University of HUDDERSFIELD
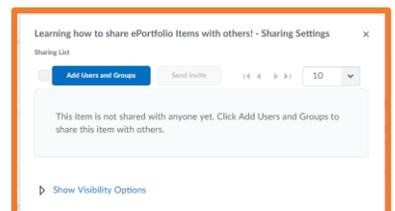Inspiring tomorrow's professionals

Sharing Your ePortfolio Items With Other Users

This guide will be covering how you can share items in your ePortfolio with other users internal and external to the University.

NOTE: Individual artefacts reflections and collections can only be shared internally. Only ePortfolio presentations can be shared with an external person.

1 Once within the ePortfolio, you can share an item by clicking on the drop-down arrow next to the ePortfolio item you are wanting to share and selecting the *Share* option.
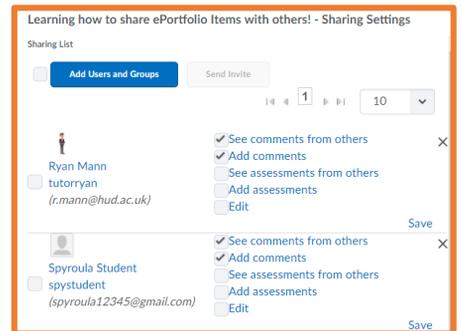

2 You can then choose to add individual users on your modules, this can be done by clicking on the *Add Users and Group* button.

3 You should now see a list of all the people from all of the modules you are enrolled on, you can elect one or multiple people and then click *Share*. You will then see the users you chose listed,

4 You can also scroll down and add a date restriction if required. Once you have added the people you are going to share your item with and specified the permissions they have, click *Close*.

You can go back into here and adjust settings and permissions at any time by selecting the pencil icon.
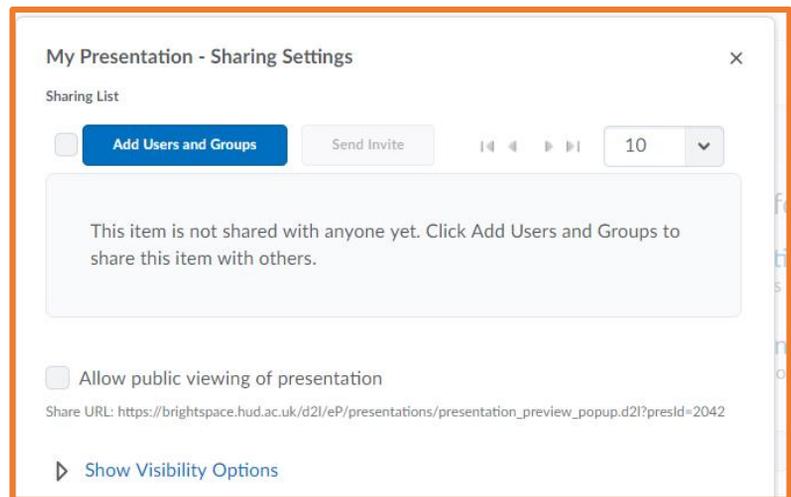.

Sharing Your ePortfolio Items With Other Users

For presentations, you can also make them viewable to external viewers, **without** giving them permissions to comment or edit them, the steps are similar to internal sharing but there are a couple of key differences.

Once you click share on a presentation you should see an additional option labelled *Allow public viewing of presentation.*

A link is visible under this, once the checkbox is checked the link becomes active and can then be sent to anybody who you would like to make your presentation viewable to.

My Presentation - Sharing Settings ✕

Sharing List

☐ **Add Users and Groups**   Send Invite   I◄ ◄   ► ►I   10 ⌄

This item is not shared with anyone yet. Click Add Users and Groups to share this item with others.

☐ Allow public viewing of presentation

Share URL: https://brightspace.hud.ac.uk/d2l/eP/presentations/presentation_preview_popup.d2l?presId=2042

▷ Show Visibility Options

NOTE: This will only give them the ability to view your presentation, not edit/comment or give feedback on it. To allow someone specific to edit or comment on your ePortfolio see the *Sharing ePortfolio with Specific External Users* guide.

For more information regarding ePortfolios, see the screencasts or visit the iPark for more how-to guides.