

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

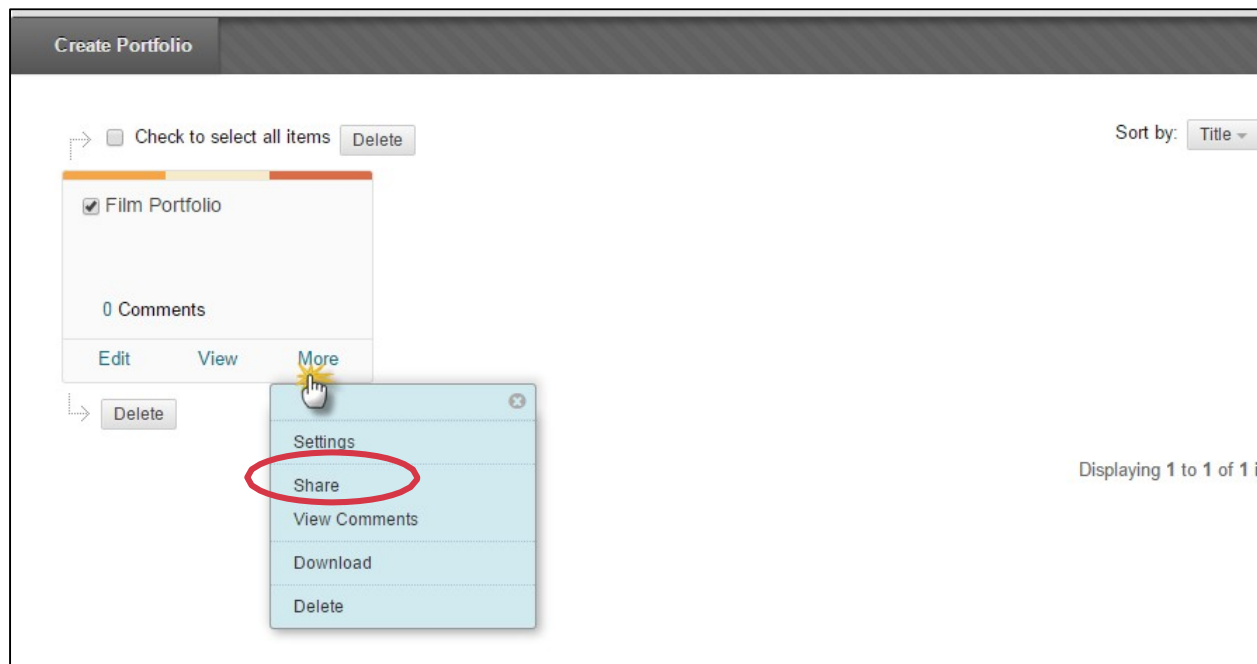
This document covers Steps 4 and 5. To view additional steps visit [UHD's Student Training Web Site](#).

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](#).

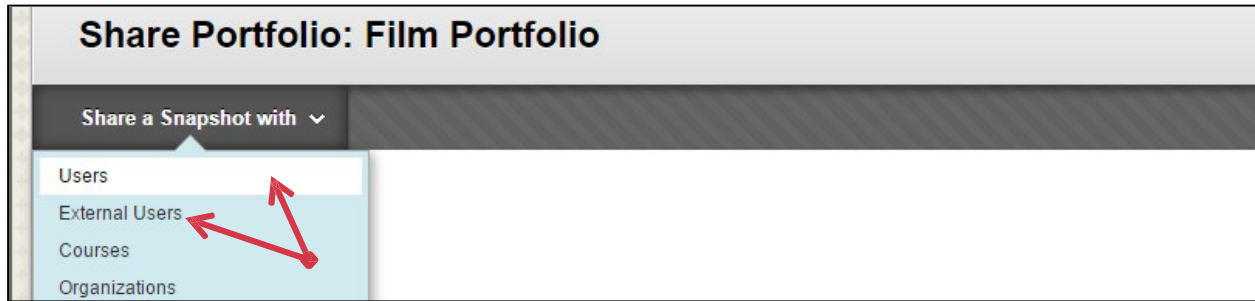
1. From the **My Portfolios** page, click **More** for the portfolio you would like to share.
2. Select **Share**.



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](#).

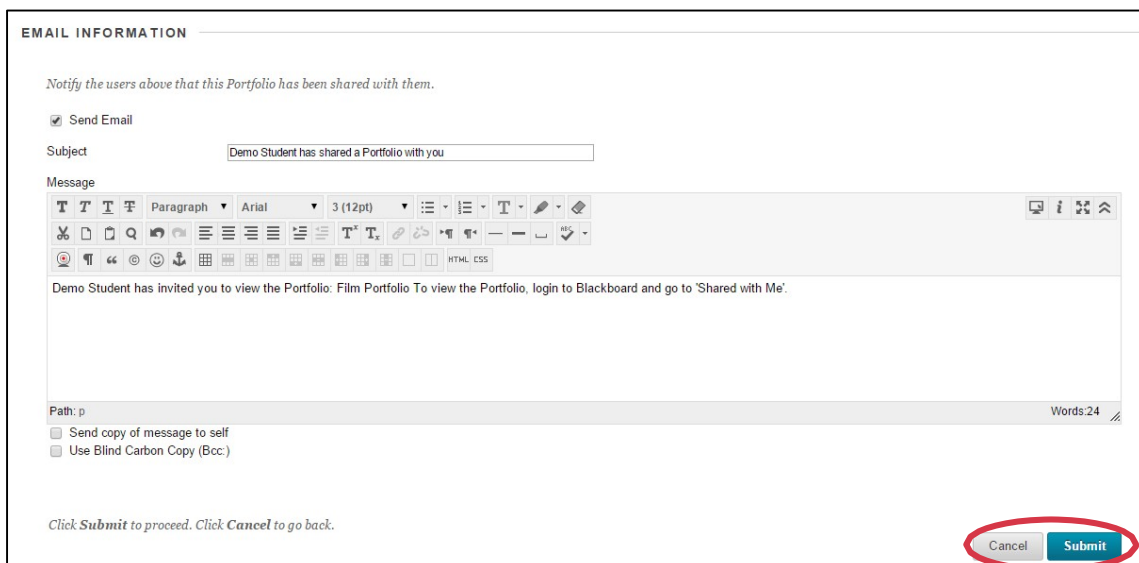




4. Enter the username of the person you would like to share the portfolio with. Separate multiple usernames with commas.
5. If you are unsure of the username, you may click **Browse** to search for a user.
- 6.



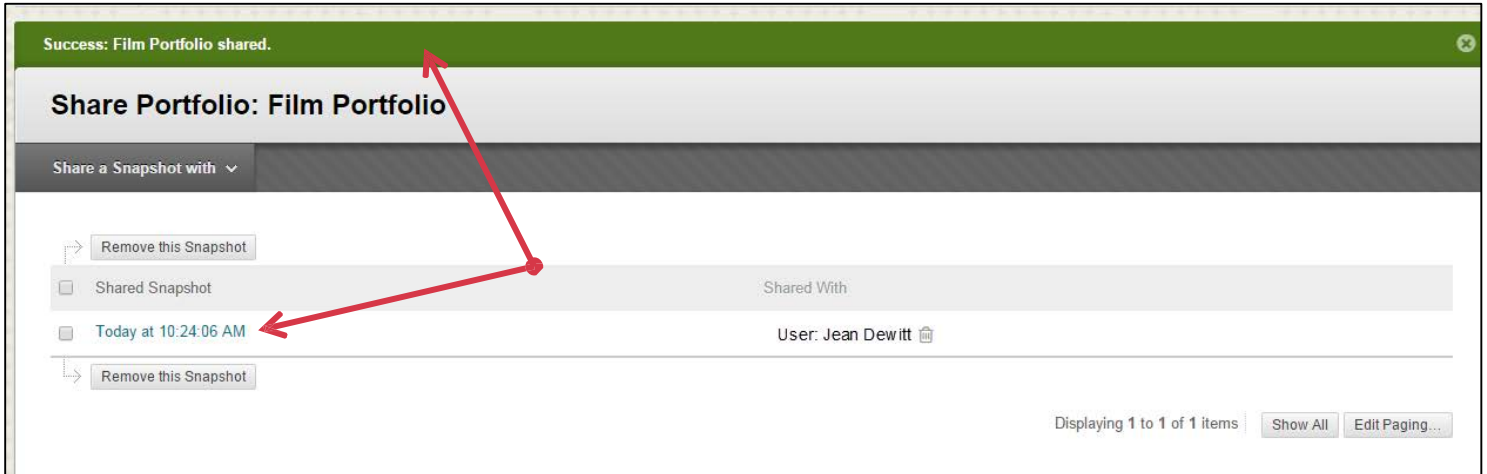
7. If you would like to send an email notification informing the user that you have share the portfolio with him/her, select **Send Email**.
8. Customize the message if you would like.
9. Choose if you would like to send a copy to yourself and/or if you would like to hide the list of recipients in the email.
10. Click **Submit** when you are done.



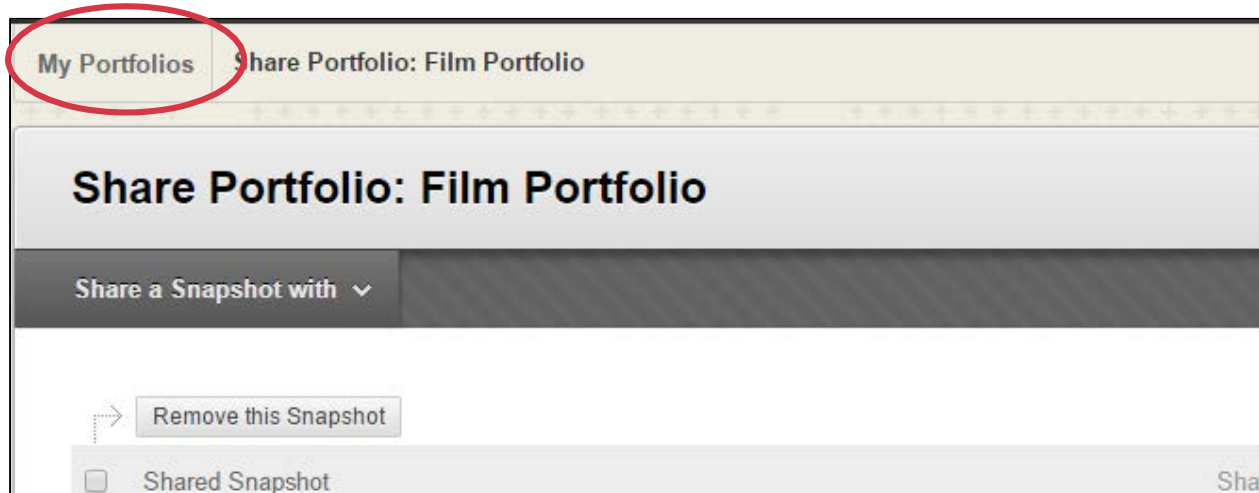
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11. Once your portfolio is shared successfully, you will see the Success message at the top of your screen and the date, time and recipient(s) of the share will appear in your Shared Snapshot list.



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



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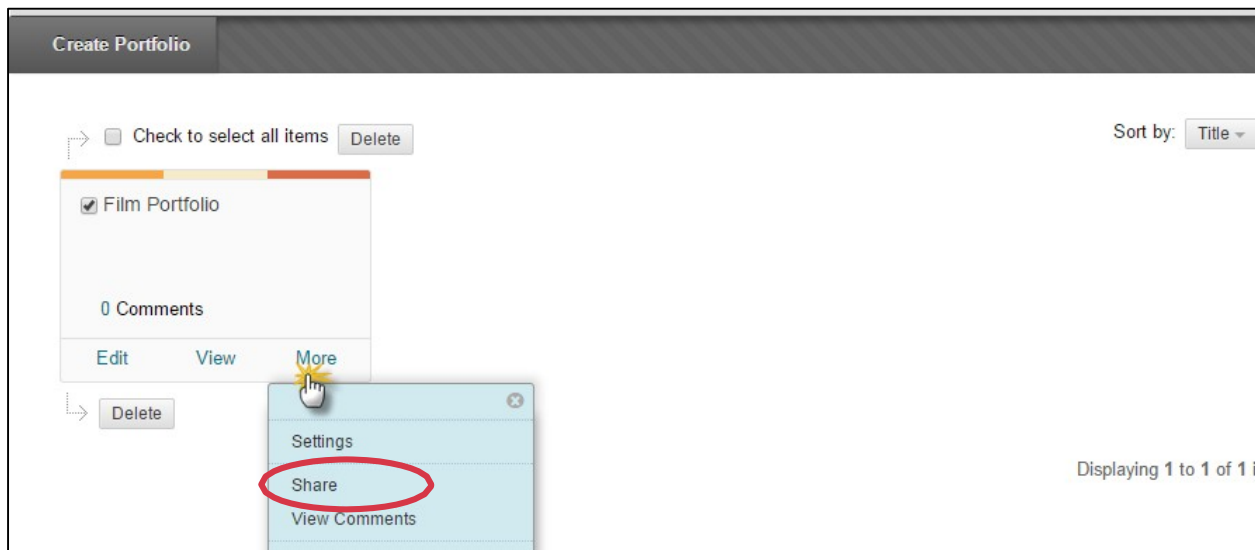


Re-Sharing a Portfolio

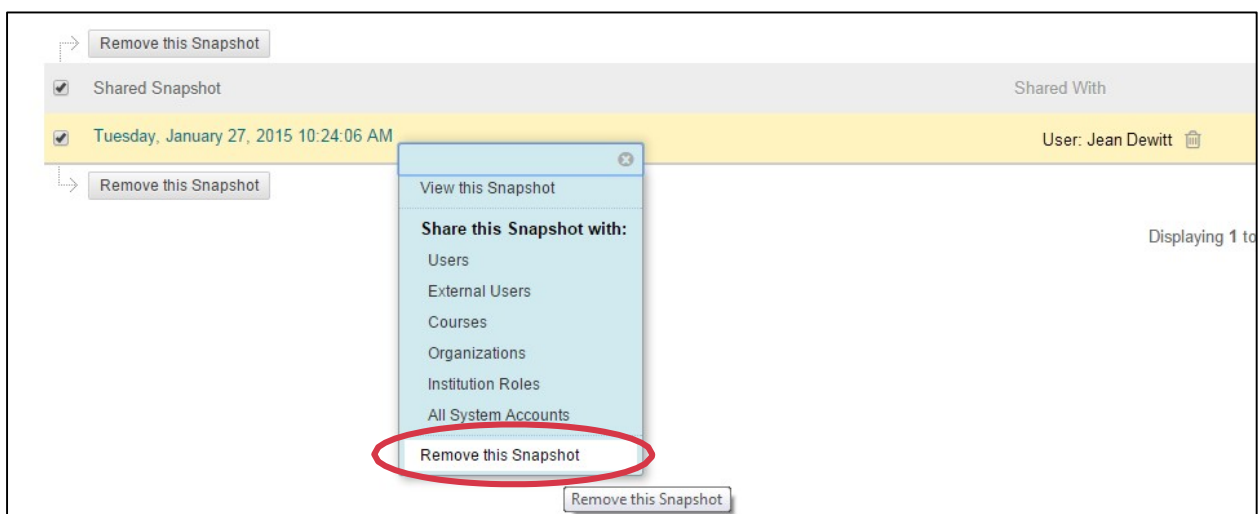
Each time you share a portfolio with other users, you create a static snapshot of that portfolio at that point in time. What is shared is that static snapshot.

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**.

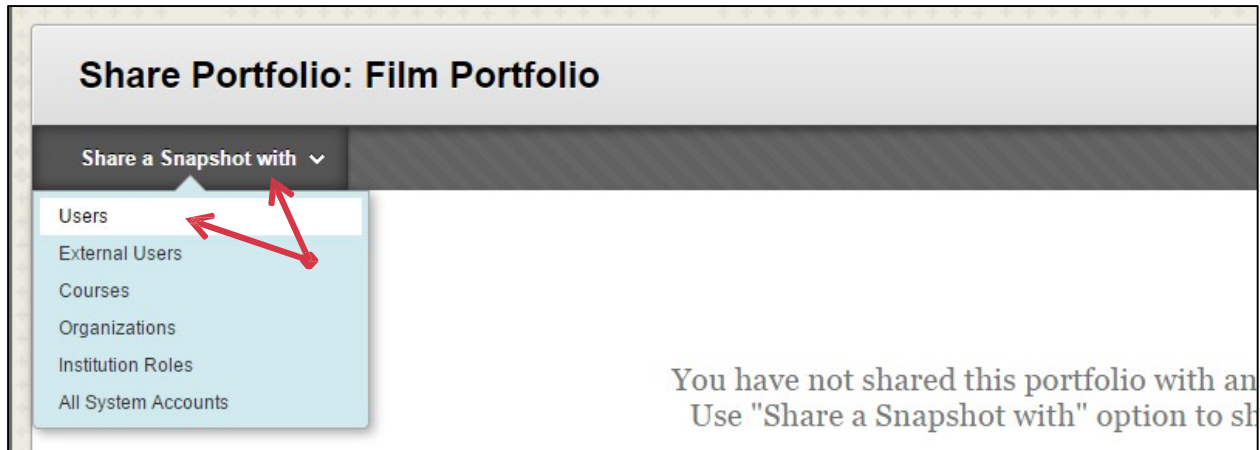


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Once the old snapshot has been removed, you will want to share the new snapshot.

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.



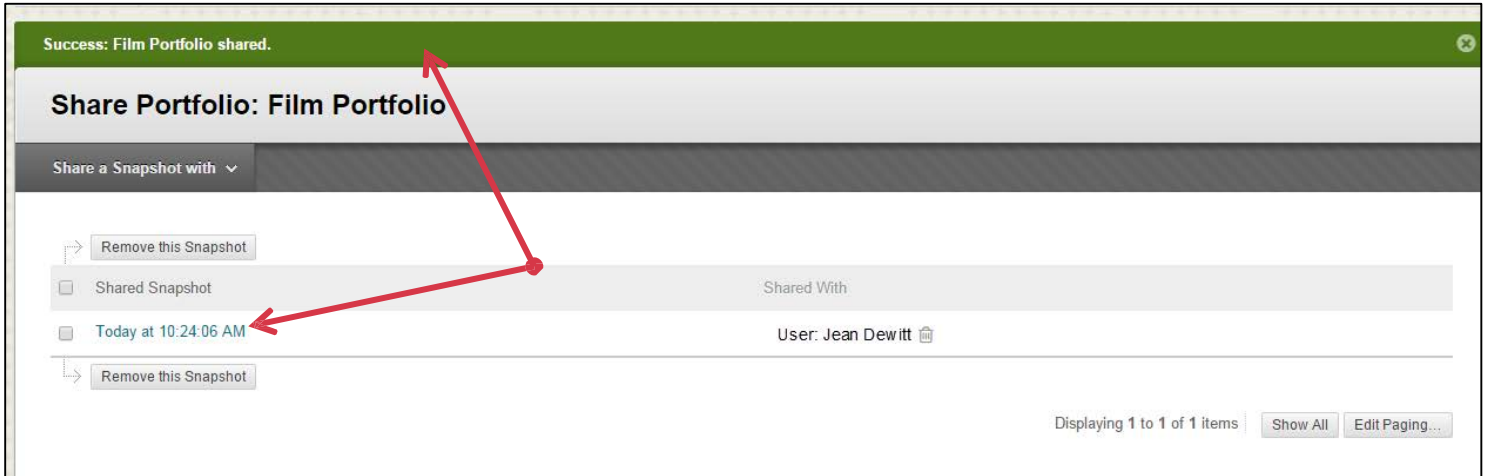
7. If you would like to send an email notification informing the user that you have share the portfolio with him/her, select **Send Email**.
8. Customize the message if you would like.
9. Choose if you would like to send a copy to yourself and/or if you would like to hide the list of recipients in the email.
10. Click **Submit** when you are done.



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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.



The screenshot displays a Blackboard interface. At the top, a green banner reads "Success: Film Portfolio shared." Below this, the page title is "Share Portfolio: Film Portfolio". A dropdown menu labeled "Share a Snapshot with" is visible. The main content area shows a table of shared snapshots. The first row is a header with columns for "Shared Snapshot" and "Shared With". The second row contains a checkbox, the text "Today at 10:24:06 AM", and "User: Jean Dewitt" with a trash icon. There are "Remove this Snapshot" buttons on either side of the row. At the bottom right, it says "Displaying 1 to 1 of 1 items" with "Show All" and "Edit Paging..." buttons. Two red arrows point from the success message to the first row of the table.

Shared Snapshot	Shared With
<input type="checkbox"/> Today at 10:24:06 AM	User: Jean Dewitt

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