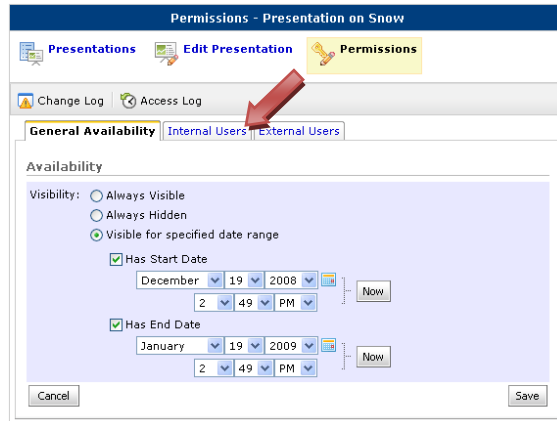




Sharing ePortfolio Items with Internal Springboard! Users

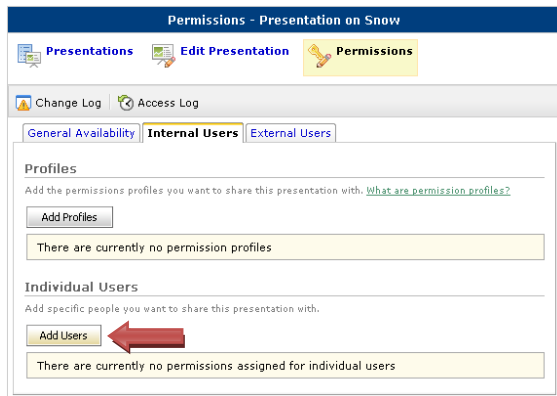
4. Select when you want users to be able to see the item on the **General Availability** tab of the **Permissions Page**.

Once you have determined the availability of your item, click on the **Internal Users** tab.



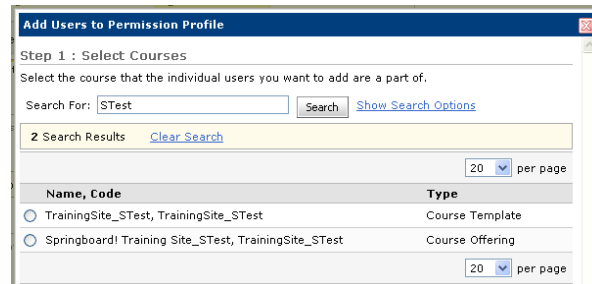
5. Click **Add Users** under **Individual Users**.

A New window will open.



6. Select the course the user or users you want to add belong to.

Click **Next**.



7. Select the user or users you want to add permissions for.

Click **Next**.

Add Users to Permission Profile

Step 2 of 3: Select Users

Search For: [Show Search Options](#)

20 per page

<input type="checkbox"/>	First Name ▲, Last Name	Username	Email
<input type="checkbox"/>	Admin UAkron	UAdmin	joshuar@uakron.
<input type="checkbox"/>	Alan Herbert	herbert	
<input type="checkbox"/>	Christopher Martin	ccm	ccm@uakron.edu
<input type="checkbox"/>	John Kelley	kelley5	kelley5@uakron.
<input type="checkbox"/>	Jonnie Phipps	phipps	phipps@uakron.e
<input type="checkbox"/>	Jonnie Jill Phipps	jonniejill	jonniejill@uakron
<input type="checkbox"/>	Joshé Ricé	jdummy	joshuar@uakron.
<input type="checkbox"/>	Joshua Rice	joshuar	joshuar@uakron.
<input type="checkbox"/>	Keith Piepho	kap	kap@uakron.edu
<input type="checkbox"/>	Matthew Orn	msorn	msorn@uakron.e
<input type="checkbox"/>	SuzieQ Testerman	suztest	
<input type="checkbox"/>	Wendy Lampner	wjl3	wjl3@uakron.edu
<input type="checkbox"/>			20 per page

8. Select the permissions you want the user or users to have:

View (V) – Allows selected user/s to see your ePortfolio item in their Explore area.

See comments from others (C) – Allows selected user/s to see the comments others have left on your ePortfolio item. **NOTE:** You must enable **Add Comments** also.

Add Comments (+C) – Allows user/s to add comments on your ePortfolio items.

See assessments from others (A) – Allows selected user/s to see rubric assessments other users have left on your ePortfolio item. **NOTE:** You must enable assessments for the item and select a rubric.

Add assessments (+A) – Allows selected user/s to evaluate your ePortfolio item. **NOTE:** You must enable assessments for the item and select a rubric.

Edit (E) – Allows selected user/s to make changes to your ePortfolio item. **NOTE:** Changes are tracked in the item's **Change Log**.

Click **Add and Send Invite**.

Add Users to Permission Profile

Set Permissions for all Users

Permissions:

- View (V)
- See comments from others (C)
- Add comments (+C)
- See assessments from others (A)
- Add assessments (+A)
- Edit (E)

- A new window will open with the name/s of the invitees where you include a Subject for your invite and a Message.

Click **Send**.

Invite - Presentation on Snow

Invite: John Kelley

Include a message with the invite (optional):

* Subject: Please review this item in my ePortfolio

Message: Please review this Presentation and provide me with feedback.

Buttons: Cancel, Send

- You will return to the **Internal Users** tab with the selected Users listed with the **Permissions** granted.

General Availability | **Internal Users** | External Users

Profiles

Add the permissions profiles you want to share this presentation with. [What are permission profiles?](#)

Add Profiles

There are currently no permission profiles

Individual Users

Add specific people you want to share this presentation with.

Add Users

First Name A, Last Name	V	C	+C	A	+A	E	Actions
John Kelley							

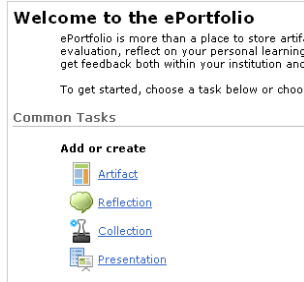
20 per page



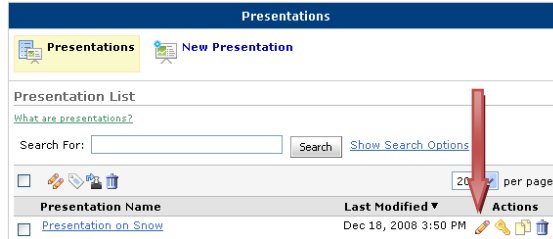
Sharing ePortfolio Items with External Users

1. Go to ePortfolio.

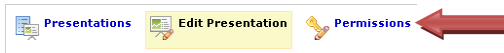
Click on **Artifact, Reflection, Collection, or Presentation**.



2. Open **Edit Page** for the **Artifact, Reflection, Collection, or Presentation** you want to share.

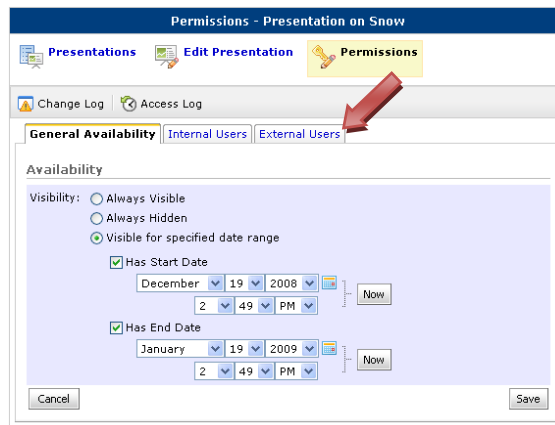


3. Select **Permissions** from the top tool menu.



4. Select when you want users to be able to see the item on the **General Availability** tab of the **Permissions Page**.

Once you have determined the availability of your item, click on the **External Users** tab.



- You may choose to make your Presentation available through a public URL. Users can only view your Presentation they cannot see or add comments or assessments, or edit the presentation.

If this is your preference, select **Allow presentation to be viewed publically without a username or password**.

Otherwise, click **Add Users**.

- Enter the **Email Address** of the **External User**.

Select the **Permissions** you want the user or users to have.

Click **Add and Send Invite**.

- You will return to the **External Users** tab with the selected User's Email Address listed with the **Permissions** granted.

