How to Share Your Portfolio with Others

- Login on blackboard
- Click Content System tab
- On left-hand side, click My Portfolios
- On right-hand side, click Manage
- Click Share Portfolio
- Once there, you have many choices to search for the person you want to share your portfolio with. You can:

  - Click the Share with Users button then type in the name of the person you want to share with or click Browse to search for a person.

  - OR -

  - On the right, click on the box that says Share with Courses and search by course number. By using this method, your portfolio will then be shared with everyone who has taken this course during this time.