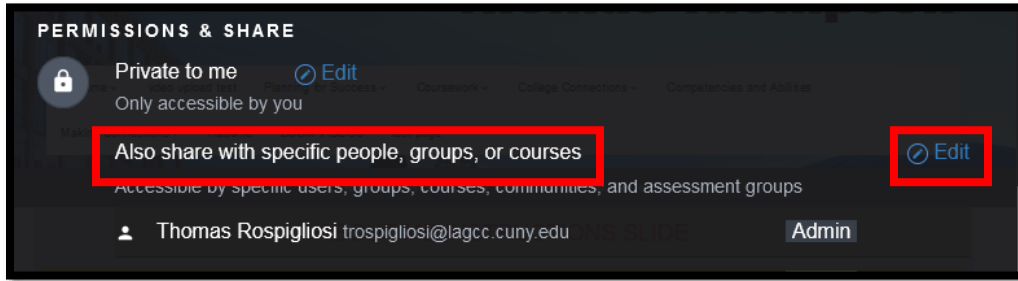


Image 3

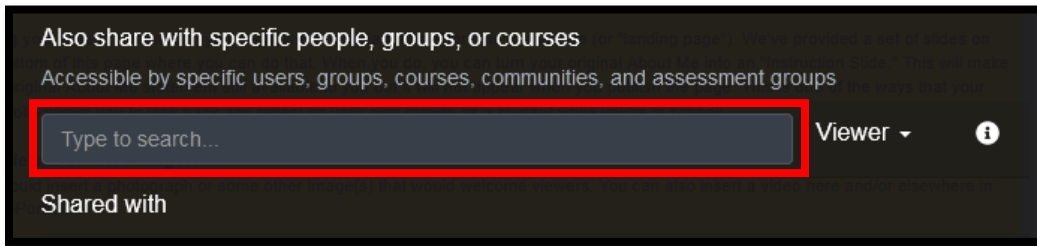


Image 4

Step 4: In the search bar, type in the “5-digit CUNYfirst code” of the course you want to share this ePortfolio with. Once the course pops up in the search results, click on it to add it to the permissions. You will now see two options appear for the course, faculty and students. Click the “Save Settings” button. (See images 5, 6 and 7)

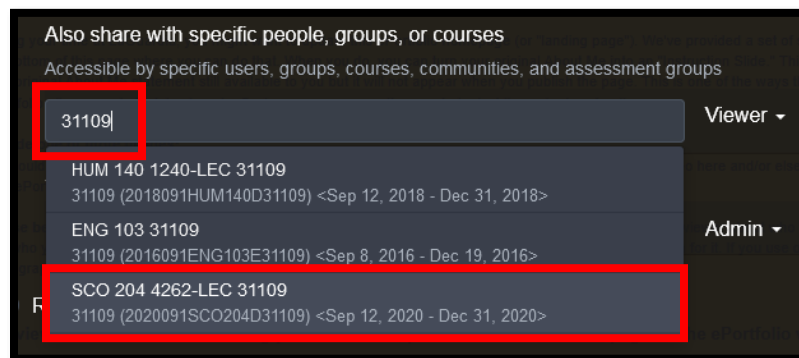


Image 5

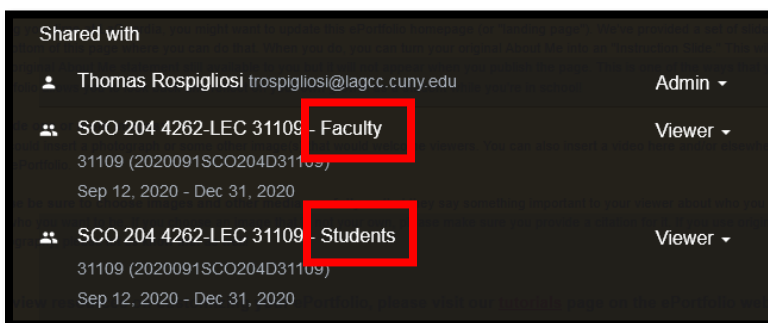


Image 6



Image 7

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.