Share ePortfolio Presentations

Last Modified on 09/15/2020 10:46 pm CDT

Share via a Sharing List

- 1. Click on Collaboration on the navbar and choose ePortfolio.
- 2. Click the down arrow next to the Title of the presentation you wish to share, then click Share.



3. Click Add Users and Groups.



4. Select names or groups from the list provided or search for a specific user by placing a quotation mark (") BEFORE typing

john do	e		
All	Users	Sharing Groups	
Jol (JE	nn Doe 00E2@lscstes	t.desire2learn.com)	

the name in the Search field.

5. Select the user and click the $\ensuremath{\textbf{Share}}$ button to share your presentation.

john do	be		
All	Users	Sharing Groups	
			~
Jo (JL	hn Doe DOE2@lscstes	t.desire2learn.com)	

6. Your selected user now shows in the Sharing List. Click the Edit Permissions icon to change these settings as desired.

Reflection of Human Evolu Settings	ition Mitochondria - Nathan Follis - Sharing	×	
Sharing List		<u>_</u>	
Add Users and Groups	Send Invite		
•	View, Add/See Comments	×	
John Doe			Assign Permissions
(JDOE2@lscstest.desire	2learn.com)		View
			See comments from others
Show Visibility Options			Add comments
		Ψ.	See assessments from othe
Close		4	Add assessments
		<i></i>	Edit

7. To remove the permissions granted to the user click the Remove Permissions icon.

Settings		
Sharing List		Î
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0000228/3030303005	nezien neony	- 1
Show Visibility Option	ons	-

8. Click the Close button at the bottom of the screen to return to ePortfolio o nce all desired names or groups have been



selected and permissions set.

9. The user you are sharing with must click the Shared Items filter in ePortfolio to see your shared presentation.



10. You may also send an optional invitation to your recipient to view the shared presentation by checking the box on the

Reflection of Human Evolution	on Mitochondria -
Sharing List	
Add Users and Groups	Send Invite
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John Doe (JDOE2@lscstest.desire2le	View, Add/S earn.com)

name, followed by Send Invite.

11. To remove a user from your sharing list, place a checkmark in the box beside the name and click the Remove Permissions icon. This will delete the user entirely from your sharing list.



12. You can also control the visibility shared items by clicking Show Visibility Options.

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Sharing List		
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John Doe (JDOE2@lscstest.desire2lea	View, Add/See Comments	×
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Close		h.

13. You can choose to have your shared presentation Always Visible, Always Hidden, or you may set a date range that will allow the item to be visible between the starting and ending dates only. Once the end date expires your item will no longer be visible to the shared user. Click Save after you select your options.

➡ Hide \	Visibility Option	s			
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		United States - Chi	cago		
Save]				
Close					

14. Click **Close** to return to ePortfolio.