Creating a portfolio includes the following steps:

1. Create a portfolio
2. Add pages and artifacts
3. Design the appearance
4. Share the portfolio
5. Re-Sharing a portfolio

This document covers Steps 4 and 5. To view additional steps visit UHD’s Student Training Web Site.

Share a Portfolio

Once you are done creating/editing your portfolio, you will need to Share your portfolio.

Note: When sharing a portfolio, please note that only a snapshot of the portfolio in its current state is shared. If you update your portfolio, you will need to Re-Share your portfolio.

1. From the My Portfolios page, click More for the portfolio you would like to share.
2. Select Share.
3. On the Share Portfolio page, point to Share a Snapshot with and select Users. (You may also share your portfolio with the entire class, by selecting Courses in this step.)

If you have any questions or comments regarding the steps outlined in this document, please contact UHD Blackboard Support by calling (713) 221-2786, or by contacting the team.

Last Updated on 5/20/2015
4. Enter the username of the person you would like to share the portfolio with. Separate multiple usernames with commas.

5. If you are unsure of the username, you may click **Browse** to search for a user.

6. If you would like to send an email notification informing the user that you have shared the portfolio with him/her, select **Send Email**.

7. Customize the message if you would like.

8. Choose if you would like to send a copy to yourself and/or if you would like to hide the list of recipients in the email.

9. Click **Submit** when you are done.

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11. Once your portfolio is shared successfully, you will see the Success message at the top of your screen and the date, time and recipient(s) of the share will appear in your Shared Snapshot list.

12. To return to the My Portfolios page, Click My Portfolios at the top of the screen.

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Re-Sharing a Portfolio

Each time you share a portfolio with other users, you create a static snapshot of that portfolio at that point in time. What is shared is that static snapshot.

**If you make edits that you want to share, you need to share the portfolio again.**

1. From the **My Portfolios** page, click **More** for the portfolio you would like to share.
2. Select **Share**.

3. On the Share Portfolio page, remove the snapshot of your portfolio that was shared previously. To do this select the drop down menu to the right of the title of the shared snapshot and then select **Remove this Snapshot**.

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Last Updated on 5/20/2015
Once the old snapshot has been removed, you will want to share the new snapshot.

4. Click **Share a Snapshot** with and select **Users**.

5. Enter the username of the person you would like to share the portfolio with. Separate multiple usernames with commas.

6. If you are unsure of the username, you may click **Browse** to search for a user.

7. If you would like to send an email notification informing the user that you have shared the portfolio with him/her, select **Send Email**.

8. Customize the message if you would like.

9. Choose if you would like to send a copy to yourself and/or if you would like to hide the list of recipients in the email.

10. Click **Submit** when you are done.

If you have any questions or comments regarding the steps outlined in this document, please contact UHD Blackboard Support by calling (713) 221-2786, or by **contacting the team**.
11. Once your portfolio is shared successfully, you will see the Success message at the top of your screen and the date, time and recipient(s) of the share will appear in your Shared Snapshot list.

If you have any questions or comments regarding the steps outlined in this document, please contact UHD Blackboard Support by calling (713) 221-2786, or by sending an email to bb@uhd.edu.